

Infinite Campus Portal User Guide

Logging In

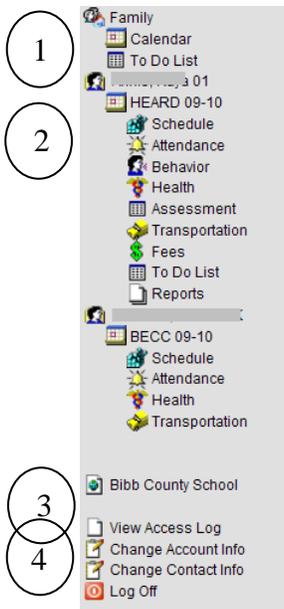
1. Access the Internet and enter www.bibb.k12.ga.us
2. Scroll to the bottom of the page and select the Infinite Campus icon.
3. Enter your User Name and Password
4. Click the Log In button

If you need an activation key, please visit your child's school and fill out the Request for Parent Portal Account application. You will need to show a picture ID in order for your application to be processed.

District / School Notices

The **District / School Notices** section (largest area of screen) is used to post any information the district or school administration want parents to be aware of.

The Index



The Index is located at the left side of the screen and is used to navigate to different areas of Portal. The index is organized into 4 main areas:

1. **Family Information:** Used by parents to view members of the household, relationship to the children of the household, and a consolidated family calendar showing attendance and assignments for all children in the household in one convenient location.
2. **Student Information:** Used to access various student-specific information. There will be a separate listing of options for each child in your household to whom you are tagged as a parent / guardian.
3. **School Links:** Hyperlinks to the website of the district.
4. **User Information:** Allows you to change your password, and update your email address in the Infinite Campus system.

Family – (Viewable by parents)

The **Family** link provides information about each person in the household and the relationship of the user logged in to each student in the household. Relationships to other adults in the household most likely read 'Null.' This is fine since we are primarily concerned with adult relationships to students.

Also included on this page are the addresses, phone numbers, and e-mail addresses for every person in the household. If you find that either the addresses or phone numbers are inaccurate, please report this to your child's school data clerk. If YOUR e-mail address is incorrect, you may correct this yourself by going to the **Change Contact Info** link on the Index.

Family Demographic Information					
Name	Relationship	Enrolled	Address	Phone Numbers	Email
Curtis Smith, Jr.	Self		1112 2nd Ave Macon, GA 31204	(h) (478) 201-1410 (w) (478) 201-1410 (c) (478) 201-1410	msmith13@hotmail.com
Laurie Smith	Spouse		1112 2nd Ave Macon, GA 31204	(h) (478) 201-1410 (w) (478) 201-1410 (c) (478) 201-1410	msmith13@hotmail.com
Curtis Smith, III	Father	03 ALEX 09-10	1112 2nd Ave Macon, GA 31204	(h) (478) 201-1410 (w) (c)	
Tom Smith	Father	01 ALEX 09-10	1112 2nd Ave Macon, GA 31204	(h) (478) 201-1410 (w) (c)	

NOTE: You may also find that parent/guardians are duplicated on this screen. Do not be concerned. This is an issue related to data conversion that we will be working to clean-up in the coming months.

Family – Calendar (Viewable by parents)

The **Family Calendar** provides a consolidated display of assignments and attendance information for all students in your household to whom you have access.

<< **March 2009** >>

 Assignment (s) Due
  Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02 <i>Courtney</i> 	03 <i>Courtney</i>  <i>Amber</i> 	04 <i>Courtney</i>  <i>Amber</i> 	05 <i>Courtney</i>  <i>Amber</i>  	06 <i>Courtney</i>  <i>Amber</i> 	07
08 <i>Amber</i> 	09 <i>Amber</i> 	10 <i>Courtney</i>  <i>Amber</i> 	11 <i>Courtney</i>  <i>Amber</i> 	12 <i>Courtney</i> 	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Assignment(s) Due

NOTE: The calendar is one of two ways a parent can view assignments and grades. The calendar view is most useful in viewing upcoming assignments for those teachers who choose to enter assignments in advance or for seeing information on multiple children simultaneously. See the **Schedule** section for another method of viewing student assignments and grades in list form.

- The  indicates an assignment is / was due on this date.
- Left-click on the  to obtain details about the assignments that were due on that date for all classes in which your student is enrolled:

400510050-21 Chemistry H			
Assignments			
Name	mole-mole quiz #1	Total Points Possible	100
Due Date	11/05/2009	Score	70
Date Assigned		Comments	

- Don't be concerned if the Score is missing for an assignment and less than one week has passed since the Due Date. Grading is a time-consuming task. Please allow teachers **at least one week** to score assignments before inquiring about a specific grade. In the case of extensive writing assignments or projects, scoring may take longer than a week.
- The **Score** will appear for any graded assignments. The teacher may tag the assignment with certain indicators such as LATE, MISSING, CHEATED, DROPPED, or INCOMPLETE. Additional information may also appear in the Comments area, giving additional information about your child's performance.

Attendance Events

- The  indicates that an attendance event occurred on that date.
- Left-click on the  to obtain attendance details.
- Notice the Legend to the right of the screen that explains the color coding.

Term 1	Adv	01	02	03	04	Date	Adv	01	02	03	04	Legend
Absent	0	0	0	0	2	03/12/2009						A = Absent
Early Release	0	0	0	0	0	03/05/2009						T = Tardy
Tardy	0	0	0	0	0	02/25/2009						E = Early Release
Term 2	Adv	01	02	03	04	02/23/2009			T	A	A	Unknown = Unknown
Absent	0	1	1	1	3	02/06/2009						Excused = Excused
Early Release	0	0	0	0	0	01/27/2009		A	A	A	A	Unexcused = Unexcused
Tardy	0	0	0	0	0	01/22/2009						Exempt = Exempt
Term 3	Adv	01	02	03	04	12/11/2008		A	A	A	A	
Absent	0	2	2	5	6	12/09/2008						
Early Release	0	0	0	0	0	11/20/2008						
Tardy	0	0	1	0	0	10/09/2008						
Term 4	Adv	01	02	03	04	08/18/2008						
Absent	0	0	0	0	0							
Early Release	0	0	0	0	0							
Tardy	0	0	0	0	0							

- If your child attends an **ELEMENTARY** or **MIDDLE** school, attendance will only be marked for their Homeroom /Supervision. Attendance is not taken every period at the elementary and middle school levels.
- If your child attends a **HIGH** school, attendance will not be displayed for the Adv (Advisement) column unless a school requires attendance for Advisement. This is an advisement period has no associated attendance.
- **T = Tardy** is used to denote both late arrivals and early check-outs.
- **EXEMPT** absences do not count against the student in any manner. This simply indicates that the student was not in his/her scheduled classes for some reason. Examples could include days assigned to In School Suspension, field trip or served Hospital / Homebound. Often, such absences originally are entered as Unexcused and later updated. Do not be concerned unless the reason is not updated within 48 hours.
- Notice that the left side of the screen provides a summary of absences and tardies for each term. As stated above, early check-outs are included in the 'Tardy' category.

Student - Calendar

The functionality provided beneath the Student – Calendar is exactly the same as Family, except it is limited to assignments and attendance events for one student.

Student – Attendance

Provides the same screen that appears when attendance event is opened from within the Calendar.

Student – Schedule

As was possible through the calendar, student assignment details can also be accessed from the Student Schedule:

	Term S1 (08/06/09-12/19/09)	Term S2 (01/06/10-05/21/10)
01	540231000-11 Adv Mix Chorus I Hernandez, Charles Rm: 39	540232000-12 Adv Mix Chorus II Hernandez, C. Rm: 39
Supv	000000011-5 Supervision 11 Romero, Diedra Rm: 108	000000011-5 Supervision 11 Romero, Diedra Rm: 108
02	600710000-23 Spanish I Burlison, Rocio Rm: 238	230530000-22 AP Lang/Comp DeGrandis, J. Rm: 106
03	402810020-3 Physics G/AC Thompson, Lisa Rm: 204	450820000-32 AP U. S. History Sanders, E. Rm: 506
04	270640050-21 Algebra II H Davis, Cecilia Rm: 117	600720000-44 Spanish II Burlison, Rocio Rm: 238

Assignment Details

- To access assignment details from the Schedule, simply click on the **Course Title**. *Note: There is no ability to click on the Course Title if no assignments have been entered. For example, you will never be able to open a Homeroom section because assignments are not attached. Please allow 2 weeks from the start date of a class for assignments to start appearing. Also, please be aware that detailed assignments may not be posted for the following elementary subjects: Handwriting, Music, PE, Health, Art, and Technology.*

- At the top of the screen there may be general notes the teacher has made about the student, such as the one that follows. These will be student-specific items the teacher wishes to communicate that do not apply to a specific assignment recorded in the grade book.
- Notice the color coding on the **Grading Task Summary**. Scores highlighted in **Green** are grades which have been posted during an official grading term. Scores highlighted in **Yellow** are NOT final grades. These are current averages based on the scores that have been recorded by the teacher so far in the current term.

Grading Task Summary		
Legend: <input type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet		
Grading Task	Terms S1	Terms S2
9 Week Grade	93 93.4%	
4 1/2 Week Progress	87 87%	
13 1/2 Week Progress	90 89.72%	
Semester Avg		
EOCT / Exam		
Final Grade		

- You may also notice Semester and/or Final Averages in **Yellow**. Again, these are not static scores. They are changing continually based on grades entered by the teacher. Once the final averages are calculated based on posted grades, the highlight will change to **Green**.
- The **Progress Report Detail** sections will ALWAYS be blank. Detailed assignments are recorded on the 9-Weeks Grade category. The Progress Report category is only used as a holding place to report a mid-term average.

Term 3 Progress Report Detail
This Grading Task has no assignments assigned to it.

- You will see any where from 1 to 4 Term, Detail categories, depending on the duration of the class. The details for all assignments remain viewable to the parent for the duration of the course, not just for the current 9-week period.
- To view current grades, scroll to the current term.

Term S1 Semester Avg Detail							
Quiz (15.0%)							
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
quiz 1.1-1.3	08/14/2009	08/14/2009	1.0	100	85	85	
quiz 1.4.1.6	08/19/2009		1.0	100	82	82	
quiz 2.1-2.3	08/27/2009	08/27/2009	1.0	100	86	86	
a-z vocabulary	09/03/2009	09/03/2009	1.0	100	96	96	
quiz 3.2	09/15/2009	09/15/2009	1.0	100	100	100	
sat/act chap test	09/24/2009	09/24/2009	1.0	100	100	100	
quiz 4.1	09/29/2009		1.0	100	100	100	
quiz 4.1-4.2	10/02/2009		1.0	100	98	98	
quiz 9.4.1 - 4.3	10/07/2009		1.0	100	100	100	
quiz 10 - 5.3	11/04/2009		1.0	100	70	70	
quiz 11 5.4	11/06/2009		1.0	100	75	75	
Quiz Totals				1100	992	90.18%	

Classwork (20.0%)							
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
pg 45-46	08/19/2009	08/19/2009	1.0	100	100	100	
WU/TOD	08/25/2009	08/25/2009	1.0	100	80	80	
pg 79-81	08/25/2009	08/25/2009	1.0	100	100	100	
3-1 warm-up	09/10/2009	09/10/2009	1.0	100	100	100	
wu & ws 3.2	09/16/2009	09/16/2009	1.0	100	100	100	
wu & pg 152	09/17/2009	09/17/2009	1.0	100	100	100	
ws 3.3 activity lesson opener	09/18/2009	09/18/2009	1.0	100	100	100	
pg 186	09/24/2009	09/24/2009	1.0	100	100	100	
pg 198 #1-11	09/28/2009		1.0	100	100	100	
flip-up & web it	09/30/2009		1.0	100	100	100	
question ladder	10/28/2009		1.0	100	0	0	
pg 277/ws 5.4	11/04/2009		1.0	100	102	102	
Classwork Totals				1200	1082	90.17%	

Homework/Journal,Portfolio (15.0%)							
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
signed progress report	08/07/2009	08/07/2009	1.0	100	100	100	
WS 1.1B	08/13/2009	08/13/2009	1.0	100	94	94	
WS 1.3B	08/14/2009	08/14/2009	1.0	100	100	100	
WS 1.4B	08/18/2009	08/18/2009	1.0	100	100	100	
WS 2.2B	08/25/2009	08/25/2009	1.0	100	100	100	
ws 3.3b	09/18/2009	09/18/2009	1.0	100	100	100	
pg 240 1-21	10/14/2009		1.0	100			
ws 11.1 - 11.2	10/22/2009		1.0	100			
pg 287	11/11/2009		1.0	100			
Homework/Journal,Portfolio Totals				600	594	99%	
Tests (40.0%)							
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
Chap 1 test	08/21/2009	08/21/2009	1.0	100	89	89	
chcap 2 test	09/09/2009	09/09/2009	1.0	100	83	83	
chcap 3 test	09/25/2009	09/25/2009	1.0	100	95	95	
chcap 4 test	10/15/2009		1.0	100	72	72	
Tests Totals				400	339	84.75%	
Term S1 Semester Avg Totals						89.23%	

Notice that the assignments are organized by Assignment Type (in this case – Quiz, Classwork, Homework, Tests). You can also see on the Assignment Type header row the weight that each assignment type carries in the overall student average.

NOTE: A category will not appear on Infinite Campus Portal if no assignments have not yet been recorded. It will not be unusual to see categories not adding up to 100% early in the 9 weeks. This should correct itself as more assignments are entered.

- The current average for each assignment type is displayed at the bottom of each category in the % column.
- The current overall average is displayed at the bottom of the Detail.
- Notice that you can also view special tags (i.e., Missing) and comments entered by the teacher on specific assignments.
- Click on the Name of the assignment to view more details about the assignment:

Score Detail	
Score	89 (89.000%)
Comments	

Assignment Detail	
Name	Chap 1 test
Due Date	08/21/2009
Date Assigned	08/21/2009
Total Points	100
Multiplier	1
Description	

NOTE: Some elementary classes such as Handwriting, Health and PE give letter grades such as S, N or U. However, the rubric scores used for individual assignments will be 3, 2, or 1. If a student has an average of 2.5 the student will receive a posted grade of S. For an average of 1.5 a grade of N will be posted. Any average of less than a 1.5 will receive a posted grade of U.

- Click Back to the complete Grade book.... to return to the previous screen.

Student - Behavior

Behavior Events show the event, the role the student played in the event and the resolution.

Date	Event	Demerits	Role	Resolution
10/02/2003-	MISCONDUCT	0	Offender	In School Suspension
02/03/2004-	DressCode Viola	0	Offender	Warning
03/23/2004-	Profanity	0	Offender	In School Suspension
08/21/2003-	MISCONDUCT	0	Offender	Warning
02/11/2004-	DressCode Viola	0	Offender	Detention
10/29/2004-	MISCONDUCT	0	Offender	Warning

All behavior events are shown, not just the current year information.

Student Assessment

Assessments are the state tests given such as CRCT, 5th Grade Writing Tests, 8th Grade Writing Test, EOCT, GHS GT, and GHS WT. We are still in the process of importing test scores.

State Tests			
EOCT Math			
EOCT Algebra I (EOCT)	Date: 05/01/2007	Score: 590.000	Result: DNM
GHS GT Science			
GHS GT Science (GHS GT)	Date: 03/01/2009	Score: 194.000	Result: Fail
GHS GT Language			
GHS GT Language Arts (GHS GT)	Date: 03/01/2009	Score: 275.000	Result: Pass
GHS GT SocStu			
GHS GT Social Studies (GHS GT)	Date: 03/01/2009	Score: 506.000	Result: Pass
GHS GT Math			
GHS GT Math (GHS GT)	Date: 03/01/2009	Score: 530.000	Result: Pass

Student - Fees

View fees owed by the student to the school. This may include fees owed for certain student organizations, lost textbooks, pictures, etc. Money owed for lunches will not be recorded here.

*NOTE: Students may owe fees not recorded in Infinite Campus.

Courtney Deason's Fee Statement for ECHS 08-09

Fees: 1
 Debit: \$4.50
 Balance: \$4.50

Due Date	Fee	Type	Debit	Credit	Balance
03/17/2009	BAND		\$4.50	\$0.00	\$4.50

Student - Reports

This section provides printable copies of popular Infinite Campus reports

Student Schedule

This report provides the student's current class schedule. Late each summer, schedules will be turned on for the upcoming year for middle and high school students. An automated call will go out from the school principal advising parents and students when schedules are available.

Missing Assignments

This provides a listing of assignments that have been specifically tagged as "MISSING" by the teacher. If an assignment is on this report, assume the teacher has already recorded grades for the majority of students in the class for this assignment. Missing assignments calculates as zeros in determining the student's current class average. Monitor this report continually.

27-2810091-1 Math I - GT			
Assignments			
Name	Factoring Polynomials Independent Practice	Total Points Possible	100
Due Date	03/17/2009	Score	
Date Assigned		Comments	

Web Site Links

Hyperlinks to the website of the district and any schools at which you have children attending.

Change Account Info

This will allow you to change your Infinite Campus Portal password.

****NOTE:** If you also use Infinite Campus as an Effingham County Board of Education employee, this will change the password used for both Infinite Campus and Parent Portal!

Change Contact Info

The only contact information that is updatable through Parent Portal is the users' e-mail address.

This is also where you can opt in or out of receiving various automated communications via email.

Need Assistance?

If you are having trouble understanding something in assignments, grades or attendance, please contact your child's teacher for clarification.

If you have questions about family information, student schedules or fees, please contact the registrar or data clerk at your child's school.

If you have forgotten your Parent Portal login you can use the password reminder in Infinite Campus.

1. From the login screen, click the link 'Problems Logging in?'
2. Enter the email address you put on your Parent Portal application form.
3. Click Send Reminder. An email will be sent to the email address entered that will give your username and password.

NOTE: If you did not give a valid email address on your application or your email address does not match the email we have on file for you, you will need to contact Campus Support by emailing campushelp@bibb.k12.ga.us. Please put Parent Portal Login in the subject line. In the body of the email, include your name, parent portal user name, your student's name, school, Student ID# and/or birth date and a phone number where you can be reached. You will either receive an email reply with your username and password or our staff will call you at the phone number given for additional information.