

Parent & Student Portal Accounts:

When logged into a Campus portal account, a number of menu options will be available on the left hand side of the screen. Below is a short description of each menu option available. Note that note all options listed will be available to both parents and students.

The screenshot shows a navigation menu on the left with options: Calendar, Schedule, Attendance, Grades, Health, Academic Planner, Reports, Demographics, Emergency Contacts, Family, Messages (highlighted), Discussions, Household Information, Family Members, User Account, Account Management, and Notification Settings. The main content area displays 'District Announcements - 0 messages', 'School Announcements - 1 message' with a message from Hastings High School about Mid-Term Progress Reports, and 'Inbox - 6 messages'. A section titled 'Looking for your District ID?' includes a green 'Get District ID' button and text: 'Click the button to the right to get your District ID, so you can log in to our mobile applications!'.

Calendar: The Calendar tab, when accessed from the Student section, displays all day events, assignments and attendance events for that student only. The calendar defaults to the current month but users are able to view previous months and future months by clicking the black arrow buttons on either side of the month and year.

Schedule: The Course Schedule lists the student's classes in each period and term, along with the time and location the class meets. If a school uses a rotating day or alternating day schedule, the day the class meets will be listed. Parents can use this tool to find out the classes the student is taking along with the teacher's name and room number.

Attendance: The Attendance tab of the Campus Portal allows parents to track student attendance using a variety of summary options and attendance views.

The screenshot shows the 'Attendance' tab selected in the left menu. The main content area is titled 'Attendance' and includes a 'Test Attendance' section with three calendar views for December 2010, January 2011, and February 2011. A legend below the calendars indicates: Green for Excused, Red for Unexcused, Grey for Exempt, and Yellow for Unknown. Below the calendars is an 'Attendance Summary by Course' table.

Course	Teacher	Periods Absent	Tardy	Early Release	Present
701 LANGUAGE ARTS	KENNY S	5	0	1	0

Grades: The Student Grades tab displays recent assignments that have been graded, a list of term grades by course, and the student's current Term GPA. Parents and students are able to see all grading tasks and grades and can easily view all assignments for a particular course.

Grades

Recently Graded Assignments

Posted	Course	Assignment	Score	Total	Percent
1 hour ago	1065 - Pottery 3	Clay Manipulation	92	100	92.0%
8 days ago	1100 - Jewelry 2	assignment 1	50	100	50.0%
8 days ago	1060 - Pottery 2	Missing flag *Missing	0	100	0.0%

Grades By Course

Quarters Full Year

Expand All Collapse All

In-Progress Grade Final Grade

- 5812-1 Ath Strngth & Cndng - Godfredsen, Thomas
- 2390-5 English II W - Moran, Michael

Health: Every state mandates a series of vaccinations to be given to students over several academic years. In addition to vaccines and doses, the Portal will display vaccination compliance. This is required for a student to remain in school. If the student is not vaccinated, the school must have a waiver on file.

Reports: The Reports tab allows parents to generate reports of information such as missing assignments, a student's schedule, and any transcripts or report cards that are available. These reports generate in PDF format using Adobe Acrobat Reader. **Note: Student locker information can be viewed by clicking on reports and then opening a student schedule report. The locker information is located on the top of schedule.**

Reports

District Comments here

- Student Schedule
- Missing Assignments

Reports on this page require the Adobe Acrobat Reader (free).

Adobe Get Acrobat Reader

Demographics: The Demographics tab lists the information the school district currently has for the selected student.

Emergency Contacts: Emergency contacts are non-household contacts who may be contacted by the school if there is an emergency and the parent is unable to be reached. The school will contact the parents/guardians first and emergency contacts will be contacted only if a parent/guardian can't be reached. If you need to have emergency contact information updated for your child, please contact the school.

Messages: The Messages tab is selected by default when opening a portal account. Its contents are divided into three sections: District Notices, School Notices and the Inbox. If a section contains no information it will be closed by default.

Household Information: This tab lists the household phone number and all current addresses of the household. Parents may request updates to phone numbers on this page by clicking on the Update button. All address changes must be made by contacting the school.

Family Members: This tab lists demographic information for all household members. Here, parents can review each person's contact information and relationships between all household members. Parents using a parent portal account may request updates to phone numbers for any family member listed on the screen by clicking on the blue "Update" button. Note that this feature is available to parents only and is not available via the student level portal accounts.