

How to Access the Infinite Campus Portal

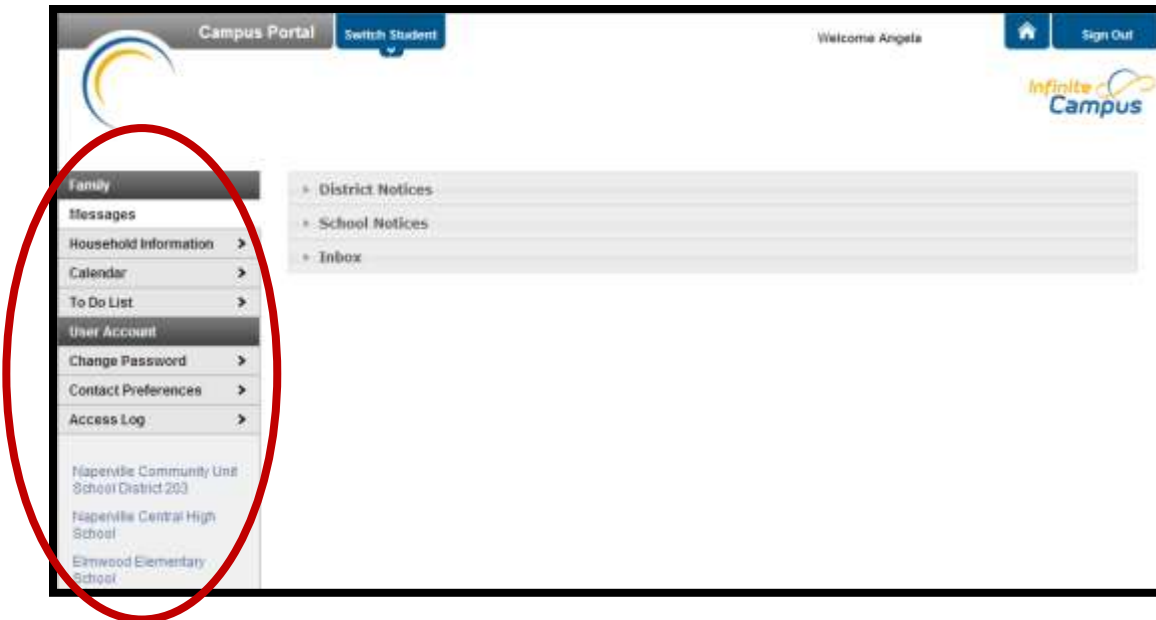
The Infinite Campus Portal allows you to access information about your educational experience. There are several portal options depending on your grade level. Below is a chart of the portal options broken down by grade level.

Green - Live on 9/6 Blue - Released at a future date Gray - Not used by school or N/A	ECC	ELEM	JH	HS
Portal Options				
Family Calendar	Green	Green	Green	Green
To Do List	Gray	Gray	Green	Green
Schedule	Gray	Gray	Green	Green
Grade Book	Gray	Gray	Green	Green
Student Fees	Blue	Blue	Blue	Blue
Attendance	Green	Green	Green	Green
Contact Information	Green	Green	Green	Green
Transportation	Gray	Green	Green	Green
Grad Planner	Gray	Gray	Gray	Blue
Teacher Newsletter	Gray	Green	Green	Green
Behavior	Gray	Gray	Green	Green
Health	Green	Green	Green	Green
Edit Contact Data	Blue	Blue	Blue	Blue
School / District Notices	Green	Green	Green	Green

This tutorial is broken down into two sections: **main menu options** and **student-specific options**.

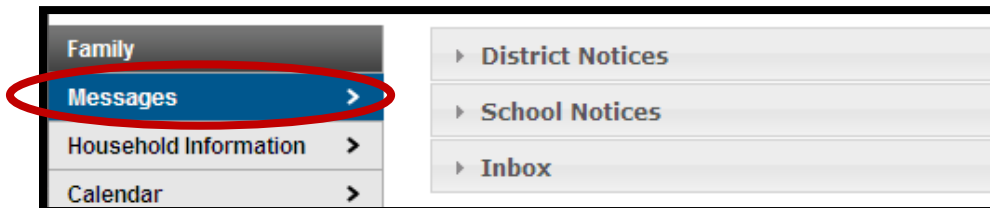
Main Menu: Home Screen

1. After you log into Infinite Campus Portal, you will see the different options on this screen: messages, household information, calendar, to do list, change password, contact preferences, and access log.



Main Menu: Messages

1. When you click on Messages, you will be able to access District Notices, School Notices, and Inbox Messages. Click on one of the arrows to the left of one of the three options to maximize the box and view the notices.



Main Menu: Household Information

1. When you click on Household Information, you will be able to view your Household Phone Number and Address.

Family

- Messages >
- Household Information >**
- Calendar >
- To Do List >

User Account

- Change Password >
- Contact Preferences >
- Access Log >

Naperville Community Unit School District 203
Naperville Central High

Household Information

NOTICE: If you need to change your address, please contact the Centralized Enrollment Office at 630.420.1234

Household:

Household Phone Number

(630) -

Household Address

Primary Address

Naperville, IL 60540
Mailing: Yes

Main Menu: Calendar

1. When you click on Calendar, you will be able to see the District and Building Calendars as well as assignments due (junior high and high school) and attendance events.

Family

- Messages >
- Household Information >
- Calendar >**
- To Do List >

User Account

- Change Password >
- Contact Preferences >
- Access Log >

Naperville Community Unit School District 203
Naperville Central High School
Elmwood Elementary School

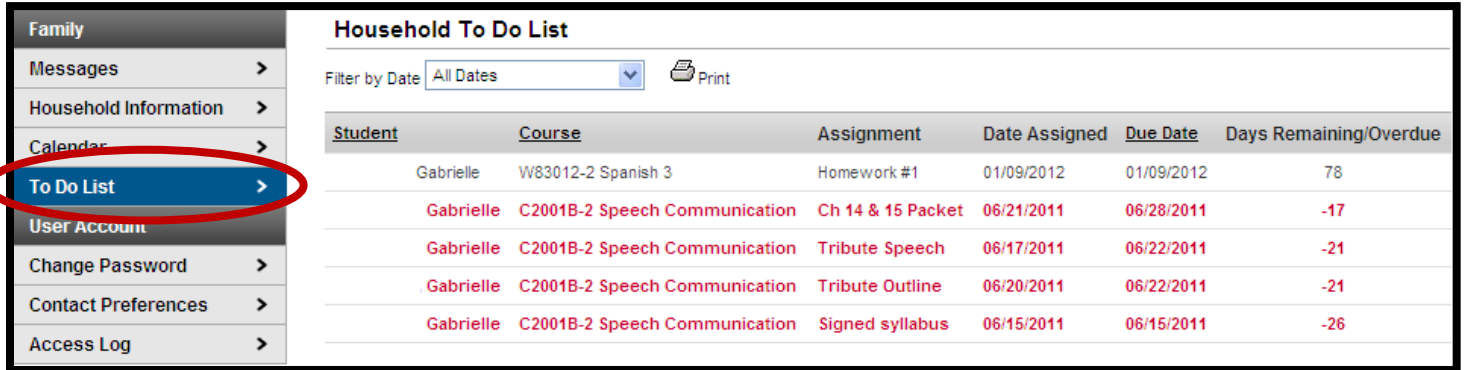
August 2011

Assignment(s) Due Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	01	02	03	04	05	06
07	08	09	10	New Teacher Orientation Day New Teacher Orientation Day New Teacher Orientation Day	11 New Teacher Orientation Day New Teacher Orientation Day New Teacher Orientation Day	12 13
14	Institute Day - Full Day Institute Day - Full Day Institute Day - Full Day	15 Teachers' Work Day Teachers' Work Day Teachers' Work Day	16 School Begins School Begins	17	18	19 20
21	22	23	Gabrielle	24	25	26 27
28	29	30	31			

Main Menu: To Do List

1. When you click on To Do List, you will be able to see the assignments due for you. It will also show you past due assignments if you did not turn it in on time.



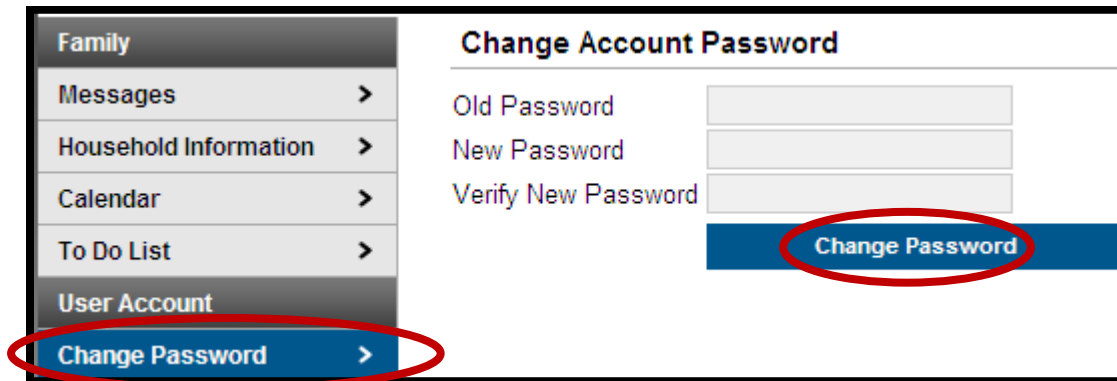
Household To Do List

Filter by Date: All Dates

Student	Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdue
Gabrielle	W83012-2 Spanish 3	Homework #1	01/09/2012	01/09/2012	78
Gabrielle	C2001B-2 Speech Communication	Ch 14 & 15 Packet	06/21/2011	06/28/2011	-17
Gabrielle	C2001B-2 Speech Communication	Tribute Speech	06/17/2011	06/22/2011	-21
Gabrielle	C2001B-2 Speech Communication	Tribute Outline	06/20/2011	06/22/2011	-21
Gabrielle	C2001B-2 Speech Communication	Signed syllabus	06/15/2011	06/15/2011	-26

Main Menu: Change Password

1. Click on Change password if you want to change your account's password. Once you are done changing your password, click Change Password.



Change Account Password

Old Password

New Password

Verify New Password

Main Menu: Contact Preferences

1. Click on Contact Preferences if you update your email address and determine whether or not you wish to use this email for high priority, attendance, behavior, general and teacher messages. Once you are done changing your contact preference, click Save.

Message Contact Preferences

Email Address:

Instructions:

For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message.

* You must be a household guardian to edit the household phone preferences.

High Priority	Attendance	Behavior	General	Teacher
No Devices Available. Enter your email address above to setup contact preferences for your email.				

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language:

Main Menu: Access Log

1. Click on Access Log if you wish to see the date and time your Infinite Campus Portal has been accessed.

Family	Access Log			
Messages	Timestamp	Success	Remote IP	Remote Name
Household Information	08/28/2011 11:51 AM	YES	balancer.naperville203.org/10.9.9.10	balancer.naperville203.org Mozilla/4.0 (compatible; MSIE 8.0; Windows NT 6.0; Win64; x64; Trident/4.0)
Calendar	08/27/2011 02:19 PM	YES	balancer.naperville203.org/10.9.9.10	balancer.naperville203.org Mozilla/4.0 (compatible; MSIE 8.0; Windows NT 6.0; Win64; x64; Trident/4.0)
To Do List	08/22/2011 07:43 PM	YES	balancer.naperville203.org/10.9.9.10	balancer.naperville203.org Mozilla/5.0 (Windows NT 6.1; rv:1.9.2.13; Gecko/20100305 Firefox/3.6.13)
User Account	08/22/2011 03:26 PM	YES	balancer.naperville203.org/10.9.9.10	balancer.naperville203.org Mozilla/4.0 (compatible; MSIE 8.0; Windows NT 6.0; Win64; x64; Trident/4.0)
Change Password	08/12/2011 02:48 PM	YES	balancer.naperville203.org/10.9.9.10	balancer.naperville203.org Mozilla/5.0 (Windows; U; Windows NT 6.0; en-US; rv:1.9.2.13; Gecko/20100305 Firefox/3.6.13)
Contact Preferences	08/12/2011 09:21 AM	YES	balancer.naperville203.org/10.9.9.10	balancer.naperville203.org Mozilla/5.0 (Windows; U; Windows NT 6.0; en-US; rv:1.9.2.13; Gecko/20100305 Firefox/3.6.13)
Access Log	08/11/2011 03:05 PM	YES	balancer.naperville203.org/10.9.9.10	balancer.naperville203.org Mozilla/4.0 (compatible; MSIE 8.0; Windows NT 6.0; Win64; x64; Trident/4.0)
	08/11/2011 02:59 PM	YES	balancer.naperville203.org/10.9.9.10	balancer.naperville203.org Mozilla/4.0 (compatible; MSIE 8.0; Windows NT 6.0; Win64; x64; Trident/4.0)
	08/11/2011 01:26 PM	YES	balancer.naperville203.org/10.9.9.10	balancer.naperville203.org Mozilla/4.0 (compatible; MSIE 8.0; Windows NT 6.0; Win64; x64; Trident/4.0)
	08/11/2011 11:19 AM	YES	balancer.naperville203.org/10.9.9.10	balancer.naperville203.org Mozilla/4.0 (compatible; MSIE 8.0; Windows NT 6.0; Win64; x64; Trident/4.0)
	08/07/2011 04:39 PM	YES	balancer.naperville203.org/10.9.9.10	balancer.naperville203.org Mozilla/5.0 (Windows NT 6.1; rv:1.9.2.13; Gecko/20100305 Firefox/3.6.13)

Main Menu: Links to District and School Pages

1. Click on the Naperville Community Unit School District 203 link to take you to the District homepage. This page will open in a separate window. There are also links to the school homepages as well.

The screenshot displays a Windows Internet Explorer browser window. The address bar shows the URL <http://www.naperville203.org/campus/portal/>. The browser window is titled "Home Page - Naperville Community Unit School District 203". The page content includes a navigation menu with links for "DISTRICT 203 SCHOOLS", "PARENTS AND STUDENTS", "COMMUNITY MEMBERS", "DISTRICT 203 DEPARTMENTS", and "ABOUT DISTRICT 203". A sidebar on the left contains a "Campus Portal" section with a "Live Login" button and a "Family" section with links for "Messages", "Household Information", "Calendar", "To Do List", "User Account", "Change Password", "Contact Preferences", and "Access Log". The main content area includes a "District Information" menu, a "News and Announcements" section with a headline "Infinite Campus to launch Sept. 6", and a mission statement: "Building a Future of Lifelong Learning. Our Mission ... is to educate self-directed learners, collaborative quality producers and consumers." The browser's status bar at the bottom indicates "Unknown Zone (Mixed)" and "100%" zoom.

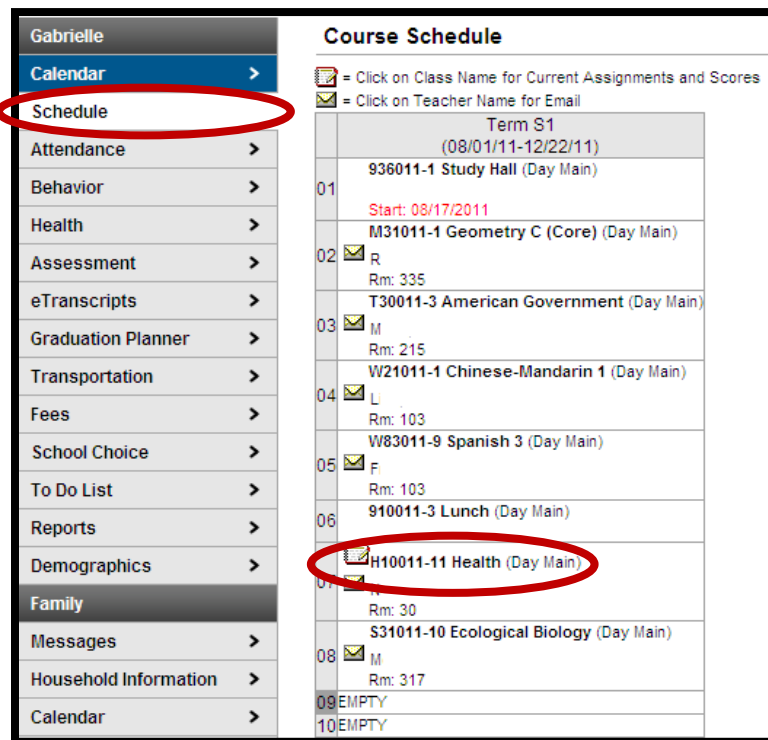
Student Menu: Calendar

1. Click on Calendar to access your calendar. On the calendar, you will see the district and building calendars as well as the due dates for assignments and attendance events for you.



Student Menu: Schedule

1. Click on Schedule to view your current schedule.



2. To view your grades in a particular class, click on the Course Name.

- Gabrielle
- Calendar >
- Schedule >
- Attendance >
- Behavior >
- Health >
- Assessment >
- eTranscripts >
- Graduation Planner >
- Transportation >
- Fees >
- School Choice >
- To Do List >
- Reports >
- Demographics >
- Family**
- Messages >
- Household Information >
- Calendar >
- To Do List >
- User Account**
- Change Password >
- Contact Preferences >

Grade Book Assignments for H10011-11 Health

Teacher's comments about Gabrielle:

H10011-11 Health

Teacher:

[View the scoring rubric\(s\) and/or grading scale\(s\) for this class.](#)

Grading Task Summary

Legend: Final Grade In-Progress Grade Grade Not Available Yet

Grading Task	Semesters S1	Semesters S2
Final Exam	A 98%	
Coursework	A 98%	
Semester Grade		

Term S1 Final Exam Detail

Final Exam

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Turned In	Comments
Final Exam	08/17/2011	08/17/2011	1.0	100				
Final Exam Totals				100				
Term S1 Final Exam Totals				100				

Term S1 Coursework Detail

Coursework

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Turned In	Comments
Assignment 1	08/17/2011	08/17/2011	1.0	100	98	98%		
Coursework Totals				100	98	98%		
Term S1 Coursework Totals				100	98	98%		A

Term S1 Semester Grade Detail

Pts Poss	Score	%
100	98	98%

Student Menu: Attendance

1. Click on Attendance to view your attendance record.

Attendance

Attendance is based upon state standards.

July 2011 August 2011 September 2011

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
					1	2		1	2	3	4	5	6						1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		
31																					

Dates that are highlighted can be clicked to view daily period details. ■ Excused ■ Unexcused ■ Exempt ■ Unknown

Course Period Day Term

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy
▶ 910011 Lunch		2	0
▶ 936011 Study Hall		1	0
▶ M31011 Geometry C (Core)	Rakes, Marissa A	2	0
▶ T30011 American Government	Mohn, Donna R	2	0
▶ W21011 Chinese-Mandarin 1	Liao, Yinhui	2	0
▶ W83011 Spanish 3	Franta, Jennie F	2	0
Total		11	0

Student Menu: Behavior

1. Click on Behavior to view your behavior events.

Behavior Events

Gabrielle does not have any behavior events.

Student Menu: Health

1. Click on Health to view your immunization record and the date of the most recent sports physical.

Gabrielle	Health																																																																				
Calendar >	Immunizations																																																																				
Schedule >	* Vaccines with no Compliance Status are not mandatory or they contribute to the Compliance Status of another vaccine.																																																																				
Attendance >																																																																					
Behavior >																																																																					
Health >	<table border="1"> <thead> <tr> <th rowspan="2">Vaccine</th> <th rowspan="2">Compliance Status</th> <th colspan="5">Doses</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td>Diphtheria-tetanus-pertussis, combined [DTaP, DTP]</td> <td>Compliant</td> <td>02/23/1996</td> <td>05/10/1996</td> <td>07/05/1996</td> <td>07/24/1997</td> <td>12/14/2000</td> </tr> <tr> <td>Hemophilus influenza, type B [Hib]</td> <td>Compliant</td> <td>04/07/1997</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hepatitis B [Hep B]</td> <td>Compliant</td> <td>12/30/1995</td> <td>02/23/1996</td> <td>09/25/1996</td> <td></td> <td></td> </tr> <tr> <td>Measles-Mumps Rubella [MMR]</td> <td>Compliant</td> <td>04/07/1997</td> <td>12/14/2000</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Meningococcal</td> <td>*</td> <td>04/14/2010</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Polio [IPV, OPV]</td> <td>Compliant</td> <td>02/23/1996</td> <td>05/10/1996</td> <td>07/24/1997</td> <td>12/14/2000</td> <td></td> </tr> <tr> <td>Tetanus, Diphtheria and Acellular Pertussis [Tdap]</td> <td>*</td> <td>04/14/2010</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Varicella</td> <td>No Requirement</td> <td>01/13/1999</td> <td>01/31/2008</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Vaccine	Compliance Status	Doses					1	2	3	4	5	Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	Compliant	02/23/1996	05/10/1996	07/05/1996	07/24/1997	12/14/2000	Hemophilus influenza, type B [Hib]	Compliant	04/07/1997					Hepatitis B [Hep B]	Compliant	12/30/1995	02/23/1996	09/25/1996			Measles-Mumps Rubella [MMR]	Compliant	04/07/1997	12/14/2000				Meningococcal	*	04/14/2010					Polio [IPV, OPV]	Compliant	02/23/1996	05/10/1996	07/24/1997	12/14/2000		Tetanus, Diphtheria and Acellular Pertussis [Tdap]	*	04/14/2010					Varicella	No Requirement	01/13/1999	01/31/2008			
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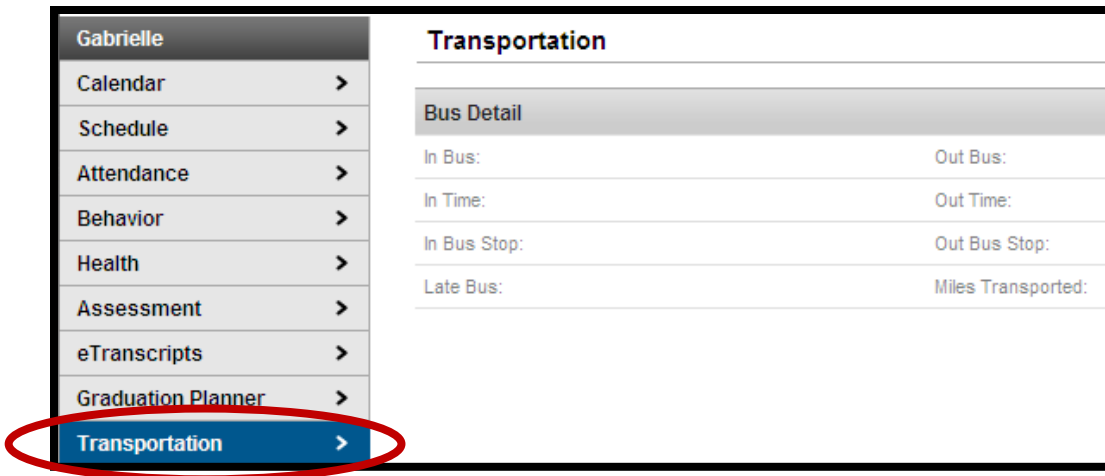
Student Menu: Graduation Planner

1. Click on the Graduation Planner to view your progress towards the graduation requirements. **This feature will be available at a later date.**

Gabrielle	Graduation Planner										
Calendar >	Program: Class of 2012										
Schedule >	Criteria		Requirement				Progress				
Attendance >	Min Overall GPA		NaN				3.067 / NaN				
Behavior >	Standard: CG-High School										
Health >	Credit / Standard	09	10	11	12	13	14	SUB	IP	OF	TOT
Assessment >	Career and Technical Education	0.5/0.5	0/0	0/0.5	0/0	0/0	0/0	0.5/1	0	0	0.5/1
eTranscripts >	Communication Arts	1/1	0/1	0/1	0/1	0/0	0/0	1/4	2	0	3/4
Graduation Planner >	Consumer Education	0/0	0/0	0/0	0/0.5	0/0	0/0	0/0.5	0	0	0/0.5
Transportation >	Fine Arts	1/0.5	0/0	0/0	0/0	0/0	0/0	1/0.5	0	-0.5	0.5/0.5
Fees >	Health	0/0	0/0.5	0/0	0/0	0/0	0/0	0/0.5	1	-0.5	0.5/0.5
School Choice >	Mathematics	0.5/1	0/1	0/1	0/0	0/0	0/0	0.5/3	2	0	2.5/3
To Do List >	Physical Education	1/1	0/0.5	0/1	0/1	0/0	0/0	1/3.5	0	0	1/3.5
Reports >	Science	1/1	0/1	0/0	0/0	0/0	0/0	1/2	2	-1	2/2
Demographics >	Social Studies	1/1	0/0.5	0/1	0/0	0/0	0/0	1/2.5	2	-0.5	2.5/2.5
Family	CG-General Education	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	0	0/0
Messages >	Electives (Overflow)	1/0.5	0/1	0/1	0/1	0/0	0/0	1/3.5	4	+2.5	7.5/3.5
Household Information >	Total	7/6.5	0/5.5	0/5.5	0/3.5	0/0	0/0	7/21	13	N/A	20/21
Calendar >	Standard: CG-Elementary										
To Do List >	Credit / Standard	09	10	11	12	13	14	SUB	IP	OF	TOT
User Account >	CG-General Education	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	0	0/0
Change Password >	(Overflow)	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	+0	0/0
Contact Preferences >	Total	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	N/A	0/0
SUB=Total of credits earned/required to this point.								/ No Requirement			
IP=Total of credits in progress.								/ On Track			
OF=Number of credits that exceed the requirement for this standard.								/ Behind			
TOT=Total of credits earned plus credits in progress. If this exceeds the total required, the overflow credits will be added to the (overflow) category.								/ Overflow			
GPA=Grade Point Average.											

Student Menu: Transportation

1. Click on Transportation to view your bus schedule.

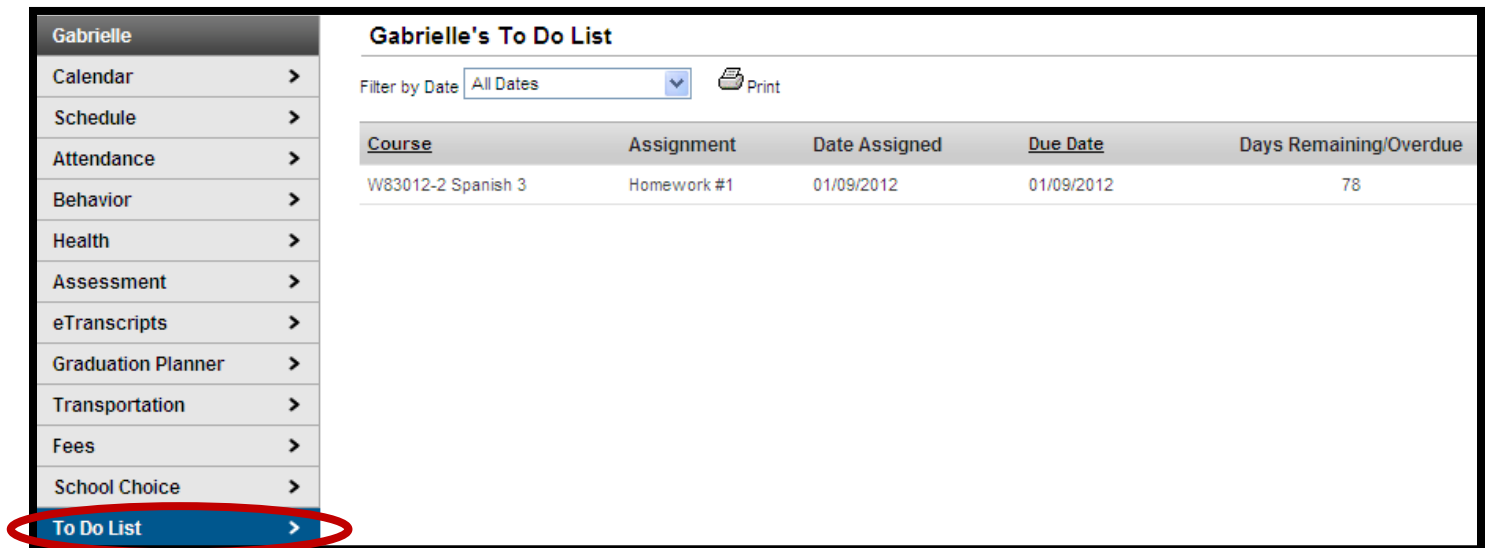


The screenshot shows a student menu for 'Gabrielle' with various options. The 'Transportation' option is highlighted with a red circle. The main content area displays the 'Transportation' page with a 'Bus Detail' section.

Transportation	
Bus Detail	
In Bus:	Out Bus:
In Time:	Out Time:
In Bus Stop:	Out Bus Stop:
Late Bus:	Miles Transported:

Student Menu: To Do List

1. Click on To Do List to see your pending assignments and their due dates.



The screenshot shows a student menu for 'Gabrielle' with various options. The 'To Do List' option is highlighted with a red circle. The main content area displays 'Gabrielle's To Do List' with a filter and a table of assignments.

Filter by Date: Print

Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdue
W83012-2 Spanish 3	Homework #1	01/09/2012	01/09/2012	78