Campus Portal User Guide

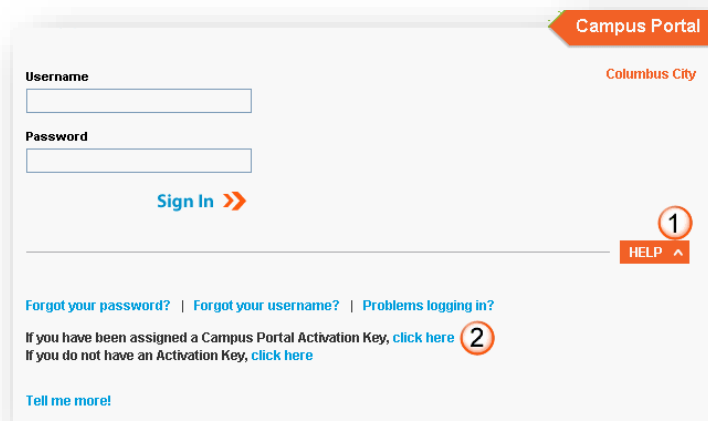**COLUMBUS CITY SCHOOLS**

www.ccsoh.us

If you have more than one child enrolled in the Columbus City Schools, there will be only one username and password for all children. Please note that assignments will only be viewable for students in middle or high school.

CREATE AN ACCOUNT/LOGGING IN

The Campus Portal can be accessed through the following URL address:
https://campus.columbus.k12.oh.us/campus/portal/columbusCity.jsp

First time logging in:

1. If you have been assigned a Campus Portal Activation Key, Click here.
2. Click Here to open a screen to enter the activation key provided by your child's school (see below). Once the key is entered, click Submit
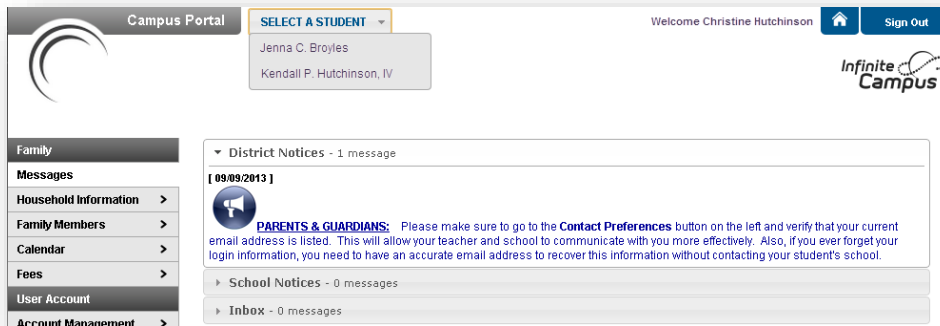
You will then be prompted to create a username and password for your use. The password must be strong. It is suggested that it contain at least 6 characters, with a mix of upper and lower case letters, a number, and a symbol (such as *, @, or ").

The Portal opens to the Welcome page. If you have more than one child enrolled in the Columbus City Schools, select the name of the child from the SELECT A STUDENT drop-down list. When logged in as a parent with multiple children enrolled, the Family and User Account navigation panes appear on the left side of the screen. When a student is selected, or if there is only one student enrolled, an information section specific to that student will appear above the Family section.

Use the menus on the left side of the screen to navigate the Campus Portal. Return to the Welcome page at any time by clicking the Home icon in the upper-right corner.
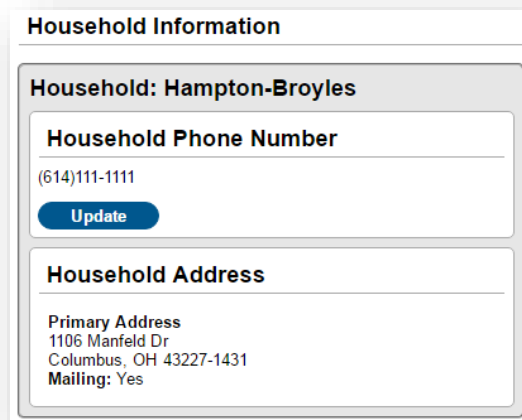
DISTRICT/SCHOOL NOTICES

The District/School Notices sections are used to post any information the district or school administration feels parents should have. **All notices will display on this page, regardless of the student or school selected.**

INBOX

School administration and teachers can communicate directly to parents and students through the portal. These messages will appear in your portal Inbox. Click on the name to open the message. Please note that parents are not able to reply to a message through the portal or send a new message through the portal.

Communication to teachers is available through email whenever you see the ✉ icon.

HOUSEHOLD INFORMATION (FAMILY)
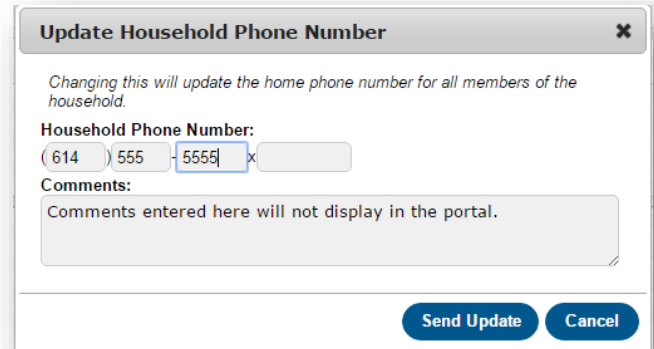
Household information for each child displays on the screen, including home phone and address. Parents can now update the home telephone number on this screen.

- Click Update under the home telephone number. *Note*: if there is not a home land line, the mother's cell phone number is usually used.

- Enter the new phone number. Delete the numbers in each field as needed, then enter the new numbers. Note: Comments entered in the Comments field will not display in the Portal.
- Click 'Send Update'.
- A Request Sent message will open. Home phone number changes do not go through a review process. They are updated immediately. Click OK.

Click Household Information again to refresh the screen and see the changes made. If other household information is incorrect, please notify your child's school.

The name of each person in the household will be listed. Below the name, information for that person will be displayed, such as contact information, which can now be updated on this screen, and relationships to other people in the household.

- Click Update to update contact information for a family member:

- Left mouse click in the field to be updated.

- Enter the new information. *Note*: If an update is being requested for a student, the name and gender fields will not be available.

- Comments entered in the Comments field will display for the Request Processor.

- Click Send Update.

- A Request Sent message will open. These change requests do go through an approval process. It may take a couple days for the changes to display in the portal.

- Approval notification will be sent to the Inbox on the Messages page.
- If the Processor has entered comments, they will display in the message in the Inbox.
- Click OK to the message.
- If any other information is incorrect, please notify your child's school.

 The email address displayed here is the email that teachers have the option to use to send messages through the portal. It will also update on the Contact Preferences page.

Use the Next and Previous arrows to view other months.
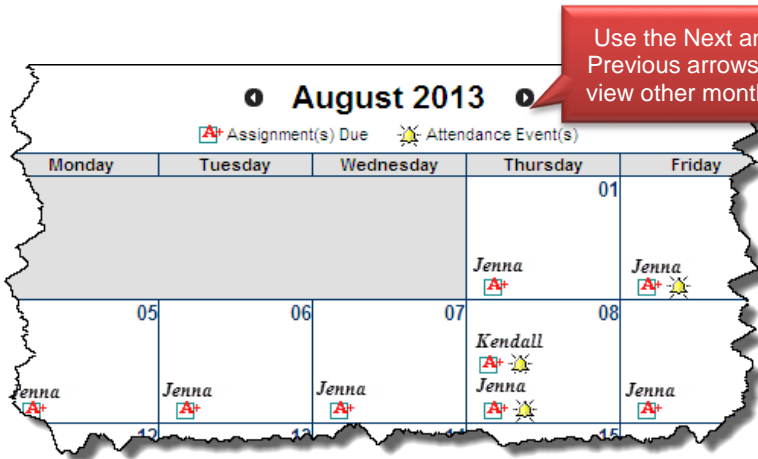
The Family Calendar provides a consolidated display of assignment and attendance information for all students in your household to whom you have access.

Note: if you have only one child enrolled in a Columbus City School, a Family Calendar will not display.

If you have selected one of your children from the SELECT A STUDENT drop-down list, the calendar will display Assignment and/or Attendance information for that student only.

Assignment(s) Due

The calendar is one of two ways to view assignments and grades. The calendar view is most useful in viewing upcoming assignments for students in middle or high school 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 icon indicates an assignment is/was due on this date. Left-click on the icon to obtain details about the assignment.

Kendall's Assignments and Activities for 09/03/2013

246060-4 PHYSICAL SCIENCE

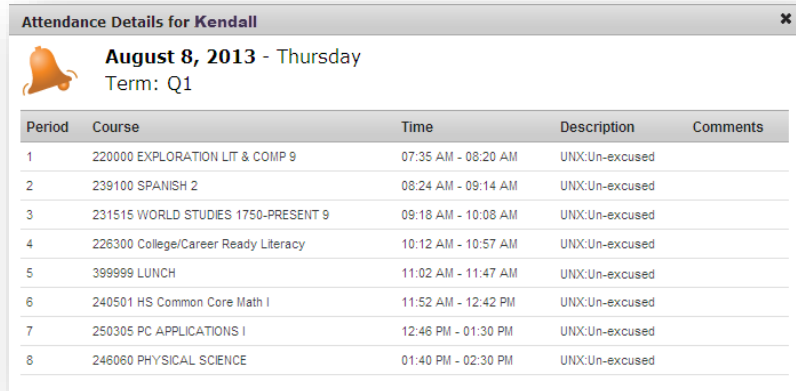Click on the name of the assignment for more details.

Assignments			
Name	Metric Conversion Stair Step Method	Total Points Possible	40
Due Date	09/03/2013	Score	
Date Assigned	08/30/2013	Comments	

Attendance Events

The ☀ icon indicates an attendance event on that date. Left-click on the icon for further details. The attendance reason will display under Description (e.g. Exc=Excused) and any Comments entered will also display.

Middle and High School Students:
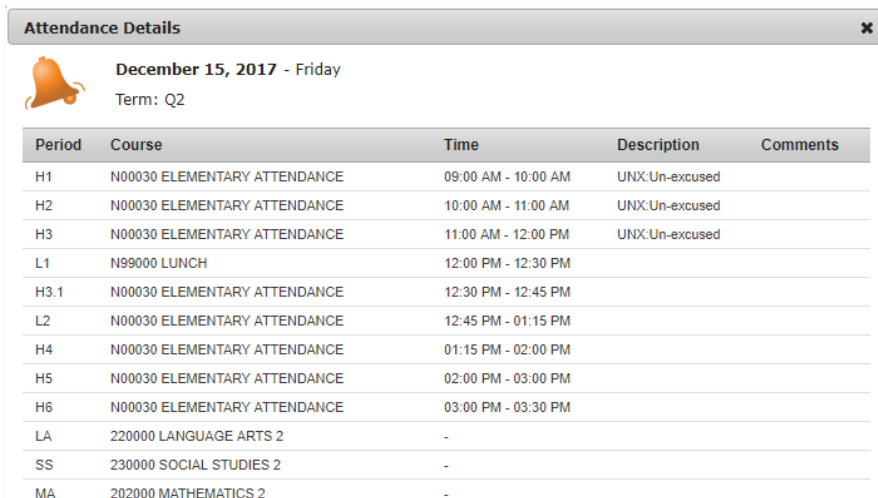Attendance will display for each period.

Attendance Details for Kendall ✕

🔔 **August 8, 2013** - Thursday
Term: Q1

Period	Course	Time	Description	Comments
1	220000 EXPLORATION LIT & COMP 9	07:35 AM - 08:20 AM	UNX:Un-excused	
2	239100 SPANISH 2	08:24 AM - 09:14 AM	UNX:Un-excused	
3	231515 WORLD STUDIES 1750-PRESENT 9	09:18 AM - 10:08 AM	UNX:Un-excused	
4	226300 College/Career Ready Literacy	10:12 AM - 10:57 AM	UNX:Un-excused	
5	399999 LUNCH	11:02 AM - 11:47 AM	UNX:Un-excused	
6	240501 HS Common Core Math I	11:52 AM - 12:42 PM	UNX:Un-excused	
7	250305 PC APPLICATIONS I	12:46 PM - 01:30 PM	UNX:Un-excused	
8	246060 PHYSICAL SCIENCE	01:40 PM - 02:30 PM	UNX:Un-excused	

Elementary School Students:
Attendance will display as Elementary Attendance. The attendance reason will display under Description (e.g. Exc=Excused) and any Comments entered will also display.

Attendance Details ✕

🔔 **December 15, 2017** - Friday
Term: Q2

Period	Course	Time	Description	Comments
H1	N00030 ELEMENTARY ATTENDANCE	09:00 AM - 10:00 AM	UNX:Un-excused	
H2	N00030 ELEMENTARY ATTENDANCE	10:00 AM - 11:00 AM	UNX:Un-excused	
H3	N00030 ELEMENTARY ATTENDANCE	11:00 AM - 12:00 PM	UNX:Un-excused	
L1	N99000 LUNCH	12:00 PM - 12:30 PM		
H3.1	N00030 ELEMENTARY ATTENDANCE	12:30 PM - 12:45 PM		
L2	N00030 ELEMENTARY ATTENDANCE	12:45 PM - 01:15 PM		
H4	N00030 ELEMENTARY ATTENDANCE	01:15 PM - 02:00 PM		
H5	N00030 ELEMENTARY ATTENDANCE	02:00 PM - 03:00 PM		
H6	N00030 ELEMENTARY ATTENDANCE	03:00 PM - 03:30 PM		
LA	220000 LANGUAGE ARTS 2	-		
SS	230000 SOCIAL STUDIES 2	-		
MA	202000 MATHEMATICS 2	-		

FEES (FAMILY)

If your child's school is recording fees in Infinite Campus, the Fees tab will display a summary of your children's fees, credits and balances. If you select a child from the Select A Student drop-down menu, the fees for only that child will display.

DEMOGRAPHICS (STUDENT)

If a student is selected, there is a Demographics tab where emergency contacts for the student will be listed for the student. If any information is incorrect, please notify your child's school.

SCHEDULE

Course Schedule

Below is the student's current class schedule.

☑ = Click on Class Name for Current Assignments and Scores
✉ = Click on Teacher Name for Email

Term Q1 (07/24/13-10/11/13)	Term Q2 (10/28/13-12/20/13)	Term Q3 (01/21/14-03/28/14)	Term Q4 (04/21/14-06/12/14)
220000-1 EXPLORATION LIT & COMP 9 ✉ Rm: 0303	220000-1 EXPLORATION LIT & COMP 9 ✉ Rm: 0303	220000-1 EXPLORATION LIT & COMP 9 ✉ Rm: 0303	220000-1 EXPLORATION LIT & COMP 9 ✉ Rm: 0303
239100-2 H 2 Rm: 0301	239100-2 SPANISH 2 Rm: 0301	239100-2 SPANISH 2 Rm: 0301	239100-2 SPANISH 2 Rm: 0301
231515-1 WORLD STUDIES 1750-PRESENT 9 ✉	231515-1 WORLD STUDIES 1750-PRESENT 9 ✉	231515-1 WORLD STUDIES	231515-1 WORLD STUDIES 1750-PRESENT 9 ✉

comment

220000-1 EXPLORATION LIT & COMP 9
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	Quarters Q1	Quarters Q2	Quarters Q3	Quarters Q4
Interim				
Quarter	C 75.65%			
Exam				
Final				C 75.65%

Term Q1 Interim Detail

This Grading Task has no assignments assigned to it.

Term Q1 Quarter Detail

HOMEWORK

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Turned In	Comments
Student information	07/26/2013	07/24/2013	1.0	5	10	200		
			1.0					

If a teacher has entered notes regarding the student, they will display here.

If assignments have been entered for a course, a grade book icon will display beside the course name. Click on the course name to view assignment details.

Note: Assignments will only be displayed for courses at middle or high schools.

Grades highlighted in **Green** are grades which have been posted to the report card. Grades highlighted in **Yellow** are not final grades, but are current averages based on graded assignments in the current term.

Click the ✉ icon beside the teacher's name to open a new email message to the classroom teacher from your email account.

STUDENT ATTENDANCE

From Columbus City Schools Board Attendance Policy 5131.3:

Schools keep records of every excused and unexcused absence of each student. School administration shall notify parents and guardians of the expectation that the parents or guardian will report the student's absence to the school officials before 9:30 a.m. each day the student is absent. In the event that such a report is not made, school officials shall notify the parent or guardian about the absence and request a written excuse signed by the parent within two (2) school days of the return from each absence. If no report of absence or written excuse is received, the absence shall be deemed unexcused.

The following excuses shall be accepted for student absence:
1. Personal illness or quarantine.
2. Illness or death in the immediate household.
3. Emergencies or any other occurrences or situations which, in the judgment of the superintendent or designee, may necessitate absence from school for good and sufficient cause.
4. Religious holiday.
5. Medical or dental appointment.
6. College visitation.

Students in grade 12 may be excused from attendance for a maximum of three days to prepare for graduation ceremonies.

On the Attendance tab, parents can easily monitor attendance using a variety of summary options.

The Calendar allows parents to quickly view attendance for each month. The current day is outlined in blue. Details can be viewed by clicking on the day of the event.

A set of four tabs allows attendance information to be viewed by Course, Period, Day and Term.

Columbus City Schools only records daily attendance for state reporting purposes. The attendance on the Term tab is best view of the student's daily attendance

After clicking the Attendance tab, the Portal defaults to the Course tab.

GRADES

Grades

Recently Graded Assignments

Posted	Course	Assignment	Score	Total	Percent
2 hours ago	226300 - College/Career Ready Literacy	Welcome Week	60	60	100.0%
6 hours ago	220000 - EXPLORATION LIT & COMP 9	Participation 8/16	43	50	86.0%
6 hours ago	220000 - EXPLORATION LIT & COMP 9	QODs 8/16	5	25	20.0%

Grades By Course

Expand All   Collapse All

In-Progress Grade   Final Grade

▼ 220000-1 EXPLORATION LIT & COMP 9 - Dietz, George F

	Q1	Q2	Q3	Q4
Interim				
Quarter	75.7% C			
Exam				
Final				75.7% C

▼ 240501-3 HS Common Core Math I - Dietz, George F

For middle and high school teacher's using the grade book in Infinite Campus, the student's recently graded assignments will display at the top of the Grades screen. The parent may have to utilize the scroll bar to view all assignments.

Posted grades will display by Course in the lower part of the screen.

ASSESSMENT

Assessment Tests

State Tests

GA R

OAA READING (OAA READ)	Date: 05/01/2012	Score: 400.000	Result: PASS
ACQUISITION OF VOCABULARY		3.000	-
APPLICATION: INFORMATIONAL-TECHNICAL-PERSUASIVE TEXT		9.000	*
LITERARY TEXT		3.000	-
READING PROCESS: CONCEPTS-COMPREHENSION-PATTERNS-FUNCTIONS AND ALGEBRA			*

GA S

OAA SCIENCE (OAA SCI)	Date: 05/01/2013	Score: 441.000	Result: PASS
EARTH AND SPACE SCIENCES		9.000	+
LIFE SCIENCES		6.000	*
PHYSICAL SCIENCES		13.000	+
SCIENTIFIC PROCESSES		8.000	+

All standardized tests your child has taken are displayed here. Please note that it may take several weeks or months after tests are taken to view the results.

REPORTS

Reports

☐ Student Schedule
☐ Missing Assignments

Reports on this page require the Adobe Acrobat Reader (free). **Get Acrobat Reader** Adobe
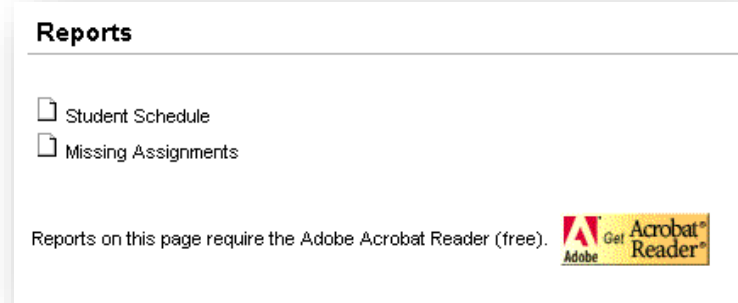
On the Reports tab, you can print a copy of your child's schedule or a report of missing assignments if the teacher has marked an assignment as missing in the grade book in Infinite Campus.

Adobe Reader is required to generate these reports. To download a free copy of Adobe Reader, go to www.adobe.com.

CONTACT PREFERENCES

Message Contact Preferences

Email Address: ① chutchinson@email.com
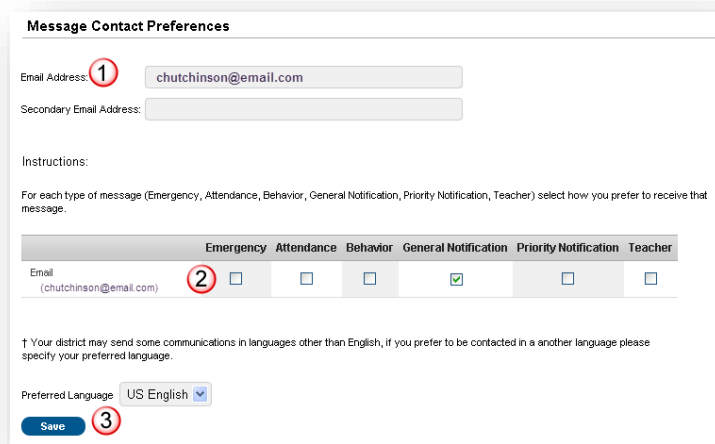Secondary Email Address:

Instructions:

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

	Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
Email (chutchinson@email.com) ②	☐	☐	☐	☑	☐	☐

† 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 US English ▾
Save ③

Your email address can be updated in the Contact Preferences tab.

1. Update the email address. Updating the email address here automatically updates it on the Family Members page.
2. Select to receive various automated email messages by checking the applicable box. Uncheck a box to opt out of receiving automated email messages.
3. Save.

ACCOUNT SETTINGS

Change Account Password ⓘ

New Password _____ 0%
Verify New Password _____

Set User Account Recovery Email

Email chutchinson@email.com

Save Changes

Current Password _____ **Save Changes**

Use Account Settings to change your password, set or change the user account recovery email.

Once the changes are entered, save the changes by entering your current password and clicking Save Changes at the bottom of the page.

PORTAL ASSISTANCE

For Password Assistance:
On the Campus Portal login page:
Click Forgot your password?
A link to generate a new password will be sent to the email associated with the Campus Portal account.

To change your password, see ACCOUNT SETTINGS above.

For Username Assistance:
On the Campus Portal login page:
Click Forgot your username?
A link to generate a new username will be sent to the email.

All Other Assistance:
If you should need assistance other than the password or username in the Campus Portal or if you have questions or updates regarding the information displayed, please contact your child's school.