



## ***LPS Campus Portal for Parents***

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July 2007

**Objectives:**

- **Accessing the Campus portal**
- **Viewing Student Information**



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## **Introduction to the Campus Portal for Parents:**

Infinite Campus understands that parental access to information is a critical link in guiding and supporting students. The Campus Portal for Parents is designed to help you stay up-to-date with your student's assignments, activities and academic progress.

In this secure site, confidential information about your student is just a click away. You can view assignment details, email teachers, track attendance, and print report cards and **unofficial** transcripts.

Teachers, counselors and staff publish information as it is available, giving parents immediate access to ongoing student performance. You can login to the Campus Portal to after registering at your school, to view your student's information from any convenient location.

Schools post announcements, important notices, meetings and other "backpack" type messages quickly and efficiently onto the portal, allowing busy families to schedule, plan and stay informed.

*Portal access is determined by your student's school. Each individual school will determine what can be viewed on the portal. These views may vary from school to school.*

## **How it Works:**

To use the Campus Portal, you need a computer with Internet access. Once the school has created a portal account for you and your student(s), that account will remain active while your student remains within the district.

### **MINIMUM REQUIREMENTS**

PC:  
Windows 98, 2000 or XP  
P2 Processor  
128 RAM  
IE 6.0  
Firefox 1.5x

Macintosh:  
OS9  
Firefox 1.5x

### **RECOMMENDED REQUIREMENTS**

PC:  
Windows 2000 or XP  
P3 Processor  
256 RAM  
IE 7.0  
Firefox 1.5x

Macintosh:  
OS9  
Firefox 1.5x

The Safari and Internet Explorer browser are **not supported** on any Macintosh platform.



## **Access to the Campus Portal**

Your school determines access to Campus Portal. Instructions for your user name and login are provided by your school. The URL for access to the Campus Portal can be found on the LPS District website. The LPS District website URL is <http://www.littletonpublicschools.net/>. Visit the LPS District Web site or contact the school for more details.

Accessibility to the various screens stated in the User Guide is also determined by the school. Access for one school or building may vary from access for another school within the same district.

## **Security Features**

The Campus Portal incorporates the highest level of security. Parents and guardians can see only information related to the students they are authorized to view through the use of strong passwords, forced password resets and session timeouts.

Schools create households to which the student belongs, depending on the information provided about parent and guardian rights, living arrangements, etc. Guardians will only have access to the links they have been given permission, to ensure student privacy.

The Campus Portal allows districts to force strong password usage by all users including parents/guardians. This requires a password that is at least eight characters long and is case sensitive. In addition, the district's administrator may force users to reset their passwords from time to time. By default, the system will automatically end any user session that has been dormant for 60 minutes.

Three unsuccessful login attempts will disable the portal account. In order to use the portal again, Parents/Guardians will need to contact the school to have the account reactivated. Additional security settings include an access log, and options to change contact account information.



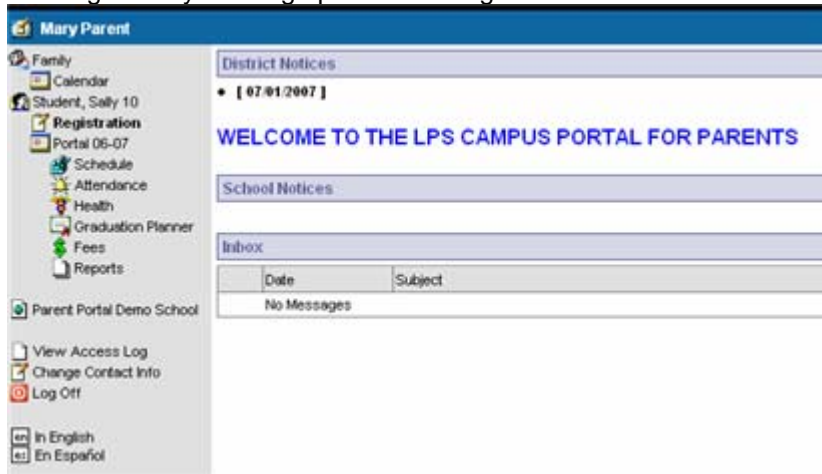
### Navigating the Campus Portal

Navigating the Campus Portal is easy. Once logged in, an index of accessible information for each student is listed within the left navigation of the screen. The parent’s name will appear under the Campus Portal header. Each student’s name will be listed below, with links to their school information.

Information is explained in order of appearance within the Campus Portal.

On the main section of the screen, you will find:

- **School & District Notices**
  - When viewing the Campus Portal for parents, any relevant notices are displayed in the main frame of the screen. Notices are organized by district-wide messages or by building-specific messages.



Viewing the left navigation of the screen, and scrolling down the list of options, you may find:

- **Family**

This is the demographic information about your family, such as address, e-mail, phone and a list of other members within the household (family unit). The household’s physical address and mailing address and all individuals designated as part of that household are viewable.



The household is primarily based on the relationships established between the student, parents, guardians and siblings. For example, in a traditional family there may be one household with two parents, the student and siblings living at one address with both parents having full access to all information.



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In the situation of blended or split a split family, a student may be listed in two households at different addresses and with different sibling structures. The school can give access rights to guardians with whom the student has a relationship. This authorization structure is established when the custodial parent or guardian informs the schools of the parent/guardian rights.

- **Calendar**

- There are two calendars listed here: Calendar under the Family heading and Calendar under the students' name.
- The Family Calendar link displays school and district notices, special events or "no school" notices. It also provides a list of all students' assignments that are due on a certain day. You can view a quick snapshot of your student's course work to track upcoming homework to avoid missing or late assignments.

<< **May 2007** >>

Assignment (s) Due    Attendance Event(s)

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

- The Calendar link underneath a particular student's name will only show information for that student. It displays assignments that are due on a specific day, as well as events specific to that student and school. This can help you track the course work for the particular individual student to avoid missing or late assignments.

- **Class Schedule**

- Parents may need to know where their student is during the day, or may be curious what classes their students are taking and when. The Class Schedule lists the student's classes in each period and each term along with the time and location it meets. If a school uses a rotating day or alternating day schedule, the day the class meets will be listed. The schedule includes links to teacher grade books and e-mail links. *It is a school based decision whether the grade book or e-mail links are viewable.*
- To help manage homework time, parents and students can see assignments and grades by clicking on the class name within the period. To view the assignments, click on the notebook icon. This will bring up the detailed assignment information, with possible points and scores for all assignments in that class. You also will be able to see late or missing assignments, so there are no surprises at conference time. *Posting assignments may be optional for teachers.*
- If there is an envelope link in the class schedule, you may click on that to send the teacher an e-mail. This opens a new e-mail message using your preferred e-mail software with the teacher's address already populated. *Providing a teacher e-mail contact is optional.*

- **Attendance**

- Teachers or the building's attendance clerk enters absent and tardy designations for each class as they occur. These absences are posted no later than the close of the business day that the teacher or clerk saves the input. This allows the user to see if and when any classes were missed during the day.



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- Parents/Guardians are contacted by phone each day when their student has been absent but the absence has not been verified by the parent/guardian (high schools).
- When viewing attendance through the portal, color coding helps you know if absences were excused or not. District policy determines the definitions of the terms below for the color coding system for attendance.

White	Excused	Parents notify the school with a reason for the absence. District/School policy determines if this is an excused absence, such as illness, funerals, medical appointments, etc.
Red	Unexcused	Districts/Schools have determined these are not excused absences.
Yellow	Unknown	The school has not been contacted with a reason for the absence.
Green	Exempt	These are usually school- sponsored events such as field trips, concerts, or athletic activities, etc.

- **Health**

- Colorado mandates a series of vaccinations to be given to students over several academic years. After parents provide the school the documentation that the student received the required immunizations, this module can be used as an easy reference for tracking that your student's vaccinations are up-to-date. *Display of the "Health" module on the Parent Portal is a school based decision.*

Vaccine	Doses				
	1	2	3	4	5
Diphtheria-tetanus-pertussis, combined (DTaP, DTP)	01/01/99	03/01/99	05/01/99	11/01/99	04/01/99
Tetanus-diphtheria (Td)					
Polio (IPV, OPV)	01/01/99	03/01/99	05/01/99	11/01/99	
Measles-Mumps-Rubella (MMR)					
Hepatitis B (Hep B)	10/16/2000	11/05/2001	01/15/2002		
Hepatitis B - 2 Dose (Hep B - 2 Dose)					
Influenza influenza, type B (IB)	01/12/99	04/15/99	05/01/99	01/01/99	
Pneumococcal					
Varicella					
Measles	01/12/99	04/15/99	05/01/99	01/01/99	
Rubella	12/23/99	10/16/2000			
Mumps	12/23/99	10/16/2000			
Hepatitis A (Hep A)					

- Print this screen to use any time documentation of compliance is required, such as when needed to attend camps, participate in athletics outside of the district, etc.

- **Fees**

- This tool provides a list of all the fees assigned to the student. It may be a lab fee for a science class, a fee for a field trip, or the cost of an athletic activity. You can view fees that have been charged, what has been paid, and the ongoing balance.
- *Displaying the "Fee" module on the portal is a school based decision.*

Due Date	Fee	Type	Debit	Credit	Balance
06/24/99	Class T-Shirt	Activity	\$5.00	\$5.00	\$0.00
	Payment	Check: 2274		\$5.00	
06/24/99	Performing Arts Activity Fee	Activity	\$25.00	\$25.00	\$0.00
	Payment	Check: 2274		\$25.00	
06/24/99	PTO Dues	Activity	\$10.00	\$10.00	\$0.00
	Payment	Check: 2274		\$10.00	
06/24/99	student id		\$5.00	\$5.00	\$0.00
	Payment	Check: 2274		\$5.00	
07/11/99	athletic participation	Activity	\$25.00	\$25.00	\$0.00
	Payment	Check: 2223		\$25.00	

- **Reports**

- Reports list your student's schedule and any transcripts or report cards available.



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- Adobe Acrobat Reader software is required to view these reports. This software is free. You can download Adobe Acrobat Reader from the LPS website:  
<http://www.littletonpublicschools.net/forParents/ParentPortal/tabid/112/Default.aspx>
- Reports that can be viewed are a school based decision.
- **Registration (student login only)**
  - Students may register for classes online. Students can view and select the courses they would like to take for the next school year. They can search for specific classes, view required courses and print a request summary.
  - Any required courses are listed in the REQUIRED COURSES list. Students cannot change any required courses listed for them. Students only request courses, not course sections (period meeting times).
  - Only student logins are allowed to see this information. This view is only available for a short time each school year, usually in the spring.

- **Other Links**
  - Links to the school or district Web site available via the Campus Portal include:
    - **Access Log:** This tool lists the IP address from which parents accessed the portal, the time it was accessed and if it was a successful login.
    - **Change Account Info:** Parents are given the rights to change their account information online. Parents can only change the password, not the username.
    - **Log Off:** When finished using the portal, parents and students must click the log off option, not the “Red X” in the upper right hand corner of Internet Explorer.
    - **Change Contact Info:** For schools using Infinite Campus Messenger, users who have access to the parent portal can change their contact preferences through the option “Change Contact Info”. Viewing “Change Contact Info” is a school based decision.

Instructions:  
For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message. You may select to receive a message on more than one device.  
To change or add a phone number you will need to contact your school's administrative offices.



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***For additional information on the Campus Portal, contact your school's administration office.***