

Coweta County School System

**Parent Portal
Documentation**

Campus Portal for Parents

Contents

Introduction to the Campus Portal for Parents	2
How it Works.....	2
Access to the Campus Portal.....	2
Security Features	2
Navigating the Campus Portal	2
School and District Notices	3
Family.....	3
Calendar	4
Class Schedule.....	4
Attendance.....	6
Fees	7
Reports.....	7
Other Links	8
Access Log	8
Change Account Info	8
Log Off.....	8
Change Contact Info.....	8
Campus Portal Summary.....	9
Acceptable Use Agreement	10
Account Access Procedures	10

Campus Portal for Parents

Introduction to the Campus Portal for Parents

Coweta Schools 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, 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 view your student's information from any convenient location around the world.

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

Portal access is determined by your student's school. It gives access to some, or all, of the views listed in this document.

How it Works

To use the Campus Portal, you need a computer with Internet access. Your account will remain active while your student remains within the district.

Access to the Campus Portal

Instructions for acquiring your user name and login are provided on the CCSS web site.

<http://www.cowetaschools.org/campus> These instructions will also include the [minimum computer requirements](#) to utilize Infinite Campus and all accessible reports; proper configuration of your computer internet browser, and the address to Campus Portal. 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.

Parents and guardians will have access only to the links they have been given permission. This is dependent upon the information provided about parent and guardian rights, living arrangements, etc.

The Campus Portal allows districts to force strong password usage by all users. This requires a password that is at least eight characters long and case sensitive. In addition, users will be required to reset their passwords every 90 days. By default, the system will automatically end any user session that has been dormant for 60 minutes. Five unsuccessful login attempts will disable the portal account. In order to use the portal again, parents will need to contact the school to have the account reactivated. Additional security settings include an access log that monitors successful logins.

To ensure that all Portal users comply with and understand acceptable use of the Portal features, persons authorized to access student records must sign a Portal Acceptable Use Policy. This policy must be signed by each user at the time they obtain their user ID number.

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

Campus Portal for Parents

under the Campus Portal header. Each student's name is listed below, with links to their school information.

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

School and 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.

Date	Subject
No Messages	

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

Family

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

Name	Relationship	Enrolled	Address	Phone Numbers
Nancy Parent	Self		3464 95TH AVE NE	(h) (w) (763)555-1211 (c) (763)555-4728
Samantha Student	Guardian	07 05-06 Our School Calendar	3464 95TH AVE NE	(h) (w) (c)

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

Campus Portal for Parents

parents, the student and siblings living at one address with both parents having full access to all information.

In the situation of a blended or 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 all parents/guardians to whom the student has a relationship or only specific rights to one parent or guardian. This authorization structure is established when the custodial parent or guardian informs the schools of the rights of each parent or guardian to this information.

Calendar

There are two calendars listed here: Calendar under the Family heading and Calendar under the student's 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 coursework to track upcoming homework to avoid missing or late assignments.

The screenshot shows the Infinite Campus parent portal interface. At the top, it says "Infinite Campus" with a logo. Below that, it identifies the user as "Nancy Parent". The main navigation menu on the left includes "Family", "Calendar", "Student, Samantha 07", "05-06 Our School", "Calendar", "Schedule", "Attendance", "Behavior", "Health", "Assessment", "Fees", "School Choice", and "Reports". Below the menu are links for "Our District Schools", "Our School Calendar", "View Access Log", "Change Account Info", "Change Contact Info", and "Log Off". At the bottom left, there is a language selector "In English".

The main content area displays a calendar for "January 2007". Above the calendar, there are icons for "Assignment (s) Due" and "Attendance Event(s)". The calendar table is as follows:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	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 coursework 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.

Campus Portal for Parents

Infinite Campus

Nancy Parent

Family

- Calendar
- Student, Samantha 07
- 05-06 Our School Calendar
 - Schedule
 - Attendance
 - Behavior
 - Health
 - Assessment
 - Fees
 - School Choice
 - Reports
- Our District Schools
- Our School Calendar
- View Access Log
- Change Account Info
- Change Contact Info
- Log Off

In English
 En Español

Samantha Student's Schedule for 05-06 Our School Calendar

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

	Term 1	Term 2	Term 3	Term 4
1	~FC61-1 Family& Consumer 6 (D) Colvin, Michael Rm: E151			
2	~FC61-1 Family& Consumer 6 (E) Colvin, Michael Rm: E151		~AR62-2 Art 6 (B) Rm: _____ ~FC61-1 Family& Consumer 6 (C) Colvin, Michael Rm: E151	
3	~FC61-1 Family& Consumer 6 (A) Colvin, Michael Rm: E151 _____ ~MA6-4 Math 6 (AB) SixM, Bob Rm: _____			
4	~LA6-8 Lang Arts 6 (AB) SixLA, Cari Rm: _____ ~FC61-1 Family& Consumer 6 (B) Colvin, Michael Rm: E151			
5	~FC61-1 Family& Consumer 6 (C) Colvin, Michael Rm: E151			

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.

Campus Portal for Parents

The screenshot shows a 'Grading Task Summary' for 'Sem 2 Week 09' with a grade of 'A' in Term 3 and 'F' in Term 4. Below it, a 'Test' table provides detailed assignment information:

Test	Name	Due Date	Assigned Date	Multiples	Pts Pass	Score	%	Comments
Test 1		05/09/2006		1.0	100	75	75	
TEST		05/16/2006		1.0	25	Missing	0	
2		05/17/2006		1.0	100	85	85	
3		05/17/2006		1.0	100	60	60	
4		05/17/2006		1.0	100	45	45	
5		05/17/2006		1.0	100	35	35	
6		05/17/2006		1.0	100	20	20	
7		05/17/2006		1.0	100	15	15	
8		05/17/2006		1.0	100	25	25	
9		05/17/2006		1.0	100	30	30	
10		05/17/2006		1.0	100	40	40	
11		05/17/2006		1.0	100	50	50	

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. If there is an envelope link in the class schedule, you may click on that to send the teacher an email. This opens a new email message using your preferred email software with the teacher's address already populated.

Attendance

Students who miss a lot of school may risk falling behind and doing poorly on exams. Tracking your student's attendance is easy. Either teachers or the building's attendance clerk enters absences and tardy designations for each class as they occur. These absences are posted immediately after the teacher or clerk saves the input so you can see if and when any classes were missed during the day.

The screenshot shows the 'Attendance for 03-06' for student 'H3'. The grid displays attendance for four terms (Term 1, Term 2, Term 3, Term 4) across dates from 01/02/06 to 12/06/06. A legend on the right defines the color coding: A = Absent (red), T = Tardy (orange), E = Early Release (yellow), U = Unknown (grey), Ex = Excluded (green), and Exempt (light green).

When viewing attendance through the Portal, however, the color coding helps you know if absences were excused or not. District policy JB-E determines the definitions of the terms below for the color coding system for attendance.

Campus Portal for Parents

Yellow	Unknown
White	Excused
Red	Unexcused
Green	Exempt

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. Use of this view is dictated by the student's school.

Reports

Monitoring academic achievement is helpful for future college planning, scholarship opportunities and career choices. Reports list your student's schedule and any transcripts or report cards available.

Adobe Acrobat Reader is required to view these reports. A free version may be installed from www.adobe.com

Campus Portal for Parents

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. This can be used to monitor authorized account acces.

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. Failure to utilize this procedure may cause poor computer performance.

Change Contact Info

Parents can email the school to change their email address, mailing address, etc.

Minimum Computer Requirements

The following are the supported platforms for the Campus Portal.

PC: Campus supports Windows Vista, XP, and 2000 Professional.

Macintosh: Campus supports Mac OS X and OS 9.2.2.

Campus Portal for Parents

Platform	Supported Minimums		Recommended Minimums		
	PC	Macintosh	PC Windows	PC Vista*	Macintosh
Operating System	Windows 2000 Pro	OS X OS 9.2.2 (until 06/08)	2000 Pro or XP	Vista	OS X
Processor	P3	G3	P4	1 GHz 32-bit	G4
RAM	256	256	512	1 GB	512
Internet Browser	IE 6.0 Firefox 2.0.x	Safari 1.3.2 Camino 1.0 Firefox 2.0.0.6	IE 6.0 Firefox 2.0.x	IE 7	Safari 2.0.x Camino 1.5.1 Firefox 2.0.0.7
Java Plug-in	Java 1.5.10	Java 1.3.1 Apple Java (MRJ 2.2.5 for OS 9.2.2)	Java 1.5.10	Java 1.5.10	Java 1.3.1
* Vista users: Please refer to Vista Disclaimer					

Vista Disclaimer

Campus supports Vista with the following warning:

Users should be aware that operating Vista at or below the Microsoft minimum requirements is likely to cause performance issues with Campus reporting and application processes. Vista users should also be aware that third-party applications may significantly decrease the performance of web-based applications running in the IE 7 browser.

Campus recommends that Vista users exceed Microsoft's minimum requirements and perform extensive performance testing within the Campus application to determine the proper hardware configuration needed for desired performance levels.

Campus Portal Summary

Being involved in your student's academic life opens communication between you, your student and the school. Using the Campus Portal to review daily attendance and assignments aids in your child being more active and aware of their success as a student.

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

Campus Portal for Parents

Acceptable Use Agreement

Access to the Parent Portal is a privilege, not a right. The District reserves the right to deny Portal access to anyone. Each person requesting access to the Parent Portal must complete and sign an Acceptable Use Agreement prior to receiving their account login information.

Users of the Parent Portal are required to adhere to the following:

1. Portal users will act in a responsible, ethical and legal manner.
2. Portal users will not attempt to harm or destroy the school or the district's data or networks.
3. Portal users will not attempt to access data or any account owned by another user.
4. Portal users will not use the Parent Portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be in violation of these laws may be subject to Civil and/or Criminal prosecution.
5. Portal users who identify a security problem with the Parent Portal must notify the Coweta County School System immediately.
6. Portal users will not share their password with anyone, including their own children.

Account Access Procedures

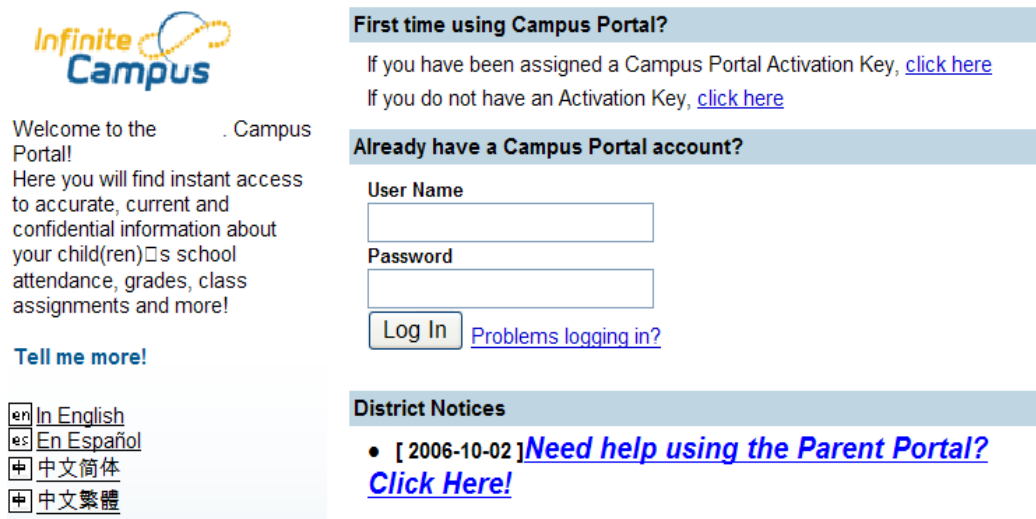
Create Username and Password.

The first time you attempt to access the Parent Portal you will be required to create you username and password. Before you can do this you must sign the Acceptable Use Agreement and obtain your activation key.

The **Activation Key** is only needed the first time you access the portal. After that, the activation key will not work and the username that was created must be used to log into the Portal.

The web address for the Parent Portal: <https://campus.cowetaschools.org/campus/portal/coweta.jsp>

1. From the **Portal Login** page, select the Click Here link under the *First Time Use* heading. This option is only used the very first time the portal is accessed.



Infinite Campus

Welcome to the . Campus Portal!
Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!

[Tell me more!](#)

[en](#) In English
[es](#) En Español
[中](#) 中文简体
[中](#) 中文繁體

First time using Campus Portal?
If you have been assigned a Campus Portal Activation Key, [click here](#)
If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

User Name

Password

[Problems logging in?](#)

District Notices

- [2006-10-02] [Need help using the Parent Portal? Click Here!](#)

Campus Portal for Parents

- The *Click Here* link will display and **Activation Screen**. Here is where you will enter the **Activation Key** you received upon completion of the Acceptable Use Agreement.

The screenshot shows the 'Activating your Campus Portal account' screen. On the left, the Infinite Campus logo is displayed above a welcome message: 'Welcome to the Campus Portal! Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!'. Below this is a 'Tell me more!' link and a language selection menu with options for 'In English', 'En Español', '中文簡體', and '中文繁體'. On the right, a blue header reads 'Activating your Campus Portal account'. Below it, text states: 'Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school.' The 'Activation Key' field is a five-part input box with hyphens between the segments, and a 'Submit' button is located below it.

- Click the **Submit** button. The activation key will be verified, and when approved will display a screen to create the **User Name** and **Password**
- Enter a **User Name**. You must use an alphanumeric (letters and numbers) user name.
- Enter a **Password**. Again, it is best to use an alphanumeric password.
- Enter the password a second time in the **Verify Password** field.
- Click the Create Account button. This will create the username and password. The username and password will be verified, and upon approval the portal account will be created.

Subsequent Portal Access

After the activation key is used to create a portal account, it cannot be used again. You can just use the user name and password.