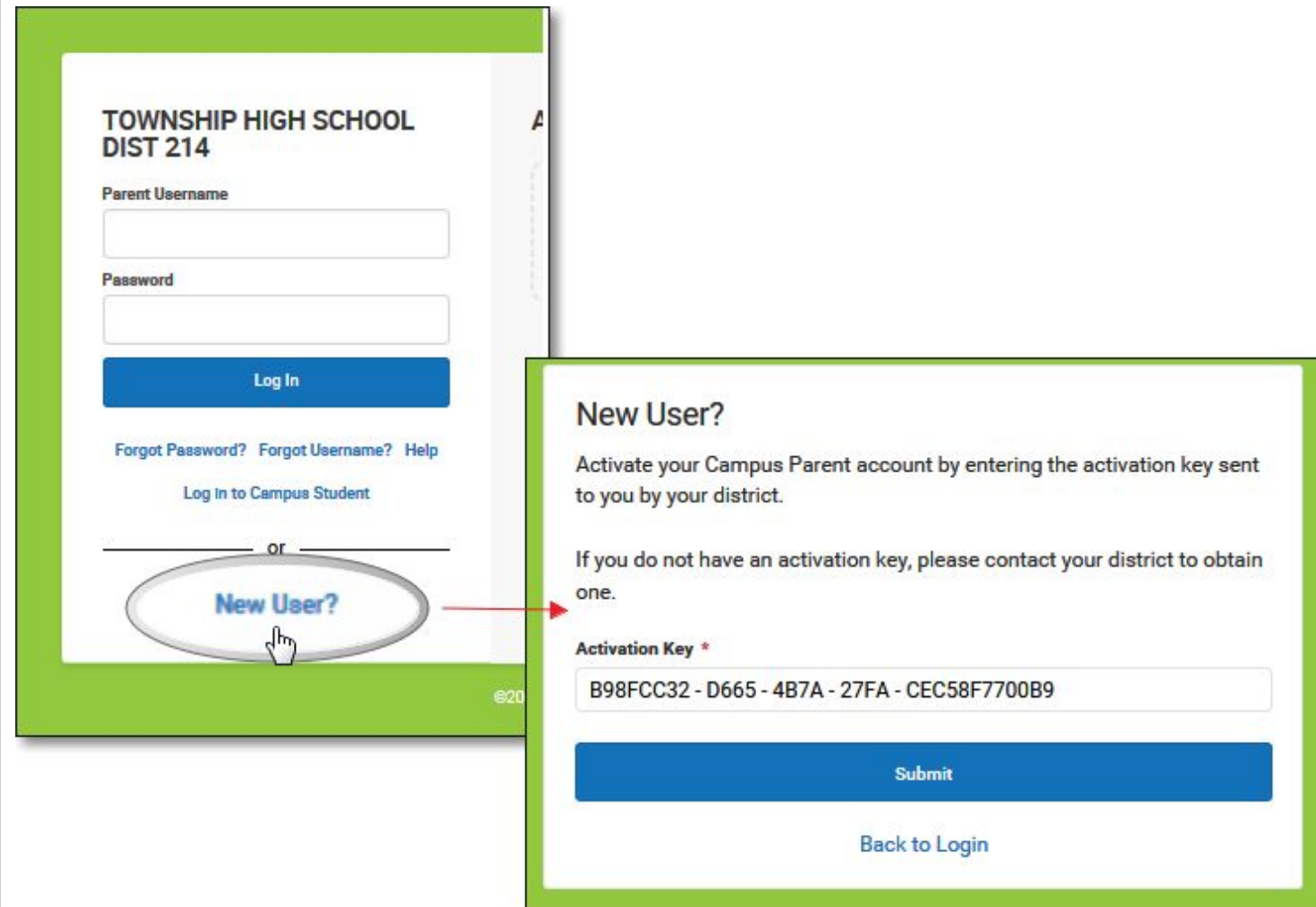


Campus Parent Portal

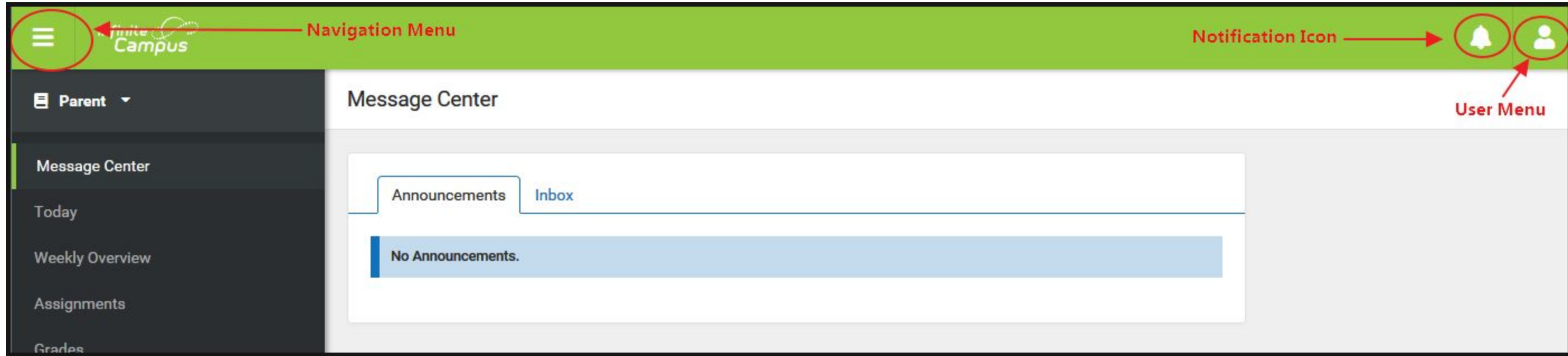
The Campus Parent Portal is located at https://ic.d214.org/campus/portal/parents/township_214.jsp. The Portal can be accessed by each parent/guardian of enrolled student(s). Parents will see all children in their household, or students that are related.

First-time parent users that did not activate a portal account using the email sent by the district, must activate their account by obtaining the activation key from their school. Once the activation key is obtained, visit the link above and click [New User](#), to begin the process.



Using the Campus Parent Portal

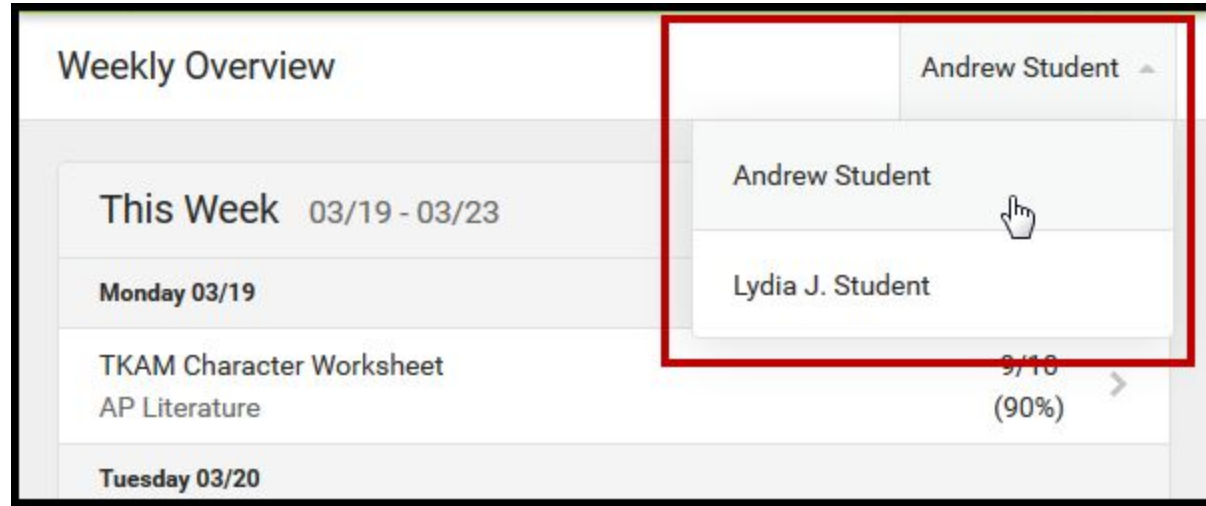
In the Campus Parent Portal, navigate between tools in the menu on the left. On mobile devices, this menu shrinks to a "hamburger" or "three bars" icon to save space. Click the user icon in the top right to view Notification Settings.



The Campus Parent Portal

Switch between students using the dropdown list in the corner.

If a tool is specific to a single student, such as Grades or Schedule, a student dropdown list displays in the top right corner. This dropdown list does not display for tools that are not student specific like Announcements and Payments.



Tools Available in the Campus Parent Portal

| Tool Name | Description | Example Image (click to view) |
|-----------------------|--|---|
| <p>Message Center</p> | <p>The Message Center includes announcements posted at a school or district level. Click Show More to display additional text for longer announcements. Announcements display based on the timeline set by the creator and cannot be deleted or archived. Additionally, the Inbox displays messages sent to the parent, including those from teachers.</p> | <p>The image shows the 'Message Center' interface. At the top, there are two tabs: 'Announcements' (which is selected) and 'Inbox'. Below the tabs, there are two announcement cards. The first card is from 'Harrison High' and contains a reminder: 'Reminder: Don't forget to wear your school colors this Friday!'. The second card is a 'District Announcement' dated '09/05/2018' with the text: 'Reminder to parents that school will end 2 hours early on Friday, September 28th for district-wide teacher training.'</p> |

Today

The Today view shows the selected student's schedule for the current day and lists any assignments due today or tomorrow.
 The schedule shows the times of the periods during the day and the student's courses, with the teacher's name and room assigned.
 The assignments list covers all of the student's courses, including those that may not meet on the current day. Click on the assignment or the course name to view details.

Today Wednesday, January 2nd 2019

Andrew Student
Student Number
 123456789

18-19 Harrison High
 Grade 12

Food Service Balance: **\$0.00**

Assignments Due Today

Themes Worksheet - Bildungsroman
AP English

/10

Assignments Due Tomorrow

3 (12/31 - 03/29)

DAY: DAILY

| | | | | |
|----------|-------------------|--|-------------------|----------|
| 1 | 8:00AM - 8:55AM | AP English | Teacherson, Katie | Rm: 1211 |
| 3 | 10:00AM - 10:55AM | Physics A | Yarham, Dennis | Rm: 367 |
| 4 | 11:00AM - 11:55AM | American & British Literature | Teacherson, Katie | Rm: 1018 |
| 6 | 1:00PM - | Pre-Calculus A | Lifellearn, Zelos | Rm: 1001 |

Calendar

The Calendar displays data in three different modes, Assignments, Schedule, and Attendance. For Assignments and Attendance, dots display below dates that have data. Select a mode and date to view data for that day. In Assignments mode, a button displays to show the Weekly Overview, which shows all assignments for the selected week.

Calendar

Assignments
Schedule
Attendance

Nov

Dec

2019

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

April 2019
TODAY


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

AP Literature
ABSENT EXCUSED

1
Absent Excused

🗨 College Visit

Pre-Calc

Weekly Overview

 (within Calendar)

The Weekly View filters the Calendar to show a student's assignments for a week in a simple, single page overview. In this overview, view assignments for the week and see scores. Assignments display for the calendar day on which they are Due. Flagged assignments, such as the Missing assignment above, are also shown. Scored assignments are shown with the points possible, if applicable, or the percentage or rubric score earned.

Weekly Overview
Andrew Student ▾

This Week 03/19 - 03/23
< ○ >

Monday 03/19

| | | |
|---|---------------|---|
| TKAM Character Worksheet AP Literature | 9/10 (90%) | > |
|---|---------------|---|

Tuesday 03/20

No Assignments

Wednesday 03/21 TODAY

| | | |
|--|--|---|
| Lord of the Flies Essay AP Literature | | > |
|--|--|---|

Thursday 03/22

| | | |
|--|--|---|
| Ch3 pg 145-7, #s 2, 4, 8, 12 Pre-Calculus A | | > |
|--|--|---|

Assignments

The Assignments tool collects all of a student's assignments with the focus on today. Click assignments to view details and scroll to see previous and future assignments.
Use the Missing and Current Term buttons at the top to filter assignments.

Assignments Andrew ▾

Missing
Current Term
Today

| | | |
|---|-------------------|---|
| TKAM Character Worksheet American & British Literature | 13/15 (86.66%) | > |
| Africa Map Comparison Worksheet English 10 | 8/10 (80%) | > |
| Friday 08/10 TODAY | | |
| Cell Model Project AP Literature | | > |
| pg. 47 #1, 3, 5, 7, 9 Pre-Calculus A | | > |
| Monday 08/13 | | |
| TKAM Character Essay American & British Literature | | > |
| Nelson Mandela Book Report English 10 | | > |
| Tuesday 08/14 | | |
| pg. 53 #1, 3, 7, 9, 13 Pre-Calculus A | | > |

Grades

The Grades tool shows all of the grades earned by the selected student for all tasks (such as Trimester or Semester grades) and standards. Posted grades are displayed in bold, with In-Progress grades indicated as "In-progress." The student's Cumulative GPA also displays at the top of the Grades tab if enabled.

Where the grey arrow displays for a task or standard, click the task to view the Categories that contribute to the grade. Expand categories to view all included assignments. Click assignments to view details.

Grades that are part of a composite or rollup grading setup are indicated.

Grade Book Updates

Grade Book Updates lists all of the assignments that have been scored or otherwise updated in the last 14 days. Click on the assignment or the course name to view details.

Attendance

The Attendance tool lists the absences and tardies for attendance taking periods in the selected term. Navigate between terms using the options at the top. Click on a period to view details. On the detail view, absences and tardies are divided by type (excused, unexcused, exempt, or unknown), with all absences and tardies listed below. When attendance is recorded via present minutes, this attendance screen displays the total Present Time and Expected Time by section. Click on a section to view the Time In, Time Out, and Present Time recorded by date.

Attendance
Andrew Student ▾

2

[← Last Term](#)
○ Current Term
[Next Term →](#)

| COURSE | ABSENT | TARDY | |
|----------------------|----------|-------|---|
| AP Calculus | 0 | 0 | > |
| AP English | 2 | 0 | > |
| Physics A | 1 | 2 | > |
| World History A | 0 | | |
| Period Totals | 3 | | |

AP English
➔

Period Absences

| EXCUSED | UNEXCUSED | EXEMPT | UNKNOWN |
|---------|-----------|--------|---------|
| 1 | 1 | 0 | 0 |

Period Tardies

| EXCUSED | UNEXCUSED | EXEMPT | UNKNOWN |
|---------|-----------|--------|---------|
| 0 | 0 | 0 | 0 |

Absences

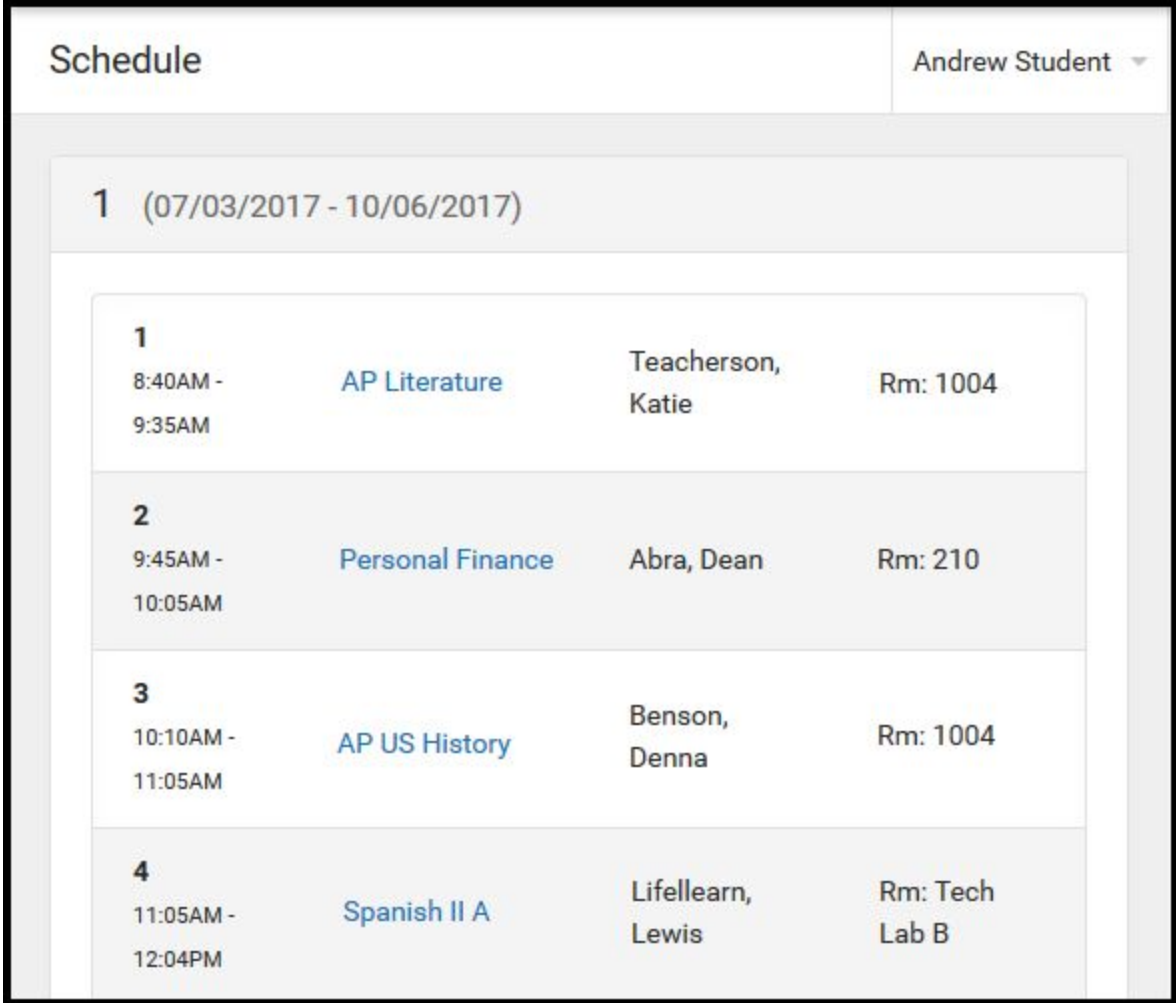
12/15/2016 - Absent Unexcused

10/28/2016 - Absent Excused

Schedule

The Schedule tool shows the student's schedule for each term, including any day rotations. Schedules are shown for all the whole year, all terms, and all of the student's enrollments.

Each schedule includes the times of the periods during the day and the student's courses, with the teacher's name and room assigned. If a day rotation is in place, the day is indicated in the top right corner of the schedule. Click on the course name to view details.



| Schedule | | Andrew Student ▾ | |
|------------------------------------|----------------------------------|----------------------|-------------------|
| 1 (07/03/2017 - 10/06/2017) | | | |
| 1 8:40AM - 9:35AM | AP Literature | Teacherson, Katie | Rm: 1004 |
| 2 9:45AM - 10:05AM | Personal Finance | Abra, Dean | Rm: 210 |
| 3 10:10AM - 11:05AM | AP US History | Benson, Denna | Rm: 1004 |
| 4 11:05AM - 12:04PM | Spanish II A | Lifellearn, Lewis | Rm: Tech Lab B |

Reports

The Reports tool collects files relevant to the student including learning documents such as IEPs and PLPs, a PDF version of the student's schedule, report cards and transcripts, and program participation. Click on an entry to view the file in PDF.

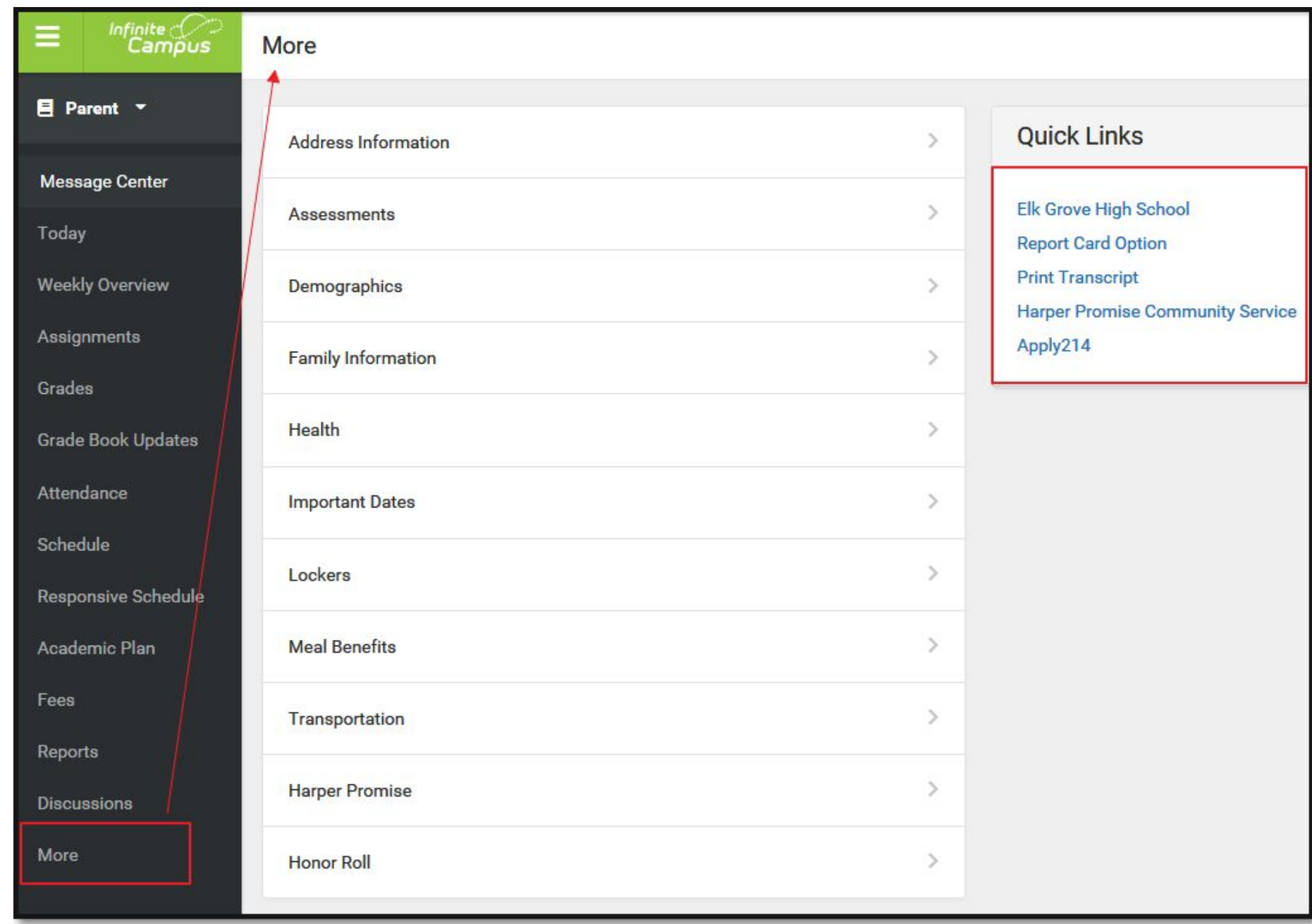


| Reports | | Andrew ▾ |
|---------------------------------------|--|----------|
| Student Schedule | | > |
| Personal Learning Plan (08/01/2018 -) | | > |
| Program Participation Report | | > |

More

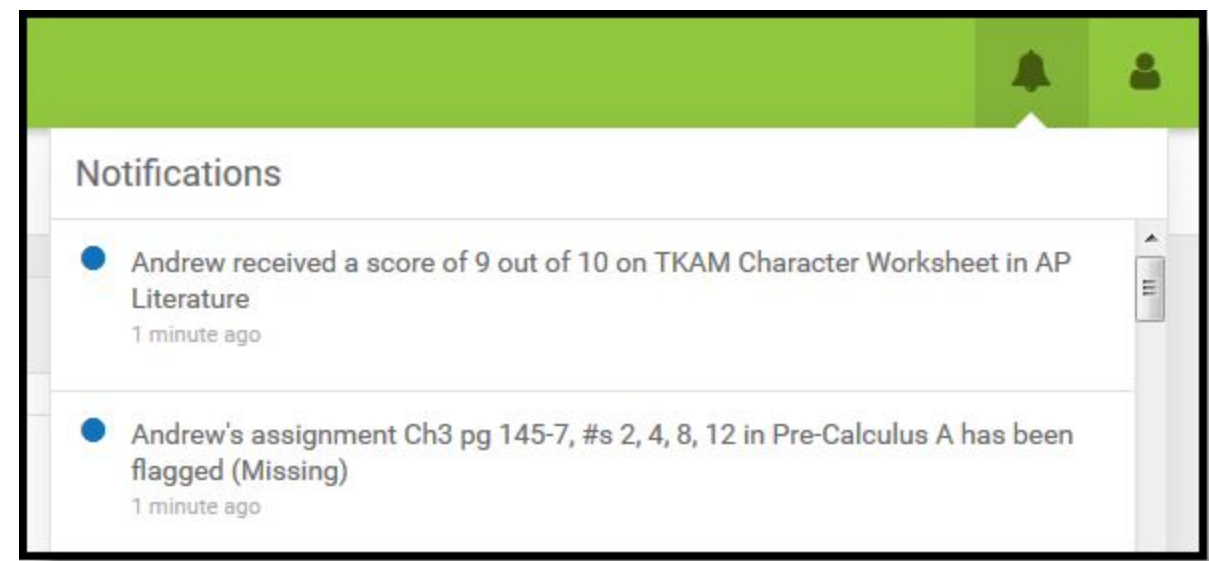
The More tab displays the following:

- **Quick Links** on the right section displays the websites for the district and school(s) in which the student is enrolled. Additional links include:
 - Report Card Option
 - Print Transcript
 - Harper Promise
 - Apply214
- Address Information for the student's household(s).
- Assessments that list the student's test scores for state, national and district tests.
- Demographics information for the student and any non-household relationships. Users can update demographic data and family information.
- Health Information, including recorded vaccinations, immunizations and screenings.
- Lockers assigned to the student with locations and combinations.
- The Meal Benefits application
- Transportation information including buses and parking permits.
- Activities in which the student is involved (clubs, sports, etc.)



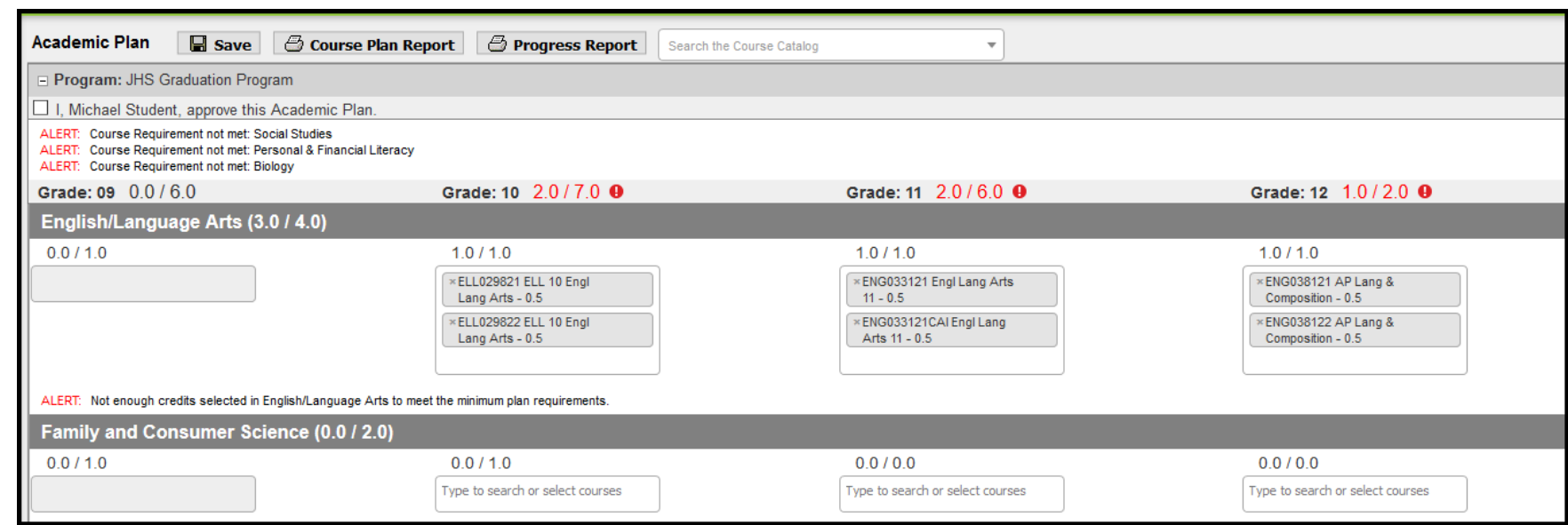
Notifications

The Notifications dropdown list shows a simple list of notifications the student has received, such as graded assignments. Click the user menu at the top right of screen to establish Notification Settings.



Academic Plan

The Academic Plan displays the student's assigned Academic Program and the courses the student has planned to take in each school year. It's recommended that the Academic Plan be viewed on a larger device, if possible.



Fees

The Fees tool provides a list of all fees assigned to a student. Fees can include things like a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Fees that are still owed, have been paid, or were made void appear in this list, followed by the ongoing balance for these fees. The School Years dropdown list allows you to view fees assigned to the student according to the school year in which they were assigned. From here, users can click the Pay button and go to the Payments tool.

Fees

Total Due: \$10.00

If you have questions about school related fees, please contact the Business Office at your child's school.

School Year
 2018 - 2019 ▼

| DESCRIPTION | DUE DATE | FEE BALANCE |
|---------------------|------------|--------------|
| Annual Registration | 10/24/2018 | 0.00 > |
| Art | 10/31/2018 | 10.00 > |
| Subtotal | | 10.00 |





Annual Registration

| DESCRIPTION | DATE | AMOUNT |
|---------------------|------------|--------|
| Annual Registration | 10/10/2018 | 5.00 |
| Payment | 10/17/2018 | - 5.00 |

Payments

The Payments tool provides Portal users with the ability to pay fees/services or deposit food service money online using a major credit card, checking or savings account. This tool helps eliminate the need to send cash or checks with a student to school and provides parents a simple way to stay on top of school fees and services.

Payments

Accepted Payment Methods




Payment History

Minimum payment amount is \$5.00
 Paying fees through the Campus Portal is a convenient way to make food service and fee payments.

| Recurring Payments | Preference | Start Date | End Date | Payment |
|-----------------------------------|------------|------------|----------|---|
| Cardinal, Connor Food Service | | | | Add |
| Cardinal, Peggy M Food Service | | | | Add |

| Food Service Account | Balance | *Estimate | Payment |
|----------------------|----------|---|--|
| Cardinal, Connor | \$132.00 | \$62.00 | \$ <input style="width: 50px;" type="text"/> |
| Cardinal, Peggy M | -\$20.25 | \$47.00 | \$ <input style="width: 50px;" type="text"/> |

* The estimated payment is for one month and is based on the past food service purchases.

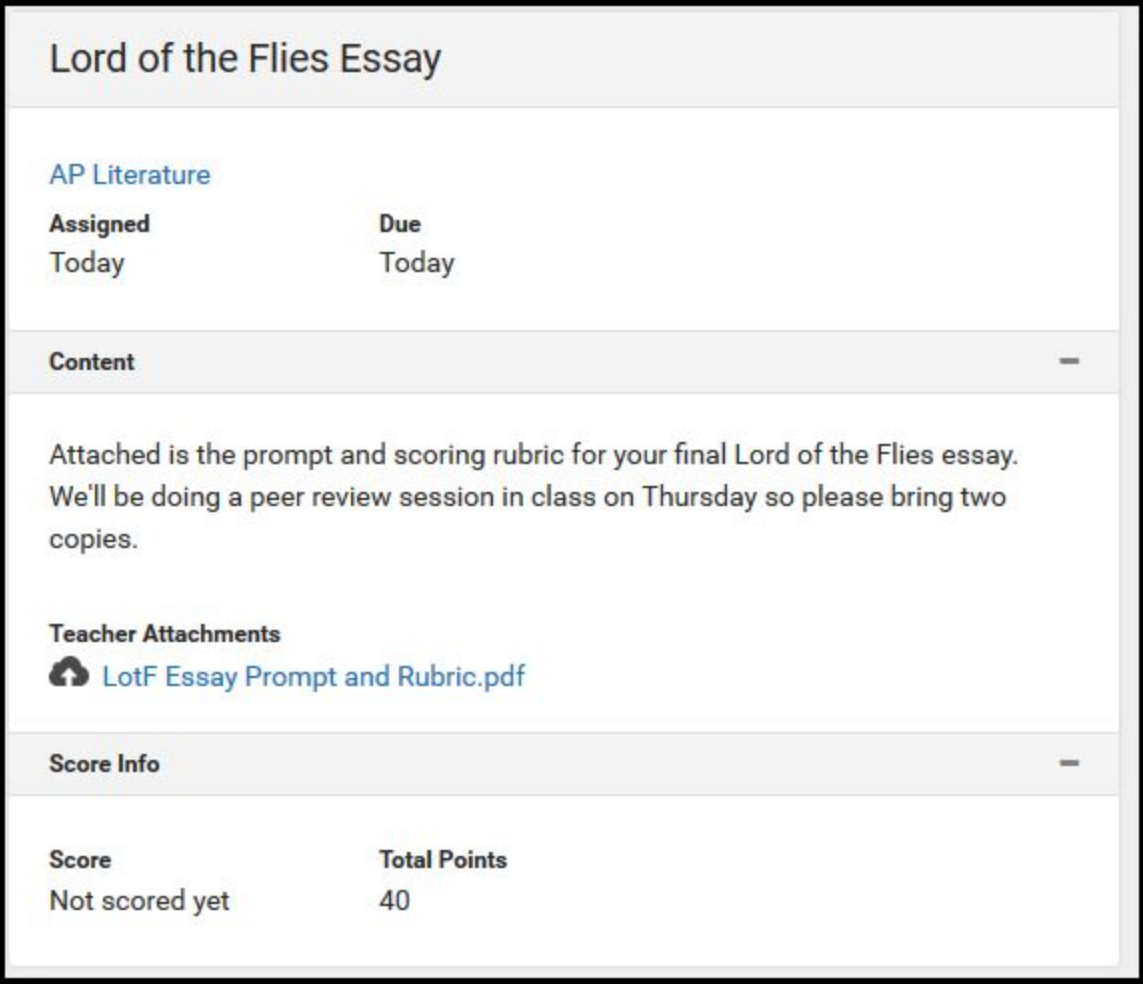

| Student | Fee | Due Date | Due | Payment |
|-------------------|---|------------|---|--|
| Cardinal, Connor | Fall Sports Comments: Optional Items ▼ | 09/20/2018 | \$50.00 | \$ <input style="width: 50px;" type="text"/> |
| Cardinal, Peggy M | Computer Repair Comments: Optional Items ▼ | 11/20/2018 | \$65.00 | \$ <input style="width: 50px;" type="text"/> |

Subtotal: \$

Continue

Shortcuts in Campus Parent

In various areas of Campus Parent, clicking links opens details for items such as assignments and courses.

| Available Link | Description | Example Image | | | | | | | | |
|----------------|--|---|----------|-----|-------|-------|-------|--------------|----------------|----|
| Assignment | Click on an assignment to view details, such as dates, scoring information, and the description. |  <p>Lord of the Flies Essay</p> <p>AP Literature</p> <table border="1"> <thead> <tr> <th>Assigned</th> <th>Due</th> </tr> </thead> <tbody> <tr> <td>Today</td> <td>Today</td> </tr> </tbody> </table> <p>Content —</p> <p>Attached is the prompt and scoring rubric for your final Lord of the Flies essay. We'll be doing a peer review session in class on Thursday so please bring two copies.</p> <p>Teacher Attachments</p> <p> LotF Essay Prompt and Rubric.pdf</p> <p>Score Info —</p> <table border="1"> <thead> <tr> <th>Score</th> <th>Total Points</th> </tr> </thead> <tbody> <tr> <td>Not scored yet</td> <td>40</td> </tr> </tbody> </table> | Assigned | Due | Today | Today | Score | Total Points | Not scored yet | 40 |
| Assigned | Due | | | | | | | | | |
| Today | Today | | | | | | | | | |
| Score | Total Points | | | | | | | | | |
| Not scored yet | 40 | | | | | | | | | |

Course Name
Click on a course name to view the Course/Section number, Period, Room, section Website, and any upcoming assignments.

AP Calculus
Teacherson, Katie

Course - Section Number
580000 - 5


Periods
A: 01, B: 01

Room
1211

Section Website
No section website available.

Upcoming Assignments

Friday 11/18

-  Trig AT 1 pg 47, #s 3, 5, 7, 9
AP Calculus /5

Counselor Email

From the Course detail, click the counselor's email to discuss schedule changes (a preformatted email form displays), or discuss other topics with your student's counselor.

Schedule

Q3 (01/22 - 03/22) < Previous ○ Current Next >

| | | | |
|----|-------------------|----------------|----------|
| 00 | Advisory | Staff, Mark | Rm: 0220 |
| 01 | 7:20 AM - 8:11 AM | Physics II | |
| 02 | 8:18 AM - 9:05 AM | Calculus II | |
| 08 | | PSEO (Sem 2) | |
| 09 | | Tennis - Girls | |

Advisory

Teacher Information
Staff, Mark
ext. 5555

Course - Section Number
0000 - 51


Period
00

Room
0220

Counselor
Staff, Alice
counselor_HS@school.com

Upcoming Assignments

Settings



Settings

- Notification Settings >
- Account Settings >
- Contact Preferences >
- Current Devices >

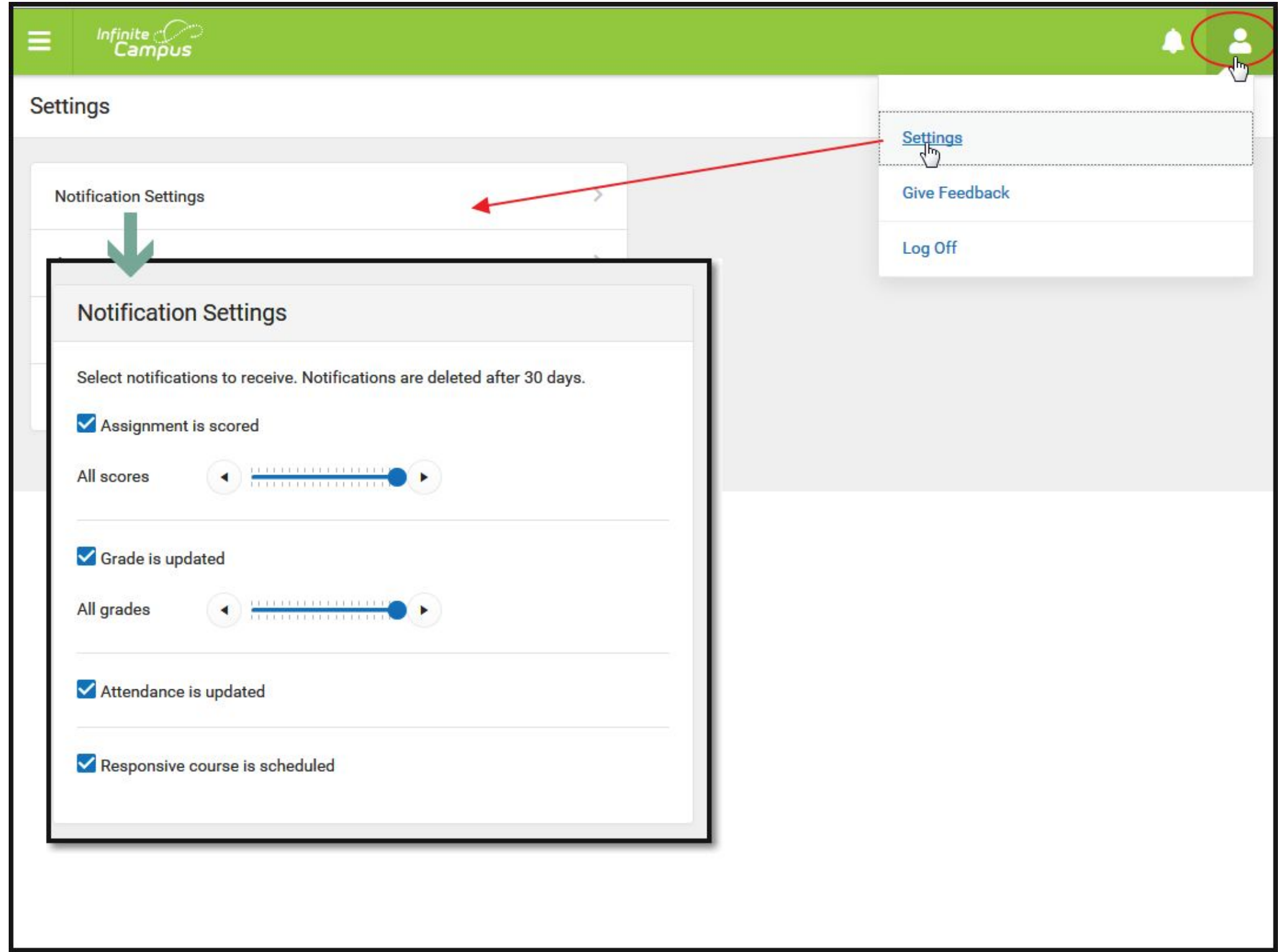
Settings

Give Feedback

Log Off

Notification Settings

Notification settings allow users to opt out of receiving specific kinds of notifications and establish thresholds for those they want to receive. Set thresholds to only receive notifications when a grade or score falls below the selected percentage or a lunch balance falls below the selected dollar amount. Click the arrows to change the threshold or click and drag the dot. Notifications are not sent for any tools that have been disabled by the district.

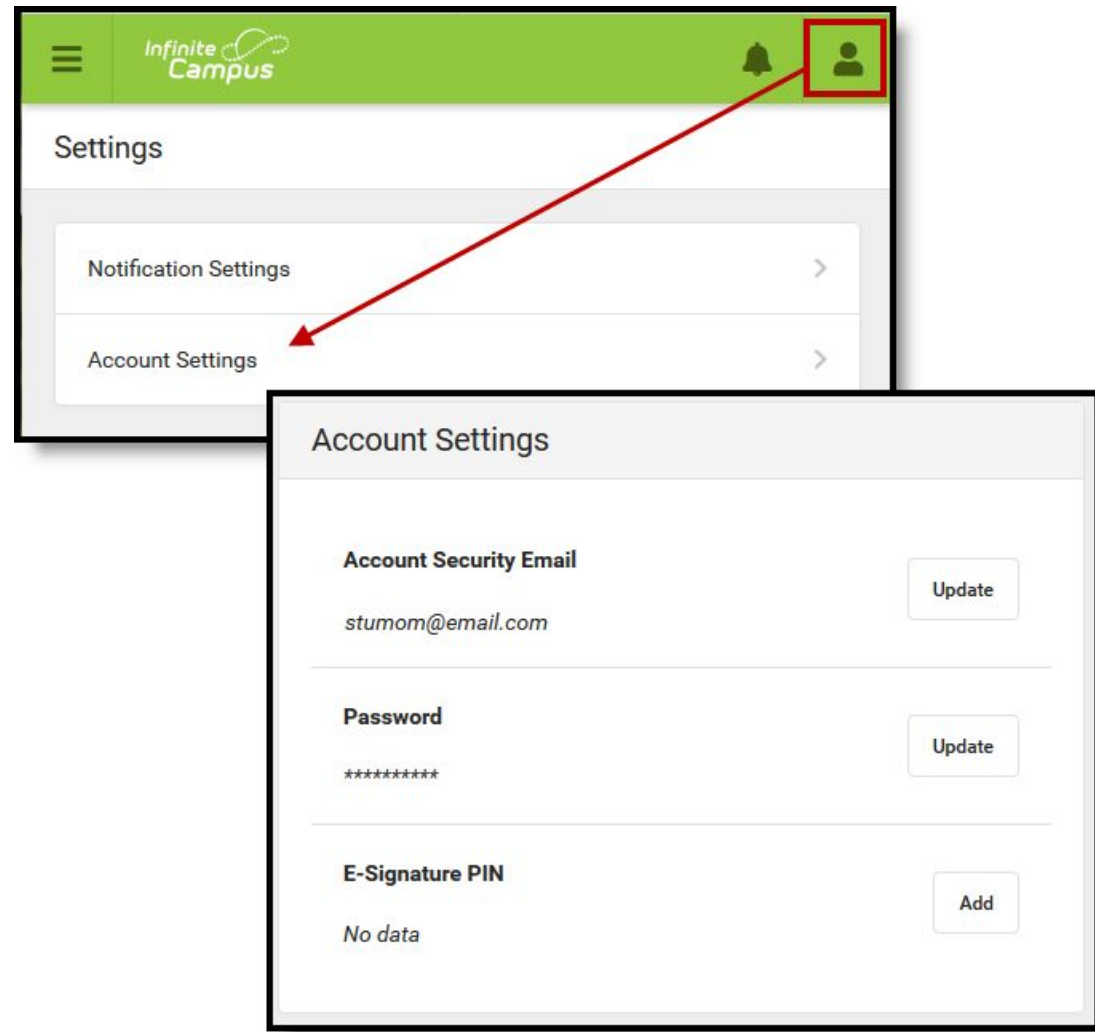


Enable notifications and set thresholds to determine when notifications are sent.

Account Settings

Account settings allow users to update their security email on record or to change their Password and E-Signature PIN.

- The Account Security Email is the email used if a user forgets their username or password.
- Passwords can only be modified if the district has enabled Password Reset. Strong passwords are enforced, meaning that passwords should have a mix of letters, number, and characters to make them more secure.
- E-Signature PINs are used to electronically verify and sign Meal Benefit Applications. This field is only available if enabled by the district.



Access Account Settings to update basic account information.

Contact Preferences

Manage your contact preference by selecting the desired language and when you receive message, and how you receive that message (phone call, email, or text message). If your school has turned on certain options, you may be able to modify your phone numbers and email addresses.

From the User Menu, select Settings, then select Contact Preference. Review existing contact information (phone numbers and email addresses), enter any updates, and mark your desired Messenger Preferences. When phone and email changes are made, an email notification acknowledging the change is sent to the individual, alerting them to changes they may not have made.

