Using Campus Student

In Campus Student, 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 Person icon in the top right to log out or view Notification Settings. To switch to the previous Portal, click the Students dropdown and select Portal.
# Tools Available in Campus Student

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today</td>
<td>The Today view shows the 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.</td>
</tr>
</tbody>
</table>

![Example Image (click to view)](image-url)
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.
The Weekly View filters the Calendar to show a student's assignments for a week in a simple, single page overview.

In this overview, students can 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.
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.
The Grades tool shows all of the grades earned by the 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 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.

<table>
<thead>
<tr>
<th>Grade Book Updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trigonometric Functions Worksheet</td>
</tr>
<tr>
<td>AP Calculus</td>
</tr>
<tr>
<td>Week 1 Review</td>
</tr>
<tr>
<td>AP Calculus</td>
</tr>
<tr>
<td>Trig AT 1 pg 47, #s 3, 5, 7</td>
</tr>
<tr>
<td>AP Calculus</td>
</tr>
</tbody>
</table>
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.
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.

If a student drops a course, it continues to display on the student's schedule until the end of the day.
Fees

The Fees tool shows the 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.

School Year
2018 - 2019

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DUE DATE</th>
<th>FEE BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS Yearbook Fee</td>
<td>08/01/2018</td>
<td>0.00</td>
</tr>
<tr>
<td>MS PE Clothes</td>
<td>08/01/2018</td>
<td>0.00</td>
</tr>
<tr>
<td>MS Extra PE T-Shirt</td>
<td>02/04/2019</td>
<td>7.50</td>
</tr>
</tbody>
</table>

Subtotal 7.50

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.
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 student, including those from teachers and the Surveys tab displays surveys given to students.

**Harrison High**

*Reminder:* Don't forget to wear your school colors this Friday!

**District Announcement**

09/05/2018

Reminder to parents that school will end 2 hours early on Friday, September 28th for district-wide teacher training.
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.
- **Family Information**, including contact information for family members.
- **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.
The Academic Plan displays the student's assigned Academic Program and the courses the student has planned to take in each school year. Students can add courses to their plan, and print their Course Plan and their Progress Report from here.

It's recommended that the Academic Plan be viewed on a larger device, if possible.

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.
Responsive Scheduling

The Responsive Scheduling tool lets users select which sessions to attend for an upcoming responsive day. Available offerings are listed for each available responsive period.

Discussions

The discussions list collects all discussions assigned to the student, both those aligned to assignments and those that aren't. Click a discussion to respond to the teacher's prompt or respond to a classmate. Scored discussions are indicated by the icon.

Students can also access discussions aligned to an assignment through that specific assignment.

Inappropriate content can be flagged, which alerts the teacher that there is content which should be reviewed.
# Shortcuts in Campus Student

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

<table>
<thead>
<tr>
<th>Available Link</th>
<th>Description</th>
<th>Example Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment</td>
<td>Click on an assignment to view details, such as dates, scoring information, and the description. Files attached by teachers and submission options also display on this screen, as applicable.</td>
<td><img src="image" alt="Assignment Example" /></td>
</tr>
</tbody>
</table>

![Lord of the Flies Essay](image)
<table>
<thead>
<tr>
<th>Course Name</th>
<th>AP Calculus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>Teacherson, Katie</td>
</tr>
<tr>
<td>Course - Section Number</td>
<td>590000 - 5</td>
</tr>
<tr>
<td>Periods</td>
<td>A: 01, B: 01</td>
</tr>
<tr>
<td>Room</td>
<td>1211</td>
</tr>
<tr>
<td>Section Website</td>
<td>No section website available.</td>
</tr>
</tbody>
</table>

**Upcoming Assignments**

- **Friday 11/18**
  - Trig AT 1 pg 47, #s 3, 5, 7, 9
  - AP Calculus
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 counselor.
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. From the User Menu, select Settings, then Notification Settings. 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. Only districts using Campus Food Service receive low balance notifications.
Account Settings

Account settings allow users to update their security email on record or to change their Password and E-Signature PIN. From the User Menu, select Settings, then Account Settings.

- 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 a 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.