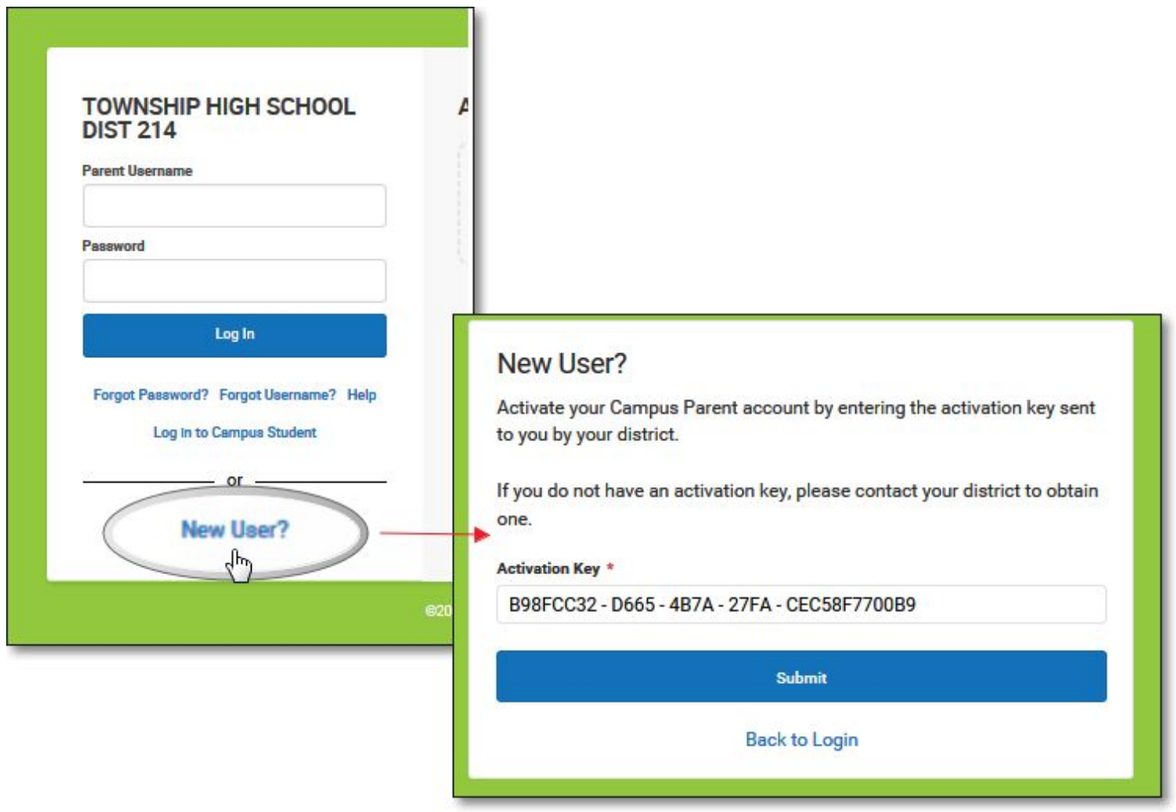
Using the Campus Parent Portal | Switch Between Students | Tools Available in the Campus Parent Portal | Links in Campus Parent | Shortcuts in Campus Parent | Notification Settings | Account Settings | Contact Preferences

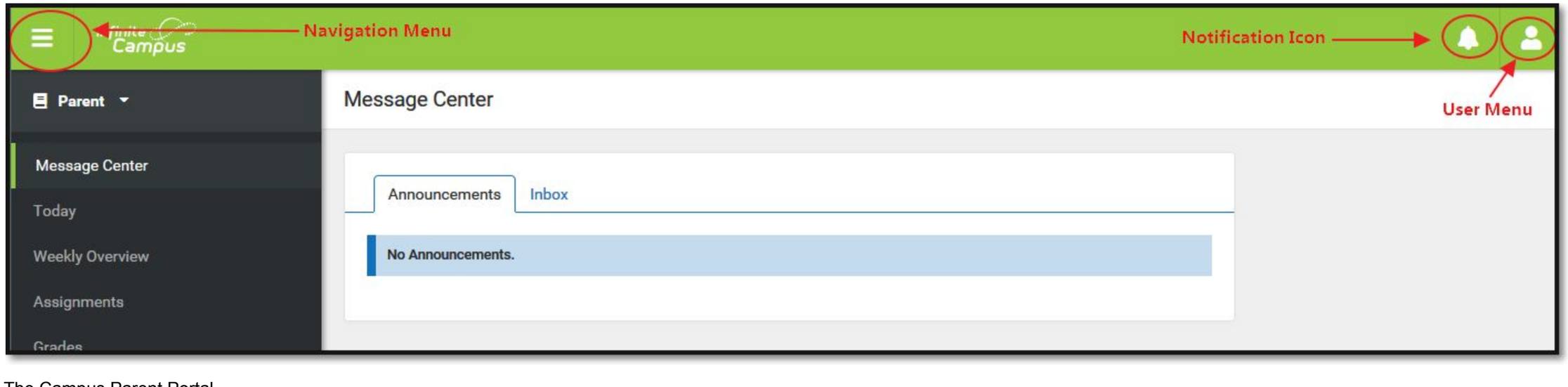
Campus Parent Portal

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.	

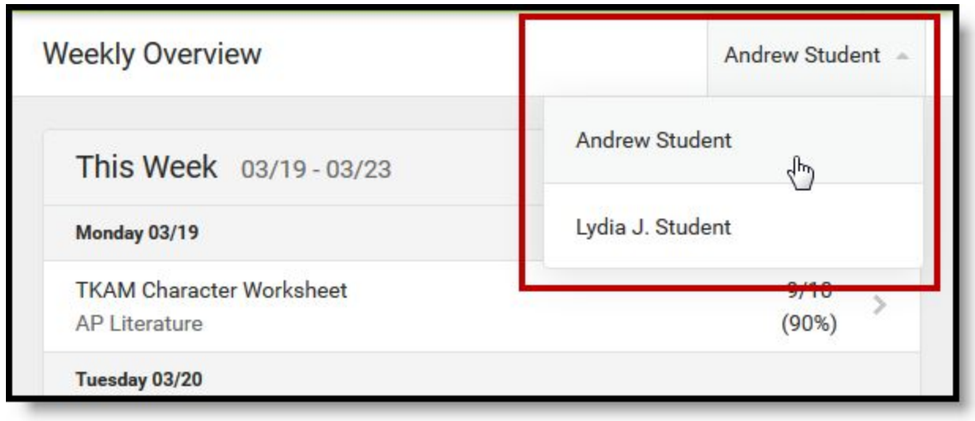
Using the Campus Parent Portal

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.

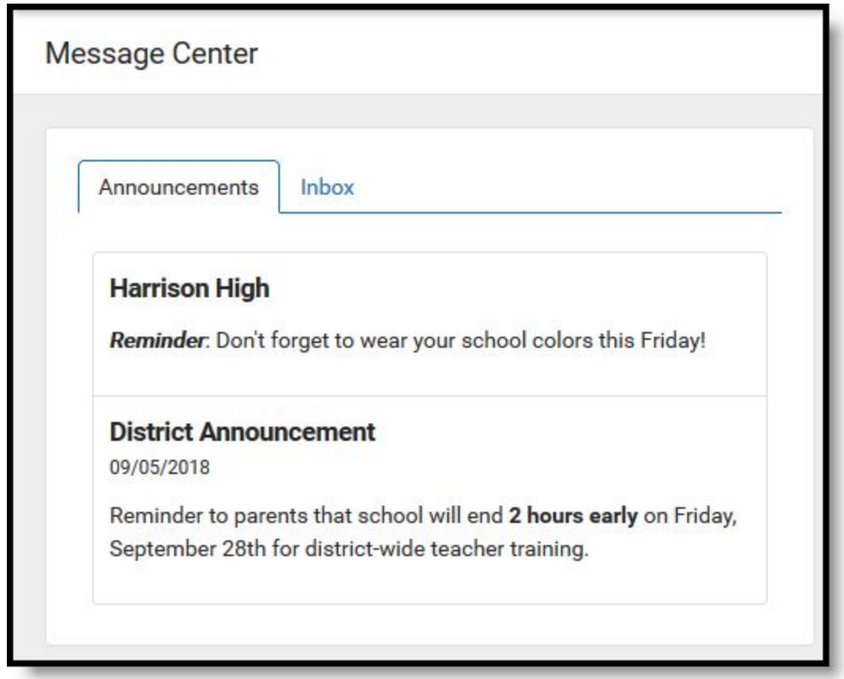


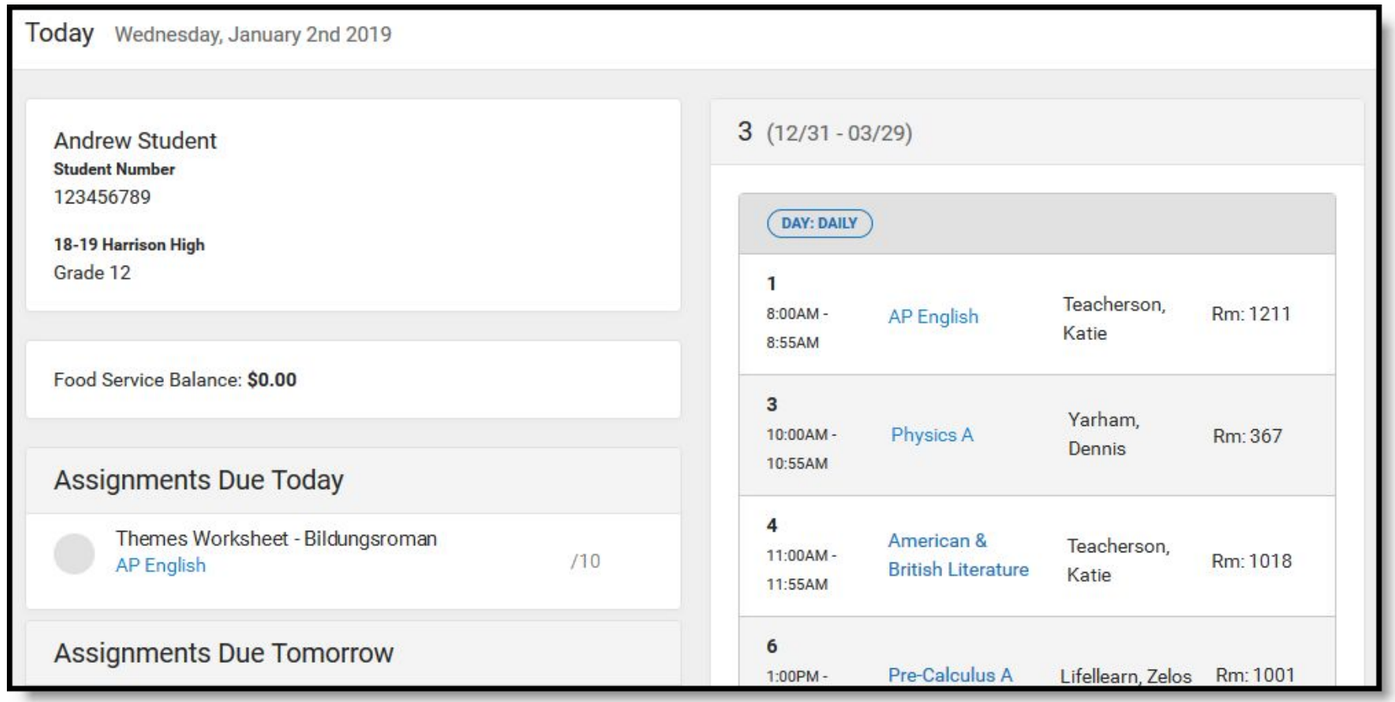
The Campus Parent Portal

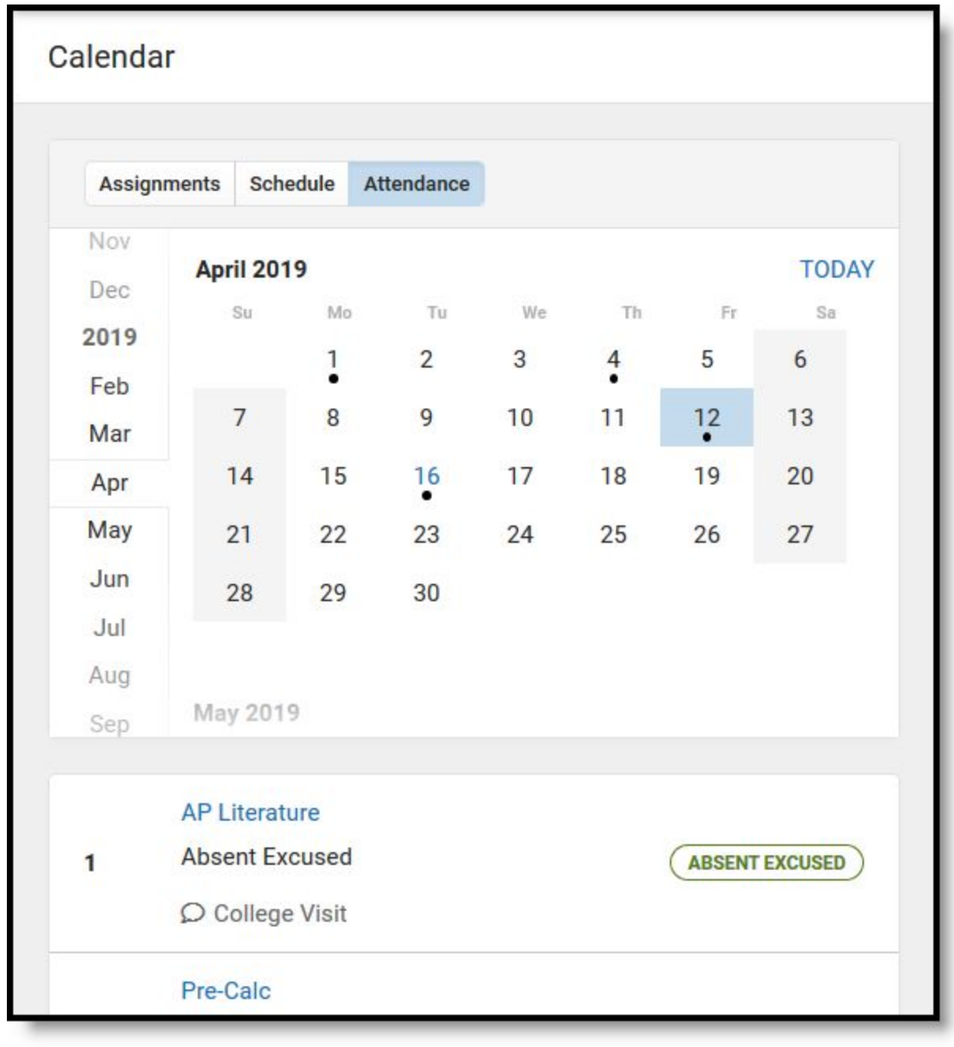
Switch between students using the dropdown list in the corner.
If a tool is specific to a single student, such as Grades or Schedule, a student dropdown list displays in the top right corner. This dropdown list does not display for tools that are not student specific like Announcements and Payments.

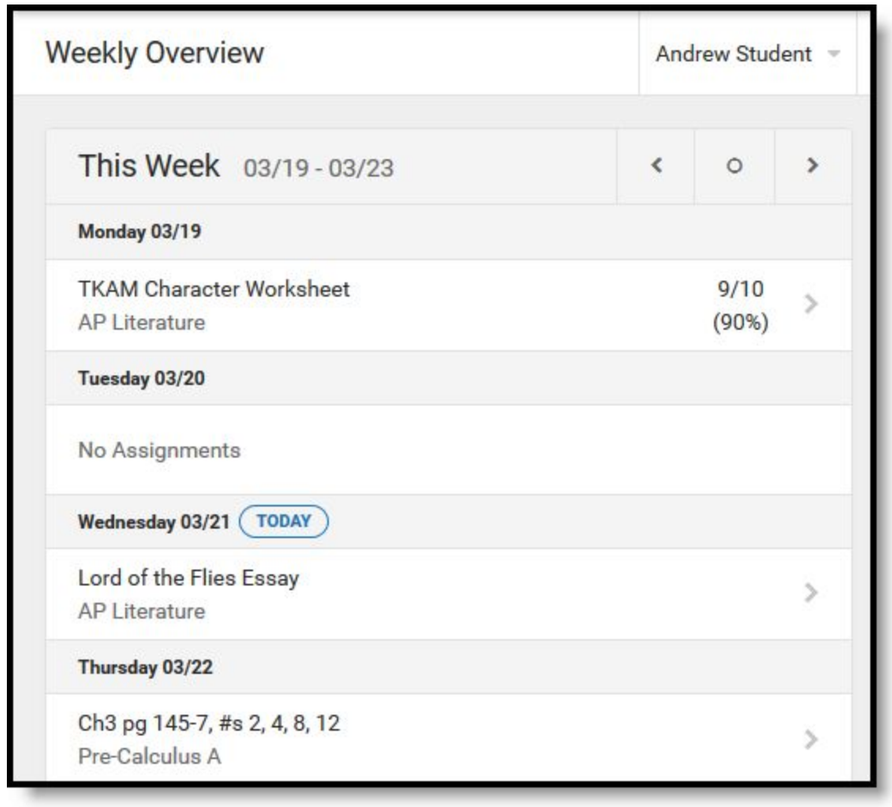


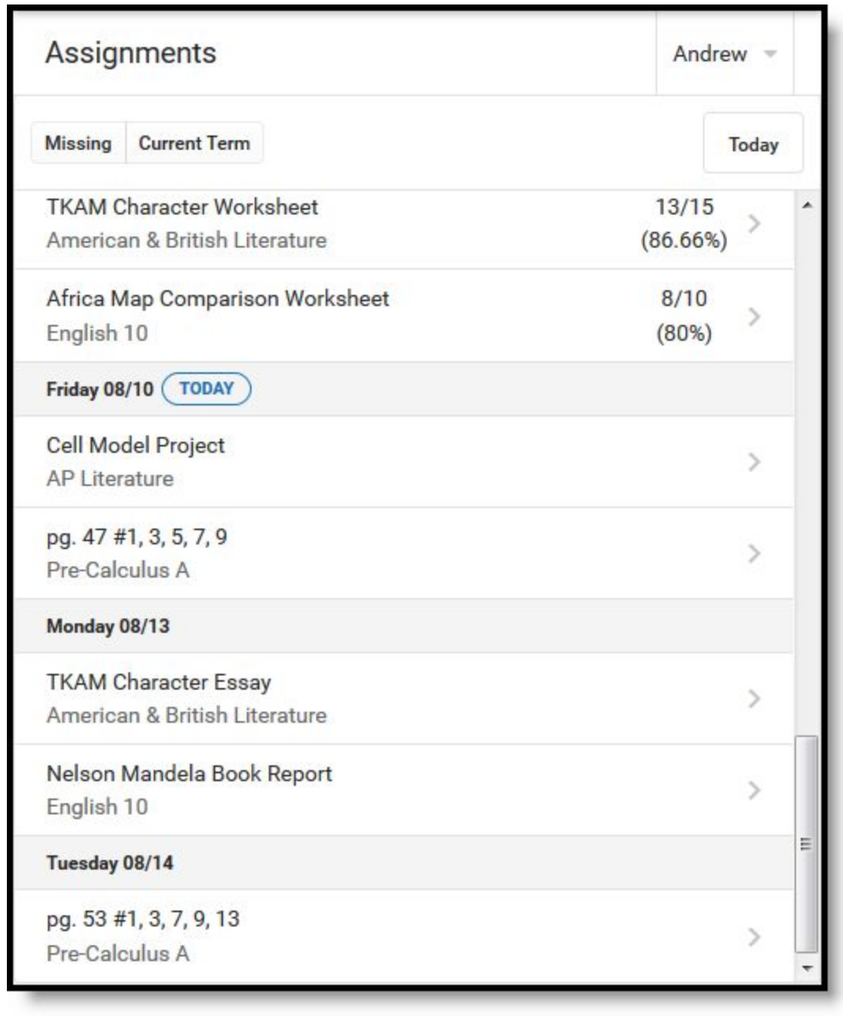
Tools Available in the Campus Parent Portal

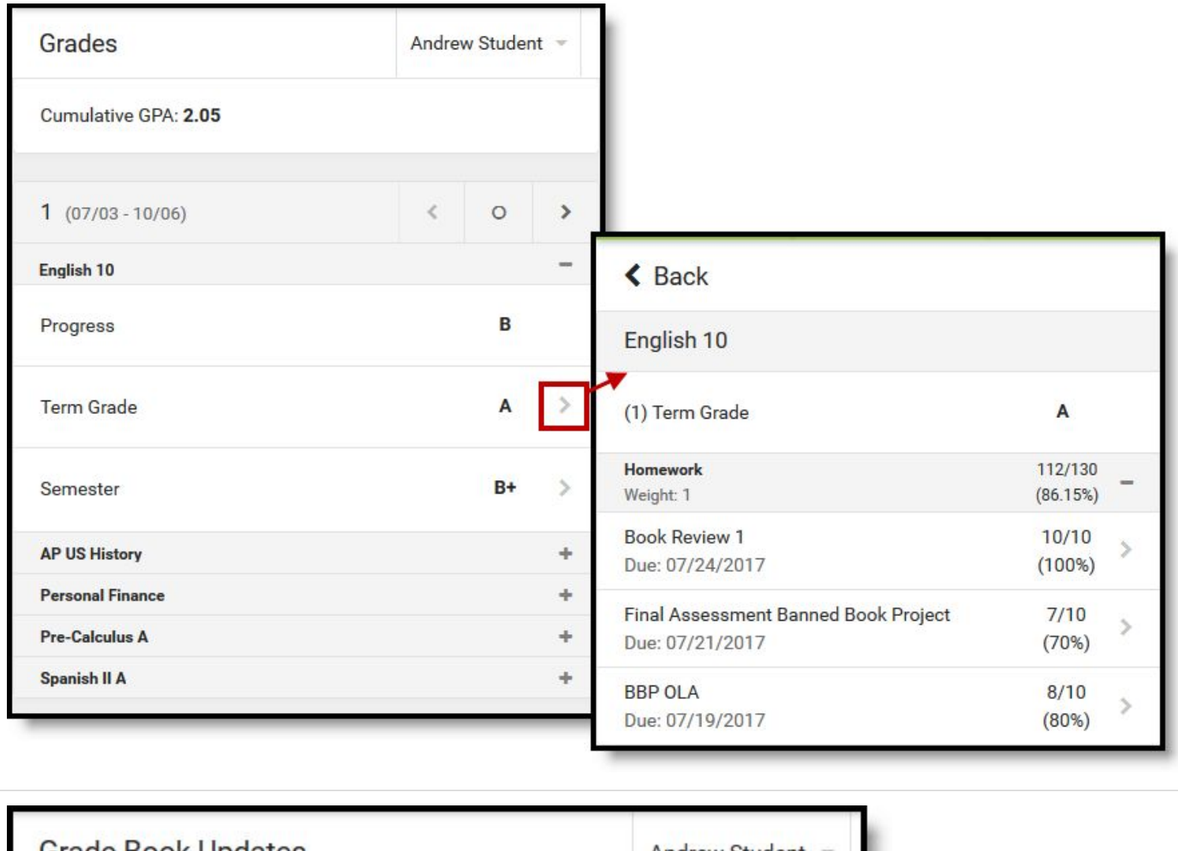
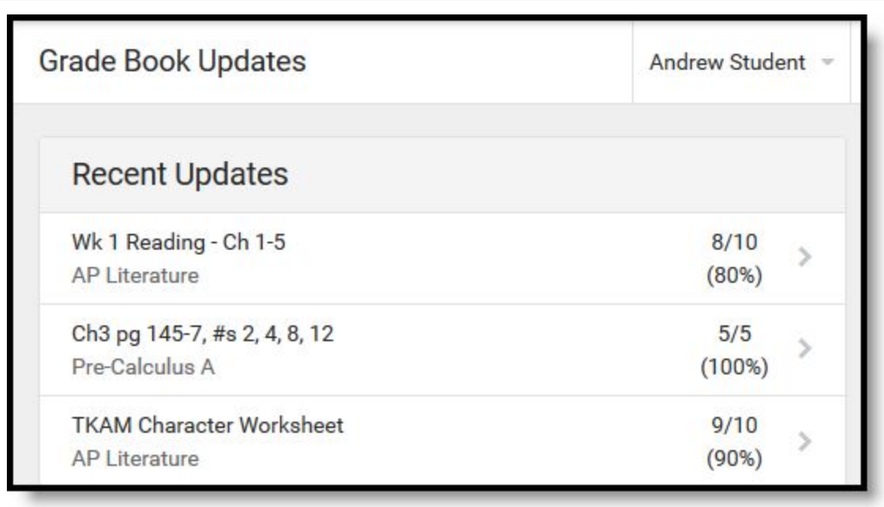
Tool Name	Description	Example Image (click to view)
Message Center	The Message Center includes announcements posted at a school or district level. Click Show More to display additional text for longer announcements. Announcements display based on the timeline set by the creator and cannot be deleted or archived. Additionally, the Inbox displays messages sent to the parent, including those from teachers.	

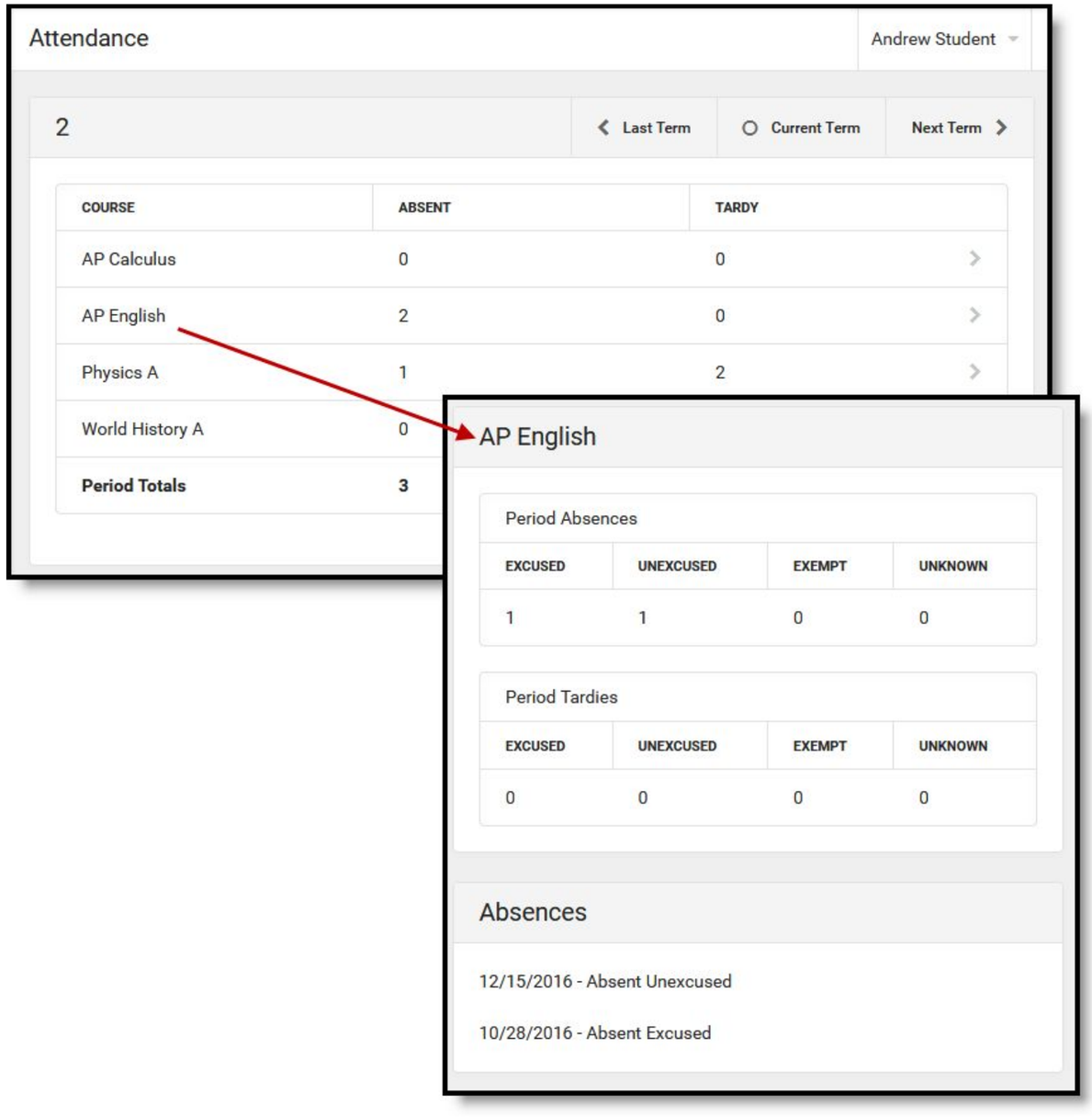
Today	The Today view shows the selected student's schedule for the current day and lists any assignments due today or tomorrow. The schedule shows the times of the periods during the day and the student's courses, with the teacher's name and room assigned. The assignments list covers all of the student's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

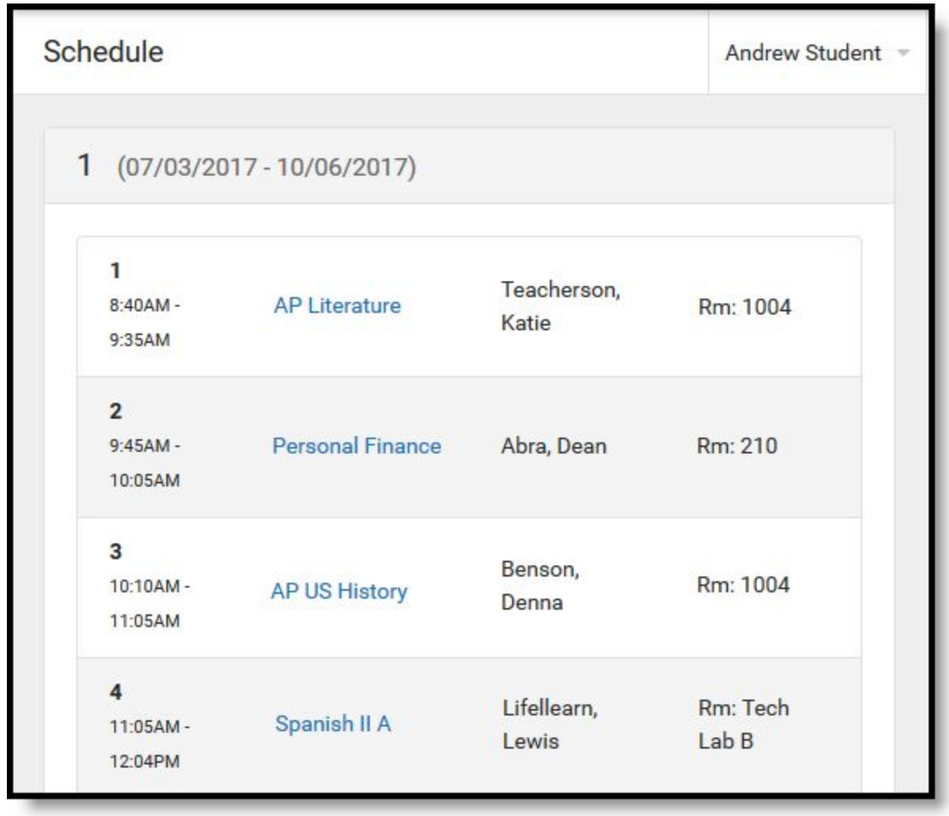
Calendar	The Calendar displays data in three different modes, Assignments, Schedule, and Attendance. For Assignments and Attendance, dots display below dates that have data. Select a mode and date to view data for that day. In Assignments mode, a button displays to show the Weekly Overview, which shows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

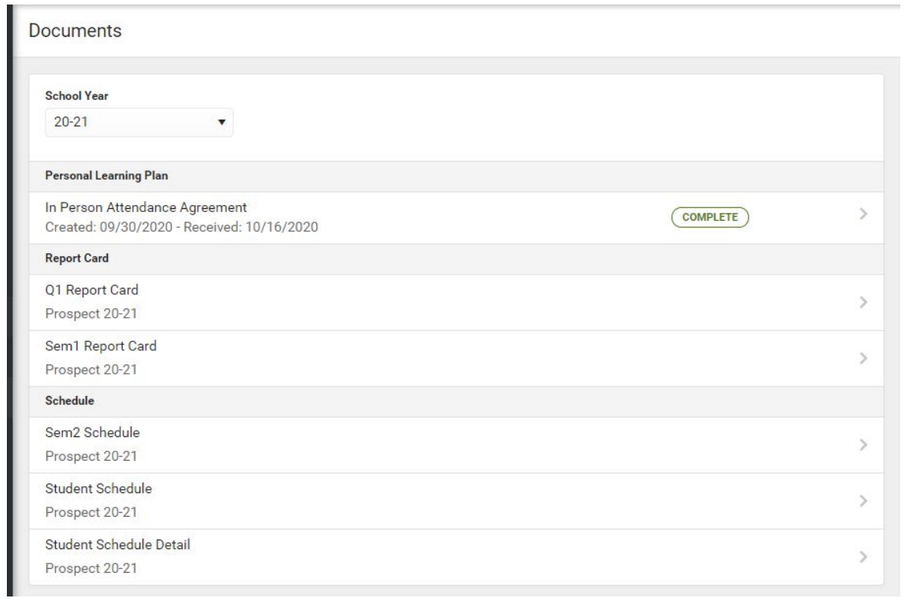
Weekly Overview (within Calendar)	The Weekly View filters the Calendar to show a student's assignments for a week in a simple, single page overview. In this overview, view assignments for the week and see scores. Assignments display for the calendar day on which they are Due. Flagged assignments, such 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.	

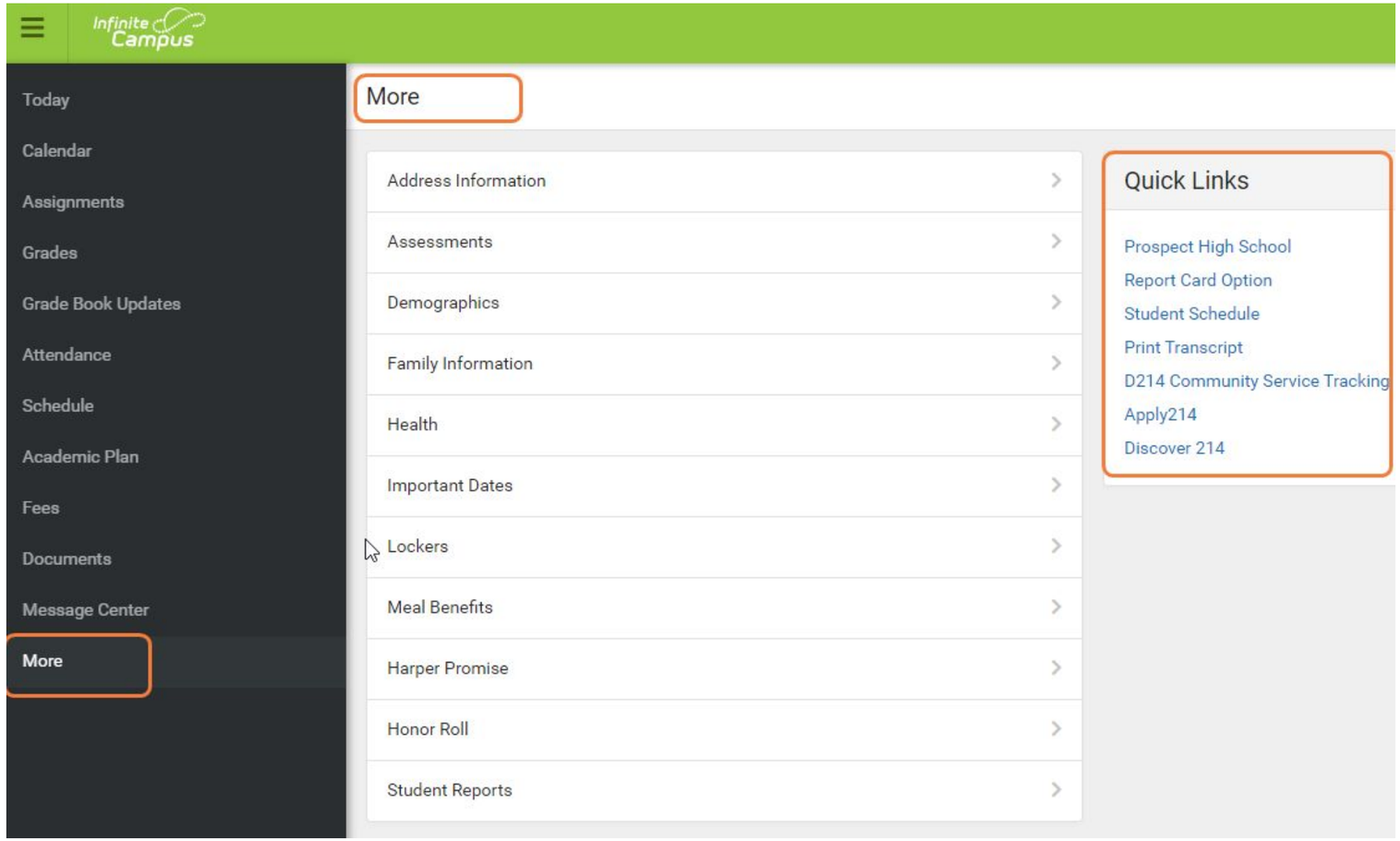
Assignments	The Assignments tool collects all of a student's assignments with the focus on today. Click assignments to view details and scroll to see previous and future assignments. Use the Missing and Current Term buttons at the top to filter assignments.	

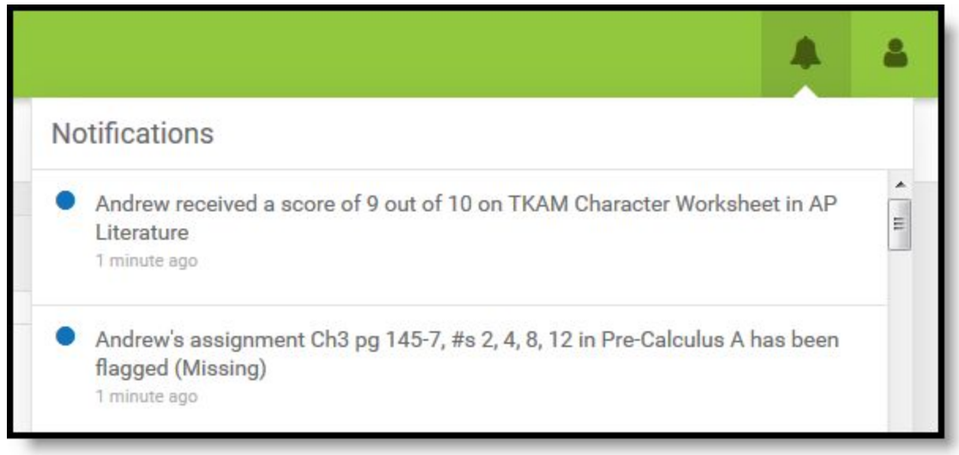
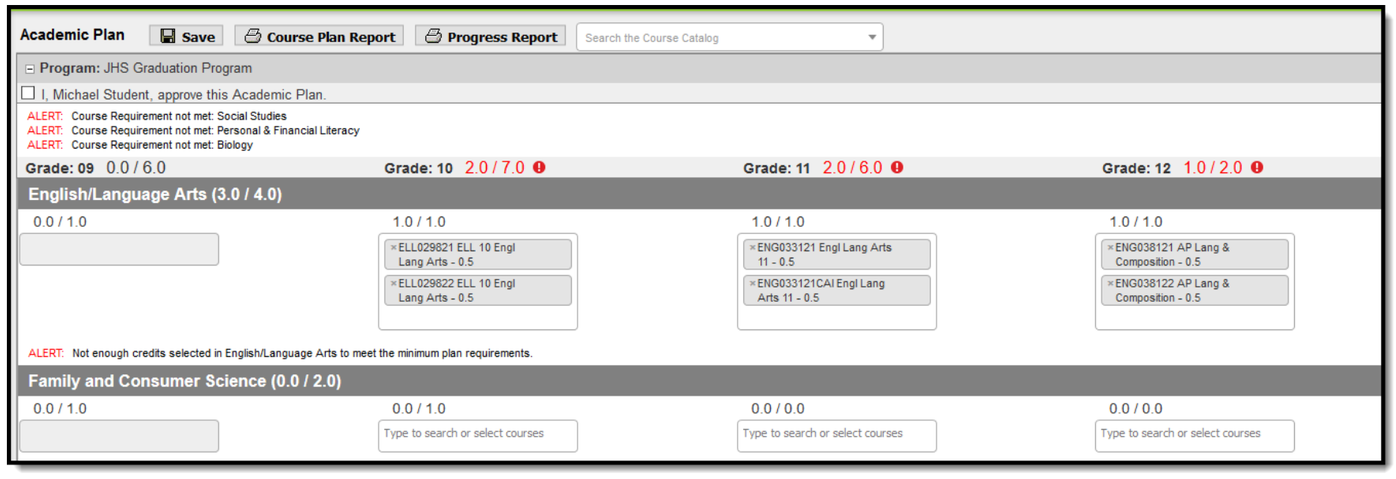
Grades	The Grades tool shows all of the grades earned by the selected student for all tasks (such as Trimester or Semester grades) and standards. Posted grades are displayed in bold, with In-Progress grades indicated as "In-progress." The student's Cumulative GPA also displays at the top of the Grades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

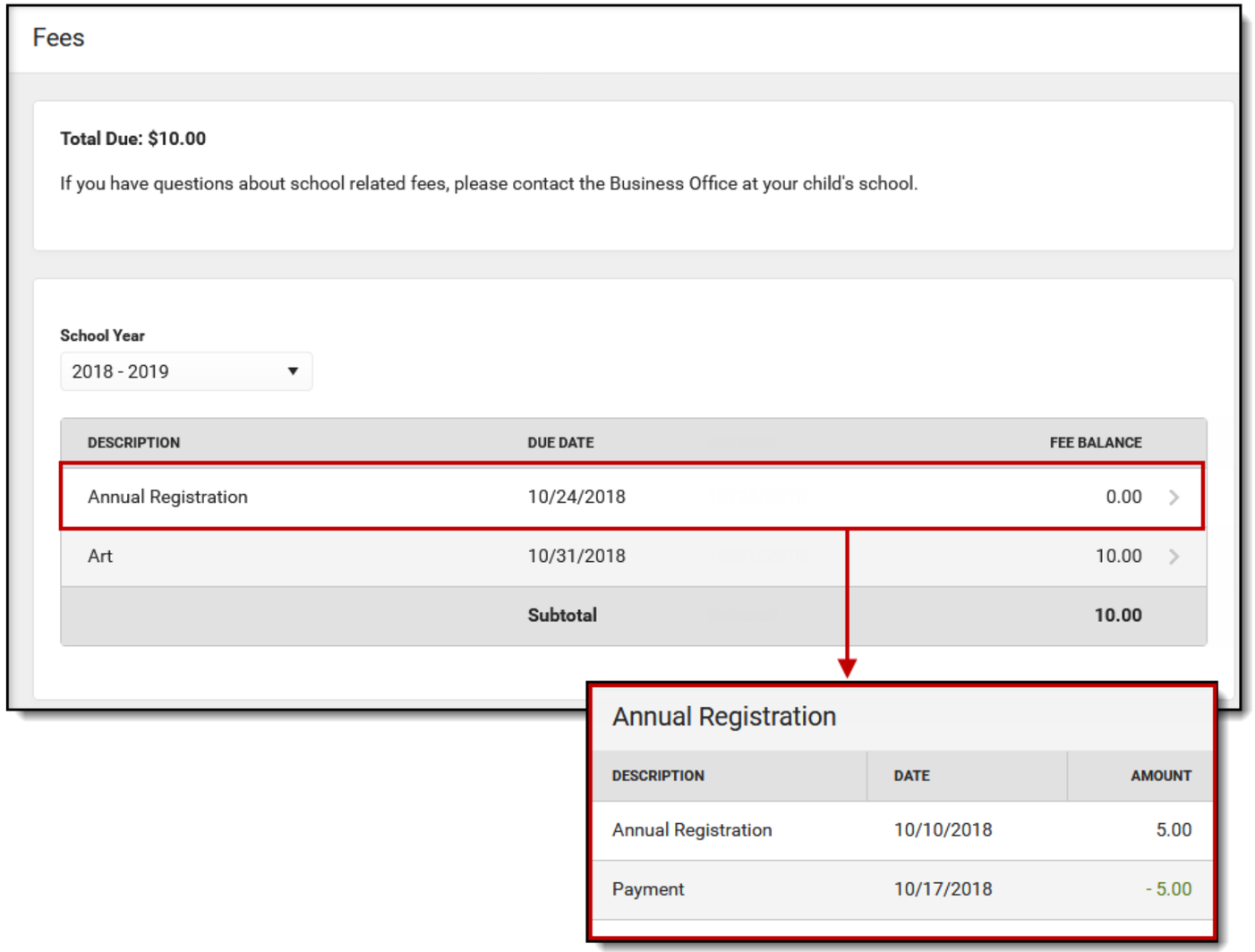
Attendance	The Attendance tool lists the absences and tardies for attendance taking periods in the selected term. Navigate between terms using the options at the top. Click on a period to view details. On the detail view, absences and tardies are divided by type (excused, unexcused, exempt, or unknown), 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.	

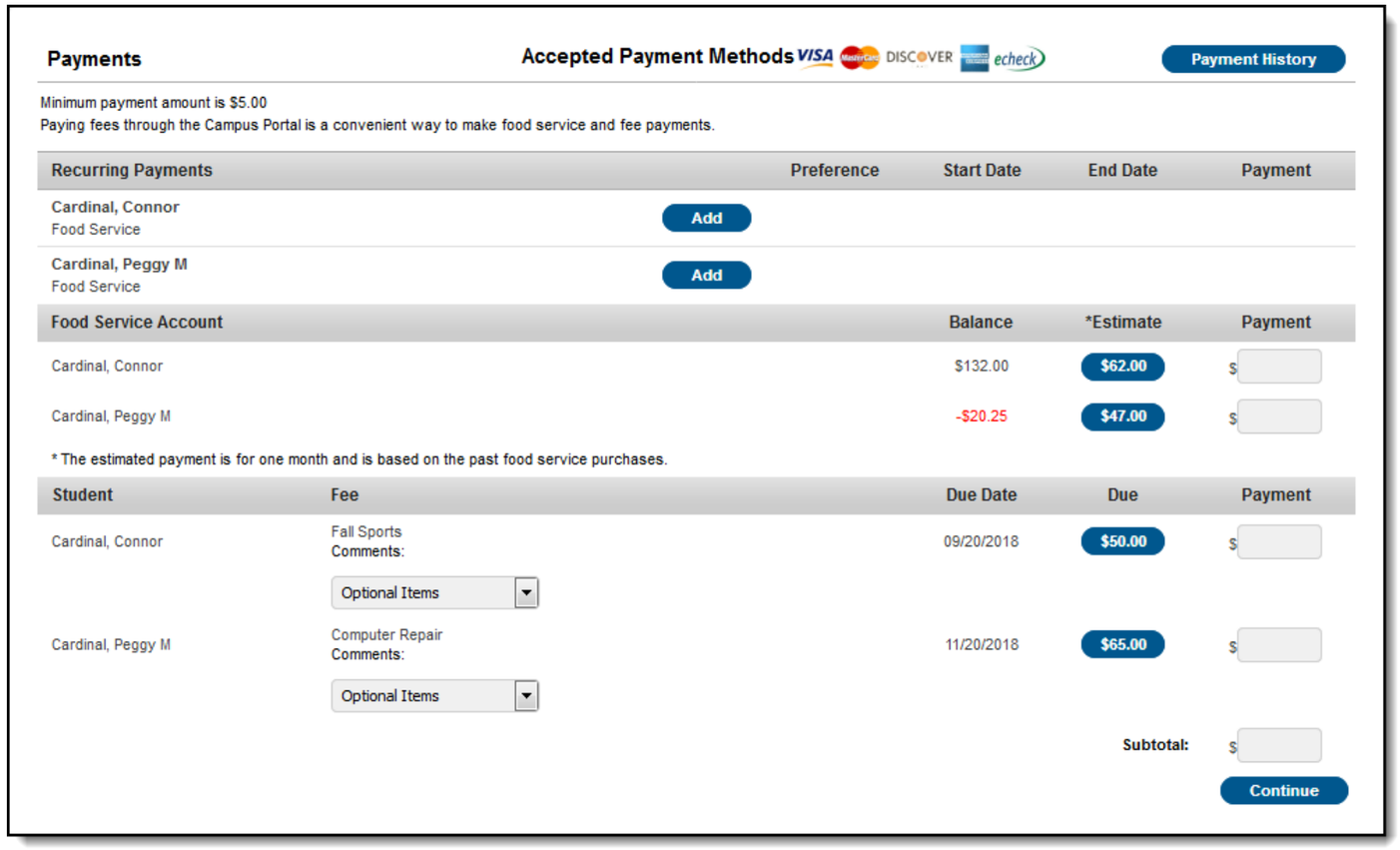
Schedule	The Schedule tool shows the student's schedule for each term, including any day rotations. Schedules are shown for all the whole year, all terms, and all of the student's enrollments. Each schedule includes the times of the periods during the day and the student's courses, with the teacher's 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.	

Documents Documents	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.	

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.)
		

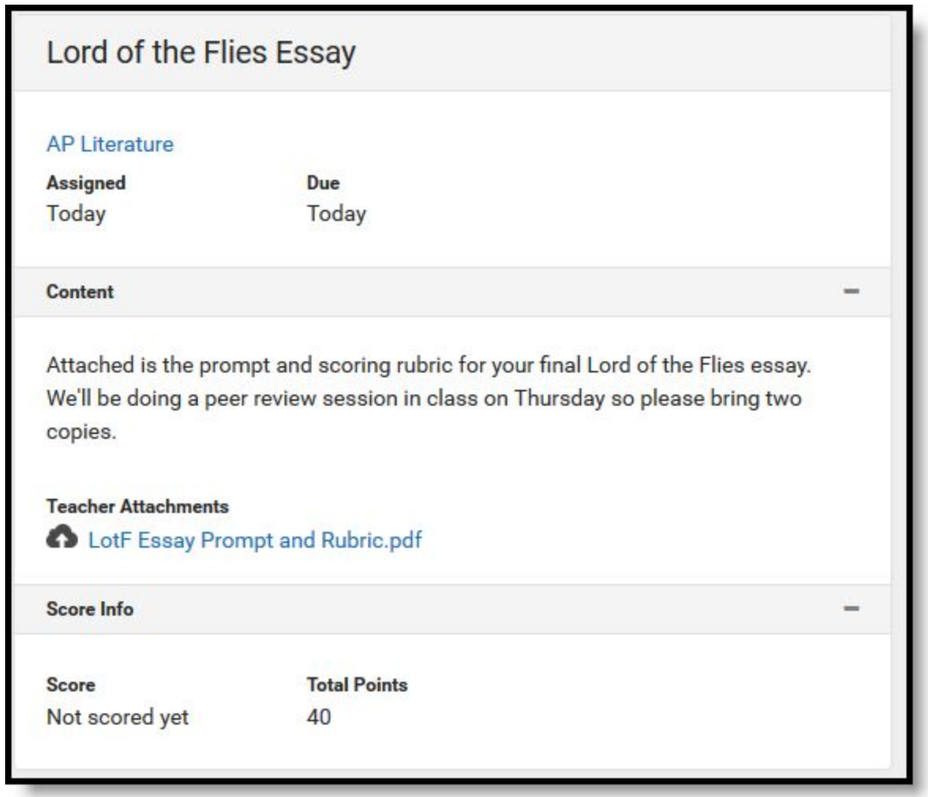
Notifications	The Notifications dropdown list shows a simple list of notifications the student has received, such as graded assignments. Click the user menu at the top right of screen to establish Notification Settings.	
Academic Plan	The Academic Plan displays the student's assigned Academic Program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

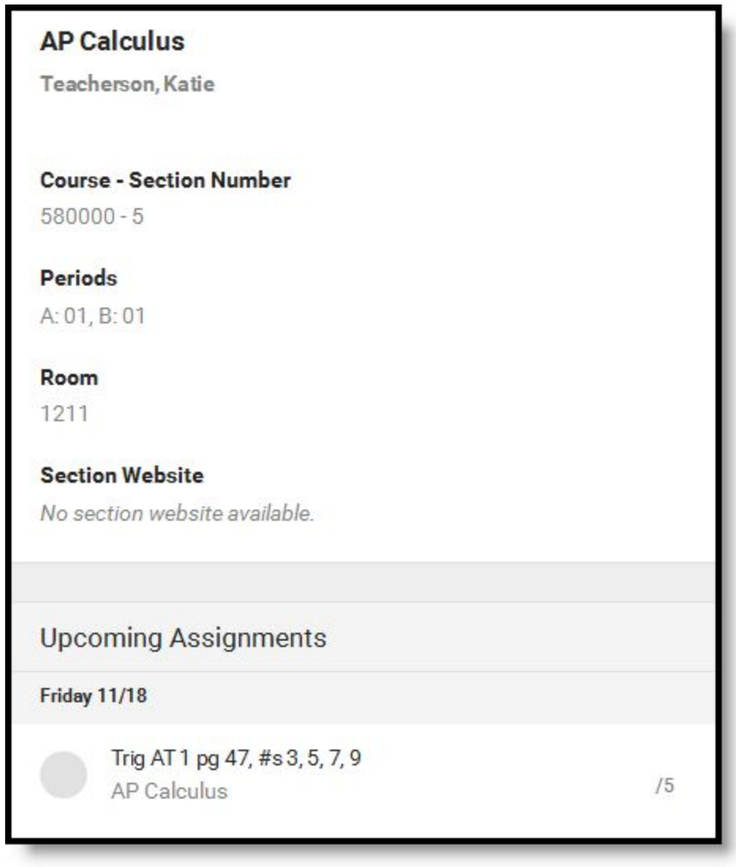
Fees	The Fees tool provides a list of all fees assigned to a student. Fees can include things like a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Fees that are still owed, have been paid, or were made void appear in this list, followed by the ongoing balance 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.	

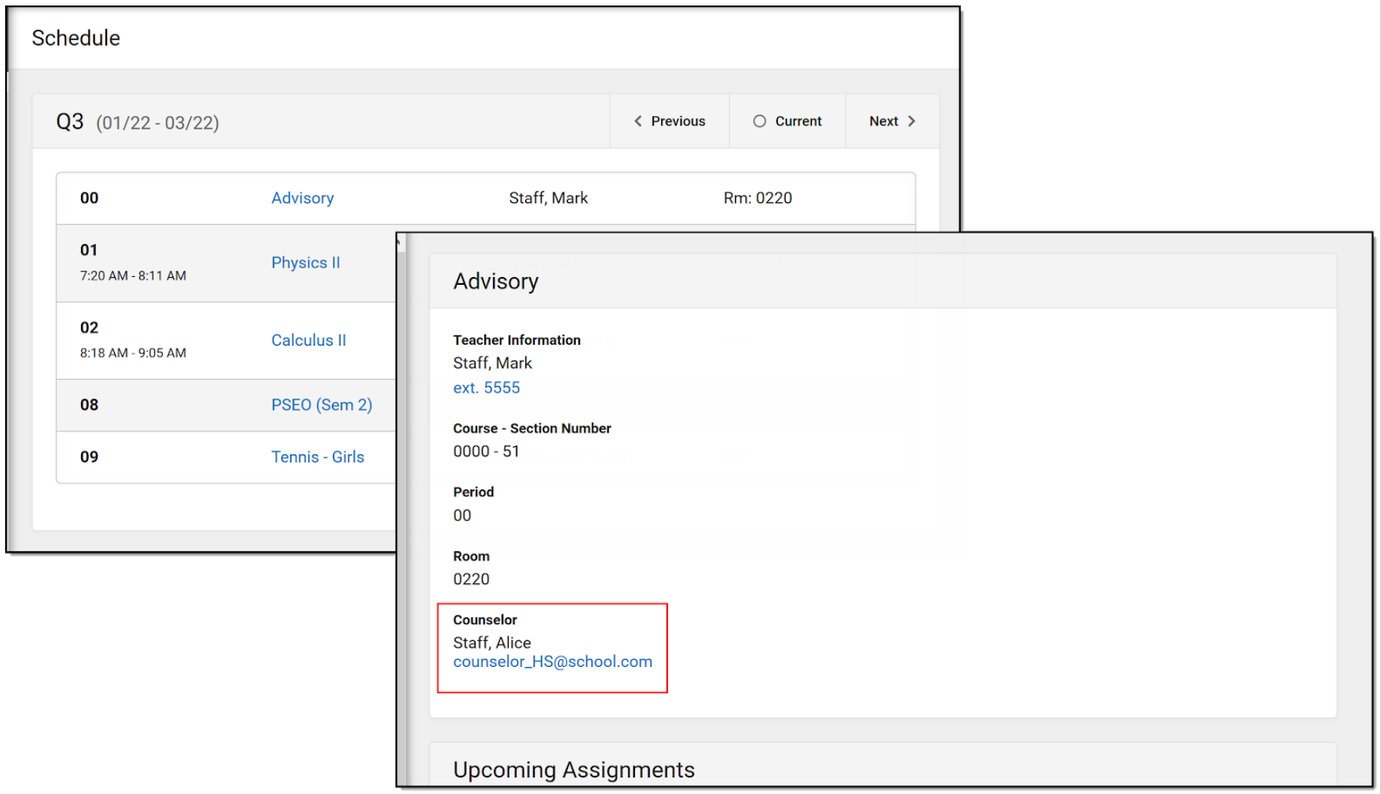
Payments	The Payments tool provides Portal users with the ability to pay fees/services or deposit food service money online using a major credit card, checking or savings account. This tool helps eliminate the need to send cash or checks with a student to school and provides parents a simple way to stay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

Shortcuts in Campus Parent

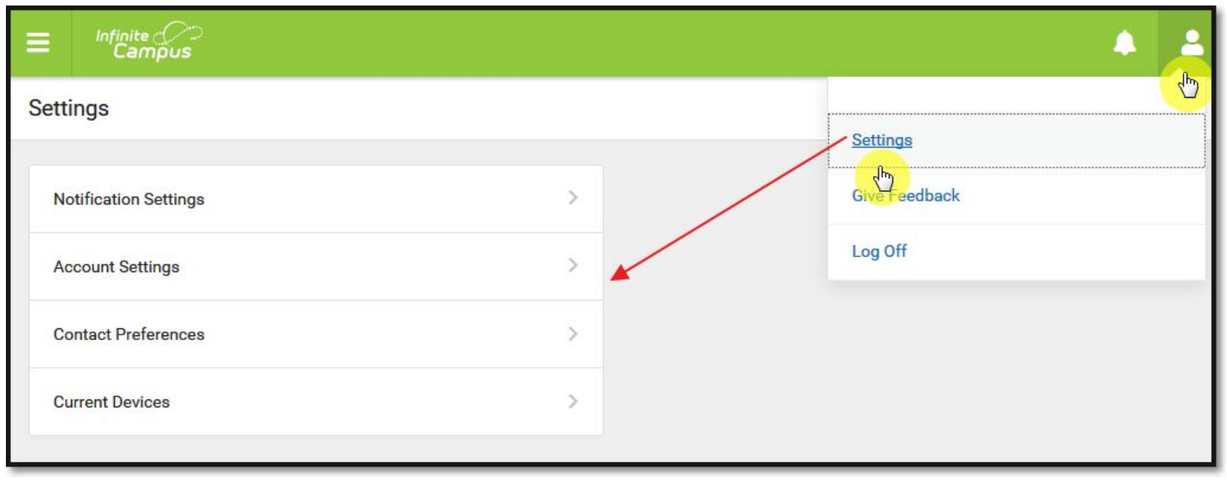
In various areas of Campus Parent, clicking links opens details for items such as assignments and courses.

Available Link	Description	Example Image
Assignment	Click on an assignment to view details, such as dates, scoring information, and the description.	

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

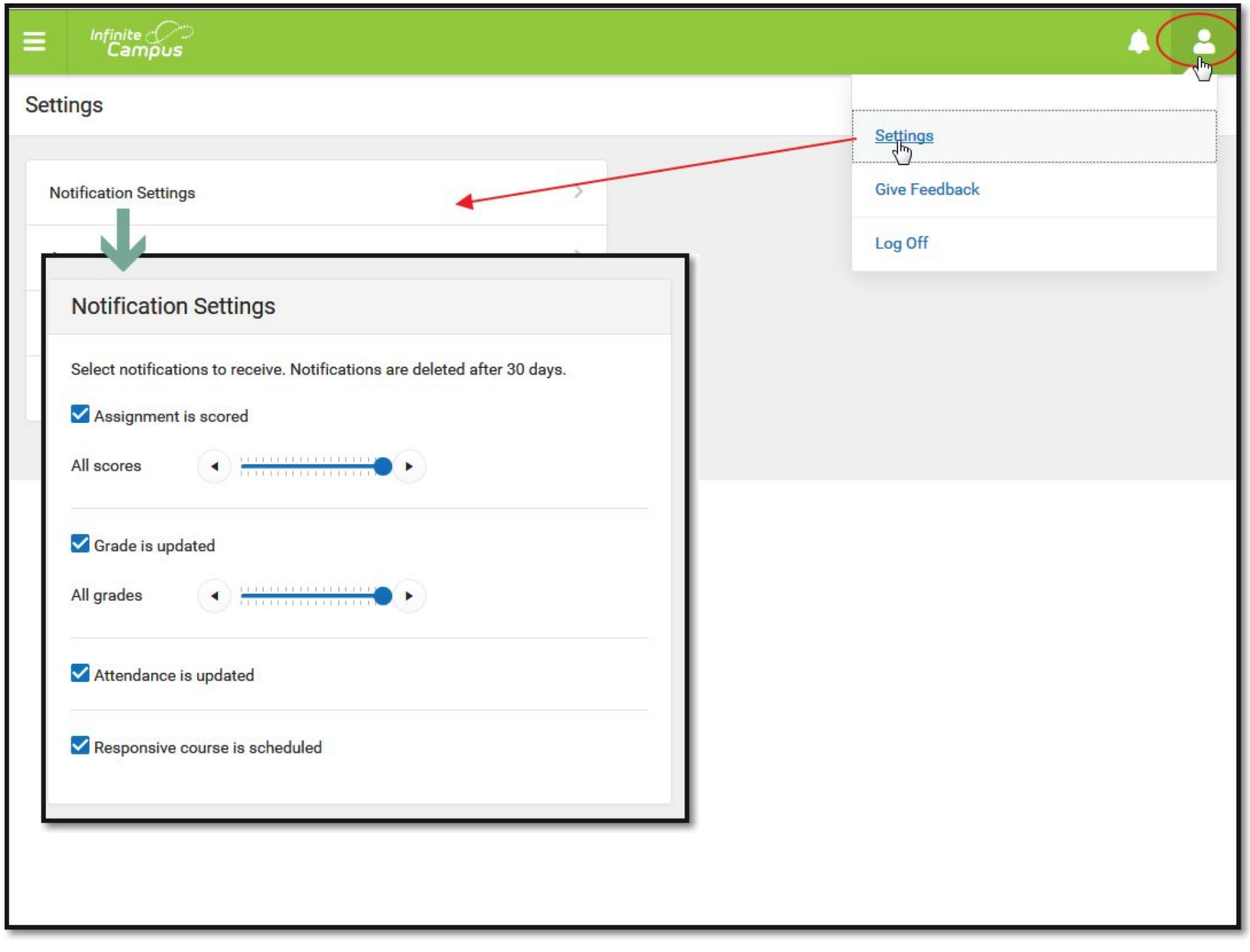
Counselor Email	From the Course detail, click the counselor's email to discuss schedule changes (a preformatted email form displays), or discuss other topics with your student's counselor.	

Settings



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.

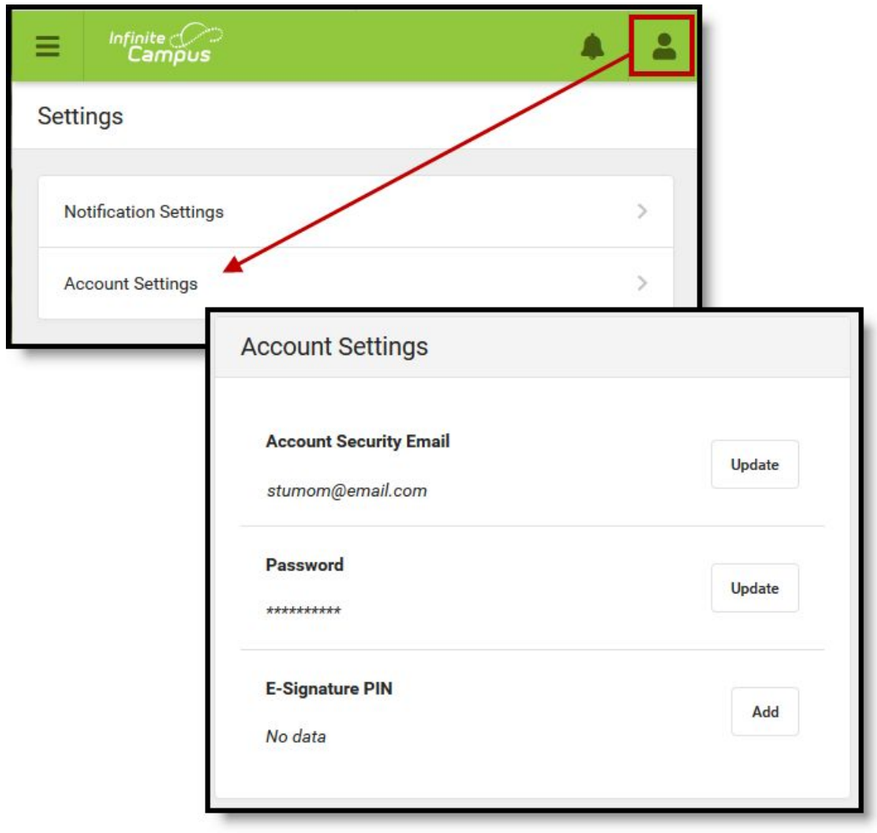


Enable notifications and set thresholds to determine when notifications are sent.

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.