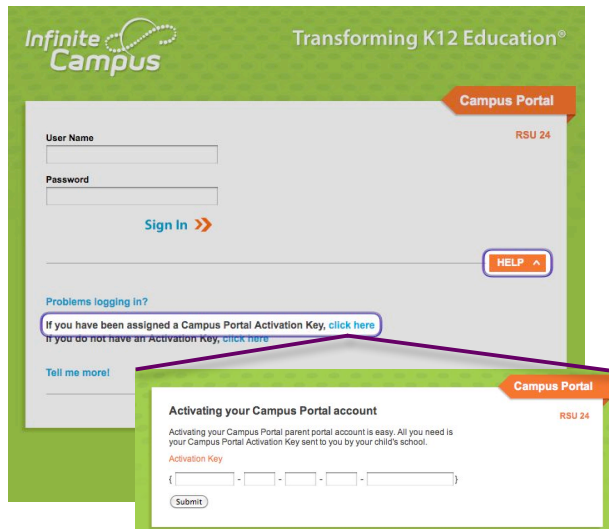


<https://maine.infinitecampus.org/campus/portal/rsu24.jsp>



NEW USERS

First time **Portal** access originates with a **Web Access Agreement** available from the main office of your child's school. Once complete, you will be provided with a **Campus Portal Activation Key**. Upon entering the key, you will be prompted to set up your own username and password.

PORTAL ACCESS

The **Portal** is accessible by parents and guardians of enrolled students. Students are also given access to the **Portal**, but are only able to access their own information. The available tabs and features vary between schools—primarily between K8 and high school. The **Portal** is also available as an app for Android, iPhone, iPad and iPod Touch devices. Select the appropriate application button from the **Portal Family Messages** page to download the app and view student grades, attendance and assignments. The **Portal** incorporates the highest level of security. The use of strong passwords, forced password reset and session timeouts ensure secure access.

NAVIGATING THE PORTAL

Once logged in, an index of accessible information for the household as a whole is listed in the navigation pane located on the left hand side of the screen. **Sign Out** and **Home** buttons appear in the top right corner of the screen, with the **Name** of the individual logged into the **Portal** appearing next to these buttons. Clicking the **Home** button will take the user back to the homepage seen upon signing in. This page contains the **Family** and **User Account** sections of the navigation pane. When a user first logs in, the **Messages** tab located in the **Family** section is selected.

Use the **Select Student** drop down in the top left of the screen to view all of the students a user has rights to view and select a student to view **Portal** information for that student only. Only students with an enrollment in the current year or an enrollment next year will display in the list. Students can be enrolled in multiple calendars or schools. When this is the case,

another dropdown menu will indicate which enrollment information is currently being viewed and will allow the user to view the information from other enrollments in the current year (i.e. EHS or SMHS students who also attend HCTC).

When signed in as a parent, the **Family** and **User Account** navigation panes appear on the left side of the screen. When a student is selected in the **Select Student** option, an information section specific to that student will appear above the **Family** section in the navigation pane. The tabs in the **Family** section apply to all students to which that user has rights. For example, when accessing the **Calendar** tab from the **Family** section, a calendar will display assignments, day events and attendance for all of the students, whereas when accessing the **Calendar** tab from the student section, only information specific to that student will appear on the calendar.

The screenshot shows the Infinite Campus portal for a student named Della Duck. The top navigation bar includes a "SELECT A STUDENT" dropdown, a "Welcome Della Duck" message, and a "Sign Out" button. The student profile shows "12-13 RSU24 School", "Student Number: 1700000", and "Grade: 8". The left navigation menu lists various sections: Dewey, Calendar, Schedule, Attendance, Grades, Behavior, Health, Transportation, Reports, Demographics, Activity Fee, Forms on File, MLTI Asset Info, Family, Messages, Household Information, Family Members, Calendar, User Account, Account Management, and Contact Preferences. The main content area displays a calendar for January 2013. The calendar grid shows days from Sunday to Saturday. Key events include "Vacation - Christmas Break" on Tuesday 01, "Holiday - MLK Day" on Monday 13, and "Dewey" assignments on Thursday 03, Friday 04, Monday 07, Wednesday 09, Friday 11, and Wednesday 23. The calendar also includes icons for "Assignment(s) Due" and "Attendance Event(s)".

PORTAL LANGUAGES

The **Portal** is available in four languages: English, Spanish, Simplified Chinese, and Traditional Chinese. Users can select which option best fits their needs by clicking on the hyperlink of the preferred language on the sign-in page or at the bottom of the **Portal** after logging in.

Selecting a language will display all navigation tab labels and non-student/school specific content into the chosen language. Custom tabs are not translated.

MESSAGES DISPLAY

Notices are sorted by start date and display until the expiration date is reached. The **Inbox** displays student related messages ordered from newest to oldest. Possible messages include missing assignment notices, failing grade notices, attendance notices, behavior notices, surveys and general information notices. Users can view notices at anytime by selecting the **Messages** tab or by clicking the **Home** button in the top right of the **Portal**.

ATTENDANCE

Attendance through the Calendar Tab

Attendance information can be accessed through the **Calendar** tab in both the **Family** and **Student** sections of the navigation pane. The tab defaults to the current month, but clicking the black arrow icons on either side of the month allows users to view previous and future months. Clicking the **Bell** attendance icon will generate a detail window for that specific attendance event. The **Description** column indicates the type of attendance event that occurred.

Attendance Tab

The **Attendance Tab** can be accessed from the **Student** section of the navigation pane, after a specific student has been chosen from the **Switch Student** drop-down. This section provides a variety of summary and detail options for viewing attendance information. This section is updated in real time, as the teacher or attendance clerk enters daily or period attendance. The attendance calendar at the top of the attendance screen provides color-coded absence and tardy information for the selected student. The current day is outlined in blue. Clicking the black arrow icons will allow the user to view previous and future months. All instructional days can be selected. Non-instructional days are grayed out and cannot be selected.

Color	Code	Definition
Green	Excused	Parents notify the school with a reason for the absence and district policy determines this it to be an excused absence, such as illness, funerals, medical appointments, etc.
Red	Unexcused	Districts have determined that the absence is not excused. This might include truancy, suspensions, unplanned vacations, etc.
Gray	Exempt	These are usually school-sponsored events, such as field trips, concerts or athletic activities.

Yellow	Unknown	The reason for the absence has not been verified by school staff. Attendance taken by the teacher displays in yellow until it has been verified by school staff and an excuse type has been assigned.
---------------	---------	---

Clicking on an instructional day will generate a detail window including any absence or tardy information for that day. The window displays attendance information by period, including the period of the course, the name of the course and the time the course meets. Attendance Event information is found in the Description column. Clicking the 'X' in the top right corner of the detail window to return to the original attendance screen.

BEHAVIOR

The **Behavior** tab displays records for both positive behavior events, such as a student being recognized for a special accomplishment, and negative behavior events, such as disruptive or violent behavior. The information in this tab allows parents to learn more about actions, consequences and remedial steps taken by the school.

This tab lists the following information:

- The Date and Time an event occurred,
- Whether the event was Discipline-related (negative) or Award-related (positive),
- What the Event was,
- The Role the student had in the event,
- The number of Demerits or Points received as a result of the incident,
- The steps taken to resolve the event and
- The Date and Time that Resolution will take place.

HEALTH

Every state mandates a series of vaccinations to be given to students over several academic years. In addition to vaccines and doses, the **Portal** will display vaccination compliance. This is required for a student to remain in school. If the student is not vaccinated, the school must have a waiver on file.

SCHEDULE

The **Course Schedule** lists the student's classes in each period and term, along with the time and location the class meets. If a school uses a rotating day or alternating day schedule, the day the class meets will be listed. Parents can use this tool to find out the classes the student is taking along with the teacher's name and room number.

Navigating the Student's Schedule

Clicking the teacher's name with an **Email** icon next to it will generate an email in the user's preferred email program.

A **Paper** icon appears under the teacher's name indicating a newsletter has been posted. Clicking the **Date** will open the most recent newsletter in a new tab of the browser in PDF format. This teacher newsletter provides a way for teachers to communicate with parents and eliminates the need for a teacher to print off announcements and other types of communication. A newsletter will remain available until the end date selected by the teacher. All newsletters whose end date has not been reached are available by clicking the >> or << in the newsletter display page.

Clicking the **Name** of a course when a grade book icon appears next to it will send the user to the student's Grade Book for that course, which includes assignments and grades.

From within the **Grade Book**, clicking the name of an **Assignment** will open a screen which provides the details for that specific assignment. This screen including assignment detail and allows parents to see missing and late assignments. Clicking **Back to the complete Grade Book** will return the user to the Grade Book screen.

GRADES

The **Student Grades** tab displays recent assignments that have been graded, a list of term grades by course, and the student's current Term GPA. Parents and students are able to see all grading tasks and grades and can easily view all assignments for a particular course.

At the top of the **Grades** tab, a list of **Recently Graded Assignments** displays. This section works like a news feed, where assignments scored and saved by the teacher are instantly viewable in the **Portal**, noting when the score was last updated (1 second ago, 5 minutes, ago, etc.). These assignments display for 14 days and appear in **Posted Date** order, which is the date the teacher added the grade in his/her Grade Book. The name of the course, name of the assignment and the score the student received, total points possible and percent is also listed.

TRANSPORTATION

The **Transportation** tab stores two kinds of transportation information. First, it lists the details of the **Bus(es)** the student takes to and from school, including bus number, time of pickup and dropoff, location of bus stop, late bus information, if applicable, and the number of miles transported. Below the Bus Detail is the student's **Parking** information, if applicable. This section lists the make, model and color of the vehicle the student drives to school, as well as the license plate number and whether the student has a parking permit.