



PORTAL

Navigating the Campus Portal

With successful logon, a parent's Portal account will display a menu of accessible options, for the household as a whole, 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. Click the **Home** button to return to the Portal homepage (the Messages tab). This page contains the **Family** and User Account sections of the navigation pane.



Image 2: Home and Sign Out Buttons

The **Messages** tab is the default page (home page) each time the Portal account is accessed. The Messages tab is shown in the Family section of the Portal menu.

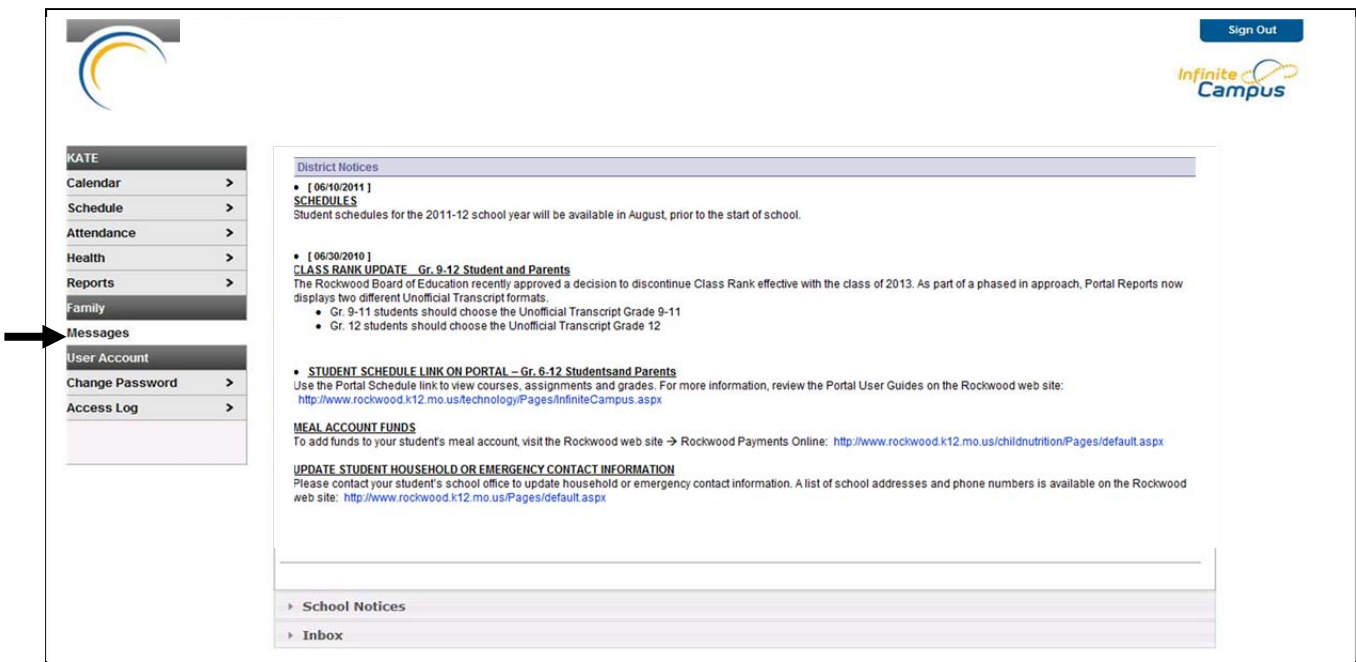


Image 3: Messages Tab

When a single student is enrolled in the district, the **Student Name** will display in the Portal menu, just above the **Family** section of the menu. The student logon screen presents in the same way. The student views a list of options associated with their name, followed by the Family menu.

Switch Student

When more than one student is enrolled in the district, the **Switch Student** drop-down menu displays in the upper left of the page. Click the arrow to open the menu, and click the student name to select. Use the Portal menu options, in the **Student Name** section, to view information for that student.

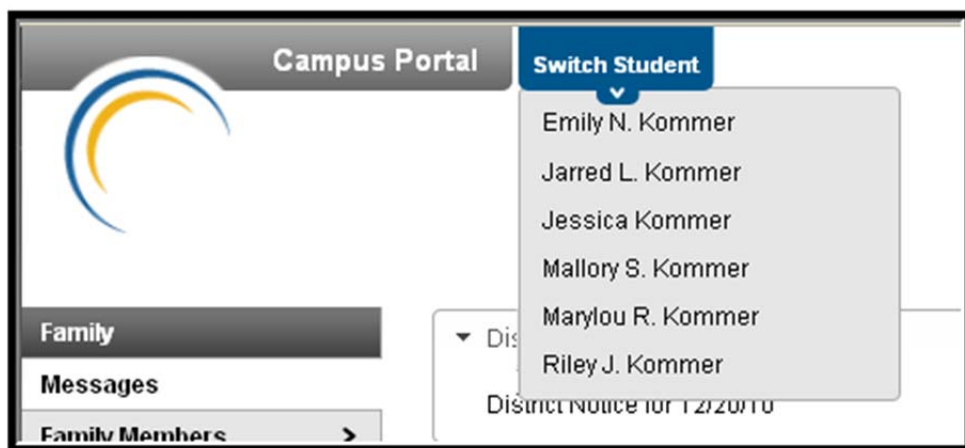


Image 4: Switch Student Option

Switch School

The **Switch School** option presents itself only when a student is enrolled in multiple schools. This dropdown menu identifies the enrollment that is currently being displayed, and also allows for selection of another school record.

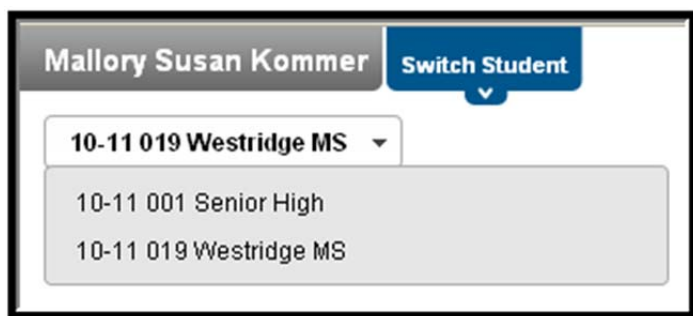


Image 5: Switch School Option

In addition to the **Student Name** menu, both the **Family** and **User Account** navigation menus display on the left side of the page.

The tabs in the **Family** section apply to all students to which the 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 currently enrolled students in the household. Selecting the **Calendar** tab for an individual student, displays only information specific to that student.

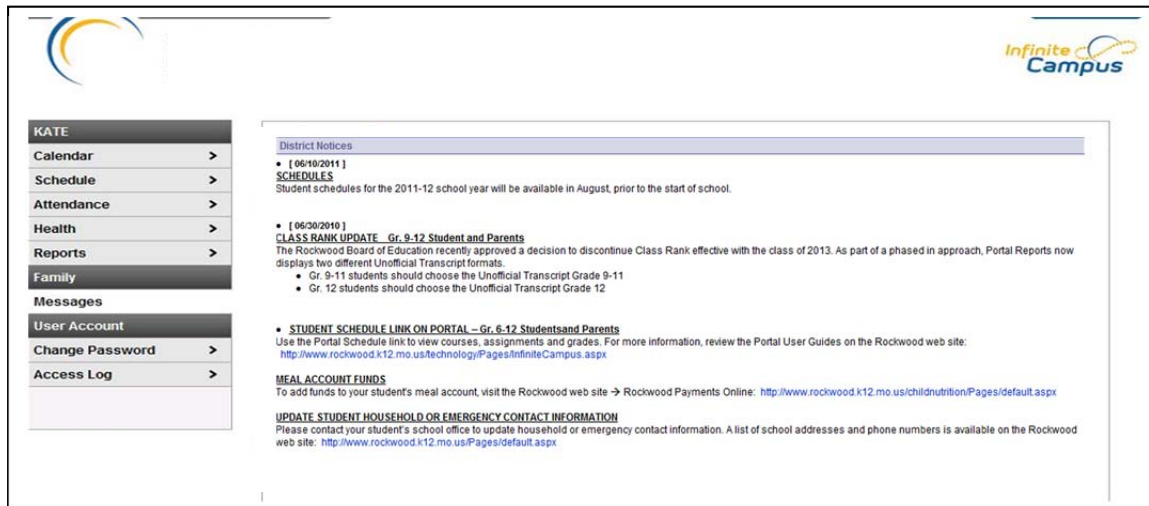


Image 6: Left-side Menu for a Family and for a Student

Family Section

The following sections describe the various tabs which appear in the Family section. Districts can control what information appears in the Campus Portal, so it is possible that not all of the following tabs will appear for all users. When a tab in the Family section is selected the user will be removed from the context of a student if one was selected in the switch student drop list.

Messages

The **Messages** tab is divided into three sections: **District Notices**, **School Notices** and the **Inbox**. If a section contains no information it remains closed, by default. Notices are sorted by start date and continue to display until the expiration date is reached. The Inbox displays student related messages, with newest appearing first. The types of messages depend on the schools' use of Campus Messenger. Possible messages include missing assignment notices, failing grade notices, attendance notices, surveys and general information notices. Students and parents may view notices by selecting the **Messages** tab or the **Home** button in the upper right of the Portal page.



Image 7: Messages