Infinite Campus Portal for Parents and Students

OVERVIEW

Infinite Campus is the student information system Muskego-Norway uses. Included is a web-based portal application that parents and students can access for the following information:

- Attendance
- Grades
- Schedule
- Food Service information
- Fees Information
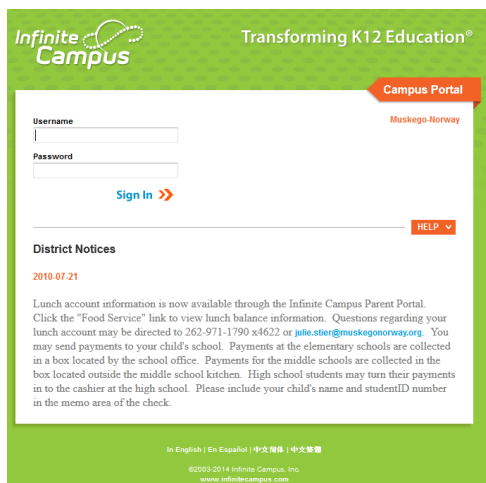- District/school/class messages

ACCOUNT ACCESS

Students

Each student has a portal account created for them when they start 5th grade. Their username is their student number (*e.g.*, 8012345) and their password is their lowercase first and last initials and 6-digit birthdate (*e.g.*, ms080902).

Parents/guardians

Parents/guardians need to have a separate account so they can access all students in their household for whom they are guardian. If you do not have an account, contact Melanie Strom at melanie.strom@muskegonorway.org.

LOGGING IN

To login, click HERE. You may also find a link under Parents & Students > Quick Links > Infinite Campus. You will be directed to this screen:

All users will need to update security preferences once. Upon the first three logins, this screen will be shown:


If the security preferences haven't been updated by the third login, or you selected Yes on this window, the following screen will appear. On this screen, enter your e-mail address, select 8 **EACH** likes and dislikes, and your password at the bottom of the screen and click on **Save Changes**. (The **Save Changes** button will be grayed out until you have completed all these items.) This process allows you to use the **Forgot your password?** or **Forgot your username?** links on the initial login screen under the Help menu if you have forgotten your login information.
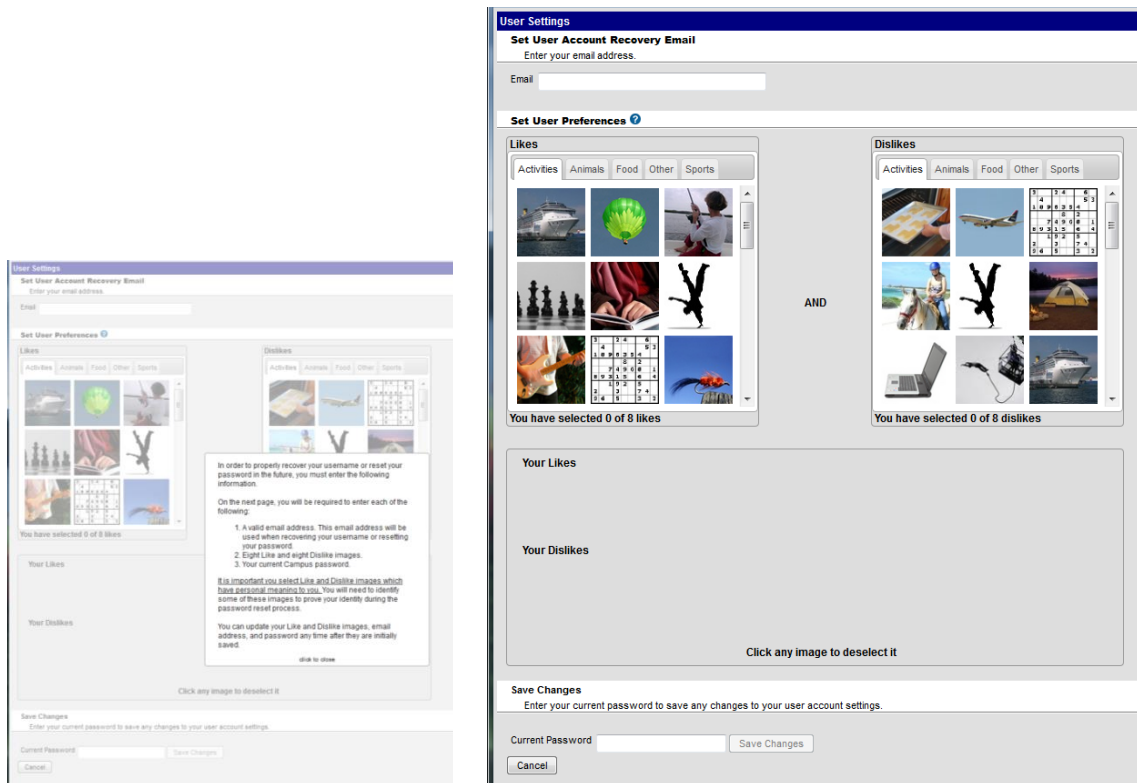
Navigating the Campus Portal

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.
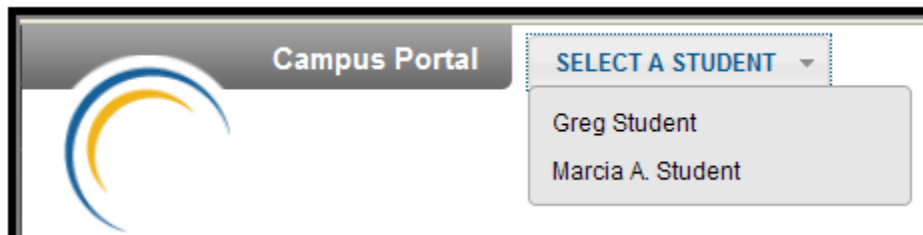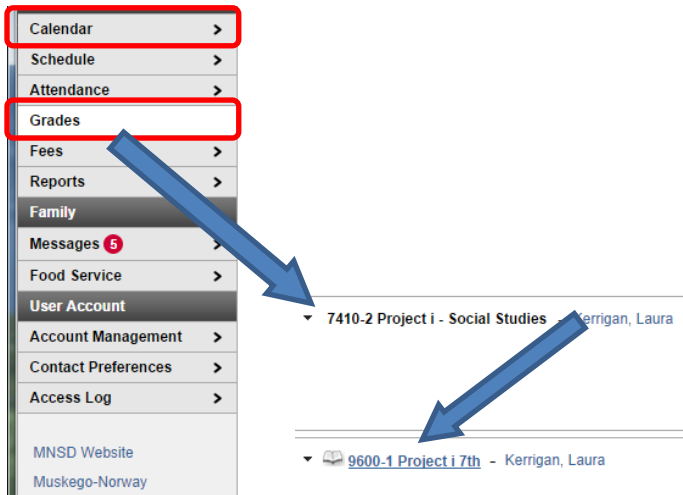

Students can be enrolled in multiple calendars or schools. When this is the case, another dropdown menu will indicate which enrollment information is currently being viewed and will allow the user to view the information from other enrollments in the current year.
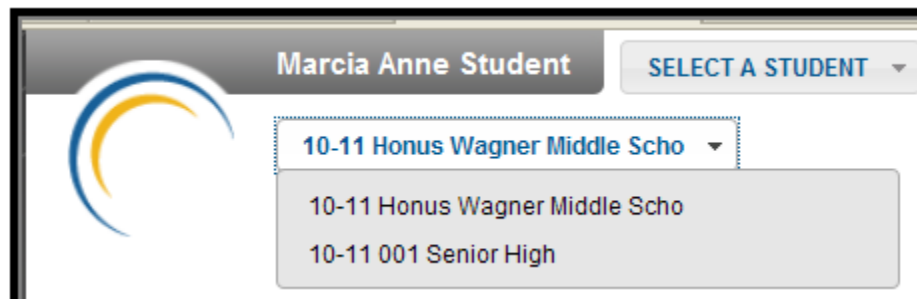
When signed in as a parent, the **Family** and **User Account** navigation panes appear on the left side of the screen. When a student is selected in the **Select Student** option, an information section specific to that student will appear above the Family section in the navigation pane. The tabs in 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.

External links, located at the bottom of the navigation panes, often lead to school or district websites and open in a separate browser window to increase the security of the Campus Portal.

Once logged in, to see when assignments are due or view attendance events, click on the Calendar tab. To see details about a particular class, go to the Grades tab and click on the class name in the list.

Once you select a class, the following screen appears. To see more details about an assignment, click on the assignment name.

Grade Book Assignments for 9600-1 Project i 7th

Teacher's comments about   :

9600-1 Project i 7th
Teacher: Kerrigan, Laura

Grading Task Summary

Legend: ☐ Final Grade ☐ In-Progress Grade ☐ Grade Not Available Yet

Grading Task	14-15 MS 1	14-15 MS 2	14-15 MS 3	14-15 MS 4
Mid-Term Project i				
Quarter Grade				

Term 1 Mid-Term Project i Detail

Task Completion

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Turned In	Comments
Hero Interview	09/10/2014	09/05/2014	1.0	100			✅	
Picture Book Character Sketch	09/10/2014	09/09/2014	1.0	100			✅	
3 Resources found and summarized	09/11/2014	09/09/2014	0.0	0			✅	
Hero Character Sketch Rough Draft	09/12/2014	09/10/2014	0.0	0			✅	

To e-mail a teacher, click on the teacher's name in the student's schedule. To copy the e-mail address, right-click on the link.