Infinite Campus Portal User Guide

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Creating Your Account
If you are a parent or guardian of an E.L. Haynes student, you can get access to our Infinite Campus Portal. There are three ways to gain access:

1. You may have received an email with an activation link. Follow that link to create your account.
2. Letters will be mailed home the last two weeks in August. That letter will contain instructions on how to create an account.
3. If you do not get an email or letter, please email Franklin Wassmer at fwassmer@elhaynes.org to receive instructions.

**NOTE:** Students will get their own accounts. Parents/guardians will have access to all their children, but each student will have access to only their information.

Logging In
The Infinite Campus Portal is available on the web and also on mobile devices. Here is how to log in.

On a Computer

1. Click this [link](elhaynes.org) or go to elhaynes.org → Families & Alumni → Stay Connected and click on the Infinite Campus login link.
2. Enter the username and password you established when you created your account.
On a Mobile Device

1. Download the Infinite Campus Mobile Portal App. It is available on iTunes, Google Play, and through Amazon.
2. Launch the app and enter our district name, which is E.L. HAYNES.
3. Enter your Campus Portal account information to sign in.

Switching Language

If you would like to access the Campus Portal in Spanish or Chinese, you can select those languages before logging into the computer-based portal.
Resetting Your Password
If you forget your username or password, you can reset it from the main login screen.

1. Click on the Help button.
2. Click on one of the links to reset your username or password.
3. Follow the directions on the screen.

Updating Your Contact Information
With Infinite Campus, you can update your family’s information at any time during the year. You can either update the contact information for specific family members or for the entire household. Except for phone numbers, all updates you request will need to be approved by an E.L. Haynes staff member. Your changes will not be reflected immediately in the portal.
Updating Household Information
If you request an update for a household, it will change the home phone number and/or address for all the family members in the household.

1. Navigate to the Household Information tab in the Family section.
2. Click on the Update button next to the information you want to change.

3. A pop-up window will appear. Fill out the necessary information.
4. For address changes, please fill in the Comments section so that the approver can better understand your request.
5. Click “Send Update.”
6. Phone numbers will update immediately. Other updates will need to be approved. When a staff member approves or denies a request, a message will be visible in the Messages tab indicating the request has been processed.
Updating Family Member Information

NOTE: Any requests made for changes to family member names or relationships may require documentation.

1. Navigate to the Family Members tab in the Family section.
2. Click on the Update button next to the information you want to change.

3. A pop-up window will appear. Fill out the necessary information.
4. For name or relationship changes, please give a thorough explanation of why you are requesting the change.
5. Click “Send Update.”
6. Phone numbers will update immediately. Other updates will need to be approved. When a staff member approves or denies a request, a message will be visible in the Messages tab indicating the request has been processed.
Modifying Your Contact Preferences

Through Infinite Campus, teachers, principals, and other staff members have the ability to send home emails, texts, and voice calls. You can specify how you receive those messages through the portal.

1. Navigate to the Contact Preferences tab in the User Account section.
2. Follow the instructions on the page.

3. If you notice that any of the numbers or email addresses are incorrect, please update your contact information.
Modifying Your Alerts
You can choose to receive notifications/alerts if your student’s assignments are graded, if your student is absent or tardy, or if your student’s grade changes.

1. Navigate to the Notification Settings tab in the User Account section.
2. Follow the instructions on the page.

3. Note that you can change the thresholds for each type of notification.
Viewing Attendance
The Attendance tab of the Campus Portal allows parents to track student attendance using a variety of summary options and attendance views.

Attendance on 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 which occurred. These descriptions are set by the district.
Attendance on the 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 menu. 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.

Attendance Calendars
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.

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.

Summary Options
Below the Calendar, four tabs allow users to view summaries of attendance information by Course, by Period, by Day and by Term. Dates in the summary tabs can be selected to generate a detail window. Selectable links appear in blue text.
Viewing Grades

The Student Grades tab displays recent assignments that have been graded and a list of quarter grades by course. Parents and students are able to see all grading tasks and grades and can easily view all assignments for a particular course. Parents and students can email the teacher for more information on the student.

There are two sections in the Grades tab – Recently Graded Assignments and Grades by Course.
Recently Graded Assignments
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.
Assignments display in the Recently Graded Assignments list as follows:

- Assignments display in the recent assignment list for 14 days once the students score has been entered or modified.
- Assignment flags display to the right of the assignment name.
- Assignments marked as Missing or Cheated will display even when a score has not been entered.
- Dropped and Exempt assignments will not display in the recent assignments list.
- If an assignment is marked as Turned In, Incomplete or Late, it only displays in the recent assignments list when a score has been entered.
- Unscored activities do not display in the recent assignments list.
- If a teacher modifies an existing score it will display in the recent assignments list for 14 days.

Additional information about the assignment is found when clicking on the name of the assignment.

**Grades by Course**

A summary of course grades can be viewed for each quarter in the calendar. The course section grades include Final Grades (if available) and In-Progress Grades (grades the student currently has) for each grading task. If a student has dropped a course, posted grades still appear in this tab, but In Progress scores do not.

Click the name of the course to view details of that course. This same view is displayed when selecting the Grade Book icon from the Schedule tab.
Select the Teacher's Name to display contact information in a pop-up window. The Primary Teacher of the course will display first, followed by any other teacher assigned to the course.

**Viewing Assignments**

Students and families can see their assignments three ways – through the Calendar, the Schedule tab, and the Grades tab.

**Through the Grades Tab**

When viewing grades by course on the Grades tab, click on the course number and name to see all the details of the grades, including all the assignments.
Through the Calendar
Access assignments through the calendar by clicking on the A+ icon.

Through the Schedule
From the student’s schedule, click the name of the section to see a list of assignments in that section.