

**Access** You may access the portal via any computer with Internet connectivity and an up-to-date browser. Microsoft Internet Explorer 5.5 or higher for PC's and Mozilla Firefox for Macintosh computers will work best. We recommend the use of Windows 2000 or higher or Macintosh OS X for best results. You will also need Adobe Reader software installed on your computer. Links to the above mentioned browser programs and to Adobe Acrobat Reader can be found at the end of this document.

<u>Creating Your User Account</u> You will be presented with the following screen where you will begin the process of creating your Campus User account. Click on the link at the end of the sentence *If you have been assigned a Campus Portal Activation Key, <u>click here</u>.* 

Welcome to the Mattawan Consolidated School Campus Portall       Already have a Campus Portal account?         Here you will find instant access to accurate, current and confidential information about your child(ren)s school attendance, grades, class assignments and more!       User Name       Click here to enter your Activation Key         Log In       Problems logging in?	Infinite Campus	First time using Campus Portal? If you have been assigned a Campus Portal Activation Key click here If you do not have an Activation Key, <u>click here</u>						
	Portall Here you will find instant access to accurate, current and confidential information about your child(ren)s school attendance, grades, class	User Hame Password	Click here to enter					

Enter the 32 digit GUID Activation Key given to you by the school district, then click on *Submit*. If you encounter the following message, **Campus Portal account activation error**, follow the prompts and try again.

		Activating your Campus Portal account								
	Campus	Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school.								
C	elcome to the Mattawan onsolidated School Campus	Activation Key { 19337730 - 999A - 4079 - 9BAA - F91D22366BC1 }								
Heto	ortal! ere you will find instant access accurate, current and onfidential information about our child(ren)'s school	Submit								
Note: If you do	not have an Activati	ion								
	r are experiencing									
difficulty, pleas	e send an email to									
parentportal@a	allendale.k12.mi.us.									
L.	TARE									

APS Infinite Campus Portal User's Guide- Updated March 2011

After having successfully activated your key, you will see the screen below. Here is where you will create your *User Name* and *Password*. We suggest using your first initial followed by your last name, with no commas or spaces, to be your *User Name*. This will facilitate the search for your account when assisting you with problems. You will need to choose a password that meets the criteria for being what is known as a "strong" password.

A **strong password** is defined by the following:

It must be 8 characters or more in length.
 It must have at least one number in it.
 It must have at least 1 non-alphanumeric character in it. (meaning not a letter or number)

Example of a simple password : password Example of a strong password: p@ssw0rD

Remember that passwords are CaSE SenSItive.

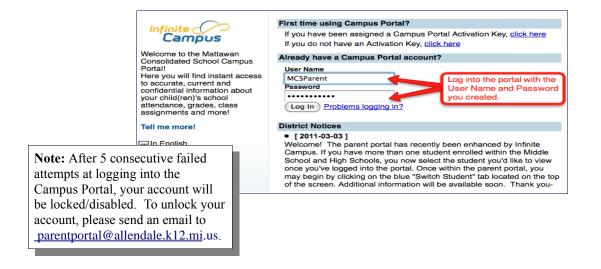
After entering your User Name and Password, click on Create Account.

lafinite of	Campus Portal account creation successful!
Welcome to the Mattawan Consolidated School Campus Portal Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!	Create Account
Tell me more! en In English es En Español 中中文简体 中中文简体	

When presented with the next screen, you will know you have successfully created your user account. Click on the link to enter the Campus Portal.

Infinite (	Campus Portal account creation error!
Campus	The user name you entered already exists. <u>Click here</u> to enter a different user name.
Welcome to the Mattawan Consolidated School Campus Portal!	
Here you will find instant access to accurate, current and confidential information about	Click here to enter the Infinite Campus Portal
your child(ren)'s school attendance, grades, class assignments and more!	
Tell me more!	
en In English es En Español 中中文简体	
<u>申</u> 中文繁體	

Here you will be at the Campus Portal log on screen. Type in the *User Name* and *Password* you created for your account and log in to the portal.



**Navigating the Campus Portal** Once logged in, you will be at your home screen. The two images below are examples of a parent with more than one child in the district (Illustration 1:) and of a parent with only one child in the district (Illustration 2:). On the left side of the screen is where you will select which of your children you'd like to view. Below the *Switch Student* selector is the Campus Portal navigation index where you'll find links to your account information. After selecting one of your children, the index will expand with links to view their information. The right side of the screen is where any building specific or district-wide messages are displayed.

Ca		tal Switch Stude	I from the drop	Welcome MCSParent	Sign Out
Family		District Notices			
Messages	Č.	<ul> <li>School Notices</li> </ul>			
Family Members	>	· School Notices			
Calendar	>	02/15/2011 Matta	wan High School ] ESTING		
User Account		Tuesday, March	1st		
Change Password	>		Must attend Tech Center. All other seniors do		
Contact Preferences	>	Seniors	not report to school		
Access Log	>	Juniors	ACT Testing 7:45-1:00. Dismissed after testing		
		Sophomores	Bubble & Testing 7:45-11:00. Regularly		
Mattawan Consolidated School		Freshmen	scheduled 4th, 5th, 6th hour classes - relocated		
Mattawan High School		Wednesday, Mar	ch 2nd		
		Seniors	Must attend Tech Center. All other report for 4th	Eth and Cth haven	



<u>**Registration:**</u> This will appear in the index only if you have a child in the high school. Clicking on this link will take you the area for you and your children to work toward selecting courses for the coming term or school year.

**School Year Calendar:** Displays assignment information and attendance events for the student whose name is listed above.

**<u>Schedule</u>**: Displays student's class schedule (Illustration 1:) with links to display teachers' email addresses and details of your student's current grades. Click on a class name to display a gradebook summary (Illustration 2:) with your student's grades.

	Term S1	Tel
Enrichment	Empty	
1	P205A-1 Band (9th & 10th Boswell, Bill Rm: 148	h) P205B-1 Band (9t) Boswell, Bill Rm: 148
2	M300A-2 Honors Algebr Sech, Jean E Rm: 111	a II M300B-2 Hond ⊠ Sech, Jean E Rm: 111
3	F221A-1 Chinese MIVHS Rm:LIB	F221B-1 Chine MIVHS Rm: LIB
4	<b>E301A-3 Honors English</b> Haas, David A Rm: 150	9 E301B-3 Honor Haas, David A Rm: 150
5		splays Teacher's email address splays Gradebook Summary
6	S202A-19 Biology McKinley, Katie Rm: 118	McKinley, Katie Rm: 118
Activity	Z415-1 Marching Band Mohney, Kenneth R Rm:	Z999-1 Eligibil M This is not a co Rm:
ACTIVITY	Z999-1 Eligibility Roster This is not a course Rm:	

Illustration 2: Schedule

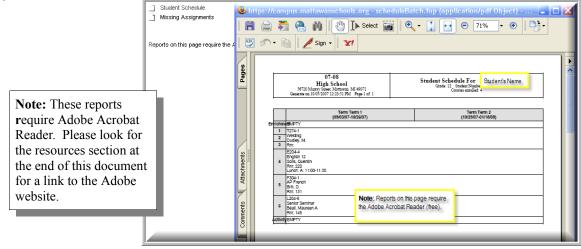
Grading Task Summary										
Legend: 🖸 Final Grade 🖸 In-Progress Grade 🗹 Grade Not Available Yet										
Grading Task	Quarters Term 1	Quarters Term 2	Quarter	s Term	3 Quar	ters Term 4				
Exam										
Semester Grade		A 96.22%								
Final Grade										
Progress	A 96.22%					_				
Term Term 1 Prog	ress Detail					_				
This Grading Task h	as no assignments assi	gned to it.								
Term Term 2 Exar										
This Grading Task h	as no assignments assi	gned to it.				_				
Term Term 2 Serr	iester Grade Detail									
Formal Essays +						_				
Name	Due Date	Assigned Date	Pts Poss	Score	%	Comments				
Journey Paper	09/24/2007		64	64	100					
	Formal Essays	+ Process Totals	64	64	100					
Quizzes/Tests (20	).0%)									
Name	Due Date	Assigned Date	Pts Poss	Score	%	Comments				
Vocab Quiz #1	09/14/2007		10	10	100					
vocab list 2	09/21/2007		10	10	100					
Voc 3	09/28/2007		10	6	60					
Beowulf Quiz 1	10/02/2007		16	14	87.5					
Vocab 4 Quiz	10/05/2007		10	10	100					
	Qui	zzes/Tests Totals	56	50	89.29					

Illustration 2: Gradebook Summary

## Attendance: Displays attendance summary information.

Term Term 1	Enrichment	1	2	3 4	1 5	56	Activity	Date	Enrichment	1 2 3 4 5 6 Activity	Legend
Absent	0	0	0 0	) (	) (	) ()	0	09/26/2007		PPPP	A = Absent
Early Release	0	0	0 0	) (	) (	) ()	0				T = Tardy
Tardy	0	0	0 0	) (	) (	) ()	0				E = Early Release
Term Term 2	Enrichment	1	2	3 4	1 5	56	Activity				= Unknown
Absent	0	0	0 0	) (	) (	) ()	0				= Excused
Early Release	0	0	0 0	) (	) (	) ()	0				= Unexcused
Tardy	0	0	0 0	) (	) (	) ()	0				= Exempt
Term Term 3	Enrichment	1	2	3 4	1 (	56	Activity				
Absent	0	0	0 0	) (	) (	) ()	0				
Early Release	0	0	0 0	) (	) (	) ()	0				
Tardy	0	0	0 0	) (	) (	) ()	0				
Term Term 4	Enrichment	1	2	3 4	1 5	56	Activity				
Absent	0	0	0 0	) (	) (	) ()	0				
Early Release	0	0	0 0	) (	) (	) ()	0				
Tardy	0	n	nir	۱ſ	10	0	0				

<u>**Reports:**</u> Displays options for generating Student Schedule and Missing Assignments reports in PDF form.



APS Infinite Campus Portal User's Guide- Updated March 2011

## Family:

*Messages*: Is where any building specific or district-wide messages are displayed.

<u>Members</u>: Displays family demographic information. (i.e. address, email, phone number and other members of the household.

**<u>Calendar</u>**: Displays school and district notices, special events, "no school" notices, attendance events and lists due dates of students' assignments. Clicking on displays a summary of assignments due on that date.

	« October 2007 »											
	🐴 Assignment (s) Due 🛛 🙀 Attendance Event(s)											
Sunday	Sunday Monday Tuesday Wednesday Thursday Friday Saturday											
	01 Kyle Ar	02 Kyle At	03	04	05 Kyle A+	06						
07	08	09	10	11	12	13						
14	15	16	17	18	19	20						
21	22	23	24	25	26	27						
28	Professional DevelopmentRecords Day 29	30	31									

<u>View Access Log</u>: Displays a log of times the portal was accessed, whether the log in was successful or not and list of IP addresses the portal was accessed from.

<u>Change Account Info:</u> For managing your account Password.

**<u>Change Contact Info</u>**: Enter your email address to allow the school to send email correspondence regarding your child(ren) as well as other school related activities, notices and functions. Stipulating an email address also allows you to request email assistance if you should happen to forget your password.

Email Address:	4	Stipulate an email wish to receive en				1
Instructions: For each type of message (High Priority, Attenda	ance, General, Teacher) select l	now you prefer to re	eceive that mes	sage.		1
	High Priority	Attendance	Behavior	General	Teacher	
Email Your email address displayed						
↑ Your district may send some communications i specify your preferred language. Preferred Language US English ♥	n languages other than English,	if you prefer to be o	ontacted in a a	nother langua	ge please	
Save		_	box com	es to ens	ure you r	re you check ALL eceive all forms of the school and

**Getting Help** Help can be obtained by sending an email to parentportal@allendale.k12.mi.us In your message, please include your name, *User Name*, your telephone number and a short description of the problem. Assistance is also available by contacting the Allendale Technology Office at (616) 892-3483.

**Resources** The links below direct to websites for downloading any needed browsers and\or plug-ins.

Mozilla Firefox

www.mozilla.com/en-US/firefox/

Microsoft Internet Explorer

www.microsoft.com/windows/downloads/ie/getitnow.mspx

Adobe Acrobat Reader

www.adobe.com/products/acrobat/readstep2.html