

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.

Creating Your User Account 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, [click here](#).*

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.

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:

- 1) It must be 8 characters or more in length.
- 2) It must have at least one number in it.
- 3) 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*.

Campus Portal account creation successful!
Welcome **New Kid**, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

User Name
MCSparent
Password
.....
Verify Password
.....
Create Account

Type in your User Name and Password, then type in your password again for verification.

Click on Create Account

[In English](#)
[En Español](#)
[中文简体](#)
[中文繁體](#)

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.

Campus Portal account creation error!
The user name you entered already exists. [Click here](#) to enter a different user name.

Click here to enter the Infinite Campus Portal

[In English](#)
[En Español](#)
[中文简体](#)
[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.

Note: After 5 consecutive failed attempts at logging into the Campus Portal, your account will be locked/disabled. To unlock your account, please send an email to parentportal@allendale.k12.mi.us.

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.

| Grade Level | Schedule/Requirement |
|-------------|---|
| Seniors | Must attend Tech Center. All other seniors do not report to school |
| Juniors | ACT Testing 7:45-1:00. Dismissed after testing |
| Sophomores | Bubble & Testing 7:45-11:00. Regularly scheduled 4th, 5th, 6th hour classes - relocated |
| Freshmen | |

Illustration 1: Home screen with only one child

Your child's picture will appear here

Your child's name will appear here.

Switch Student

Your name will appear here.

Infinite Campus

Andrew

Registration: 2011-12 HS

Calendar

Schedule

Attendance

Reports

Family

Messages

Family Members

Calendar

User Account

Change Password

Contact Preferences

Access Log

Mattawan Consolidated School

Mattawan High School


March 2011

Assignment(s) Due Attendance Event(s)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|------------------------------|---------|-----------|---------------------|-----------------------------|----------|
| | | 01 | 02 | 03 | 04 | 05 |
| | | | Andrew | Andrew | Andrew | |
| | 06 | 07 | 08 | 09 | 10 | 11 |
| | | | | | | |
| | 13 | 14 | 15 | 16 | 17 Professional Development | 18 |
| | | | | | | |
| | 20 Parent-Teacher Conference | 21 | 22 | 23 | 24 | 25 |
| | | | | | | |
| | 27 | 28 | 29 | 30 Teacher Comp Day | 31 | |
| | | | | | | |

Illustration 2: Home screen with more than one child

Registration: 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:  2007-08 HS Displays assignment information and attendance events for the student whose name is listed above.

Schedule: 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 | Term S2 |
|-------------------|--|--|
| Enrichment | Empty | Empty |
| 1 | P205A-1 Band (9th & 10th) Boswell, Bill Rm: 148 | P205B-1 Band (9th & 10th) Boswell, Bill Rm: 148 |
| 2 | M300A-2 Honors Algebra II Sech, Jean E Rm: 111 | M300B-2 Honors Algebra II Sech, Jean E Rm: 111 |
| 3 | F221A-1 Chinese MIVHS Rm: LIB | F221B-1 Chinese MIVHS Rm: LIB |
| 4 | E301A-3 Honors English 9 Haas, David A Rm: 150 | E301B-3 Honors English 9 Haas, David A Rm: 150 |
| 5 | W200A-10 US History Wright, Troy D Rm: 213 | W200B-10 US History Wright, Troy D Rm: 213 |
| 6 | S202A-19 Biology McKinley, Katie Rm: 118 | S202B-19 Biology McKinley, Katie Rm: 118 |
| Activity | Z415-1 Marching Band Mohney, Kenneth R Rm: Z999-1 Eligibility Roster This is not a course Rm: | Z999-1 Eligibility Roster This is not a course Rm: |

Illustration 2: Schedule

| Grading Task Summary | | | | | | |
|--|-----------------|-----------------|-----------------|-----------------|-------|----------|
| Legend: <input checked="" type="checkbox"/> Final Grade <input checked="" type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet | | | | | | |
| Grading Task | Quarters Term 1 | Quarters Term 2 | Quarters Term 3 | Quarters Term 4 | | |
| Exam | | | | | | |
| Semester Grade | | A 96.22% | | | | |
| Final Grade | | | | | | |
| Progress | A 96.22% | | | | | |
| Term Term 1 Progress Detail This Grading Task has no assignments assigned to it. | | | | | | |
| Term Term 2 Exam Detail This Grading Task has no assignments assigned to it. | | | | | | |
| Term Term 2 Semester Grade Detail | | | | | | |
| Formal Essays + Process (35.0%) | | | | | | |
| Name | Due Date | Assigned Date | Pts Poss | Score | % | Comments |
| Journey Paper | 09/24/2007 | | 54 | 54 | 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 | |
| Quizzes/Tests Totals | | | 56 | 50 | 89.29 | |
| Journal Entries (7.0%) | | | | | | |

Illustration 2: Gradebook Summary

Attendance: Displays attendance summary information.

| Term | Term 1 | Enrichment | 1 | 2 | 3 | 4 | 5 | 6 | Activity | Date | Enrichment | 1 | 2 | 3 | 4 | 5 | 6 | Activity | Legend |
|---------------|--------|------------|---|---|---|---|---|---|----------|------------|------------|---|---|---|---|---|---|----------|-------------------|
| Absent | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 09/26/2007 | | P | P | P | P | P | P | | A = Absent |
| Early Release | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | T = Tardy |
| Tardy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | E = Early Release |
| Term Term 2 | | | | | | | | | | | | | | | | | | | |
| Absent | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | Unknown |
| Early Release | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | Excused |
| Tardy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | Unexcused |
| Term Term 3 | | | | | | | | | | | | | | | | | | | |
| Absent | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | Exempt |
| Early Release | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | |
| Tardy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | |
| Term Term 4 | | | | | | | | | | | | | | | | | | | |
| Absent | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | |
| Early Release | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | |
| Tardy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | |

Reports: Displays options for generating Student Schedule and Missing Assignments reports in PDF form.

Student Schedule
Missing Assignments

Reports on this page require the Adobe Acrobat Reader.

07-08 High School Student Schedule For [Student's Name]

54700 Mary St., Mattawana, NJ 08071
Generate on: 10/05/2007 12:33:53 PM Page 1 of 1

| Term | Term 1 | Term 2 |
|------------|--|---------------------|
| Enrichment | (09/03/07-10/26/07) | (10/29/07-01/16/08) |
| 1 | TZ16-1 Welding Dudley, M Rm: | |
| 4 | E204-4 English 12 Sofis, Quentin Rm: 220 Lunch: A: 11:00-11:30 | |
| 5 | F304-1 AP French Brit, D Rm: 131 | |
| 6 | L204-4 Senior Seminar Beall, Maureen A Rm: 145 | |
| Activity | EMPTY | |


Note: Reports on this page require the Adobe Acrobat Reader. (free).

Note: These reports require Adobe Acrobat Reader. Please look for the resources section at the end of this document for a link to the Adobe website.



Family:




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

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

Calendar: 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 | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|--|-----------|----------|--|----------|
| | Kyle  01 | Kyle  02 | 03 | 04 | Kyle  05 | 06 |
| 07 | 08 | 09 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | Professional Development Records Day 29 | 30 | 31 | | | |

View Access Log: 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.


Change Account Info: For managing your account *Password*.

Change Contact Info: 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: Stipulate an email address here if you wish to receive emailings from the school.

Instructions:
For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message.

| | High Priority | Attendance | Behavior | General | Teacher |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Email Your email address displayed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.
Preferred Language 

Note: Please make sure you check ALL boxes to ensure you receive all forms of communication from the school and teachers.

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.msp

Adobe Acrobat Reader

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