

## **Parent Portal Help**

By now you should have received information about the parent portal of Infinite Campus in the mail. If you have not received a letter, please check your mailbox. If you still don't see your letter, please call your school's office and we will get the letter home with your student. The letter gives you information about the website and also how to log-in to your parent account. You can always find the link to the parent portal on the homepage of the school district website which is <http://tsd401.org>. Once you get there, here are a few tips.

### **Select a student**

At the top of the page in the middle there is drop down menu where you can select the student you'd like to look at. If you have students in more than one school you can see all of your kids through your one parent account.

### **See Grades and Assignments**

On the left hand side of the page there are blue links. One of the links is schedule. Click on schedule. You will see your child's schedule for each quarter. Under the current quarter you'll see class names and under each class the teacher for that class. The teacher in middle school and high school will be different for classes, while at the elementary level you will just see one teacher for each subject. If you click on the subject or class name it will show you all of the assignments and grades for that area for that quarter.

Next to each teacher's name you will see an envelope icon. This allows you to send an email to the teacher through infinite campus. So if you have a question about a grade or assignment this is a great way to find out more.

### **See Missing Assignments**

Another of the blue button links is Reports. This links to a few different reports including missing assignments. Missing assignments will show a report of the assignments your child is missing in each class/subject. You will not be able to view a report card in this tab until the teacher has actually submitted the report card at the end of the quarter. So, after November 3, you will be able to print your child's report card at home.

### **To Do List**

As we as teachers get more comfortable with this new software system you will be able to see what assignments are happening each week. Not all of us are at this stage yet, but the goal is that as parents you'll be able to see what assignments are coming up. The to do list will also list the missing assignments your child might have.

### **Something to Remember**

Just as the parent portal is new to you, the Infinite Campus system is new to teachers. This is the first time any of us have used it and it will take us a bit to where we understand how it works let alone get everything in as we are doing it. I promise we are working hard to get there, but your patience is greatly appreciated. We'll be learning together.

If you have further questions about what you're seeing on the portal, please contact your child's teacher.