

INFINITE CAMPUS PARENT PORTAL USER GUIDE

NEW USERS:

1. Complete a Parent Portal Access Form (available from your school's office). Turn in the completed form to the office of your child's school. Please be prepared to show a picture ID. **Your user name and password will be emailed to you within 3 weeks (If you would like your username and password to be sent to you via postal mail, please state this on the Parent Access Request Form)**
2. Once you have received your username and password, follow the instructions below under Returning User.

RETURNING USERS:

1. Go to the Stillwater Public Schools website: www.stillwaterschools.com
2. Click on Student in the top right hand corner.
3. Click on Portal
4. Enter your User name and Password. If you have forgotten these, please email portal@stillwaterschools.com for assistance.

GENERAL INFORMATION:

Please note – Five unsuccessful login attempts will disable the account. If this occurs, please email portal@stillwaterschools.com to reactivate your account.

1. After logging in, the main Parent Portal screen appears. On the right side, it will display "Welcome <Your Name>". *The House icon* will take you to the Home Screen. *Sign Out* will log you out of the Portal. If you have more than one child enrolled in school, you will need to select the "*Switch Student*" drop-down to select which of your children you wish to view. If you only have one child enrolled in school, then your child's picture (if available) and name will appear on the left. Displayed will also be the grade and student number.
2. The left side of the screen is divided into three main areas: <Student Name>, Family and User Account.
3. Under **Student Name:**
Click Calendar (if you have more than one student enrolled in the district, the Calendar will display under Family and Student Name. If you only have one student, Calendar will display under the Student Name). The calendar for the month displays and will indicate any school calendar days such as planning day, holiday, break days, etc. Click the left arrow to look at the previous months. Click the right arrow to look at the future months. Also displayed will be an A+ icon to indicate assignments that the teacher(s) has/have entered into their instruction module. Click on the icon to view. To return to the calendar screen, click the word Calendar. A bell icon indicates an attendance event. Click on the bell to view the attendance for the selected date.

Click **Schedule** - The Course Schedule for your child appears. Displayed are the Terms (grading periods), dates of each term, name of each class, the teacher's name and room number (if indicated). The pencil/paper icon by the name of the course indicates that a teacher has entered assignments and grades. Click on the name of the class and the grade book assignments display. The first section is

the Grading Task Summary. This displays the posted progress report and report card grades in green and the in-progress grades in yellow. To view the detail for the posted and/or the in-progress grades, scroll to the term you wish to view. Term Q1(or S1)Grade Detail displays the first grading period. Term Q2 (or S2) refers to the second grading period, etc. If you click on the blue assignment name, a detailed screen appears regarding that particular assignment.

If there is an *envelope icon* by the teacher's name, you can click on the teacher's name. If this doesn't work depending on your email software, then you will need to copy the teacher's email address and paste it into the web mail form of your email provider.

If you have any questions about your child's grades, please either contact your student's school office to arrange a conference or email the teacher with your questions and/or concerns.

Click **Attendance** – displayed is information regarding days present, days absent, days enrolled, days scheduled, number of tardies and number of unexcused events (Please note if your child has not had an attendance event, the screen will not show any of the above. Once a tardy, absence or any other attendance event has been logged, the above will appear).

The legend explains the color coding. Click on the date of the attendance event and details display. Please be aware that posted attendance is immediately viewable in the Parent Portal and the office staff may not have had sufficient time to contact you regarding the student's absence. If you have questions regarding any attendance events that are displayed, contact the attendance secretary for your child's school.

4. The next section is **Family:**

Click **Messages** – this will display the district notices, school notices, and inbox.

Click **Family Members** – this displays the members that reside in the same household as your child. Each member's name is listed along with the relationship and contact information.

5. The final section is **User Account:**

Click **Change Password** if you wish to change your password.

At the bottom of the page:

Click the name of your child's school and the school's website appears.

To *exit* Parent Portal, click Sign Out in the upper right hand corner.