



Belton Public Schools Guide to the Infinite Campus Parent Portal

<http://beltonschools.org/>

Welcome to the Belton School District Parent/Student Portal. With this connection to the district, you will be able to monitor your student's educational progress. The portal will provide you access to current information on attendance, schedule, and your student's grades. This guide was developed to assist you with creating the parent login and to show the basic navigation of the site.

You may access the portal from any computer with internet connectivity and an up to date browser. We recommend Microsoft *Internet Explorer 5.5* or higher for PC's and Mozilla Firefox or Safari for Macintosh computers. We recommend Windows 2000 or higher and Macintosh OS X for best results. You will also need Adobe Reader software installed on your computer.

Main Topics

1. Logging into Campus
2. Navigating Infinite Campus
3. Schedule and Grade Information
 4. Calendar
 5. Attendance
 6. Fees
 7. Reports

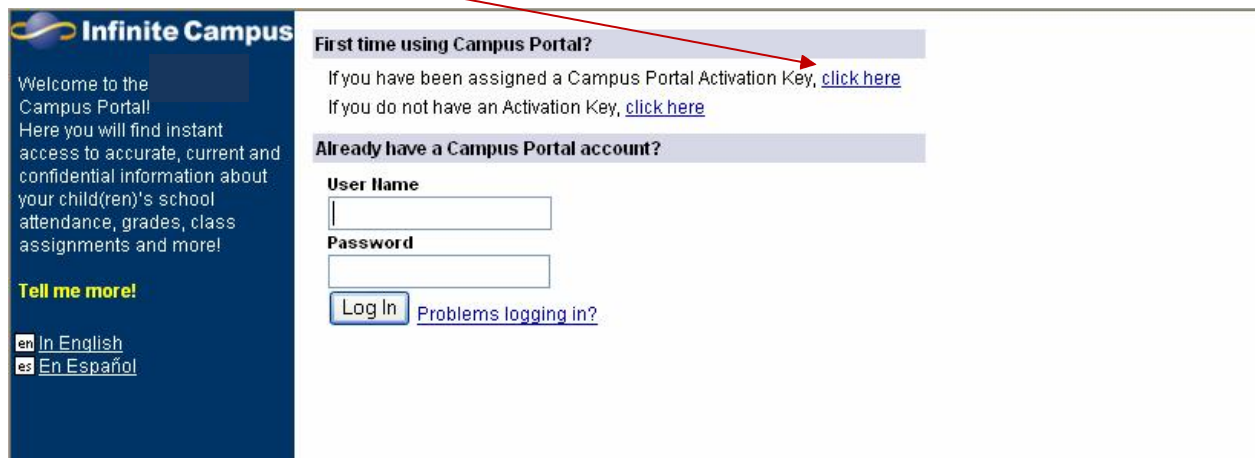
Logging into the Parent Portal for the first time:

1. Open your internet browser and type the following address into the address bar
<http://209.106.160.51>

It is recommended that you BOOKMARK this site in your internet browser. This will keep you from having to retype in the address each time you access the portal.

Note: The address must be entered exactly as shown. There is no www at the beginning of the address.

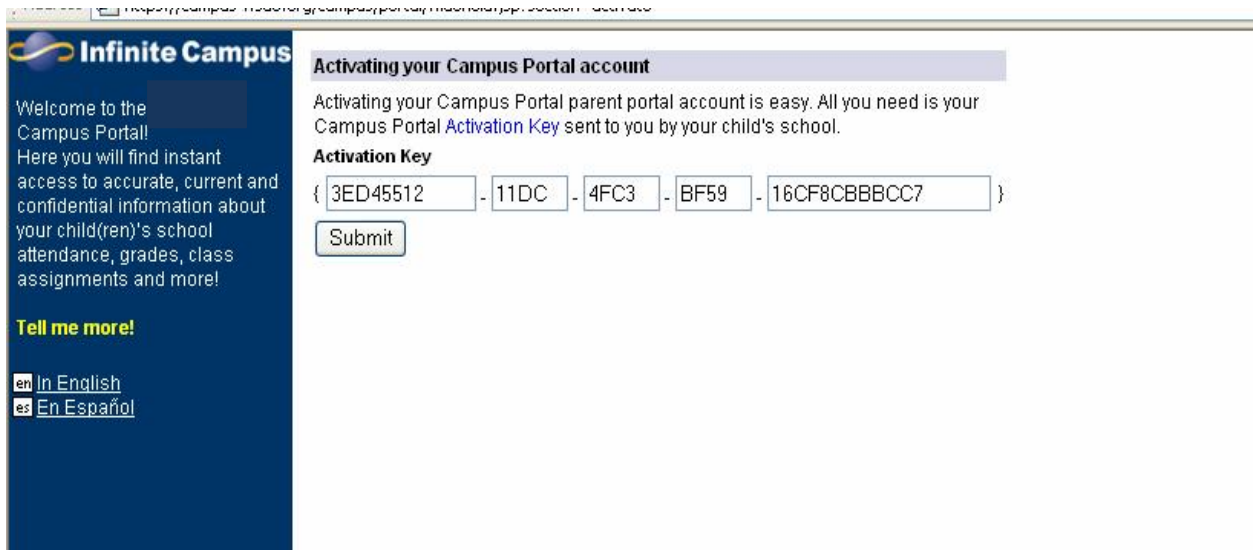
2. Select “If you have been assigned a Campus Portal Activation Key, click here.”



The screenshot shows the Infinite Campus Parent Portal login interface. On the left is a dark blue sidebar with the Infinite Campus logo and a welcome message. The main content area has a light blue header with the question "First time using Campus Portal?". Below this, there are two lines of text: "If you have been assigned a Campus Portal Activation Key, [click here](#)" and "If you do not have an Activation Key, [click here](#)". Below this is another header "Already have a Campus Portal account?". Underneath are two input fields labeled "User Name" and "Password". At the bottom of the login section is a "Log In" button and a link "Problems logging in?". A red arrow originates from the text "click here" in the first line of the "First time using Campus Portal?" section and points to the "click here" link in the second line.

Security of your child's information is of a paramount importance to Belton School District. The District reserves the right to change passwords to protect student data

3. Enter the 32 digit Activation Key



Infinite Campus

Welcome to the 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!

Tell me more!

[en In English](#)
[es En Español](#)

Activating your Campus Portal account

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.

Activation Key

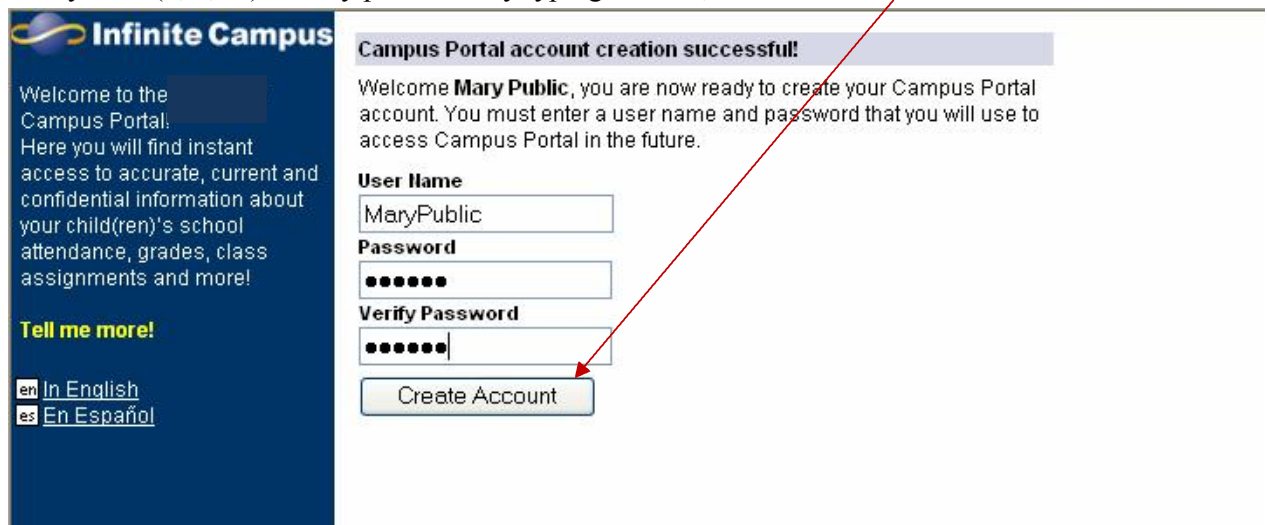
{ 3ED45512 - 11DC - 4FC3 - BF59 - 16CF8CBBBCC7 }

Activation Key Notes:

- All 0's are ZEROS, not the letter O.
- The digits are NOT case sensitive; they will change to capitals automatically.
- Once you enter the Activation key, it is no longer necessary for login.

4. Create a User Name and Password.

We would like everyone to use their first name followed by their last name with no commas or spaces to be the user name. This will help us locate you more easily if there is ever a problem. Passwords must be a minimum of 8 characters and contain at least one letter, one number and one symbol (#, \$, %). Verify password by typing it twice, then select *Create Account*.



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Campus Portal account creation successful!

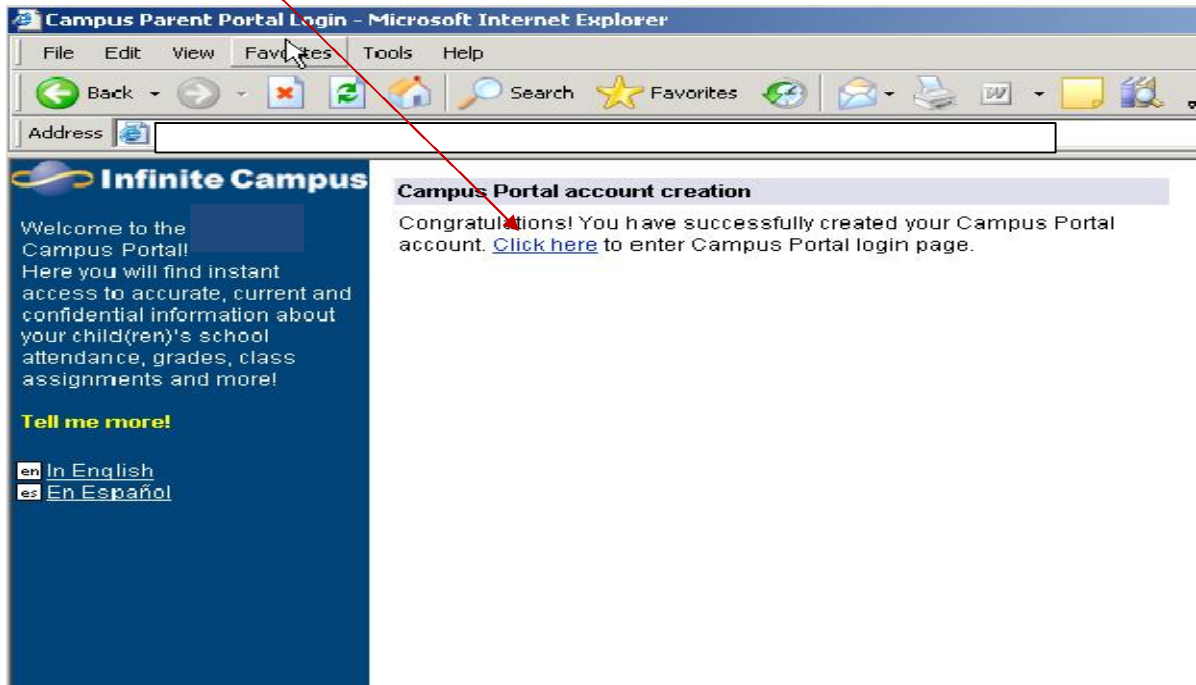
Welcome **Mary Public**, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

User Name

Password

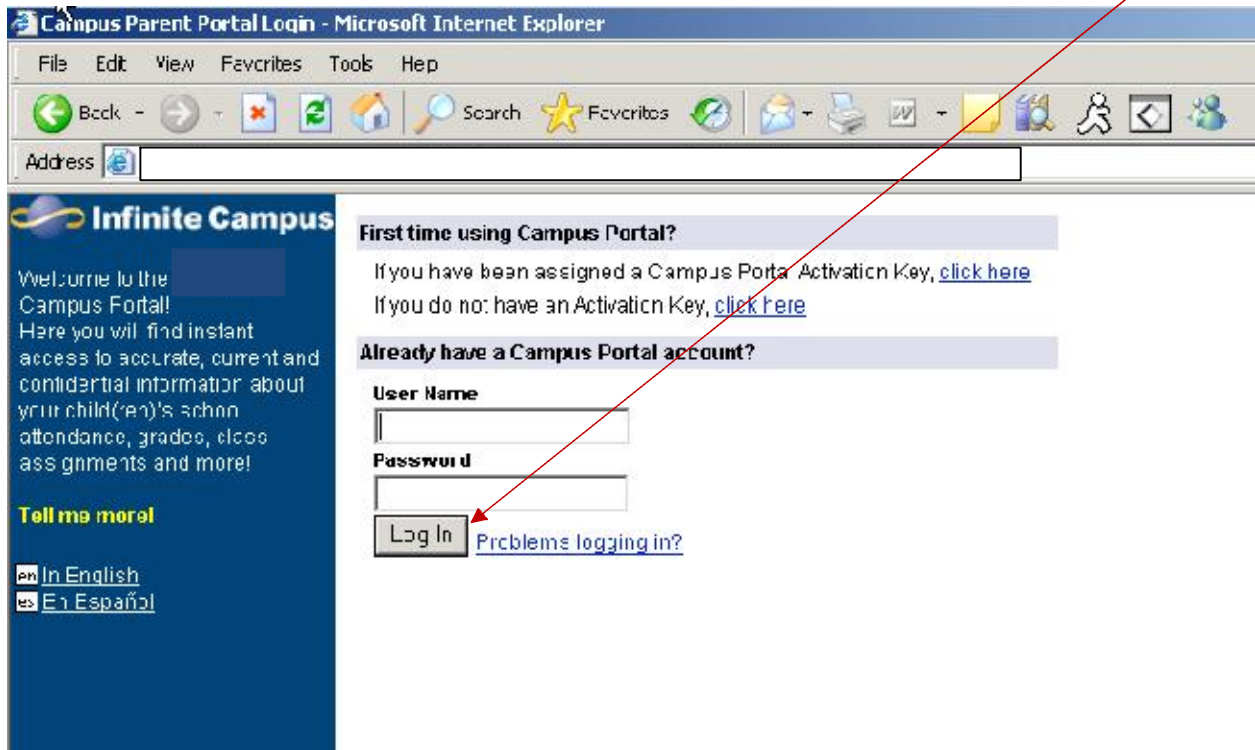
Verify Password

5. Select *Click Here*

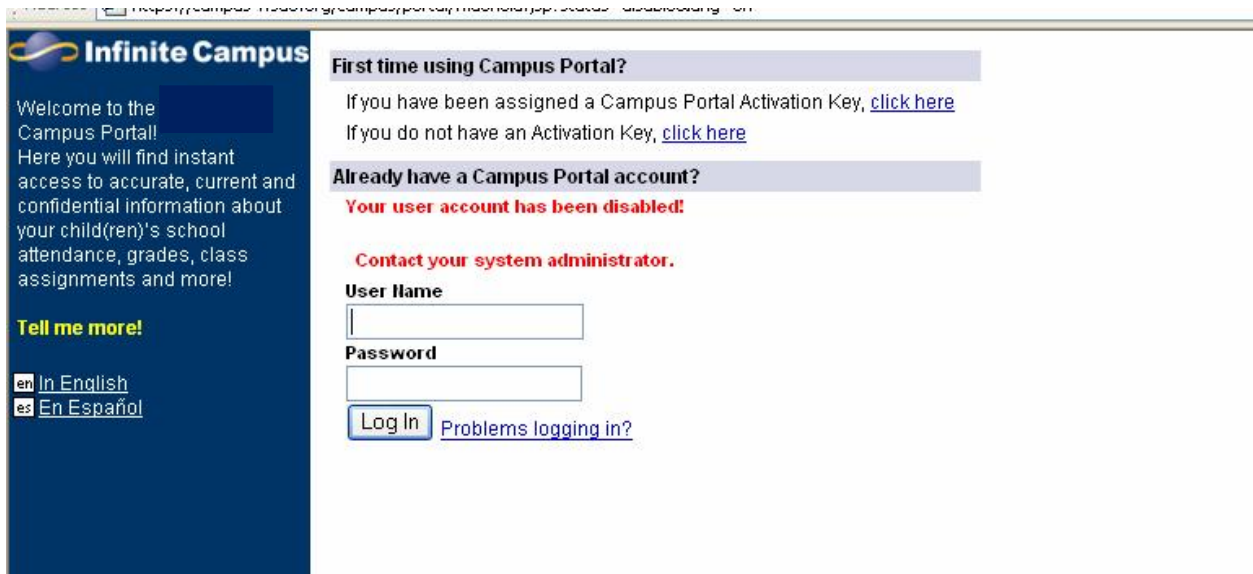


From this point forward, you will use the name and password you have created for access to the portal.

6. Enter the User Name and Password you created in step 4 and select *Log In*.

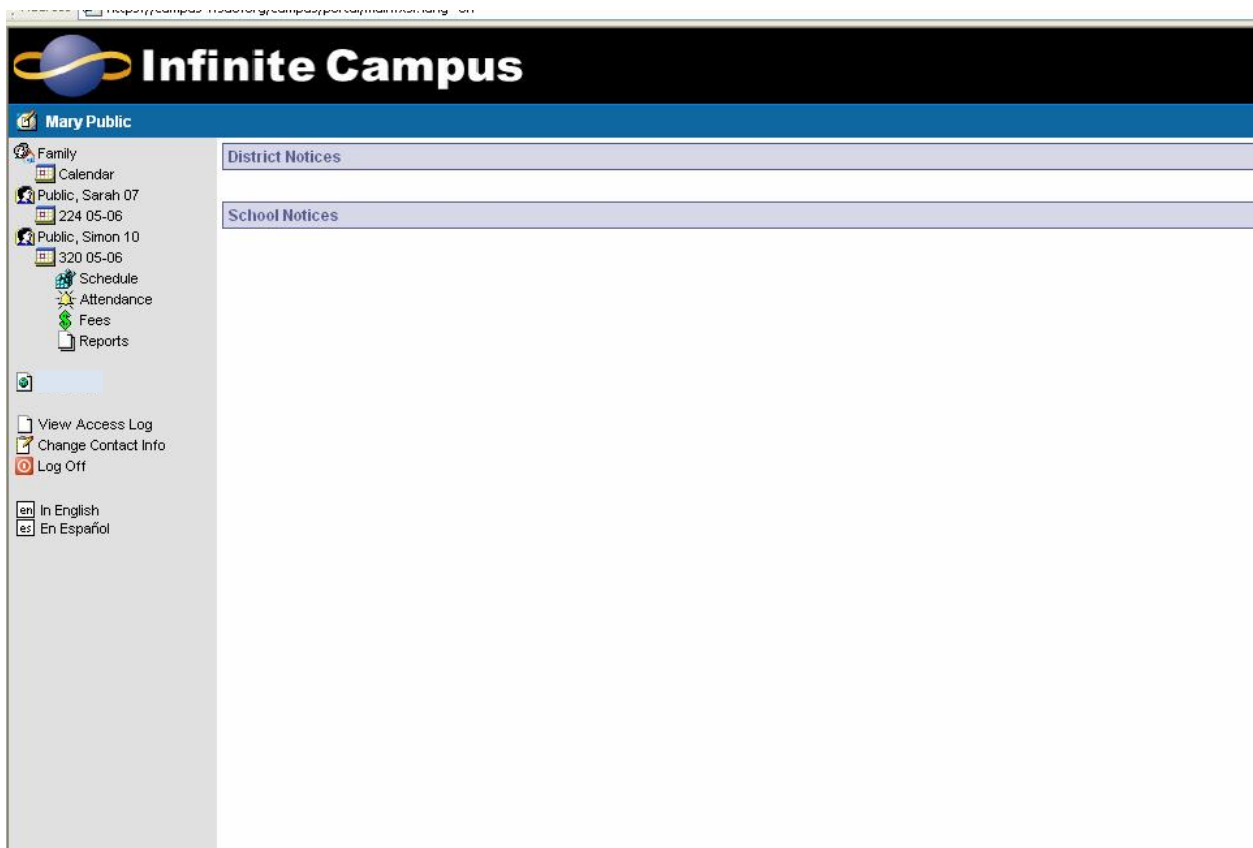


Note: The portal keeps track of login attempts and times. If you forget your password or enter it incorrectly 3 times, your account will be disabled and you will see the following screen:



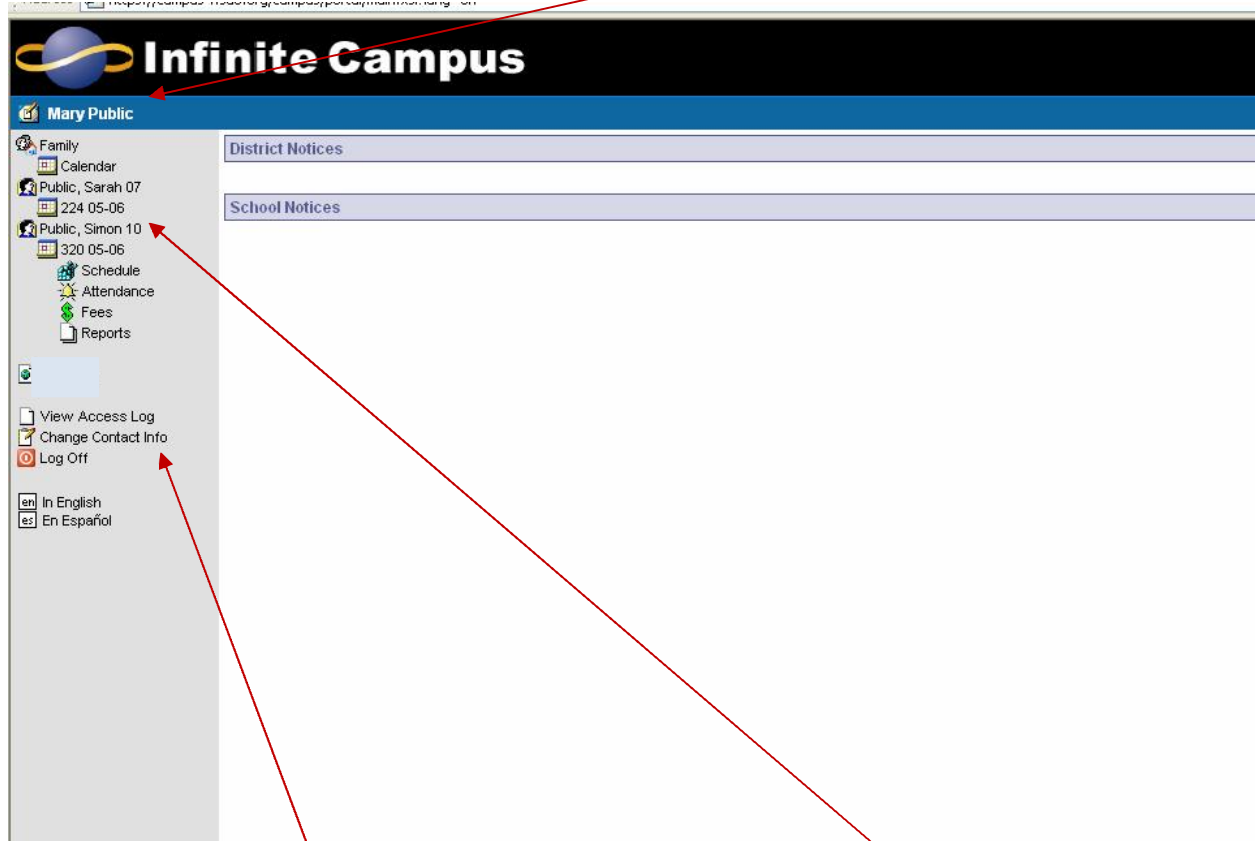
If this happens, you must send a message to [email address](#) to have your account unlocked.

Once you have successfully logged in, you will see a screen which looks like this:



Navigating Infinite Campus

When you log in to the parent portal you will see a screen that looks something like the example below. At the top of the page in the dark blue bar is your name. (Based on how you log in)



Below the student links, there is a link to the district web site followed by the user links which include 'View Access Log', 'Change Contact Info' and 'Log Off'. The last two links allow each user to view the site in either English or Spanish.

Directly below the user name is a gray bar. This gray bar contains all of the navigation links. In this example you can see a Family link which has a calendar for the family. Also you can see two children listed: Sarah in grade 7 and Simon in grade 10. Below each child there is a building level calendar that is specific to their school. Students which have portal information available will have Schedule, Attendance, Fees, and Reports links visible.

Clicking on **Family** displays the family information.

Clicking on a **Child's Name** displays that child's personal information.

Clicking on **Schedule** beneath a child's name displays that child's class schedule and is where you go to access grading information.

Clicking on **Attendance** beneath a child's name displays that child's attendance record.

Clicking on **Reports** beneath a child's name provides the option of printing the child's schedule or missing assignments. In the future other reports may become available.

Clicking on **Change Account Info** will allow you to change your email address.

When you are finished reviewing your student's information be certain to **Log Off** to end your session in the parent/student portal.

Schedule and Grade Information

Clicking on Schedule beneath a child's name displays the class schedule. The format will vary from building to building, but will look something like the example below.

The screenshot shows a class schedule for 320 05-06. The schedule is organized into four quarters: 1st, 2nd, 3rd, and 4th. Each class entry includes a class number, name, teacher name, and room number. Callout boxes provide additional information:

- Top Callout:** The example to the left is from Belton High School. Notice that there are 4 terms or quarters and 7 regular class periods in the school day.
- Middle Callout:** The icons that look like an envelope are links to the teacher's email address.
- Bottom Callout:** The bold class name is the link to the grading for that class.

	Term 1st Quarte	Term 2nd Quarte	Term 3rd Quarte	Term 4th Quarte
01	26020-1069 Library Sci Redlinger, D Rm: LIB		26020-1070 Library Sci Redlinger, D Rm: LIB	
02	25013-2007 AP Human Geography Eggspuehler, B Rm: 208			
03	20060-3038 Alg III/Trig MacRenato, C Rm: 1			
04	18055-4027 Am Lit Krempley, D Rm: 103		27045-4022 Metals I Nierode, P Rm: 155	
05	27005-5055 Car Care Foltz, G Rm: 156/55		18050-5028 Multi Cultural Lit Lundy, E Rm: 104	
06	16110-6048 School to Career Wade, N Rm: 142		16110-6060 School to Career Wade, N Rm: 142	
07	16110-7059 School to Career Wade, N Rm: 142		16110-7060 School to Career Wade, N Rm: 142	
08	Empty			
09				
10	26075-42 Faculty Advisor Metzgar-Rogers Rm: 120			

Grade updates will vary by course. Please keep in mind that the scores and grade displayed give an approximation of the grade at that specific point in time during the grading period.

If you have questions about grading, schedules, attendance or other student information seen on the portal, please contact your child's school.

When you select a class to look at the grade book, you will see a screen which looks very much like the example below.

Grading Task Summary				
Legend: ■ Final Grade ■ In-Progress Grade ■ Grade Not Available Yet				
Grading Task	Terms 1st Quarte	Terms 2nd Quarte	Terms 3rd Quarte	Terms 4th Quarte
Midterm	A 97.230%	B- 81.940%		
Quarter	B- 81.940%			
Semester		B- 81.84%		
Semester Test				

Term 1st Quarte Semester Test Detail
This Grading Task has no assignments assigned to it.

Term 1st Quarte Midterm Detail
This Grading Task has no assignments assigned to it.

Term 1st Quarte Quarter Detail
This Grading Task has no assignments assigned to it.

Term 1st Quarte Semester Detail
This Grading Task has no assignments assigned to it.

Term 2nd Quarte Semester Detail						
Tests and Exams (40.0%)						
Item	Due Date	Assigned Date	Pts Poss	Score	%	Comments
Practice CRQ for Maquiladoras	09/08/2005	09/08/2005	10	10	100	
Hurricane Reading Quiz	09/14/2005	09/14/2005	10	6	60	
Opposing Views/Reading Quiz	09/19/2005	09/19/2005	10	4	40	
Reading Quiz/Demographic Trans Model	09/28/2005	09/27/2005	10	8	80	
Ch. 2 Vocab Quiz	09/30/2005	09/29/2005	62	42	67.74	
Ch.3 Reading Quiz	10/06/2005	10/05/2005	10	6	60	
Ch. 3 Vocab Quiz	10/13/2005	10/12/2005	56	52	92.86	
Reading Quiz Ch.4	10/18/2005	10/17/2005	10	8	80	
Ch.4 Last Half Reading Quiz	10/21/2005	10/20/2005	10	10	100	
Tests and Exams Totals			188	146	77.66	

The top portion of the screen shows grades from the various grading periods. The Green boxes indicate that the grade entered for that type and term are complete. In this example, the midterm grades for 1st and 2nd quarter along with the 1st quarter grade for 1st quarter are final. The yellow box indicates a grade that is in progress.

The bottom portion of the screen shows individual assignments from the current term. This section may be different for each class since it is dependent on the actual structure of each teacher's grade book.

Calendar

The family calendar gives an overview of attendance and grade events. If you select the calendar for a student, you will get the following display:

The screenshot shows the Infinite Campus Student Information Portal in Microsoft Internet Explorer. The main content is a calendar for October 2006. The calendar is a grid with columns for days of the week and rows for dates. The names Scott and Jacob are listed for various dates. Two red arrows point to specific dates: one to Tuesday, October 3rd, and another to Friday, October 12th. The calendar includes icons for assignments due (red A+) and attendance events (gold bell).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	Scott Jacob	Scott Jacob	Scott Jacob	Scott Jacob	Scott Jacob	07
08 Scott	Scott Jacob	Jacob	10	11	12 Scott	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

The calendar shows two symbols, a gold bell and a page with a red A+ on it. The gold bell indicates that there was an attendance event on that date and the red A+ means that there was one or more assignment(s) due on that date.

Hover your cursor over the icon to see a brief description of the event.
Click on each of the icons to be taken to detailed information about that event.

Attendance

Attendance for 320 05-06																							
Term 1st Quarte	01	02	03	04	05	06	07	08	09	10	Date	01	02	03	04	05	06	07	08	09	10	Legend	
Absent	3	3	3	4	5	5	5	0	0	3	11/18/2005	A	A	A	A	A	A					A	A = Absent
Early Release	0	0	0	0	0	0	0	0	0	0	11/16/2005	T											T = Tardy
Tardy	2	1	0	2	0	0	0	0	0	0	11/15/2005	A			A	A							E = Early Release
											11/10/2005	A	A	A	A	A	A						Unknown
											11/07/2005	T											Excused
											11/04/2005				T								Unexcused
											11/03/2005	A											Exempt
											10/27/2005	A	A	T									
											10/21/2005	A	A	A	A	A	A						
											10/18/2005	T											
											10/11/2005				A	A	A						
											10/07/2005				A	A	A						
											10/06/2005	A											
											09/29/2005	A	A	A	A	A	A						
											09/28/2005	T			T								
											09/19/2005	A	A	A	A	A	A						
											09/14/2005	T											
											09/12/2005			A	A	A	A						
											09/09/2005	T											
											08/31/2005	A	A		T								
											08/18/2005	A											

The attendance window will show all of the various attendance events which have been recorded for each student. The left column includes attendance information for each quarter. The right column has the information regarding the various types of absences and whether or not they were excused, unexcused, etc. Attendance only shows if there is an absent or tardy. If there are no absences or tardies this page will be blank.



Exempt means that the student was not in class but was participating in some type of school function, such as an athletic event, meeting with a counselor, or participating in a field trip.

If you have questions about the attendance record of your child, please call the school.

Fees

When you select the Fees button you will see a screen which shows all pending fees for your child.



-  Family
-  Calendar
-  320 05-06
-  Schedule
-  Attendance
-  Fees
-  Reports

-  View Access Log
-  Change Contact Info
-  Log Off

- en In English
- es En Español

; Fee Statement for 320 05-06

Fees: 2
Debit: \$7.50
Balance: \$7.50

Due Date	Fee	Type	Debit	Credit	Balance
05/20/2005	WHS Library Debt	Course	\$7.50	\$0.00	\$7.50
	Dummy Fee - Don't delete!		\$0.00	\$0.00	\$0.00

Reports

At this time, the Reports link will give you the ability to print out an unofficial transcript, student schedule, and missing assignments. In order to print most of these reports, you will need to have *Adobe Reader* installed and configured on your computer.

Getting Help

Help is available by sending e-mail to [email address](#). Please include your name, User Name, your telephone number and a short description of the problem in your message.