Infinite Campus Portal
User Guide

The Infinite Campus Portal is a service provided by our district. The portal provides current information kept in the student management system. The purpose of the portal is for parent/legal guardians to be able to access their student's information. This document has been created to help you navigate through the portal.

Accessing Portal Website

The portal website is access in two different ways:

1. Direct URL: https://jeffersoncitymo.infinitecampus.org/campus/portal/jeffersoncity.jsp

2. On the Jefferson City Public School website: www.jcschools.us

   a. Click on the **Campus Portal** button at the top right hand corner of the page


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Creating your User Account

1. If this is your **first time** logging into Campus, you will need a Campus Activation Key in order to set up your account. The Activation Key can be obtained by filling out a Portal Request Form located at your student's school or on the JCPS website. Please complete the form with the exception of your signature. Take your form and a Photo ID to your student's school. You will need to present your Photo ID and sign the form in front of a staff member for verification. Once your form has been processed, your activation key will be sent to you via email or through postal mail.

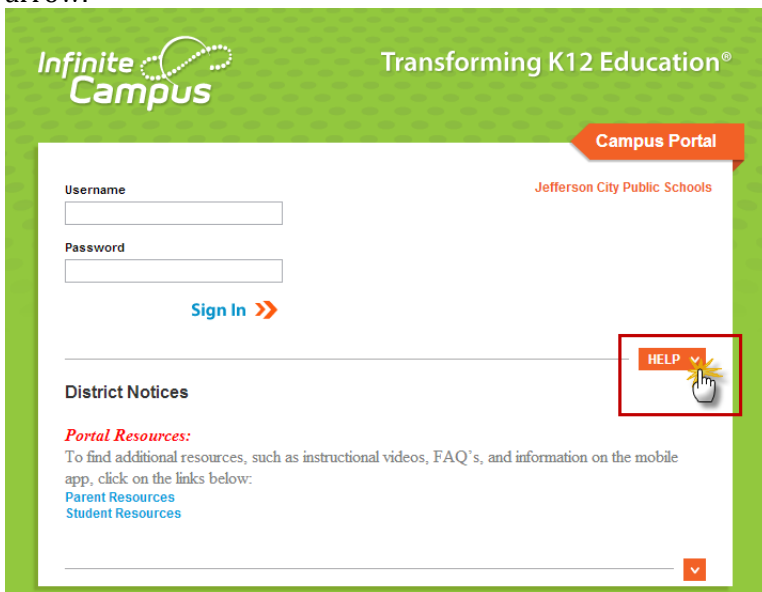   a. To obtain the form from the JCPS website, go to **Families > Parent Resources**
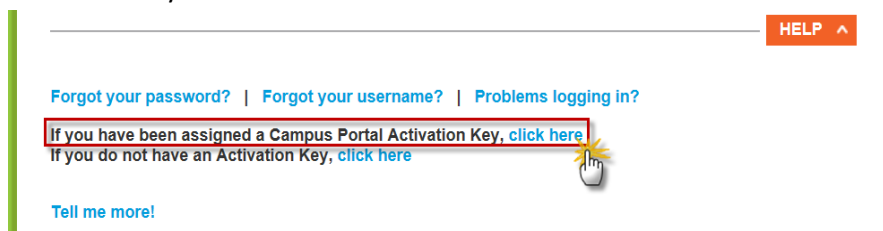

   b. Click on the **Infinite Campus Portal** Button

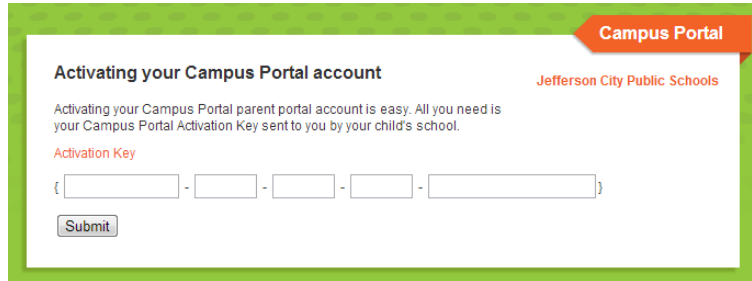c. Click on the **Infinite Campus Activation Key Application** link
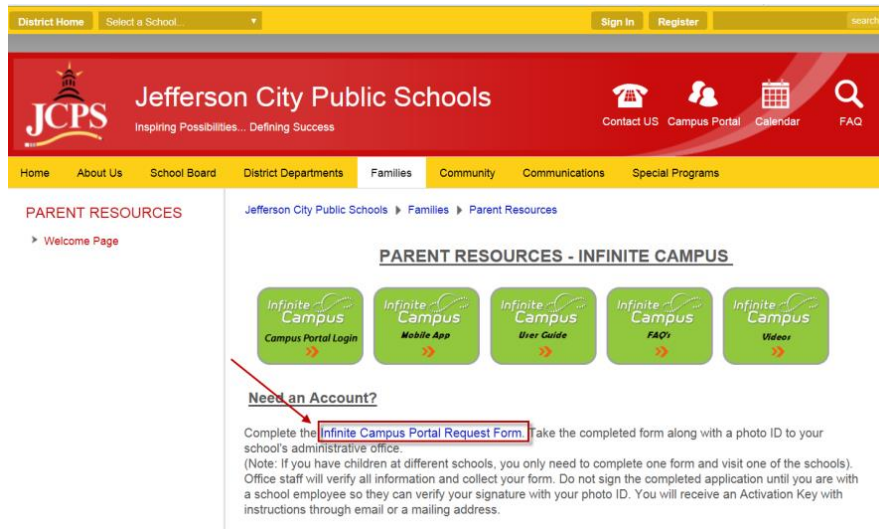
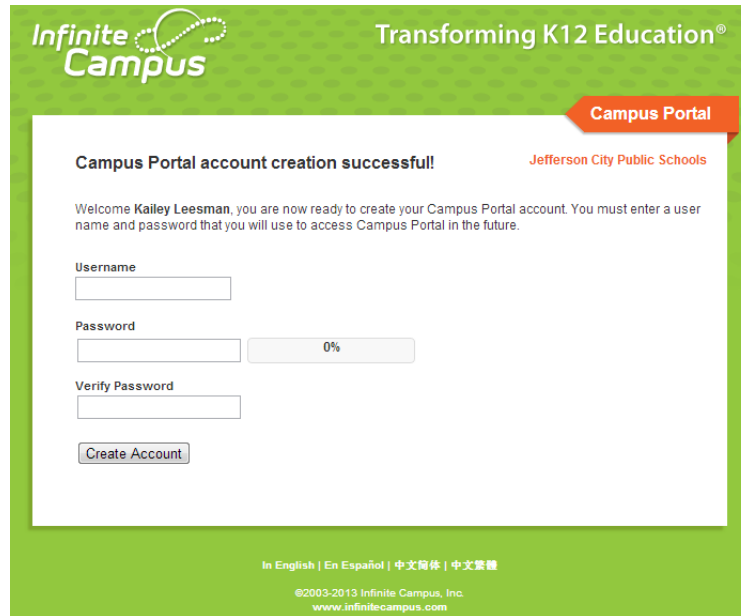2. If you have your Activation Key, begin by clicking on the Campus Portal button. Click on the HELP arrow.

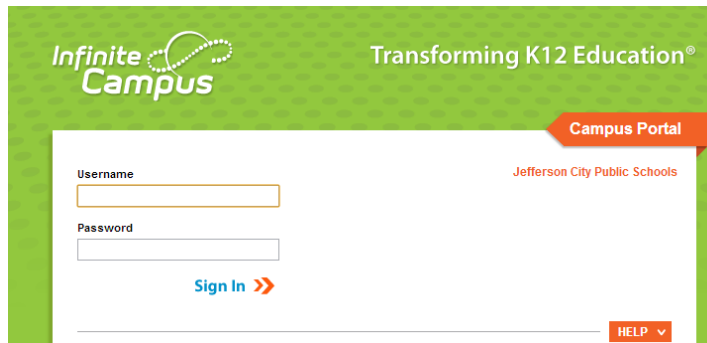a. Then click on the **click here** link next to the If you have been assigned a Campus Portal Activation Key.

b. Enter your Campus Activation Key. This has been provided to you via email or postal mail. Enter your Campus Activation key **EXACTLY** as it is on the letter. When finished, click the **Submit** button.

c. When you successfully enter your activation key, you will be prompted to create a User Name and a Password that is at least 8 characters long and includes letters, numbers, and special characters (e.g. @, #, $, %, etc). Once you have entered your User Name and Password, click the **Create Account** button.

d. You will be redirected to the main login page. Enter your User Name and Password, click the **Log In** button.

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Account Management

The first time you log in will need to set up your security preferences for your account.   You can change these security preferences along with your password under **User Account,** select **Account Management**. In the account management tab you can:

- Change your Password
- Set a Password Recovery Email address
- Set User Preferences by selecting 8 like and 8 dislike images
  *NOTE: These will only be used if you have to reset your password when logging in

Forget Username or Password

There are links on the sign-in page called Forgot your Password? or Forgot your username? Click on the orange "**HELP**" button. These links will direct you through steps to retrieve your Username or reset your Password.

If you have trouble accessing the information through these steps, you will need to contact the JCPS support desk at portalhelp@jcschools.us to have the account reactivated.

Parents: Please provide your full name, home address, phone number, student(s) names, along with the User Name and Password you have been using.

NOTE: Although we attempt to respond to all service requests within 24 hours, please allow up to two (2) school days for a reply to your request.
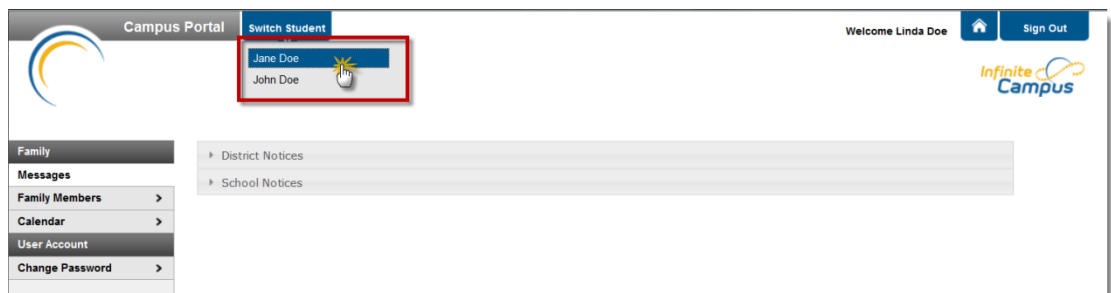
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Home Page

1. Home page for family with **one** student

2. Home Page for family with **multiple** students
   a. To view one of your student's records, click on the "Switch Student" tab

   b. Select the student you wish to view

c. If your student was enrolled in summer school, you have the choice to view the Summer School session or the current school year session.
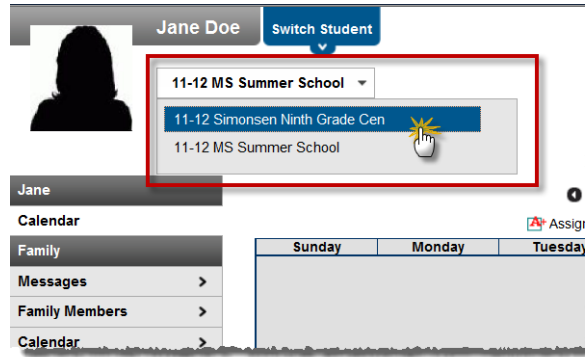
d. To get back to the Home Page, click on the Home button at the top right corner of your screen
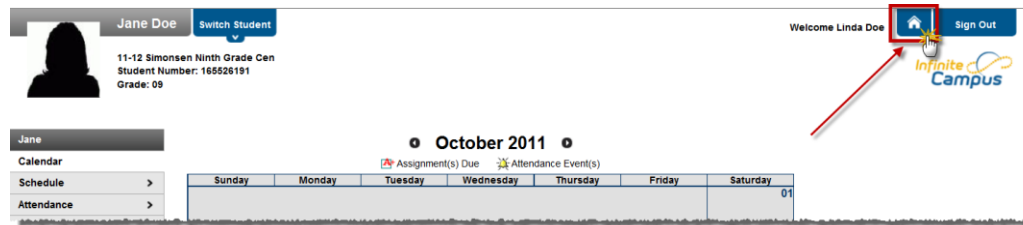
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Message View

The Message view shows any messages that the District or Schools have placed on the portal. The home page defaults to the Message view

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Family Members View

This view shows **your** relationship to your students. In the example below, Linda is the mother to Jane and John. Bob Doe, the father, is not listed because the relationships are tied to students, not to spouses.
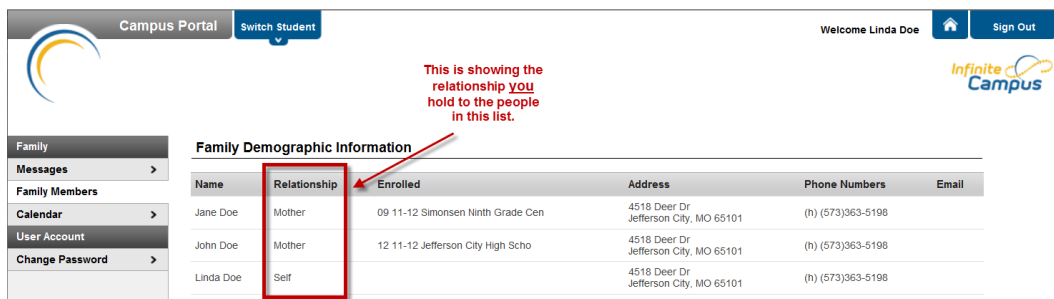
Calendar View

Families with **multiple** students have two different calendar views, one under Family section and one under each of your student's records.

Family Calendar View (for parents with multiple students)

This view shows the assignments and attendance for all of your students.

Student Calendar View

This view shows the assignments and attendance for the student you select at the top of the page.

Click the **black arrows** to the left and right of the Month and Year title at the top of the calendar to see a **different month**.

To view the **details of the assignments** listed on the calendar, click on the [A+] **symbol** in the calendar.
*NOTE: Assignments are only shown for grades 6-12. Elementary is not currently using this function.

The Assignments and Activities detail page shows a breakdown of **assignments by course** for a specific date. This page shows

- Name of the assignment
- Day it was assigned and due
- Total points and score of the assignment
- Comments from the teacher
- Flags (Turned In, Late, Missing, Incomplete, Cheated, Dropped)

To get back to the **Calendar View** for the student, click the **back button** on your browser.

To view the **details of the attendance** listed on the calendar, click on the ☀ symbol in the calendar.

The attendance detail page shows the student's **attendance** for a **specific date**, broken down **by period**.

Attendance Details for Jane

October 3, 2011 - Monday(RS Day)
Term: T1

Period	Course	Time	Description
1	3121 Algebra IA	08:06 AM - 08:54 AM	
2	3121 Algebra IA	08:54 AM - 09:42 AM	
3	4121 Physics First	09:42 AM - 10:30 AM	T:Tardy
4	4121 Physics First	10:30 AM - 11:18 AM	
5	7221 Comp App I	11:18 AM - 12:10 PM	
6	7221 Comp App I	12:10 PM - 01:21 PM	
7	2111S Government	01:21 PM - 02:08 PM	
8	1111S English I	02:08 PM - 02:55 PM	

Click the **"x"** in the upper right corner of the window to get **back** to the **Calendar View**.

Attendance Details for Jane

October 3, 2011 - Monday(RS Day)
Term: T1

Period	Course	Time	Description
1	3121 Algebra IA	08:06 AM - 08:54 AM	
2	3121 Algebra IA	08:54 AM - 09:42 AM	
3	4121 Physics First	09:42 AM - 10:30 AM	T:Tardy
4	4121 Physics First	10:30 AM - 11:18 AM	
5	7221 Comp App I	11:18 AM - 12:10 PM	
6	7221 Comp App I	12:10 PM - 01:21 PM	
7	2111S Government	01:21 PM - 02:08 PM	
8	1111S English I	02:08 PM - 02:55 PM	

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Schedule View

This view shows your student's **schedule** for the **year**.

To **email the teacher**, click on the ✉ **symbol**. This will open up your default email account with the teacher's school email address.

To view the **details of a class** (assignments, scores, and grades), click on the **symbol** to go to the Grade Book View.

Grade Book View

The Grade Book view is broken down into sections for different terms and categories within the class.

Jane Doe   Switch Student

11-12 Simonsen Ninth Grade Cen
Student Number: 165526191
Grade: 09

Jane
- Calendar >
- Schedule >
- Attendance >
- Health >
- Reports >

Family
- Messages >
- Family Members >
- Calendar >

User Account
- Change Password >

Grade Book Assignments for 3121-1 Algebra IA

Teacher's comments about Jane:

3121-1 Algebra IA
Teacher: Malik, Naveed
Website: http://www.jcps.k12.mo.us/education/staff/staff.php?sectionid=447

Link to the teacher's website

View the scoring rubric(s) and/or grading scale(s) for this class

Grading Task Summary

Legend: ☐ Final Grade ☐ In-Progress Grade ☐ Grade Not Available Yet

Grading Task	Terms T1	Terms T2	Terms T3	Terms T4
Mid-term Grade	B+ 96.78%			
Term Grade	B 85.56%	A 92.5%		

Term T1 Mid-term Grade Detail
This Grading Task has no assignments assigned

Term T1 Term Grade Detail

Weight of Category

CLASSWORK (25.0%)

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
LESSON_1 (SEC 2.1)	08/29/2011	08/29/2011	1.0	10	9.2	92	
S.M.A.R.T GOAL	08/29/2011	08/29/2011	1.0	10	10	100	
LESSON_2 (SEC 2.2)	08/29/2011	08/29/2011	1.0	10	10	100	
LESSON_3 (SEC 2.3)	08/29/2011	08/29/2011	1.0	10	9	90	
MATH STARTER	08/29/2011	08/29/2011	1.0	5	5	100	
PLANNER CHECK	08/29/2011	08/29/2011	1.0	0	1	0	
SIGNED GRADE SHEET	09/02/2011	09/02/2011	1.0	0	0	0	
LESSON_5 (SEC 3.4)	10/07/2011	10/07/2011	1.0	10	10	100	
LESSON_4 (SEC 11.1)	10/07/2011	10/07/2011	1.0	10	10	100	
LESSON_7 (SEC 6.4)	10/07/2011	10/07/2011	1.0	10	9.6	96	
LESSONS_8&9 (SEC 6.1 & 6.2)	10/07/2011	10/07/2011	1.0	10	10	100	
PLANNER CHECK		10/07/2011	1.0	0	1	0	
MATH STARTER		10/07/2011	1.0	5	4	80	
			CLASSWORK Totals	308	291.4	94.61%	

Weight of Category

QUIZZES (10.0%)

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
QUIZ_1 (2.1 AND 2.2)	08/29/2011	08/29/2011	1.0	10	9.6	96	
QUIZ_2 (SEC 1.5)	09/16/2011	09/16/2011	1.0	10	9.8	98	
QUIZ_3 (1.5 & 2.6)			1.0	10	8.6	86	
			QUIZZES Totals	30	28	93.33%	

Weight of Category

SUMMATIVE ASSESSMENTS (55.0%)

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
ALG1A_A (UNIT A, PART_1 ASSESSMENT)	09/14/2011	09/14/2011	1.0	100	85	85	
ALG1A_A (UNIT A, PART_2 ASSESSMENT)	09/28/2011	09/28/2011	1.0	100	76	76	
			SUMMATIVE ASSESSMENTS Totals	200	161	80.5%	

Weight of Category

FINAL EXAM (10.0%)

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
Final Exam	10/14/2011	10/14/2011	1.0	100	83	83	
			FINAL EXAM Totals	100	83	83%	

Term T1 Term Grade Totals	85.56% B

Cummulative Score for Term 1

Term T2 Mid-term Grade Detail
This Grading Task has no assignments assigned to it

Term T2 Term Grade Detail

CLASSWORK (25.0%)

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
LESSON_10 (SEC 12.1)	10/18/2011	10/18/2011	1.0	15	14	93.33	
LESSON_11 (SEC 6.3)	10/20/2011	10/18/2011	1.0	20	17	85	
PLANNER CHECK 2	10/20/2011	10/20/2011	1.0	5	6	120	
			CLASSWORK Totals	40	37	92.5%	

Term T2 Term Grade Totals	92.5% A

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Term 1 Information

Categories will be different for each class

Term 2 Information

Click on an assignment to get the assignment detail.

To get back to the Grade Book View, click on "Back to the complete Grade Book view for…"

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Attendance View

The attendance view will show three months of calendars in the attendance view. To move to different months in this view, click the black arrows to the right and left of the calendars. You can also click on the days in the calendar to get the attendance detail for that day. This is the same view as when you click on the ☀ in the Calendar View.

At the bottom of the Attendance View, you can view an attendance summary by

1. Course
2. Period
3. Day
4. Term

1. Course

There are several different options in the Course tab for viewing more detailed information about your student's attendance.

    a. Click on the number in the Periods Absent column or Tardy column to get an Absent or Tardy Detail for that course.

    b. Click the arrow on the Course to see the dates your student was absent from that course.

    c. Click on the date to get the attendance detail for that day.

2. Period

There are several different options in the Period tab for viewing more detailed information about your student's attendance.

    a. Click on the Black Arrows next to the Term to move to a different term.

b. Click the arrow on the Period to see the dates your student was absent from that period.

c. Click on the date to get the attendance detail for that day.

d. Click on the number in the Absent or Tardy column to get an Absent or Tardy Detail for that Period.

3. Day

There are several different options in the Day tab for viewing more detailed information about your student's attendance.

   a. Click on the date to get the attendance detail for that day.

   b. Click on the number in the Absent or Tardy row to get an Absent or Tardy Detail for a Period.

4. Term

There are several different options in the Term tab for viewing more detailed information about your student's attendance.

a. Click the arrow on the Term to see the dates your student was absent from that term

b. Click on the date to get the attendance detail for that day.

c. Click on the number in the Periods Absent or Tardy column to get an Absent or Tardy Detail for a Period

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Grades View

The Student Grades tab displays recent assignments that have been graded, a list of term grades by course, and the student's current Term GPA. Parents and students are able to see all grading tasks and grades and can easily view all assignments for a particular course.

Recently Graded Assignments

At the top of the Grades tab, a list of **Recently Graded Assignments** displays. This section works like a news feed, where assignments scored and saved by the teacher in the Assignments tool are instantly viewable in the Portal, noting when the score was last updated. These assignments display for 14 days. Additional information about the assignment is found when clicking on the name of the assignment.

Grades by Course

A summary of course grades can be viewed for each term schedule in the calendar. The course section grades include Final Grades (if available) and In-Progress Grades (grade the student currently has) for each grading task and standard. These courses can be collapsed to display only the available links for each section. The student's Grade Point Average displays at the bottom of this view for each term in the school year.

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Health View

Vaccinations will appear with the following statuses:
- Compliant
- Non-Compliant - displays in red text
- No Requirement
- Waiver - displays as Exempt and the reason for the exemption (Medical, Religious, Conscientious Objection or Lab Confirmation)

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To Do List

The **To Do List** tab provides a summary of assignments that are due and/or late for a student(s). The summary includes the Course and Assignment, the Date Assigned, Due Date, Days Remaining or Overdue, and the student to whom the assignment was given (if in the Family view).

- Assignments with a score do not display in the To Do List.
- Assignments that have been turned in do not display in the To Do List.
- Assignments marked as missing will display in the To Do List.

The To Do List can be filtered to show All Dates or only assignments for a specific month. Clicking the Print icon will generate the list in PDF format to be printed.

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Reports View

Student Schedule
Displays the student's schedule for the whole year

	11-12 Simonsen Ninth Grade Center 501 E. Miller, Jefferson City MO 65101 Generated on 10/24/2011 03:07:27 PM Page 1 of 1	Student Schedule For Doe, Jane Grade: 09 Student Number: 165526191 Courses enrolled: 9

	Term T1 (08/18/11-10/14/11)	Term T2 (10/18/11-12/22/11)	Term T3 (01/04/12-03/09/12)	Term T4 (03/12/12-05/18/12)
ZH	EMPTY	EMPTY	EMPTY	EMPTY
1	3121-1 Algebra IA Malik, Naveed Rm: 301	3121-1 Algebra IA Malik, Naveed Rm: 301	6110-7 Art I McDaniel, Cameron Rm: 15	6110-7 (Day RS) Art I McDaniel, Cameron Rm: 15
2				
3	4121-18 Physics First Weidinger, Clayton Rm: 103	4121-18 Physics First Weidinger, Clayton Rm: 103	8210-16 Health Gschwender, Scott Rm: 14	8210-21 (Day RS) Health Bryan, Julie Rm: 13
4				
5	7221-2 Comp App I Grubbs, Cherlyn Rm: 310	8120-6 Girls PE Dey, Lisa Rm: GYM	5410-5 Spanish I Celada, Tisha Rm: 206	5410-5 (Day RS) Spanish I Celada, Tisha Rm: 206
6				
7	2111S-6 Government Eickmeyer, Myra Rm: 204 Team: 1	2111S-6 Government Eickmeyer, Myra Rm: 204 Team: 1	2111S-6 Government Eickmeyer, Myra Rm: 204 Team: 1	2111S-6 (Day RS) Government Eickmeyer, Myra Rm: 204 Team: 1
8	1111S-9 English I Underwood, Brian Rm: 202 Team: 2	1111S-9 English I Underwood, Brian Rm: 202 Team: 2	1111S-9 English I Underwood, Brian Rm: 202 Team: 2	1111S-9 (Day RS) English I Underwood, Brian Rm: 202 Team: 2
AS	EMPTY	EMPTY	EMPTY	EMPTY

Missing Assignments
Displays the student's missing assignments

Change Password View

This page allows you to change your password. Passwords must be at least 8 characters long and include letters, numbers, and special characters (e.g. @, #, $, %, etc).

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