

West Catholic and Catholic Central use a student data management system called Infinite Campus. This system allows students and parents to retrieve daily feedback regarding grades, attendance, behavior, and school information. All information can be found at the online site known as the Campus Portal. This site is found at the web address: <http://epm2009.infinitecampus.org/campus/portal/grcss.jsp> It can be accessed by any computer with online access.

To access this secure online site, students and parents all receive a unique activation code found on the back of this sheet. This activation code must to be entered one time on the Campus Portal site (A link to the activation page is located on the main page for this site under the heading "First Time Using Campus Portal?"). Once the user has entered the activation code, they will be prompted to create a login name and a password. After the login and password are entered the user will be set to login for the first time on the Campus Portal site.

**Once on the Campus Portal site, students and parents will be able to retrieve a wide variety of information. Some tips for using the site are listed below.**

1. Information in Campus Portal can be accessed by clicking on the links to information on the left-hand side of the website. Once a topic has been selected, the user can return to the previous screen by selecting the Back button in their browser window or by simply reselecting the link on the left that they would like to choose.
2. Users can view announcements for their building or even the district on the main page when they login. If a user navigates away from this page they can return by clicking on their name on the left-hand side of the website. **Note: The school's daily announcements are posted as a link to the school website in the School Notices section.**
3. Parents can view a calendar for the entire family as well as for each student. Students will see a calendar of just their information. The calendar highlights all student assignments for a given day with a small picture that states A+. By clicking on the A+ the user can retrieve all information about any given assignment. The calendar also highlights all student absences by placing a picture of a bell on the screen. By clicking on the bell the user can view specific information regarding attendance for that student.
4. Parents and students can view specific information regarding student's schedules/grading, attendance, and behavior.

### **Schedules**

This section allows users to see a student's daily schedule. **By clicking on the title of each course the user can view a complete listing of the student's grades for that class as well as a running overall grade / percentage.** Final progress report grades, quarter grades, and semester grades will only be posted at the ending time for that grading period. Lastly, by clicking on the teacher's name for the course the program will automatically open the user in Microsoft Outlook to send an email to that teacher (Assuming outlook is setup and configured properly). Note: All staff members' email addresses are in the following format: first name followed by last name @grcss.org (For example: johnsmith@grcss.org)

### **Attendance**

This section allows users to view a running tally of student's attendance both by class hour and by date.

## **Behavior**

This section allows users to view any behavior events or disciplinary actions that have been enforced on the student.

5. The Reports section allows users to create printable students schedules, report cards, missing assignment lists, and eventually transcript information. Note: All reports open in Adobe Acrobat Reader. An updated version of Acrobat Reader will need to be installed on your computer for reports to open properly. This is a free program that can be downloaded from the Internet.

6. The View Access Log link allows users to see when they have last logged into the Campus Portal.

7. The Change Account Info link allows users to change their password.

8. The Change Contact Info link allows users to enter or update their email address in our student management system. Ignore the Instructions section below the email address, it is not relevant for our building.

9. If the user is more comfortable with Spanish than English they can click the En Espanol link to have all menus and links listed in Spanish.

10. The Log Off link can be used to exit. Closing the browser window will also get a user out of the system.