Infinite Campus

Johnston Community School District

Portal Information

Fall 2017

The Johnston Community School District uses Infinite Campus as our Student Information System. Infinite Campus is a web-based system that can be accessed for information by parents for information regarding their students. Secondary students have accounts that give them access to their own individual information; elementary students do not have accounts. Staff members use Infinite Campus for student demographic information and the online grade book.

The student and parent portion of Infinite Campus is called the "Portal." Students and parents have individual accounts to access the portal. Student accounts only allow the viewing of the individual student's information while the parent account may view all students in the household. ***Practicing digital citizenship, users should only use their own accounts. Parents should use their parent portal account and students should only use their student portal account.***

Infinite Campus accounts used last school year continue this school year. **Parent portal accounts** remain valid until parents no longer have students enrolled in the district. Once usernames and passwords have been set up, they are valid until enrollment ceases. *Users are encouraged to retrieve their passwords by using the "Forgot Your Password" link on the login screen or one of the Parent Assistance links on the district's Infinite Campus information webpage.*

Secondary students will need to use Infinite Campus to view their grades. During the school year, students in grades 6-11 will also use Infinite Campus to register for classes for the following school year. Student accounts are valid until the student is not enrolled in the district.

Elementary students do not use Infinite Campus like the secondary students; therefore, will not receive student account login information. Viewable Portal information for elementary students includes: attendance, fees, transportation and schedule.

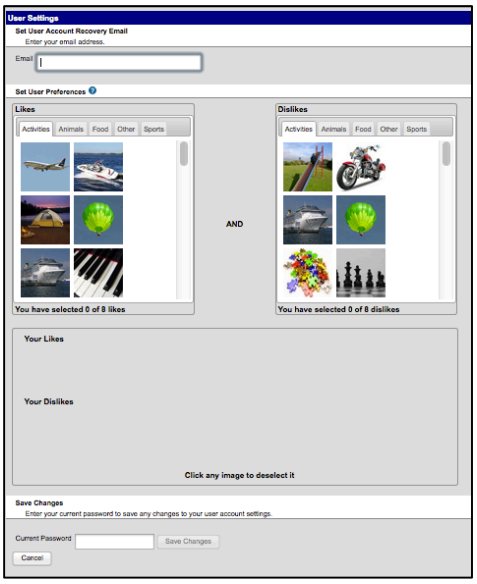
Infinite Campus fosters communication between our schools and students/parents. One of the communication tools in Infinite Campus includes **Teacher Messenger**, which will is available for staff to use. Teacher Messenger provides staff with the ability to post messages to the portal and the option to send messages to registered e-mail addresses. To ensure that you receive an e-mail message, your e-mail address must be entered into the portal in the 'Contact Preferences' section. Please note that messages sent via the Teacher Messenger are sent from a generic account and replies to that account will not be delivered to a person.

Logging into Portal Account

The portal can be access from the district website > Quick Links at bottom of page > Infinite Campus > Parent/Student Access.
Site address: https://campus.johnston.k12.ia.us/campus/portal/johnston.jsp
Portal account assistance is available through the Parent Assistance links on the login screen.

User Settings – Security Preferences

Infinite Campus sets security features in their tool. Users will need to set a recover email address and also set 'Likes' and 'Dislikes' for password recovery. Campus may prompt users after they log in to set this OR users can go to their User Account > Account Settings.



User Passwords

User Account > Account Settings
Users may change their password. Usernames cannot be changed from the original set up of the Portal account.
Users are encouraged to retrieve their passwords by using the links on the login screen.

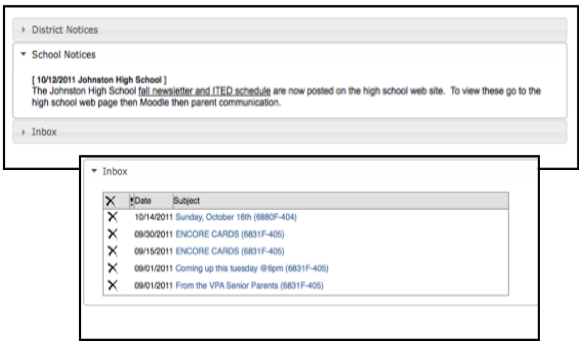
Infinite Campus Portal App

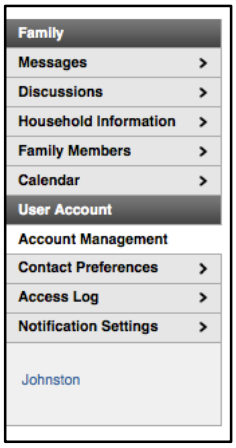
The new Campus Mobile Portal is available for free from the Apple iTunes App Store and from the Android Market Store. Once the app has been installed, parents and students can access grades, attendance and schedule information virtually anywhere.

After installing the APP, users must enter settings.
Johnston, IA as the district
Username and password

Message Notices

District, School and Teacher notices are displayed on the users' home portal screen. The windows need to be toggled open to view the messages. Messages remain in the Inbox until the user deletes them.





Household/Family/User Data

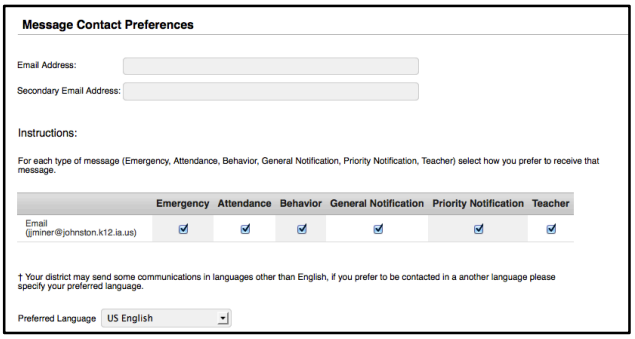
- Household Information – phone, address
  Household updates will be processed after the proof residency document has been provided to the Enrollment Specialist (Administrative Resource Center- 278-0470).
- Family Members' Information – email, phone

Contact Preferences

User Account > Contact Preferences
Users should enter an email address to have Campus send messages from the school to their email inbox.

Checkbox the messages to be received via the email address entered.
A secondary email address may also be entered.

NOTE: Parents need to review the contact preferences settings to be sure to receive Teacher Messages.



Changing Student for Viewing

Parents' portal accounts can view all their household students from a single login. To change the student being viewed, click on Switch Student at the top of the screen.

Calendar

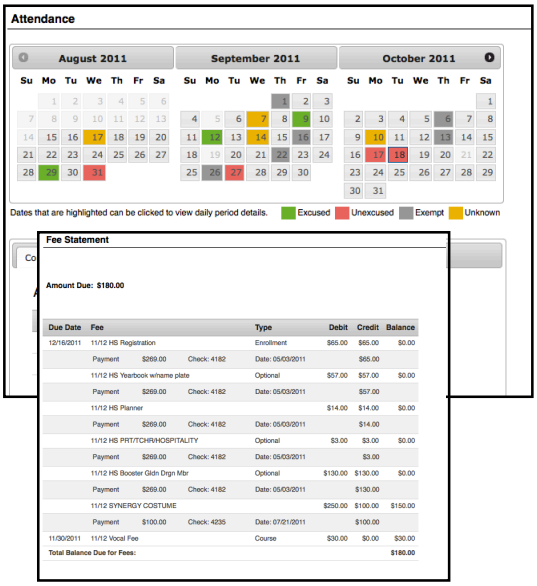
Student Name > Calendar
Icons on specific dates indicate attendance (yellow bell) and grade book entries (red A+). Student names are listed by the icons (if a family has more than one student).

Attendance

Student Name > Attendance
The student's attendance is listed in calendar format and also can be viewed as a summary by course, period, day and term from the tabs in the lower window. Attendance issue dates are highlighted in colors according to the key under the calendars. Dates can be clicked on to see more details. Attendance questions should be directed to the school office staff.

Fee Statement

Student Name > Fees
The student's fees are listed. The fees assigned and the payments are listed. Questions about fees should be directed to the school office staff.



Transportation
Under Student Name > JCSD Transportation
Mileage and eligibility are listed. Routing information will be posted once it is available.

School Network/Infinite Campus/JDragonmail → Username/Password
Under Student Name > Technology UN PW
Students' school network, computer, JDragonmail (Google Domain) and Infinite Campus login information is available from this menu in Campus.

Schedule/Grade Book
Student Name > Schedule
The student's schedule is listed. Note the Terms in the column format.

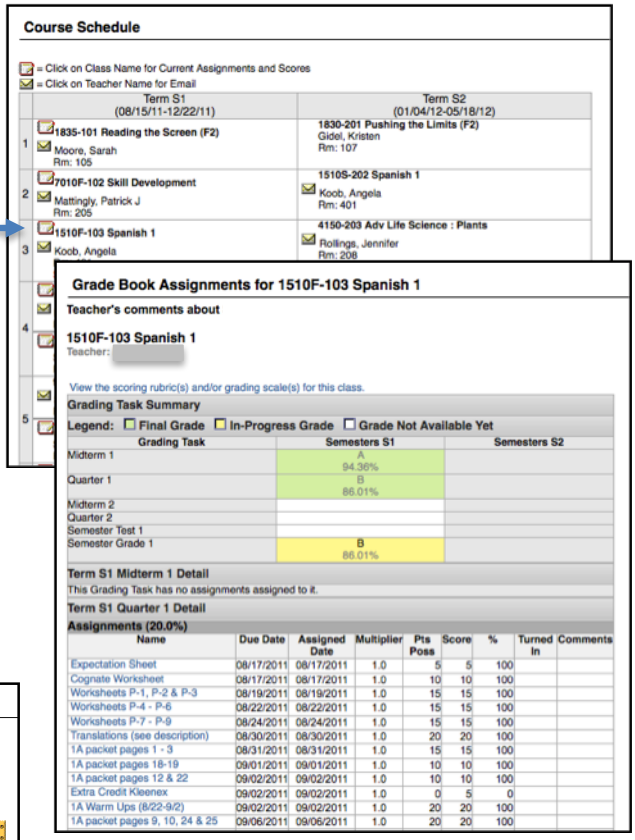
To view the course grade book, click on the Course Name and the grade book icon.

The grade book is set up in the terms for the course. Assignments may be placed in a category and weighted.

Overall grades are listed in the top table for the term. Green is the final posted grade; yellow is in-progress and white is not available yet.

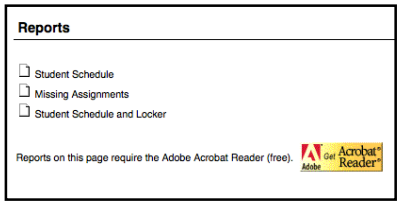
Questions about assignments and grades should be directed to the course teacher.

Grade book printing is done from the Internet browser used and the print formatting page breaks may not be clean.



Reports
Student Name > Reports
Three reports are available for as PDF files:

- Student schedule
- Missing Assignments (marked as missing by the teacher)
- Student schedule and locker



Infinite Campus FAQs

Q. What do I do if I forget or misplace my username and/or password?
A. Parents should utilize the assistance links on the Infinite Campus login screen OR on the district Infinite Campus information website (District Main Website under Quick Links). Students should contact their school's office staff.

Q. Can I change my username and/or password?
A. Once accounts have been set up, usernames cannot be changed, but passwords can be changed from the Under User Account, choose Account Management.

Q. What causes an account to get disabled?
A. For security, accounts are disabled when there are three mis-keyed attempts at logging into the account. Parents should utilize the assistance links on the Infinite Campus login screen OR on the district Infinite Campus information webpage. Students should contact their school's office staff.

Q. If I have some information that is not correct, how do I get it updated?
A. Information can be updated by users. Select options from the left frame: Household Information, Account Management, Contact Preferences.

Q. If I have questions about grades, attendance or fees, whom do I contact?
The course teacher should address grade questions. The school office staff should address attendance and fee questions.