



Hilton Central School District Campus Portal

for Parents and Students

User Guide

Updated October 2011

Document Features:
Accessing the Campus Portal
Viewing Student Information

Introduction to this User Guide

This user guide provides information on how parents and students can use the Campus Portal. Detailed instructions are available for logging into the Campus Portal, viewing student data and generating available reports.

The information in this document is divided into concepts corresponding to a specific function of the Campus Portal. Each section contains instructions and graphics to guide the user through the process.

This document is written for the user of the Campus Portal, not the school or district personnel. We will be updating this user guide as additional features of the Campus Portal are released.

Documentation and Support

Parents should contact the school for issues with the Campus Portal or send an email to icportal@hilton.k12.ny.us.

Access to the Campus Portal

The Hilton Central School District determines access to Campus Portal. This document does not provide instructions on how to gain access to Campus Portal. For information on how to gain access to Campus Portal, please cont

Accessibility to the various screens and information stated in this guide are determined by the district. Access for one school may vary from access for another school within the district.

Security Features

The Campus Portal incorporates the highest level of security. Parents and guardians can see only information related to the students they are authorized to view through the use of a secure connection, strong passwords and session timeouts.

The Campus Portal enables the district to force strong password usage by all users, including parents and guardians. This requires a password that is case sensitive and at least eight characters long. The password must also contain at least three of the following: a capital letter, lower case letter, number or symbol. In addition, the district's Campus Portal manager may force users to reset their passwords from time to time.

Five unsuccessful login attempts will disable the Campus Portal account. In order to use the Campus Portal again, parents will need to contact the district by emailing icportal@hilton.k12.ny.us to have the account reactivated.

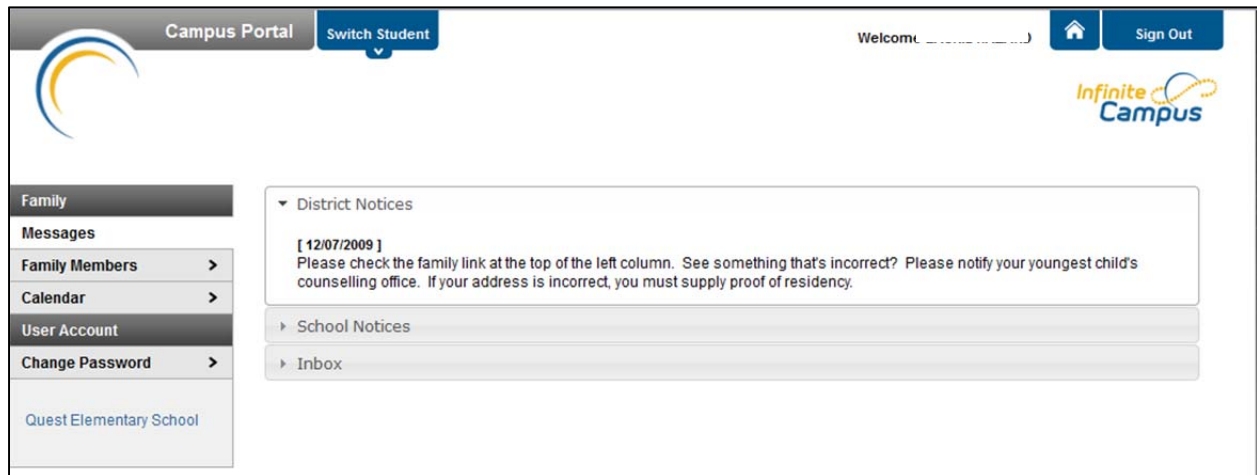
The Campus Portal also monitors the activity in each session. By default, the system will automatically end any user session that has been dormant for 60 minutes and requires the user to log in again. Additional security settings include an access log.

Navigating the Campus Portal

Navigating the Campus Portal is easy. The left side of the screen is used to navigate the Campus Portal. The right side of the screen contains the main frame which displays topic specific information.

School and District Notices

The Campus Portal homepage displays school and district notices in the main frame located on the right side of the screen. Notices are organized by district-wide messages and by building-specific messages. The Campus Portal also has a built-in messaging system. Your inbox will contain any messages sent to you. You can access the homepage by clicking on the parent's name under the Infinite Campus header.



Family Members

Family contains demographic information about your family, such as address, email, phone and a list of other members within the household (family unit). The household's physical and mailing address and all individuals designated as part of that household are viewable.

The household is based on the relationships established between students, parents/guardians and siblings. This definition fits the traditional family model as well as other organizations, such as a student who belongs to two different households. Note that the Relationship column shows the relationship of the person logged into the Portal to the other members of the household.

The school can give access rights to all parents/guardians to whom the student has a relationship or only specific rights to one parent or guardian. This authorization structure is established when the custodial parent or guardian informs the district of the rights of each parent or guardian to this information.

Calendar

If you do not have a specific student selected, you will see Calendar events for all students in the family. The Calendar displays assignments and attendance events for each student.

Assignment(s) Due		Attendance Event(s)				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						01
02	03	04	05	06	07	08
	Amanda Anthony	Anthony				
09	10	11	12	13	14	15
16	17	18	19	20	21	22

Switch Student

In order to view student schedules, reports, attendance and assignments, you must first select the student you want to view. Select the student, by clicking on Switch Student at the top of the screen and then choose the student you want to view.

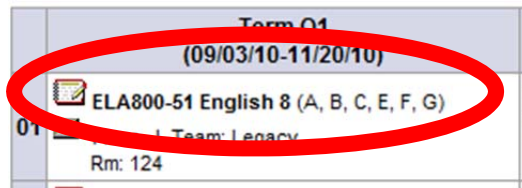
The screenshot shows the top navigation bar of the Campus Portal. On the left is the portal logo. In the center, the text 'Campus Portal' is displayed. To its right is a 'Switch Student' button with a dropdown arrow. The dropdown menu is open, showing two options: 'Joe Student' and 'Jane Student'. Further right, the text 'Welcome' is visible, followed by a home icon and a 'Sign Out' button. On the far right is the 'Infinite Campus' logo. Below the navigation bar, there is a 'Family' section with a 'Messages' link and a 'District Notices' dropdown menu showing a date '(12/07/2009)'. The 'Messages' link is highlighted.

Class Schedule

The Class Schedule lists your child's classes in each period and each term. For each class, you will find the name of the course, the days it meets, the teacher's name and room number. You may click on the teacher's name to send the teacher an email. This opens a new email message using your preferred email software with the teacher's address already populated. The link for Class Schedule is best used if you simply want to view your child's schedule or use the email feature to send a message to your child's teacher. If you want to print a copy of the schedule, use the Reports link.

Course Schedule				
<input type="checkbox"/> = Click on Class Name for Current Assignments and Scores <input checked="" type="checkbox"/> = Click on Teacher Name for Email				
	Term Q1 (09/03/11-11/20/11)	Term Q2 (11/21/11-01/29/12)	Term Q3 (01/30/12-04/09/12)	Term Q4 (04/11/12-06/25/12)
01	<input checked="" type="checkbox"/> ELA500-11 AP ENGLISH 12 (A, B, C, I, E, F, G, J) <input checked="" type="checkbox"/> HEISE, D. Rm: 3301	<input checked="" type="checkbox"/> ELA500-11 AP ENGLISH 12 (A, B, C, I, E, F, G, J) <input checked="" type="checkbox"/> HEISE, D. Rm: 3301	<input checked="" type="checkbox"/> ELA500-11 AP ENGLISH 12 (A, B, C, I, E, F, G, J) <input checked="" type="checkbox"/> HEISE, D. Rm: 3301	<input checked="" type="checkbox"/> ELA500-11 AP ENGLISH 12 (A, B, C, I, E, F, G, J) <input checked="" type="checkbox"/> HEISE, D. Rm: 3301
02	<input checked="" type="checkbox"/> BUS220-21 WEB DES/MS OFFICE (A, B, D, I, E, F, H, J) <input checked="" type="checkbox"/> JASEN, T. Rm: 1300	<input checked="" type="checkbox"/> BUS220-21 WEB DES/MS OFFICE (A, B, D, I, E, F, H, J) <input checked="" type="checkbox"/> JASEN, T. Rm: 1300	<input checked="" type="checkbox"/> BUS220-21 WEB DES/MS OFFICE (A, B, D, I, E, F, H, J) <input checked="" type="checkbox"/> JASEN, T. Rm: 1300	<input checked="" type="checkbox"/> BUS220-21 WEB DES/MS OFFICE (A, B, D, I, E, F, H, J) <input checked="" type="checkbox"/> JASEN, T. Rm: 1300
03	<input checked="" type="checkbox"/> SST310-31 PSYCHOLOGY S1 (A, C, D, I, E, G, H, J) <input checked="" type="checkbox"/> WOLKENBERG, D. Rm: 3508	<input checked="" type="checkbox"/> SST310-31 PSYCHOLOGY S1 (A, C, D, I, E, G, H, J) <input checked="" type="checkbox"/> WOLKENBERG, D. Rm: 3508	EMPTY	EMPTY
04	<input checked="" type="checkbox"/> ADM100-412 STUDY HALL (S1) (B, D, G, J) <input checked="" type="checkbox"/> BLODGETT, L. Rm: 2300	<input checked="" type="checkbox"/> ADM100-412 STUDY HALL (S1) (B, D, G, J) <input checked="" type="checkbox"/> BLODGETT, L. Rm: 2300	<input checked="" type="checkbox"/> SST401-41 PART/GOVT S2 (B, C, D, I, F, G, H, J) <input checked="" type="checkbox"/> PARTRIDGE, C. Rm: 3206	<input checked="" type="checkbox"/> SST401-41 PART/GOVT S2 (B, C, D, I, F, G, H, J) <input checked="" type="checkbox"/> PARTRIDGE, C. Rm: 3206
	<input checked="" type="checkbox"/> ADM100-422 STUDY HALL (S1) (C, I, F, H) <input checked="" type="checkbox"/> BLODGETT, L. Rm: 2300	<input checked="" type="checkbox"/> ADM100-422 STUDY HALL (S1) (C, I, F, H) <input checked="" type="checkbox"/> BLODGETT, L. Rm: 2300		

To help manage homework, parents and students can view assignments and grades. To view assignments and grades, click on the course name that is located next to the Notebook icon. If there is no Notebook icon, then no assignments and grades have been entered for that course.



For example, to view the assignments and grades for English 8 as represented in the figure above, one would click on **ELA800-51 English 8**. This would bring up the detailed assignment information with possible points and scores for all assignments in that class. You would also be able to see late or missing assignments.

Attendance

Students who miss a lot of school may risk falling behind and doing poorly on exams. Tracking your child's attendance is easy. Either teachers or the building's attendance clerk enters absences and tardy designations for each class as they occur. These absences are posted immediately after the teacher or clerk saves the input, so the parent can see if and when any classes are missed.

Course Period Day Term

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy
▶ ADM100 STUDY HALL (S1)	BLODGETT, L.	1	1
▶ ADM100 STUDY HALL (S1)	VALERIO, E.	3	1
▶ BUS220 WEB DES/MS OFFICE	JASEN, T.	0	1
▶ ELA500 AP ENGLISH 12	HEISE, D.	1	0
▶ MTH510 AP STATISTICS	EICHAS, J.	1	1
▶ MTH601 IB MATH CALC 12	UNSON, A.	1	1
▶ SST310 PSYCHOLOGY S1	WOLKENBERG, D.	1	1
Total		7	5

Under each Term you can view the number of absences, early releases and tardies for each class period. On the right is a summary of the days on which an attendance event occurred. When viewing the attendance summary, the color indicates whether absences were excused or not.

Color	Code	Definition
Green	Excused	Parents notify the school with a reason for the absence and district policy determines if this is an excused absence, such as illness, funerals, medical appointments, etc.
Red	Unexcused	The district has determined these are not excused absences. This might include family vacations, etc.
Yellow	Unknown	The school has not yet been contacted with a reason for the absence.
Blue	Exempt	These are typically school-sponsored events, such as field trips, concerts, athletic events, etc.

Fees

This tool provides a list of all the fees assigned to the student. It may be a lab fee for an IB or AP class, a fee for a field trip, or the cost of an athletic activity. You can view fees that have been charged, what has been paid, and the ongoing balance.

Reports

Monitoring academic achievement is helpful for future college planning, scholarship opportunities and career choices. Reports list a student's schedule, missing assignments, and any transcripts, five week reports and report cards available. You will need Adobe Reader to view reports. Adobe Reader is a free program available for download from <http://www.adobe.com>.

Portal Languages

The Portal is available in four languages:

- English
- Spanish
- Simplified Chinese
- Traditional Chinese

Users can select which option best fits their needs by clicking on the hyperlink of the preferred language. Selecting a language will redisplay the chosen screen and all other screens in that language until another language is chosen. These links are found at the bottom of the Portal web page on all screens.

Other Useful Links

School Websites: Below the links for your children, you will find a link to your child's school web site homepage. This is an easy way to access information, such as daily announcements, parent newsletters, and classroom websites.

Access Log: The access log shows when you have logged into your Campus Portal account and the IP address of the computer accessing the account.

Change Password: Use this link if you want to change your password for you Campus Portal account.

Contact Preferences: Use this link to change your email address in the system.

Sign Off: It is always best to use the Log Off link to end your Campus Portal session.