Infinite Campus Quick Reference: Portal Information – for Parents

Window		Information		
Overview of the Cam	pus Portal			
Campus	Portal SELECT A STUDENT V Welcome J	The Campus Portal provides communication between the school and the parent/guardian as well as allowing students to access their own information over the internet.		
Family	 District Notices - 5 messages 	information on any enrolled students for which they have guardian status. Guardian status can be given to an individual		
Messages () Household Information > Family Members > Calendar >	[02/12/2013] The NYS Department of Education has created the Common Core Toolkit for Parents and Fam materials and resources that will help parents and families understand the New York State Co can access these materials via the link below.	at the household level or it can be specified through the relationship type. When a student accesses their portal they are only able to see their own information.		
	See http://sonaneny.org/inarent.and/family_recourses			
Accessing the Portal				
	Campus Portal	Access to the Campus Portal is determined by the school		
User Name	Shenendehowa Central Schools	district. Districts also have control over what information		

11 N	Shenendehowa Central Schools
User Name	Shellendenowa Central Schools
Password	
Sign In እ	
	HELP V
District Notices	
2012-10-29	
First Time User? If	so, click the orange "HELP" key on the
right. Then click the link t	to enter your activation key.
Infinite	Transforming K12 Education
Lampus	
	Campus Portal
	Shenendehowa Central Schools
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	
{	}
Submit	
	ish En Español 中文简体 中文繁體
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Access to the **Campus Portal** is determined by the school district. Districts also have control over what information students and guardians will have access to in the portal. Upon acceptance of a proper usage policy, users are given a username and password or a registration key to access the portal.

First Time Access via a registration key.

- 1. Portal access is available from the Shen Website: http://sis.shenet.org/campus/portal/shen.jsp
- 2. From the **Portal Login** page, click the **Help** tab.
- 3. You will be directed to a screen where you can click the link to enter your **activation key**.
- 4. The **Activation Screen** will appear. Users will need to enter the 32-character **activation key** that they were given.
- Click the Submit button. The activation key will be verified, and once approved a screen will display allowing a User Name and Password to be created.
- 6. Create your **user name**. You could use a user name you already use for other online accounts or you could create a new one. We suggest using at least 8 letters/characters.
- 7. Create your **Password**, using alphanumeric password. Be sure that the password strength bar reaches 100%.
- 8. Re-enter the password in the Verify Password field.
- 9. Click the **Create Account** button. Upon approval of the user name and password, the portal account will be created. Use the *Click Here* link on the account creation page to enter the new username and password to login and access the portal.

If a user enters the username or password incorrectly five consecutive times, the account will be locked/disabled. The account will need to be re-enabled by the account administrator at the school (for students) or call 881-0665 (for parents).

Subsequent Portal access:

After the activation key is used to create a portal account, it cannot be used again. Users simply enter their username and password to access the portal.



Viewing the Portal

Campus Por Family Household Information > Family Members > Calendar >	* District Notices - 5 messages Welcome . [02/122013] The NYS Department of Education has created the Common Core Toolkit for Parents and Families understand the New York State Cc access these materials via the link below:	On the left-hand side of the screen is an Index that allows parents to navigate and select a student and then select and view the desired information. If there is more than one student linked to the account holder, the user will see a Select a Student tab on the top. Once a student is chosen, their menu will appear on the left. If there is only one student, there is no need to select a student. That student's menu will appear.
After selecting a stude below: Calendar Schedule > Attendance > Grades > Health > Assessment > Transportation > Reports > Demographics > Family Messages > Household Information > Family Members > Calendar >	nt, the user will see a menu like the one	Districts have the ability to select which items are available to parents. The following list can be selected by the district; if a parent cannot see this option in the Index, the school has chosen not to make that information available: Attendance Reports Health Transportation Student Registration Student Fees Assessments Schedule Gradebook
		The Family Members link shows the members of the household. Each person in the household is listed with the name, relationship, address and all phone numbers (home, work, cell). The Demographics link shows contact info including emergency contacts.
Viewing the Calendar		The Calendar link provides a list of all students' assignments that





Viewing the Schedule

	C	Course Schedule				The Schedule lists the student's classes in each period or term.		
Calendar Schedule	> 🖸	= Click on Class Name for Current Ar = Click on Teacher Name for Email	ssignments and Scores			If a school uses a rotating day or alternating day schedule, the		
Attendance	>	 Cack on Date for Current Newslette Term Q1 (09/05/12-11/09/12) 	Term Q2 (11/13/12-01/25/13)	Term Q3 (01/28/13-04/12/13)	Term Q4 (04/15/13-06/21/13)	day the class meets will also be listed.		
Grades	> 0	EMPTY 8001E-17 Homeroom 10 - 12	EMPTY 8001E-17 Homeroom 10 - 12	EMPTY 8001E-17 Homeroom 10 - 12	EMPTY 8001E-17 Homeroom 10 - 12			
Assessment	>	Moore, A. Rm: 126E	Moare, A Rm: 126E	Maare, A Rm: 126E	Moore, A Rm: 126E	Parents/Students can e-mail a teacher directly by clicking on the		
Transportation	> 1	Yecies, C.	Yecies, C.	Yecies, C.	Yecies, C.	Farents/students can e-mail a teacher unectry by clicking on the		
Demographics	> 2	D190E-1 Syr Pub Aff 101	Digitizer Pub Aff 101	20187E-7 Econ Adv H	Dil87E-7 Econ Adv H	envelope icon within each period.		
Family		Rm: 138E	Rm: 138E	Rm: 150E	Rm: 150E			
Messages Household Information	> 3	Clarkin, E. Rm: 226E	Clarkin, E. Rm: 226E	Clarkin, E. Rm: 226E	Clarkin, E. Rm: 226E	If assignment information is made available by the district, an		
Family Members	> 4	0997E-1 Lunch Fall Rm: CaleE	0997E-1 Lunch Fall Rm: CaleE	0998E-5 Lunch Spring	0998E-5 Lunch Spring	assignment icon will appear. A list of assignments that have		
Calendar	> 5	DeBuhertis	DeRubertin J	DeRubertis J	DeRubertis, J	been given and graded can be viewed by clicking on the class link		
Shenendehowa Central	6	Rm: 128E	Rm: 128E	Rm: 128E	Rm: 128E A) 0789E-4 PE ACC (Spring) (Day A)	within each period.		
Schools Shenendehowa High School	ol	Galarneau, C. Rm: Gym1E	Galameau, C. Rm: Gym1E	Galameau, C. Rm: Gym1E	Galameau, C. Rm. Gym1E			
						The assignment detail can include the grade for each grading task, the assignment name and score, the class total, and any comments the teacher may have entered for the student.		
Viewing Atter	ndar	ice Informa	ation					
Calendar	>	Attendance			H	Attendance data that has been entered by the school will display		
Schedule	>	Su Mo Tu We	Th Fr Sa Su Mo Tu	We Th Fr Sa Su	May 2013 U Mo Tu We Th Fr Sa	on the portal. All entries are color coded to indicate an excused,		
Attendance Grades	>	3 4 5 6	1 3 1 3 7 8 9 7 8 5	1 3 4 5 5 9 10 11 12 13 5	1 2 3 4 6 7 8 9 10 11	unexcused, unknown or exempt attendance entry.		
Health	>	10 11 12 13 17 18 19 20	14 15 16 14 15 16 21 77 73 71 72 23	17 18 19 20 12 1 24 25 26 27 19	13 14 15 16 17 10 20 21 22 23 24 35			
Transportation	>	24 25 26 27	28 29 30 28 29 30	26	27 28 29 30 31	The user can choose to view attendance by the course, period,		
Reports Demographics	Reports Demographics Dates that are highlighted can be clicked to view daily period details. Excused			d details. 📕 Excused 📕	Unexcused Exempt <mark>Unknow</mark>	date or term. The display on the left shows attendance by		
Eamily Messages	>	Course Period	Day Term					
Household Informat	tion >	Attendance	Summary by Cour	5 A				
Calendar	>	Course	Teacher P	eriods Absent Tardy Earl	y Release			
Shenendehowa Cent	tral	 0072E Mode 	mism H Merchant, P.	5 0	1			
Schools Shenendehowa High	School	0190E Syr P 0264E PS/PI	ub Alf 101 Stryker, R. tysics R Eriksen, A.	2 0	0			
Gowana Middle Scho	loo	▶ 0264LE PS/F	Physics R Lab Eriksen, A.	3 0	0			
		 0348E Pre C 0408E Deep 	alculus Yecies, C.	2 0	0			
		 0402E Spani 	sh 11 Clarkin, E.	2 0	0			
Viewing Cred								
Calendar >	Recent	Graded Assignments				If the Condentation is calculated for set the second set of the		
Schedule >	Pos	ed Course	Assignmen	nt	Score Total Percent	If the Grades tab is selected from the menu, all classes, with		
Grades	2 da 3 da	s ago 0187E - Econ Adv s ago 0348E - Pre Calci	v H Demand Qu ulus Polar Equal	uiz Ion Test Part 2 - graphing	96 100 96.0% *	their current grades will be displayed, as well as any recently		
Health > Assessment >	3 da	s ago 0348E - Pre Calc	ulus Polar Equal	tion Test Part 1 - no calc	32 35 91.4%	graded assignments. You can click on the individual class names		
Transportation >	3 da	s ago 0348E - Pre Calc	Aus HW #76-79 review sheet	2 DOOK assignments and	8 8 100.0%	to see the grading detail for each class.		
Demographics >	Grades	By Course	unmis Law		10 10 100.076			
Eamily Messages >		Expand All Collapse	All		in-Progress Final Grade Grade			
Household Information >	• 4	0535E-1 Const Sys Tech -	DeRubertis, J.					
Calendar >				Q1 Quarter Grade 95.05.95 9	Q2 Q3 Q4			
Shenendehowa Central Schools				Effort 1	1			
Shenendehowa High School				Conduct 1 Interim 93.6% 94 8	1 0% 88			
Gowana wudde School				Final Exam Final Grade	96.6% 97 96.3% 96			
	• 4	0187E-7 Econ Adv H - Eva	nott, K.					
				Quarter Grade Effort	Q2 Q3 Q4 86.3% 86			



Viewing Health Information

			Student vaccination data is available in the Health area of the
	Health		nortal. This link lists the shots that are mandated for the state
Calendar >	Immunizatione		and the date(s) the student received each vaccination.
Schedule >	* Vaccines with no Compliance Status are not mandatory or they contribute to the Compliance Status of anoth	ther vaccine	
Attendance >	vaccines with no comprisince craces are not menoacity or they continuoue to the comprisince craces or anothe	iei reccile.	
Grades >	D	Joses	
Health	Vaccine Compliance Status 1 2	3 4 5	
Assessment >	Diphtheria-tetanus-pertussis, combined [DTaP, DTP] Compliant 11/16/1996 03/19/1997 06/	/27/1997 11/04/1998 10/23/2001	
Transportation >	Hemophilus influenza, type B [Hib] No Requirement 03/19/1997 06/27/1997 04/	/22/1998 11/16/1998	
Reports >	Hepatitis A (Hep A) - 08/14/2007 08/28/2008	146/4007	
Demographics >	Human Papillomarina IHPVI * 06/22/2011	1011001	
Family	Measles-Mumps Rubella (MMR) Compliant 04/22/1998 10/18/2000		
Messages >	Meningococcal 08/14/2007		
Household Information >	Pneumococcal No Requirement		
Family Members >	Polio [IPV, OPV] Compliant 11/16/1996 03/19/1997 06/	/27/1997 11/04/1998 10/23/2001	
Calendar >	Tetanus, Diphtheria and Acellular Pertussis [Tdap] Compliant 08/14/2007		
	Varicella Compliant 08/28/2008		
Shenendehowa Central Schools	Sports Physical		
Shenendehowa High School	Loss Parato Dirado Attendente		
ewing Asses	sment Information		
	Assessment Tests		The Assessment area lists the standardized tests a student ha
Calendar	> National Tests		taken and the score the student earned. All scores for an
Schedule	SAT I Critical Reading (9996) Date: 11/03/2012 Score: 650.000		assessment will display
Attendance	SAT I Math (00111) Date: 11/03/2012 Score: 670.000		assessment will display.
Grades	SALENNATH (UUTTT) Date: 11/03/2012 Score: 6/0.000 Date: 11/03/2012 Score: 6/0.000		
Health	SATT Writing (9995) Date: 11/03/2012 Score: 610.000		
Assessment	State Tests		
Transportation	>		
Reports	> NYS Science		
Demographics	Grade 04 Sci: Scale (00029) Date: 05/01/2006 Score:	98.000 Result: 4	
	NYS English		
Family	Grade 04 ELA (00006) Date: 01/09/2006 Score:	735.000 Result: 4	
Messages	 Grade 05 ELA (00802) Date: 01/08/2007 Score: 	705.000 Result: 3	
Household Information	On > Grade 06 ELA (00804) Date: 01/14/2008 Score:	715 000 Result: 4	
Eamily Members	Crade 07 ELA (00006) Date: 01/20/2000 Carrey	602.000 Decult: 2	
anny wenders	Claue of ELA (00000) Date: 01/20/2009 Score:	USZ.000 Result. S	
Calendar	Grade 08 ELA (00009) Date: 04/26/2010 Score:	790.000 Result: 4	
	NYS Math		
Shenendehowa Centra	al Grade 04 Math (00008) Date: 03/06/2006 Score:	718.000 Result: 4	
Schools	Grade 05 Math (00803) Date: 03/05/2007 Score:	755.000 Result: 4	
Shenendehowa High S	School Grade 06 Math (00805) Date: 03/06/2008 Score:	709.000 Result: 4	
Gowana Middle Schoo	Grade 07 Math (00807) Date: 03/09/2009 Secret	725.000 Result: 4	
	Crade of Math (00007) Date: 03/03/2003 (2008)	705.000 Dec.4	
	Grade 08 Math (00010) Date: 05/05/2010 Score:	725.000 Result: 4	
	NYS Social		
	Grade 05 Social Studies (00036) Date: 11/15/2006 Score:	96.000 Result: 4	
	Grade 08 Social Studies (00037) Date: 06/14/2010 Score:	93.000 Result: 4	
	Regents English		
wing Trans	portation information		
			The Trevener entertient to be previded the student's busine

	Transportation	
Calendar >		
Schedule >	Bus Detail	
Attendance >	In Bus:	Out Bus:
Grades S	In Time:	Out Time:
	In Bus Stop:	Out Bus Stop:
nealui >	Late Bus:	Miles Transported:
Assessment >		
Transportation	Other Transportation Information	
Reports >	Pick-up Bus: Carton	Pick-up Route:
Demographics >	Pick-up Bus Stop: 1	Pick-up Time: 6:47 AM
Family	Pick-up Transfer Bus:	Pick-up Transfer Route:
Messages >	Drop-off Transfer Bus	Drop-off Transfer Route:
Household Information >	Drop-off Bus: U	Drop-off Route:
Family Members >	Drop-off Bus Stop: 1	Drop-off Time: 3:20 PM
Calendar >	Senior Parking Comments:	Senior Parking Vehicle Owr



Viewing Reports

			The Reports area lists the student's schedule and any transcripts
		Reports	or report cards that have been made available on the portal.
	Calendar	Missing Assignments	
	Schedule	> B HS Portal Report Card	Adobe Acrobat Reader is required to view these reports
	Attendance	Schedule Q1-4	Aubbe Aerobat Reader is required to view these reports.
	Grades	>	
	Health	Reports on this page require the Adobe Acrobat Reader (free).	
	Assessment	>	
	Transportation		
	Reports		
	Demographics	>	
	Family		
	Messages	>	
	Household Information	>	
	Family Members	>	
	Calendar	>	
Mi	scellaneous Lir	nks	
			Links to school websites and district website are also viewable on the portal.
			Log Off When finished using the portal, click the log off option. Using the close (X) does not end the portal session. Logging in again will only open a second session. The first session will remain open for 30 minutes and tie up resources that could be used by someone else.