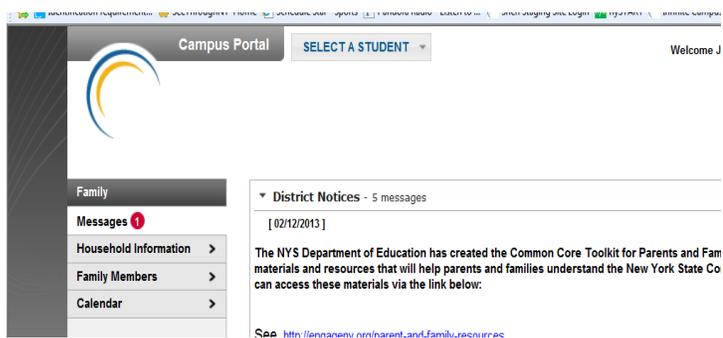


## Window

## Information

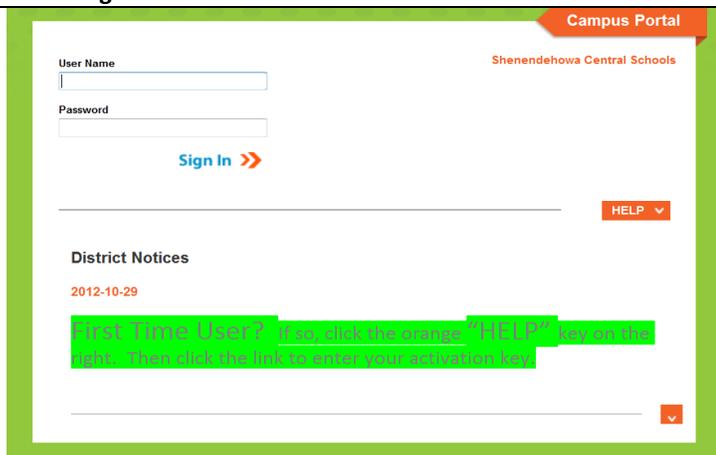
### Overview of the Campus Portal



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.

After logging in to the portal a parent/guardian can view information on any enrolled students for which they have guardian status. Guardian status can be given to an individual 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.

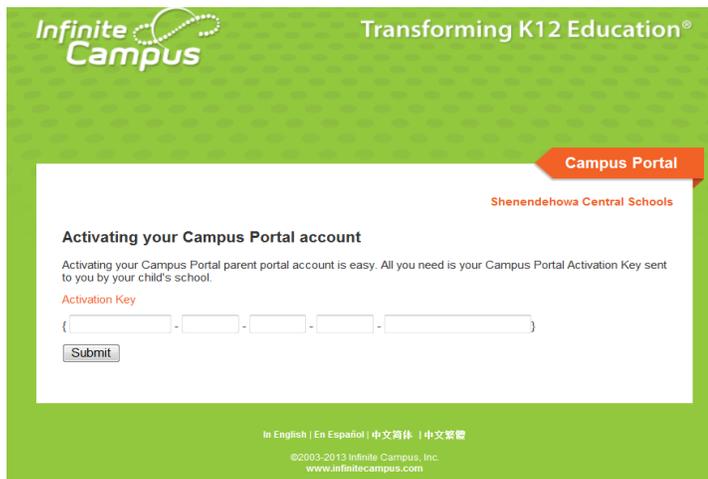
### Accessing the Portal



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.
5. 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.

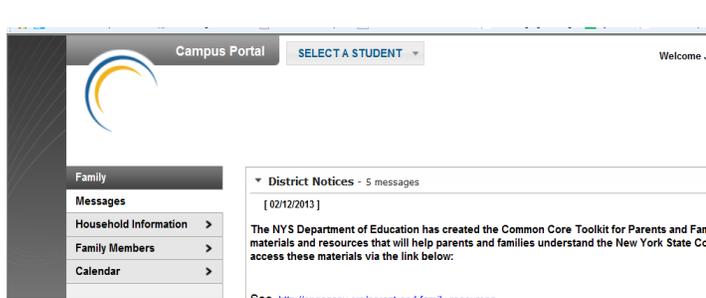


If a user enters the username or password incorrectly five consecutive times, the account will be locked/disabled. The account will need to be re-enabled by the account administrator at the school (for students) or call 881-0665 (for parents).

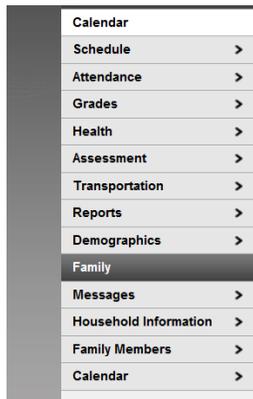
#### Subsequent Portal access:

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



After selecting a student, the user will see a menu like the one 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.

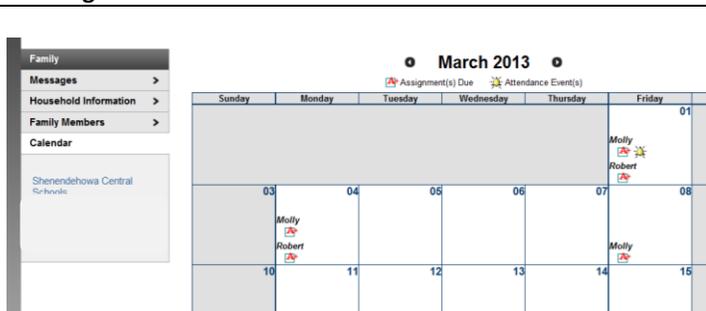
If there is more than one student linked to the account holder, the user will see a **Select a Student** tab on the top. Once a student is chosen, their menu will appear on the left. If there is only one student, there is no need to select a student. That student's menu will appear.

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.

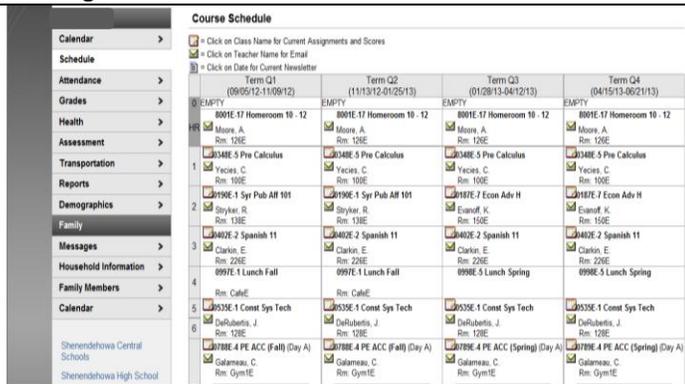
## Viewing the Calendar



The **Calendar** link provides a list of all students' assignments that are due on a certain day and also shows days where there is an attendance event.

The family calendar link will show events for each enrolled student in the household. The calendar link underneath a particular student will only show information for that student.

### Viewing the Schedule



The screenshot shows a sidebar with navigation options: Calendar, Schedule, Attendance, Grades, Health, Assessment, Transportation, Reports, Demographics, Family, Messages, Household Information, Family Members, and Calendar. The main content area is titled "Course Schedule" and contains a grid with columns for Term Q1 (09/05/12-11/09/12), Term Q2 (11/13/12-01/25/13), Term Q3 (01/29/13-04/12/13), and Term Q4 (04/15/13-06/21/13). Each cell in the grid represents a class period with an envelope icon and a class name, such as "0348E-5 Pre Calculus" or "0402E-2 Spanish 11".

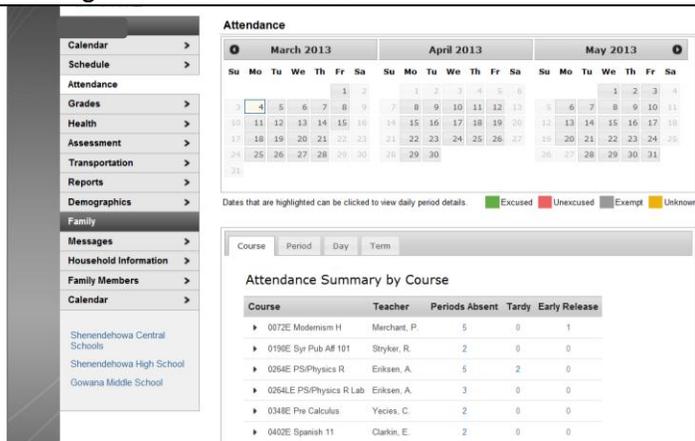
The **Schedule** lists the student’s classes in each period or term. If a school uses a rotating day or alternating day schedule, the day the class meets will also be listed.

Parents/Students can e-mail a teacher directly by clicking on the envelope icon within each period.

If assignment information is made available by the district, an assignment icon will appear. A list of assignments that have been given and graded can be viewed by clicking on the class link within each period.

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 Attendance Information



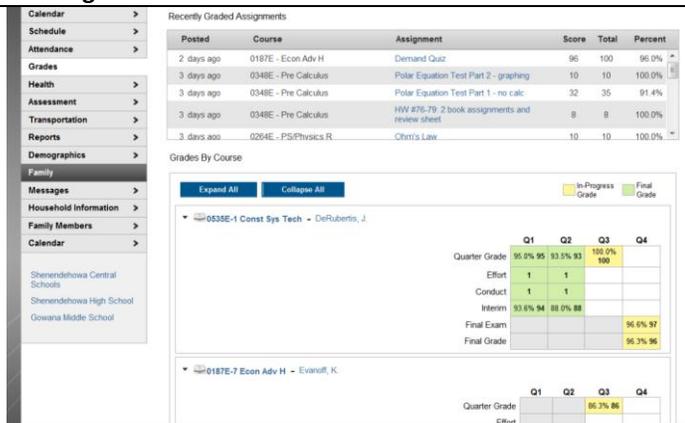
The screenshot shows the "Attendance" page with a sidebar on the left. The main content area features a calendar grid for March, April, and May 2013. Below the calendar is a legend for attendance status: Excused (green), Unexcused (red), and Exempt (grey). Below the legend is an "Attendance Summary by Course" table.

Course	Teacher	Periods Absent	Tardy	Early Release
0072E Modemsim H	Merchant, P.	5	0	1
0190E Syr Pub Afl 101	Stryker, R.	2	0	0
0264E PS/Physics R	Erikson, A.	5	2	0
0264LE PS/Physics R Lab	Erikson, A.	3	0	0
0348E Pre Calculus	Yecies, C.	2	0	0
0402E Spanish 11	Clarkin, E.	2	0	0

**Attendance** data that has been entered by the school will display on the portal. All entries are color coded to indicate an excused, unexcused, unknown or exempt attendance entry.

The user can choose to view attendance by the course, period, date or term. The display on the left shows attendance by course.

### Viewing Grades



The screenshot shows the "Grades" page with a sidebar on the left. The main content area is titled "Recently Graded Assignments" and contains a table of assignments. Below this is a "Grades By Course" section with a table showing a student's performance in a specific course.

Posted	Course	Assignment	Score	Total	Percent
2 days ago	0187E - Econ Adv H	Demand Quiz	96	100	96.0%
3 days ago	0348E - Pre Calculus	Polar Equation Test Part 2 - graphing	10	10	100.0%
3 days ago	0348E - Pre Calculus	Polar Equation Test Part 1 - no calc.	32	35	91.4%
3 days ago	0348E - Pre Calculus	HW #76-79: 2 book assignments and review sheet	8	8	100.0%
3 days ago	0264E - PS/Physics R	Ohm's Law	10	10	100.0%

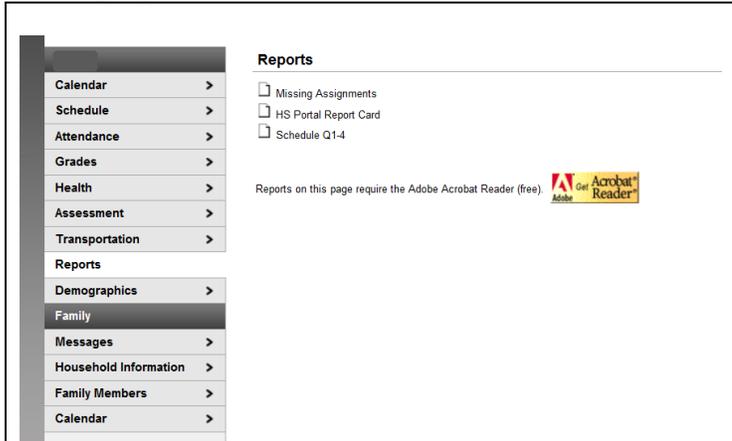
  

Course	Teacher	Q1	Q2	Q3	Q4
0535E-1 Const Sys Tech	DeRubertis, J.	95.0%	95	93.5%	93
Quarter Grade		95.0%	95	93.5%	93
Effort		1	1		
Conduct		1	1		
Interim		93.6%	94	88.0%	88
Final Exam					95.6%
Final Grade					95.3%

If the **Grades** tab is selected from the menu, all classes, with their current grades will be displayed, as well as any recently graded assignments. You can click on the individual class names to see the grading detail for each class.



## Viewing Reports

 <p>The screenshot shows a vertical navigation menu on the left with items: Calendar, Schedule, Attendance, Grades, Health, Assessment, Transportation, Reports, Demographics, Family, Messages, Household Information, Family Members, and Calendar. The 'Reports' section is expanded, showing a list of report types: Missing Assignments, HS Portal Report Card, and Schedule Q1-4. Below the list, a note states 'Reports on this page require the Adobe Acrobat Reader (free)' with an Adobe Acrobat Reader logo.</p>	<p>The <b>Reports</b> area lists the student’s schedule and any transcripts or report cards that have been made available on the portal.</p> <p>Adobe Acrobat Reader is required to view these reports.</p>
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## Miscellaneous Links

	<p>Links to school websites and district website are also viewable on the portal.</p> <p><b>Log Off</b> 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.</p>
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