This guide is a basic overview of the modules most commonly in place on the portals of the schools in RSU24. Please note that they do vary per school and you may see more or fewer modules when you view the Portal for your child's school.

Log In

The web address for the portal is https://maine.infinitecampus.org/campus/portal/rsu24.jsp. A link to this on the SMHS website under Parents>Parent Portal. At the login screen, enter your User Name and
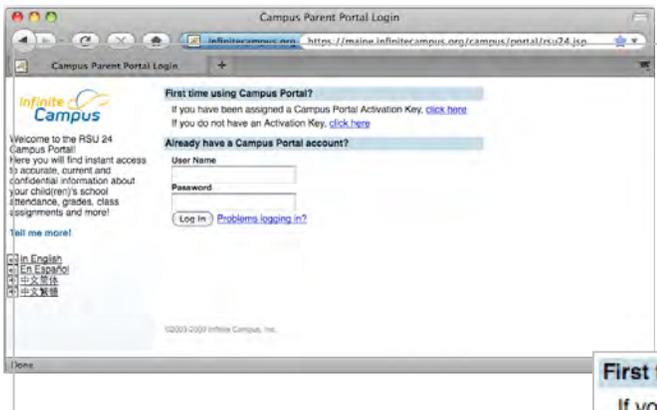
Password and click Log In. After 3 failed login attempts, your account will be automatically disabled. If this should happen, please contact the school's main office for assistance.

If this is your first time logging in, click the New User link for using your assigned Campus Portal Activation Key and follow the steps.
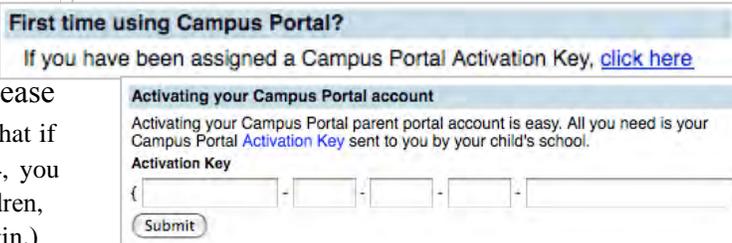
If you do not have a Portal Activation Key, please contact the main office at SMHS. (Please note that if you already have a portal account set up with RSU24, you need not set up a separate one for each of your children, rather they should all be visible with your existing login.)

Also, if you are a parent that is an employee of RSU24 with an existing staff IC login, you will use the same login credentials on the portal site to access your portal account as you use on the staff site.

Navigation Index

Once logged in, the navigation index appears at left with relevant links for each student to which you have access. The displayed information at right correlates to the item that you click/select from the Navigation index at left. If you have multiple children in the system, you will see a drop-down list asking you to select a student so you may view the information specific to each child separately.

While the modules in the index may vary a bit, those commonly found are: Messages, Calendar, Schedule, Attendance, Assessment, Reports and a Change Password option. Other modules that may appear, particularly for the 9-12 grades, include Fees, Forms on File, Custom ILP, and Community Service.

Messages

The Messages tab is selected by default. Its contents are divided into three sections: District Notices, School Notices and the Inbox. If a section contains no information it will be closed by default. Notices are sorted by start date and display until the expiration date is reached. The Inbox displays student related messages ordered from newest to oldest. The types of messages depend on the schools' use of Campus Messenger. You can view notices at anytime by selecting the Messages tab or by clicking the Home button in the top right of the Portal. A count of all messages is noted next to the message type. An indication of new messages since the last visit will appear in the left hand navigation pane. A NEW flag also denotes a new message and the message toggle field lists the number of new messages in that section.

Calendar

The Calendar tab, when accessed from the Family section displays calendar events for each school in which a student is enrolled. The calendar defaults to the current month but you are able to view previous
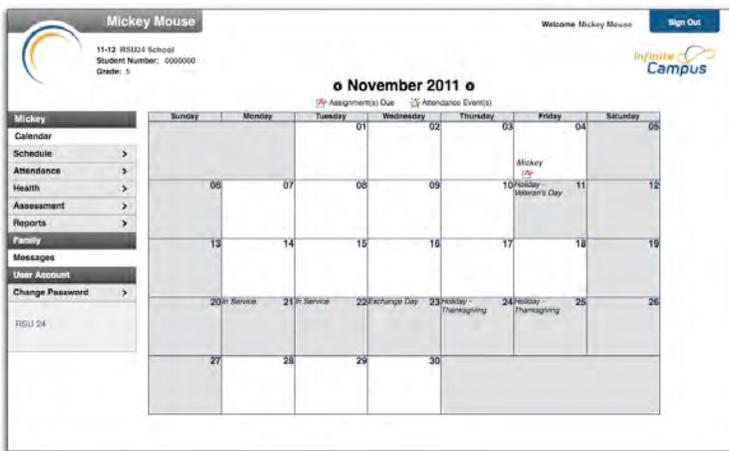

months and future months by clicking the black arrow buttons on either side of the month and year. All student attendance events (such as absences and tardies) also appear on the Family Calendar. The name of the student to whom the event relates will appear over the attendance icon, which is also a link to additional content.

Clicking on an Attendance Event will produce an additional screen over the Calendar, which provides the details of the attendance event, including what class periods the event affected (if applicable) and the status of the event. Clicking the browser back button will return to the calendar.

Schedule

The Course Schedule lists the student's classes in each period and term, along with the time and location the class meets. If a school uses a rotating day or alternating day schedule, the day the class meets will be listed. Clicking the teacher's name with an Email icon next to it will generate an email in your preferred email program.
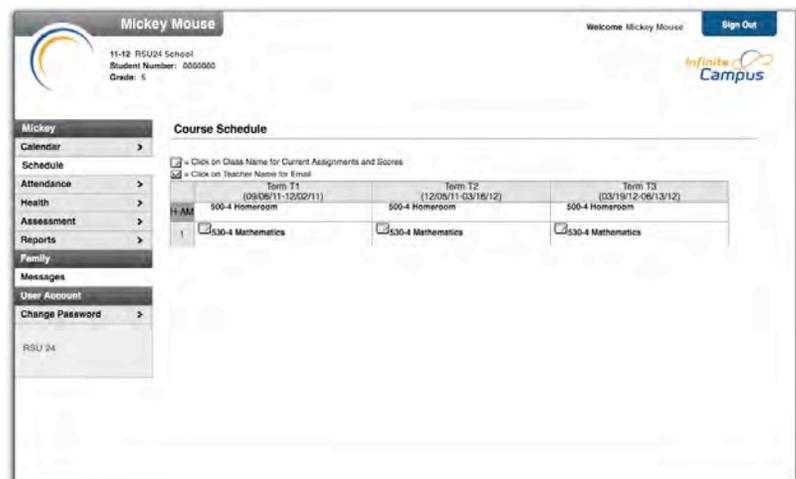
Attendance

Using the Attendance tab, you can monitor student attendance using a variety of summary options. The attendance information displayed on the portal occurs in real time as the teacher or building attendance
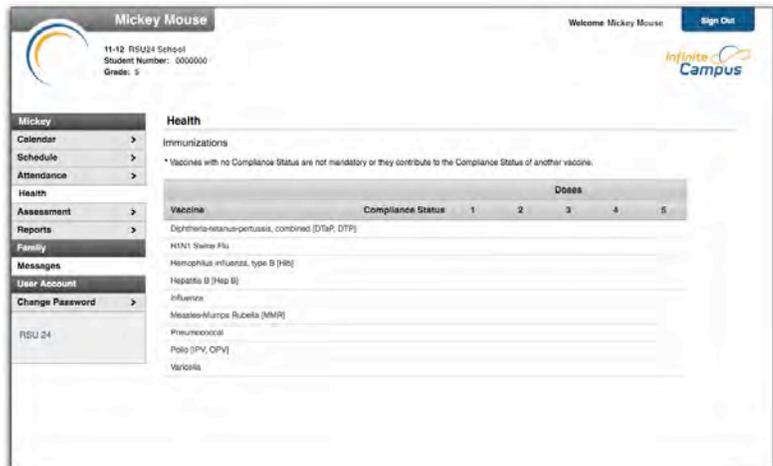

clerk enters absent and tardy designations. The attendance tab displays for the selected student. The Calendar allows you to quickly view attendance for each month. Clicking the black-circled arrow allows you to view each month in the current school calendar. Today is outlined in blue. All instructional days are selectable. Non-instructional days are grayed out and cannot be selected. Attendance events display in color according to the legend beneath the calendar. Selecting a colored day in the calendar displays the detailed in a pop up window. A set of four tabs allows you to view attendance information by Course, by Period, by Day and by Term (if applicable).

Health

Every state mandates a series of vaccinations to be administered to students over the course of their time in school. Campus tracks compliance with these vaccine requirements based on state requirements. After parents provide documentation verifying that students have received immunizations, the Immunizations section can be used as an easy reference for tracking that a student's vaccinations are up-to-date. A

note indicating when the student received his or her last Sports Physical may also appears in the Health tab.

Custom ILP (Individual Learning Plan)

The ILP for each student at SMHS is now housed in Infinite Campus. This is updated quarterly during 2018-19. Here you can see your child's progress toward meeting the standards required for graduation. Please click each content area in the dropdown for a detailed list of standards and performance indicators, as well as scores your child has received on assessments.

Important Note > Available Portal Languages

The Portal is available in four languages: English, Spanish, Simplified Chinese, and Traditional Chinese. You can select which option best fits your needs by clicking on the hyperlink of the preferred language on the sign-in page or at the bottom of the Campus Portal after logging in. Selecting a language will display all navigation tab labels and non-student/school specific content into the chosen language.

Log Off

When you click the Log Off button, you will prompted with a warning asking if you really wish to do so. Since the portal provides access of a sensitive and private nature, Infinite Campus will automatically log you out after 60 minutes of activity.

Important Final Notes

This guide should serve as just that—a guide to help you get started with the portal. Remember that each school may have a different grading structure so you may find significant differences in the look of available reports. Above all, the purpose of the portal is to aid in the process of student success. Please feel free to ask questions of your students' teachers if you have questions about what you are seeing on the portal. You can also click the link on your homepage for *Try the New Campus Parent Portal*. This is an enhancement Infinite Campus is rolling out July 2019. All accounts will be migrated to this format.