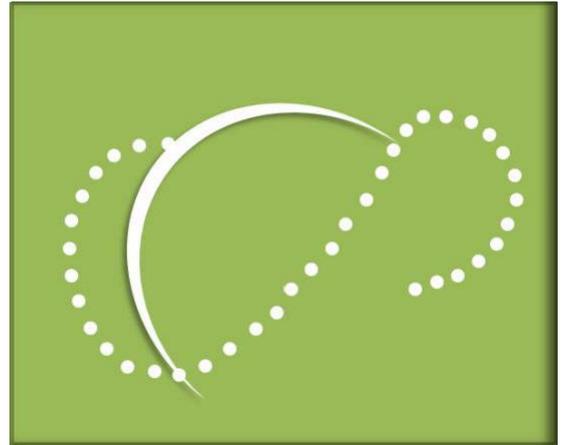




# *Infinite Campus*



*CAMPUS PARENT/STUDENT  
AND MOBILE APP USER  
GUIDE*



# Campus Parent – Campus Student Mobile App User Guide

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## CAMPUS PARENT – CAMPUS STUDENT – MOBILE APP

Campus Parent/Campus Student and the Mobile App are available to help parents and students more effectively monitor student progress. They provide detailed, real-time information including: Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Academic Plan, Health (Immunizations Only), Fees/Payments, Reports, District/School Notices, Cafeteria Balance, and School Meals Application.

Use your existing user name and password to access Campus Parent or Campus Student, and/or the Mobile App.

### Mobile App

The new mobile applications, Campus Student (for students) and Campus Parent (for parents) can be downloaded from Google Play or the App Store. In the search field, enter either Campus Parent or Campus Student to find the application.



Campus Parent



Campus Student

### Log In to the Mobile App

When logging in to the mobile app, type “**Johnston**” into the District Name field, and select “**Iowa**” in the State field. Once you click on the “**Search District**” button, select “**Johnston**” District.

Infinite Campus

District Name  
Johnston

State  
Iowa

Search District

Help

Infinite Campus

Select Your District

Johnston



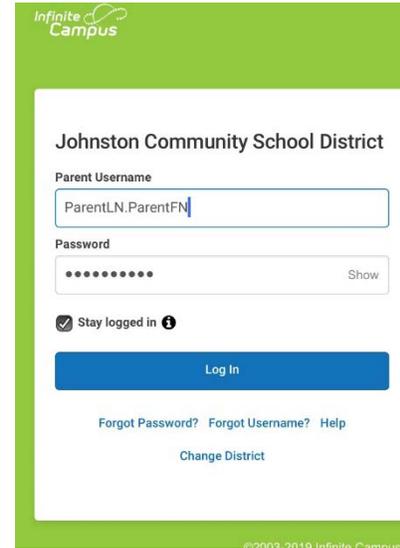
# Campus Parent – Campus Student Mobile App User Guide

## Login screen for Campus Parent/Campus Student

Whether you are logging in to the mobile app or on the web, you will need to enter your **Username** and **Password**. Click **Log In**.

**Note:** In the mobile app, there is a checkbox to “**Stay logged in**”. When using this feature, you will not need to log in each time you access the mobile app.

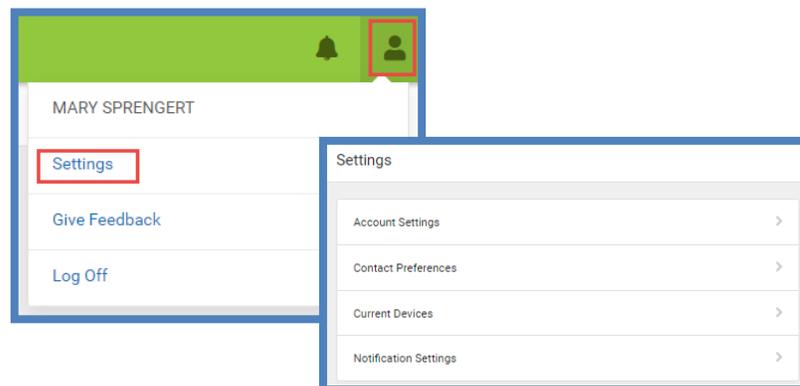
To utilize the username/password recovery feature, you must set up your **Account Settings** in Campus Parent. If you need assistance, you may contact the **Portal Help Desk** at: [ICSupport@johnston.k12.ia.us](mailto:ICSupport@johnston.k12.ia.us)



## Settings

To access Settings, click on the **User Menu** (Person icon) in the upper right corner, and select **Settings**.

Within the settings menu, you have the ability to update your Account Settings, Contact Preferences, Current Devices, and Notification Settings.





## Settings > Account Settings

The **Account Settings** allow users to update their security email or change their password.

Account Settings

Account Security Email  
[Redacted]@nv.ccsd.net

Password  
\*\*\*\*\*

Click on the **User Menu** (Person icon) in the upper right corner, then select **Settings**, and click **Account Settings**.

From here, you will have the ability to update (change) the **Account Security Email** or **Password**. The **Account Security Email** is where you set up an email address to retrieve information for a username or password reset (allowing you to use the features on the sign-in page, “**Forgot Password?**” or “**Forgot Username?**”).

Campus enforces strong passwords, meaning that passwords should have a mix of letters, numbers, and characters to make them more secure.

## Settings > Contact Preferences

Contact Preferences

Cell Phone  
(702)111-2222x

Work Phone  
(702)799-2430x5767

Other Phone  
(702)555-5555x

Email Address  
[Redacted]@NV.CCSD.NET

Secondary Email Address  
user@example.com

Preferred Language  
Your district may send some communications in languages other than English. If you prefer to be contacted in a different language, please specify your preferred language.  
US English

Message Preferences  
For each notification type, select how you prefer to receive messages by checking Voice, Text (SMS), or Email.  
If the Text (SMS) option is enabled, message and data rates may apply. Charges are dependent on your service plan, which may include fees from your carrier to send and receive text messages. To opt out, uncheck the Text (SMS) box at any time.

	VOICE	TEXT (SMS)
HOUSEHOLD PHONE (702)111-1111		
Priority	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>
General	<input type="checkbox"/>	<input type="checkbox"/>
Teacher	<input type="checkbox"/>	<input type="checkbox"/>
Behavior	<input type="checkbox"/>	<input type="checkbox"/>
Emergency	<input type="checkbox"/>	<input type="checkbox"/>

Parents and students can manage their personal contact information, including Cell Phone, Work Phone, Other Phone, and Email Address. When you update, the changes will go directly into Campus and school personnel will have the most current information.

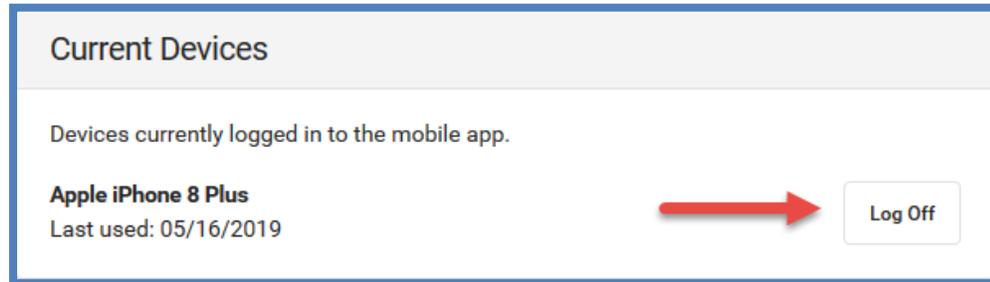
From the **User Menu**, select **Settings**, then select **Contact Preferences**, and mark your desired options, and click **Save**.



## Settings > Current Devices

**Current Devices** allows parents and students to view mobile devices that are currently logged in to their account using the mobile app. This tool allows users to remotely log out of a mobile device, which is helpful if you lose your device and want to log out of the application so that no one else can access information.

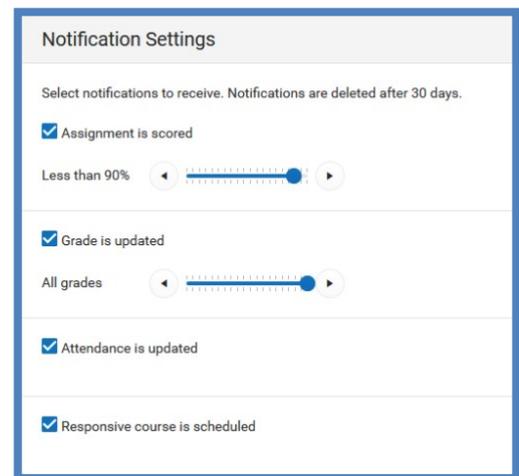
From the **User Menu**, select **Settings**, then select **Current Devices**, and a list of devices logged in to Campus Parent/Student or the mobile app will appear. Click **Log Off**.



## Settings > Notification Setting

This tool allows users to opt out of receiving specific kinds of notifications and establishes thresholds for those they want to receive. For example, you can set thresholds to receive notifications when a grade or score falls below the selected percentage.

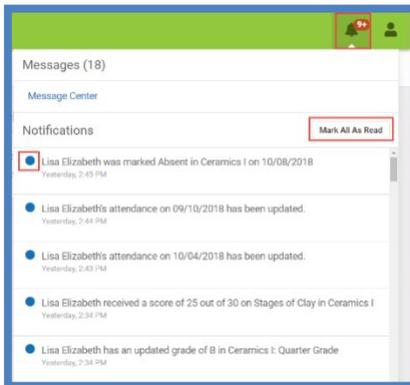
Click on the **User Menu** (Person icon) in the upper right corner, then select **Settings**, and click **Notification Settings**.





# Campus Parent – Campus Student Mobile App User Guide

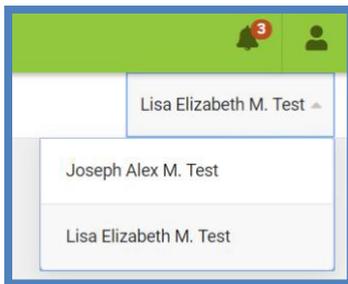
## Notification



Click on the **Notifications** drop-down list (Bell icon), in the upper right corner, to see a list of notifications. Click on each notification to **“Mark as Read”**, or use the **“Mark All As Read”** button.

**Note:** Using the **“Mark All As Read”** button will only remove the blue dot on new notifications but will not delete the notification.

## Selecting a Student

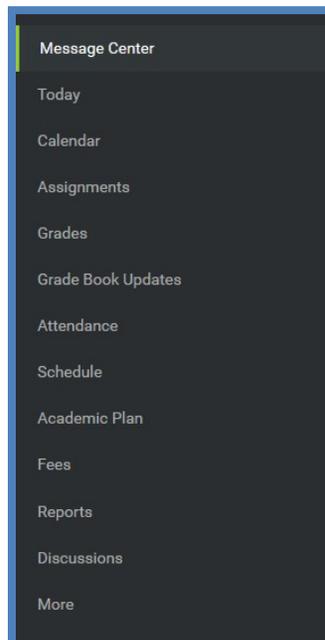


To view information for a specific child (student), click the drop-down list in the upper right corner.

The drop-down list only appears when you select specific tools, such as: Assignments, Attendance, Grades, Grade Book Update, Schedule, etc.

## Available Tools

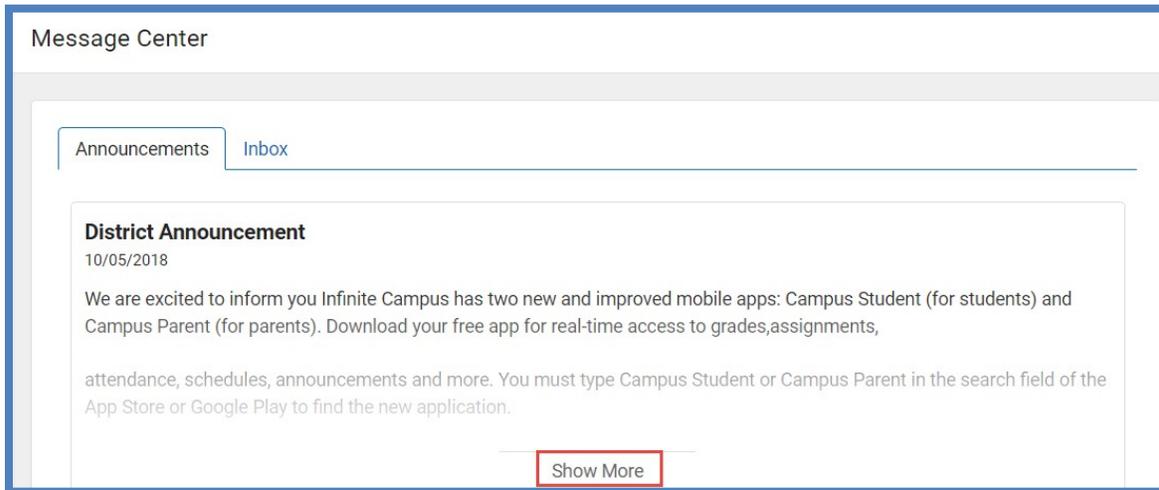
Below is a list of the tools available through all three applications:



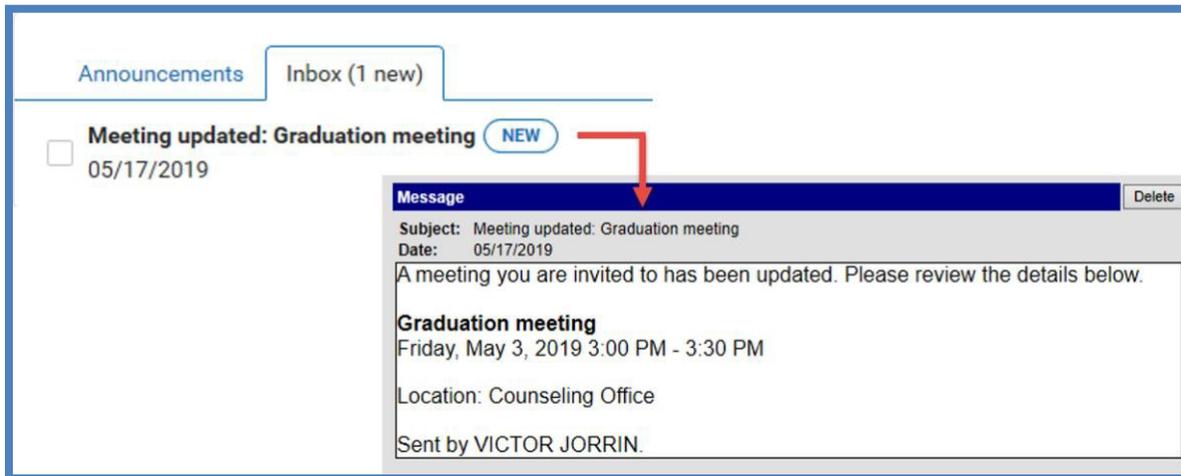


## Message Center

The Message Center includes announcements posted from the school or at the district level. Announcements display based on the timeline set by the creator and cannot be deleted or archived. Click the “**Show More**” option to display additional text for longer announcements.



Additionally, the **Inbox** displays messages sent, including those from teachers.



**Note:** *You may see messages posted on the login screen, as well.*



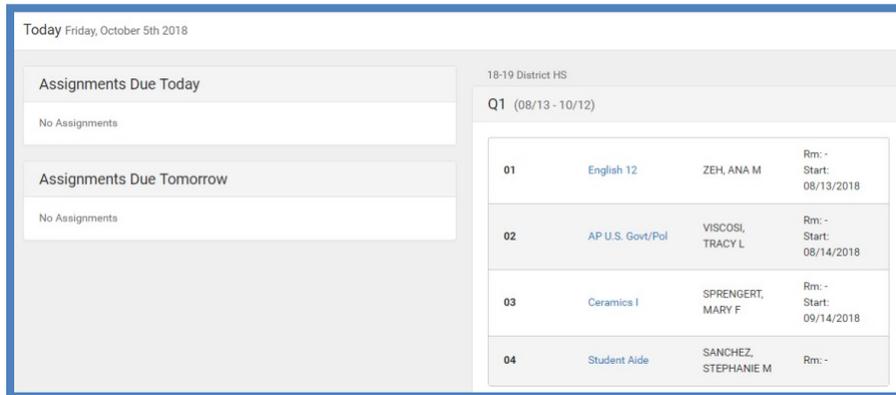
# Campus Parent – Campus Student Mobile App User Guide

## Today

This tool shows the selected student's schedule for the current day and lists any assignments due today or tomorrow.

The schedule shows the times of the period during the day and the student's course, with the teacher's name and room assigned.

This assignment list covers all of the student's courses including those that may not meet on the current day. Click on the **assignment** or the **course name** to view details.

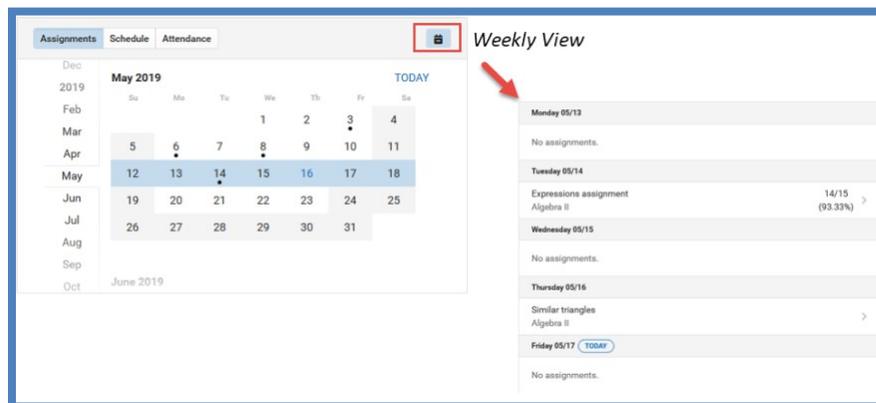


## Calendar

This tool collects the selected student's assignments for the week in a simple, single page overview.

Toggle the Assignments Weekly View by selecting the small calendar icon on the top right.

Navigate to other weeks by selecting a week on the calendar.



In the Weekly View, you will see assignments for the week and scores. Assignments display for the calendar day on which they are due.



# Campus Parent – Campus Student Mobile App User Guide

Flagged assignments, such as missing assignments, are also shown. Scored assignments show the points possible, if applicable, or the percentage or rubric score earned.

Click on the **assignment** or the **course name** to show the details page.

Monday 05/13  
No assignments.

Tuesday 05/14  
Expressions assignment 14/15  
Algebra II (93.33%) >

Wednesday 05/15  
No assignments.

Thursday 05/16 **TODAY**  
Similar triangles  
Algebra II >

Friday 05/17  
No assignments.

*Details page*

Similar triangles

Algebra II

Assigned 05/15/2019 Due Yesterday

Score Info

Score Not scored yet Total Points 15

The “**Schedule**” mode contains student schedule information for the selected day.

Assignments **Schedule** Attendance

18-19 East CTA HS

DAY: A

01 Algebra II 7:00 AM - 8:25 AM PENA, APRIL G Rm: 502 Start: 05/03/2019

03 Biology H 8:30 AM - 9:55 AM FERNANDEZ, AGRIPINA C Rm: 903 Start: 05/03/2019

05 Marketing I 9:55 AM - 11:55 AM DEMAIIO, GEOFFREY G Rm: 817 Start: 05/03/2019

Selecting the “**Attendance**” mode will show any attendance data for the selected day.

Assignments Schedule **Attendance**

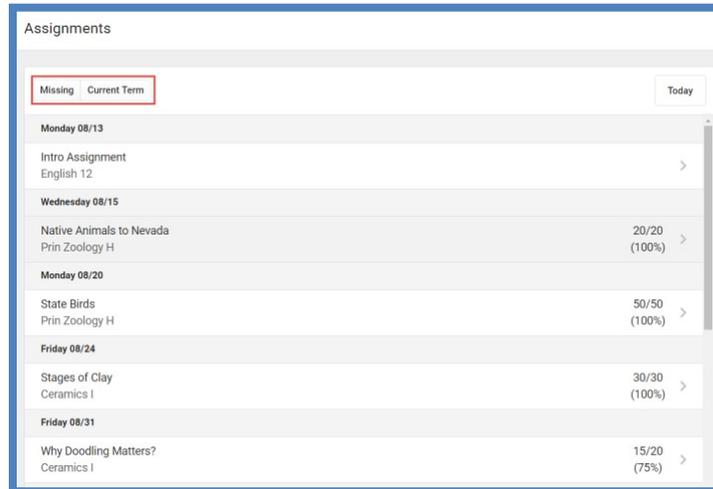
18-19 East CTA HS

05 Marketing I Early Checkout **EARLY RELEASE EXCUSED**

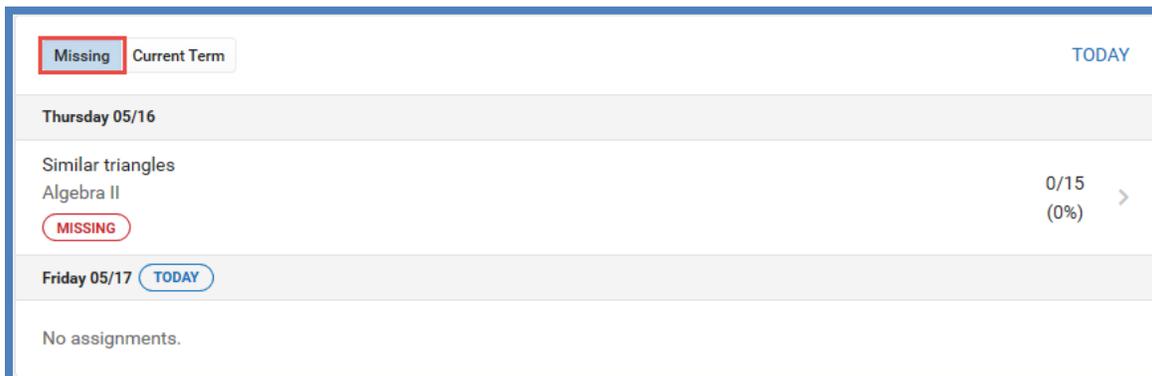


## Assignments

This tool collects all of a student’s assignments with the focus on today; click on the specific **assignment** to view details and scroll to see previous and future assignments.



Use the “**Missing**” and “**Current Term**” buttons at the top to filter assignments.



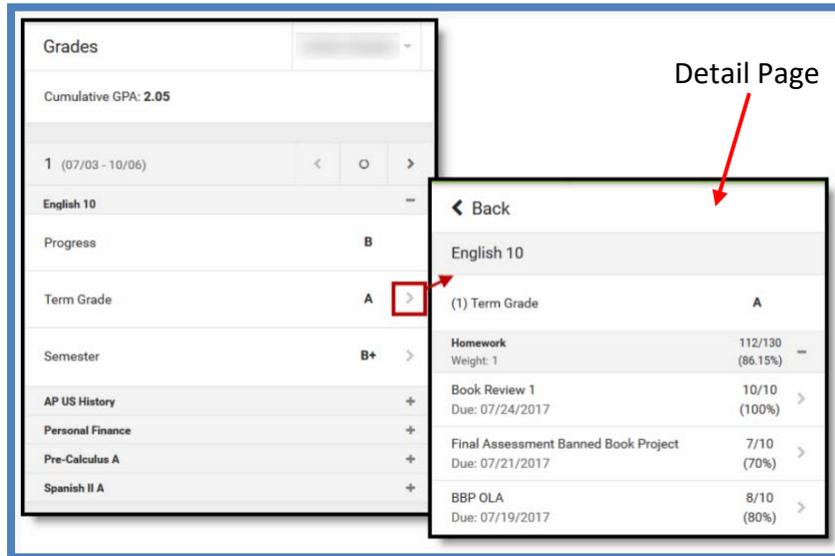


## Grades

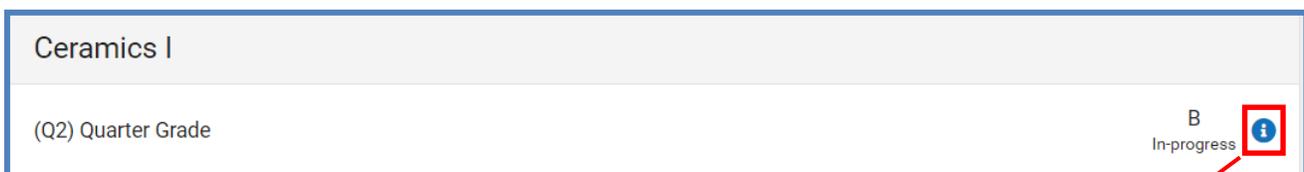
This tool shows all of the grades earned by the selected student for all tasks (such as semester grades) and standards. Posted grades display in bold, with In-Progress grades indicated as “In-progress.”

Where the grey arrow displays for a task or standard, click the **task** to view the categories that contribute to the grade. Expand categories to view all included assignments. Click **assignments** to view details.

Grades that are part of a composite or rollup grading setup are indicated.



You can also view the Grading Scale or Rubric. Select the specific grade, and click the blue icon on the Detail Page.



GRADE	MIN PERCENT
A	90.0
B	80.0
C	70.0
D	60.0
F	0.0

Click **Close** to close the Grading Key view.



## Grade Book Updates

This tool lists all of the assignments scored or updated in the last 14 days. Click on the **assignment** or the **course name** to view details.

Grade Book Updates		
<b>Recent Updates</b>		
Oceans Box Project Prin Zoology H	30/50 (60%)	>
<span>LATE</span> <span>TURNED IN</span>		
Extra Credit - Donate Zoology or Animal Books Prin Zoology H	Multiple Scores	>
Native Animals to Nevada Prin Zoology H	20/20 (100%)	>
State Birds Prin Zoology H	50/50 (100%)	>

## Attendance

This tool lists the absences, tardies and early releases for attendance taking periods in the selected term. Navigate between terms using the option at the top.

Click on a **period** to view details. On the detail page, absences, tardies, and early releases are divided by type (excused, unexcused, exempt, or unknown), with all absences, tardies and early releases listed.

When recorded attendance is via present minutes, this attendance screen displays the total Present Time and Expected Time by section. Click on a **section** to view the Time In, Time Out, and Present Time recorded by date.

Q2 (10/15 - 12/21)				< Previous	<input type="radio"/> Current	Next >
COURSE	ABSENT	TARDY	EARLY RELEASE			
Ceramics I	4	0	0	>		
Painting I	1	0	1	>		
Prin Zoology H	4	0	1	>		
Student Aide	4	0	0			

Ceramics I			
	ABSENT	TARDY	EARLY RELEASE
Excused	0	0	0
Unexcused	4	0	0
Exempt	0	0	0
Unknown	0	0	0

Absences	
11/05/2018 - Absent Unexcused	
10/30/2018 - Absent Unexcused	
10/24/2018 - Absent Unexcused	
10/16/2018 - Absent Unexcused	

Detail Page



## Schedule

This tool shows the student’s schedule for each term, including any day rotations. Schedules shown are for the whole year, all terms, and all of the student’s enrollments.

Each schedule includes the times of the periods during the day and the student’s courses, with the teacher’s name and room assigned. If a day rotation is in place, the day is indicated in the top right corner of the schedule. Click on the **course name** to view details.

Schedule

18-19 District HS

Q1 (08/13 - 10/12) < Previous Current Next >

01 7:03AM - 7:40AM	English 12	ZEH, ANA M	Rm: CPD Start: 08/13/2018
02 7:45AM - 8:23AM	AP U.S. Govt/Pol	VISCOI, TRACY L	Rm: B8-116 Start: 08/14/2018
03 8:28AM - 9:06AM	Ceramics I	SPRENGERT, MARY F	Rm: B8-C5 Start: 09/14/2018
04 9:11AM - 9:49AM	Student Aide	SANCHEZ, STEPHANIE M	Rm: B8-114
05 9:59AM - 10:37AM	Prin Zoology H	BONALES, G	Rm: B8-C7

**Detail Page**

Ceramics I

Teacher Information

Course - Section Number  
70550001 - 2

Period  
03

Room  
B8-C5

Upcoming Assignments

Wednesday 10/10

Clay Molding  
Ceramics I

## Academic Plan

This tool displays the student’s assigned Academic Program and the courses the student has planned to take in each school year. Students can add courses to their plan, and print their **Course Plan** and their **Progress Report** from here.

**Note:** View the Academic Plan on a larger device, if possible.

When first accessing the Academic Planner, select and/or verify an **Academic Plan** from the drop-down list. Also select the desired **Post Grad Location** (where you are going to attend college) and your **Post Grad Plans**. Click the **Next** button to view the student’s Course Plan.

Academic Plan

Choose an Academic Plan: 18+ College and Career Ready Diploma

Post Grad Location: In-State Post Grad Plans: Continuing Education

Next

Academic Plan Save Course Plan Report Progress Report Search the Course Catalog

Program: JHS Graduation Program

Michael Student, approve this Academic Plan.

ALERT: Course Requirement not met: Social Studies  
ALERT: Course Requirement not met: Personal & Financial Literacy  
ALERT: Course Requirement not met: Biology

Grade: 08 0.0 / 6.0 Grade: 10 2.0 / 7.0 Grade: 11 2.0 / 6.0 Grade: 12 1.0 / 2.0

English/Language Arts (3.0 / 4.0)

0.0 / 1.0 1.0 / 1.0 1.0 / 1.0 1.0 / 1.0

0.0 / 1.0

1.0 / 1.0

1.0 / 1.0

1.0 / 1.0

ALERT: Not enough credits selected in English/Language Arts to meet the minimum plan requirements.

To print a copy of the Progress Report of the selected Academic Program, click the **Progress Report** button.



# Campus Parent – Campus Student Mobile App User Guide

- Choose which program to print the progress, select to print a **Summary** or a **Detail** of the progress, and click **Generate Report**.
- The Summary Report includes information on the student's assigned graduation program, their on-track status, and the student's progress.
- The Detail Report includes all of the information in the summary report, plus the information on the specifics of the requirement, and allows the selection of credit type details, course requirement details, test requirement details and compound requirement details.

**Progress Report** Editing disabled for parents

**Academic Plan Progress Report**

This report will display the student's progress toward completion of an Academic Program

Viewing progress toward Academic Program  
17+ Standard Diploma (Graduation)

Report Type  Summary  Detail

**Generate Report** Cancel

Credit Type	18-19				Credit Status			Overflow	Total
	09	10	11	12	ER	IP	PL		
English	0.5 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0	0.5		*0.5 / 4.0	
Mathematics	0.5 / 1.0	0.0 / 1.0	0.0 / 1.0		0.0	0.5		*0.5 / 3.0	
Science	0.5 / 1.0	0.0 / 1.0			0.0	0.5		*0.5 / 2.0	
Wild/Hist/Geo/Hum (S1)		0.0 / 0.5			0.0			*0.0 / 0.5	
Wild/Hist/Geo/Hum (S2)		0.0 / 0.5			0.0			*0.0 / 0.5	
US History (S1)			0.0 / 0.5		0.0			*0.0 / 0.5	
US History (S2)			0.0 / 0.5		0.0			*0.0 / 0.5	
US Gov (S1)				0.0 / 0.5	0.0			*0.0 / 0.5	
US Gov (S2)				0.0 / 0.5	0.0			*0.0 / 0.5	
Physical Ed	0.5 / 1.0	0.0 / 1.0			0.0	0.5		*0.5 / 2.0	
Health Ed	0.0 / 0.5				0.0			*0.0 / 0.5	
Use of Computers	0.0 / 0.5				0.0			*0.0 / 0.5	
Electives	0.5 / 1.0	0.0 / 1.0	0.0 / 3.0	0.0 / 2.5	0.0	0.5	0.5	*1.0 / 7.5	
Arts/Hum/CTE	0.5 / 0.0				0.0	0.5	-0.5	0.0 / 0.0	
<b>Total</b>	<b>3.0 / 6.0</b>	<b>0.0 / 6.0</b>	<b>0.0 / 6.0</b>	<b>0.0 / 4.8</b>	<b>0.0</b>	<b>3.0</b>		<b>*3.0 / 22.6</b>	

**Test Requirements**

College & Career Readiness (ACT Composite or Sub Score) - one score displays

College & Career Readiness (ACT Writing)

**Evaluation Criteria**

One test score is at or above Scale: 0.000

One test score is at or above Scale: 0.000

**Progress**

Scale: 16.000



### Fees

This tool provides a list of all fees assigned to a student/child. Fees that are still owed, have been paid, or were voided appear on the list, followed by the ongoing balance for these fees.

There is also a **School Year** drop-down list to view fees assigned to the student for a specific school year. Use the **Student** drop-down list to see specific information for each student/child.

Fees

Lisa Elizabeth M. Test

Total Due: \$125.00

To view specific course fee details, please hover over the Fee Description with your mouse.

School Year

2018 - 2019

DESCRIPTION	DUE DATE	FEE BALANCE
CCSD-Summer Course Fee	11/29/2018	125.00 >
	Subtotal	125.00

### Reports

This tool collects files relevant to the student, including learning documents such as a PDF version of the student's schedule, progress report, report cards, and unofficial transcripts.

Reports

18-19 District HS

Student Schedule >

Secondary Progress Report >

Secondary Report Card >

Custom Unofficial Transcript >

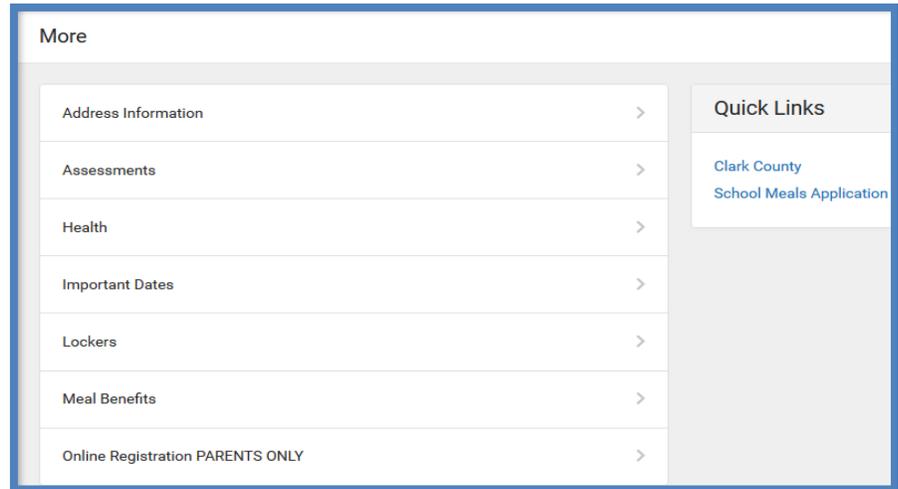
### Discussions

Currently not enabled.



## More

This tool displays the following:



### Address Information

Address information for the students in the household. Parents only have the ability to change their home phone number. Parents will need to go to the school in order to change the household address.

### Assessments

Lists the student's test scores for state, national and district tests.

### Health – Parents Only

Immunization information will display.

### Important Dates

Lists holidays, late starts, and other school calendar events.

### Lockers – Campus Student Only

This tool provides locker location and the combination, if enabled.

### Cafeteria Balance

This tool shows cafeteria balances.

### Online Registration – Parents only

A link to the Online Registration application for the current school year.

### Quick Links

Displays the website for the District.