Parent and Student Portal

Introduction to the Infinite Campus Portal for Parents

The Waterloo Community School district understands parental access to information is a critical link in guiding and supporting students. The Infinite Campus Parent Portal is designed to help you stay up to date with your student's assignments, activities and academic progress.

In this secure site, information about your student is just a click away. You can view assignment details and scores, email teachers, track attendance, and print reports such as schedules or missing assignments. Teachers, counselors and staff publish information as it is available; giving parents immediate access to ongoing student performance. You can login to the Campus Portal to view your student's information from anywhere.

Access to the Campus Portal

If you are a parent or guardian and don't know your portal account information but have your email address on file with your child's school, please contact our helpdesk at 319.433.1858 for assistance in activating your account. If you don't have your email address on file, please contact your child's school to receive access. For technical assistance or password resets, please contact our helpdesk at 319.433.1858 (district office days Monday-Friday 7:15-4:00)
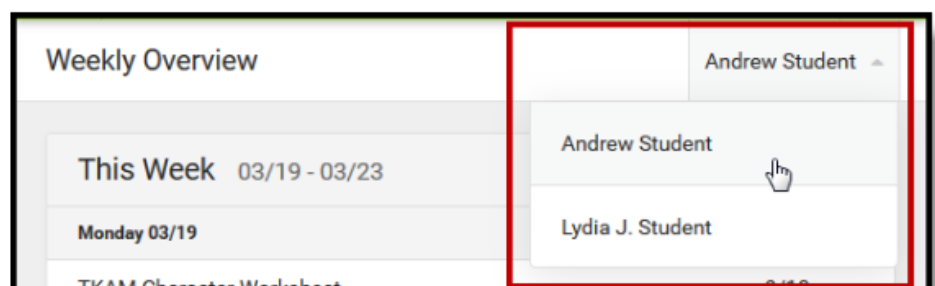
Navigating the Campus Portal

To navigate between the different content areas available, just click on the section that you want to go to on the menu on the left hand side.

To hide this menu, click on the [≡] button at the top of the top of the screen. Click the same button to make the menu reappear.

Note that not all content is available for elementary students.

If you have more than one student enrolled in the district and the area that you are in is specific to a single student (such as Grades or Schedule), a student dropdown list displays in the top right hand corner:

Today: When you initially log-in, you are taken to "Today". The Today view shows the selected student's schedule for the current day and lists any assignments due today or tomorrow. The student's Lunch Balance also displays at the top.

The schedule shows the approximate times of the periods during the day and the student's courses, with the teacher's name and room assigned.

The assignments 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: The Calendar displays data in three different modes: Assignments, Schedule, and Attendance.

For Assignments and Attendance, dots display below dates that have data. Select a mode and date to view data for that day.

In Assignments mode, a button displays to show the Weekly Overview, which shows all assignments for the selected week.
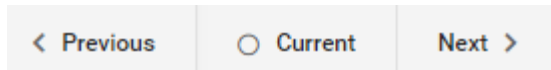
To change to a weekly view, click the button. This filters the Calendar to show a student's assignments for a week in a simple, single page overview. In this overview, view assignments for the week and see scores. Assignments display for the calendar day on which they are Due. Flagged assignments, such as the Missing assignment above, are also shown. Scored assignments are shown with the points possible, if applicable, or the percentage or rubric score earned.

Assignments: *Not available for elementary students.* The Assignments tool collects all of a student's assignments with the focus on today. Click on the name of the 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 shows all of the grades earned by the selected student. Posted grades (such as midterm, quarter, and semester) are displayed in bold, with In-Progress grades indicated as "In-progress." The student's Cumulative GPA also displays at the top of the Grades tab for middle and high school students.

High school: Note that in progress grades will show in "QT2" for first semester and "QT4" for second semester.

To change between terms, click on the "Previous" or "Next" buttons:

If a gray arrow ❯ appears next to a term, you can click on the arrow to view the tests/assignments that contribute to that grade. Note that at the middle school level, tests/assignments are entered at the quarter level, while at high school, tests/assignments are usually set up under semester. Tests/assignments are not available at the elementary level.

Tests/assignments are organized by category (teachers may create one or more categories).

Where the gray arrow displays for a task or standard, click the task to view the categories that contribute to the grade. Click on the ＋ to expand a category to view all included tests/assignments. Click on the name of a test/assignment to view details.

Grade Book Updates lists all of the assignments that have been scored or otherwise updated in the last 14 days. Click on the assignment or the course name to view details.

Attendance: The Attendance section lists the absences and tardies for the selected student in the selected term. Navigate between terms using the options at the top. Click on a period to view details. On the detail view, absences and tardies are divided by type (excused, unexcused, exempt, or unknown), with all absences and tardies listed below.

Schedule shows the student's schedule for each term. Schedules are shown for all the whole year, all terms, and all of the student's enrollments. Each schedule includes the approximate times of the periods during the day and the student's courses, with the teacher's name and room assigned. Click on the course name to view details.

Responsive Schedule: This section is not used.

Academic Plan: *This section is not used for elementary or all middle school.* The Academic Plan displays the student's assigned Academic Program and the courses the student has planned to take in each school year.

Food Service includes the following information
● Current account balances
● Transactions (food item purchases, account deposits of cash, check and credit card, when enabled)
● Account history (historical transaction records)
● Account adjustments (debits/credits)

Add to your food service lunch account online at http://www.waterlooschools.org/technology/revtrak/

Fees provides a list of all fees assigned to a student. Fees that are still owed, have been paid, or were made void appear in this list, followed by the ongoing balance for these fees. The School Years dropdown list allows you to view fees assigned to the student according to the school year in which they were assigned.
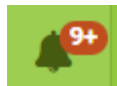
Pay fees online at http://www.waterlooschools.org/technology/revtrak/
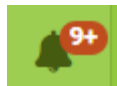
Reports allows you to view and print:
- Student schedules
- Report cards (middle and high school only)
- Unofficial transcripts (high school only)
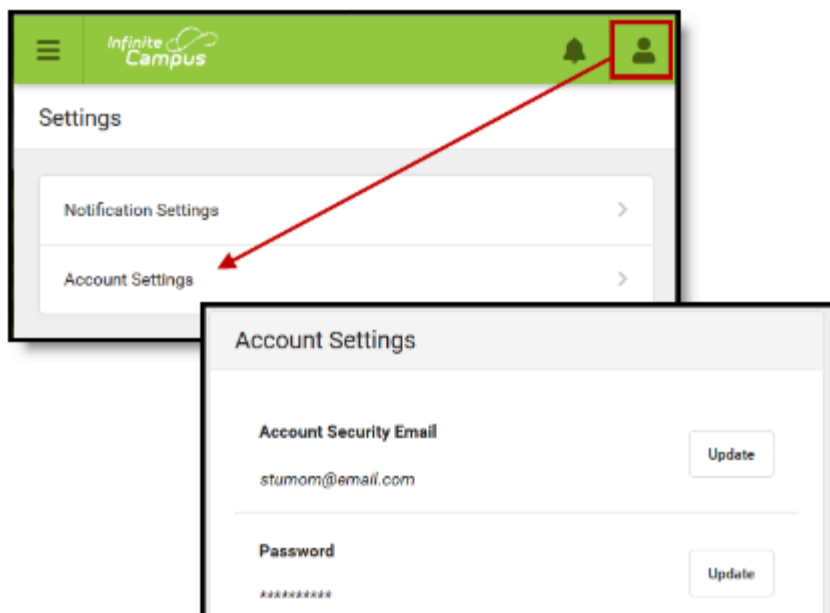

Discussions: This section is generally not used.

More displays the following:
- Address Information for the student's household(s). Click the Update button to update the phone number listed. Note updates are submitted to be approved by the school.
- Assessments that list the student's test scores for state, national and district tests (may not be available).
- Demographics information for the student and any non-household relationships. Click the Update button to update the contacts listed. Note updates are submitted to be approved by the school.
- Family Information, including contact information for family members.
- Lockers assigned to the student with locations and combinations (may not be available).
- The Meal Benefits application
- Transportation information including buses and parking permits.
- Online Registration will display a link to the annual online registration process when the window is open.
- Quick Links displays the websites for the districts and schools in which the student is enrolled.

Notifications: Click on the button to view notifications, which includes graded assignments at the middle and high school levels.

Account Settings: Click on the person icon in the upper right hand corner, then click Settings:

- The Account Security Email is the email used if you forget your username or password.
- You can update your password here as well.