



KASSON MANTORVILLE SCHOOLS

"Commitment to Excellence"

Independent District #204 • 101 16th St NE • Kasson, MN 55944-1610
507-634-1100 • Fax 507-634-6661

Campus Parent and Campus Student



Kasson-Mantorville Public Schools is committed to keeping families informed and connected. The Campus Parent and Student Portal gives you secure, convenient access to your student's educational information—anytime, anywhere.

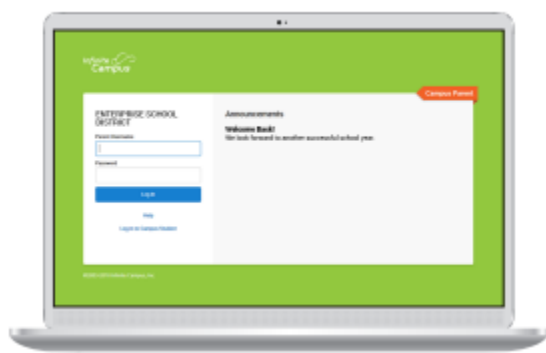
From grades and class schedules to attendance and assignments (grades 5-12), this tool puts the information you need right at your fingertips to support your student's success throughout the school year.

[Getting Started with Campus Parent and Campus Student - Video \(English\)](#)

[Getting Started with Campus Parent and Campus Student - Video \(Spanish\)](#)

Overview

Access the Portal:



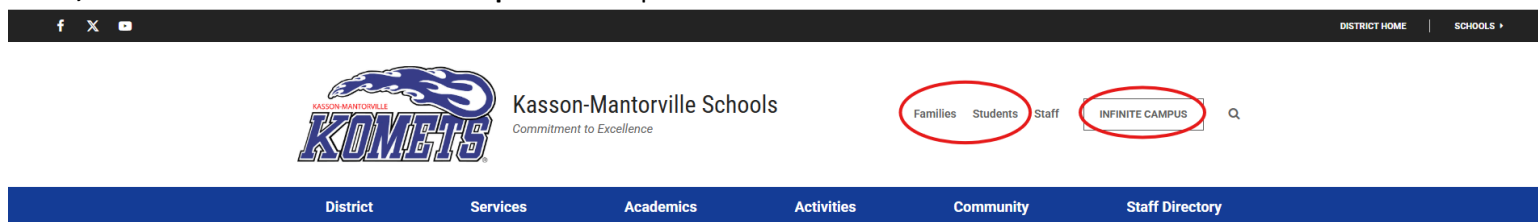
Access on the Web Campus Student and Campus Parent

Campus Student and Campus Parent are designed to provide real-time access to student information. The easy-to-use design displays what is currently happening in the classroom so you can understand, monitor, and participate in the educational process.

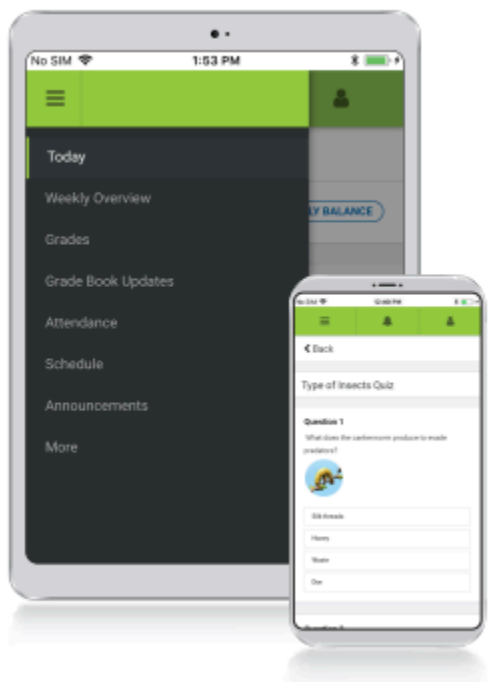
- » Announcements
- » Assignments
- » Attendance
- » Grades
- » Schedules

Go to: <https://kassonmantorville.infinitecampus.org/campus/portal/parents/kassonmantorville.jsp>

You can also access the Campus Parent/Student Portals using the short-cuts found on the district web page (www.komets.k12.mn.us) by clicking the Infinite Campus button in the banner, under the **Families -> Infinite Campus Parent Portal**, or under **Students -> Infinite Campus Portal** option.



Or download the Campus Parent app from the Apple App Store or Google Play.



Download the Mobile App Campus Student and Campus Parent

Announcements

Quickly see district announcements as they are posted.

Assignments

Browse assignments by specific class or due date.

Attendance

Review attendance events in summary and detail form.

Grades

Immediate access to grades as they are posted.

Schedule

Review schedule from anywhere, at any time.



Infinite Campus Mobile Apps can be downloaded through the Apple App Store or Google Play Store



The Campus Parent Portal is designed specifically for parents and is optimized for use on mobile devices and tablets. **Tip: Search for Campus Parent in your app store—not “Infinite Campus.”**

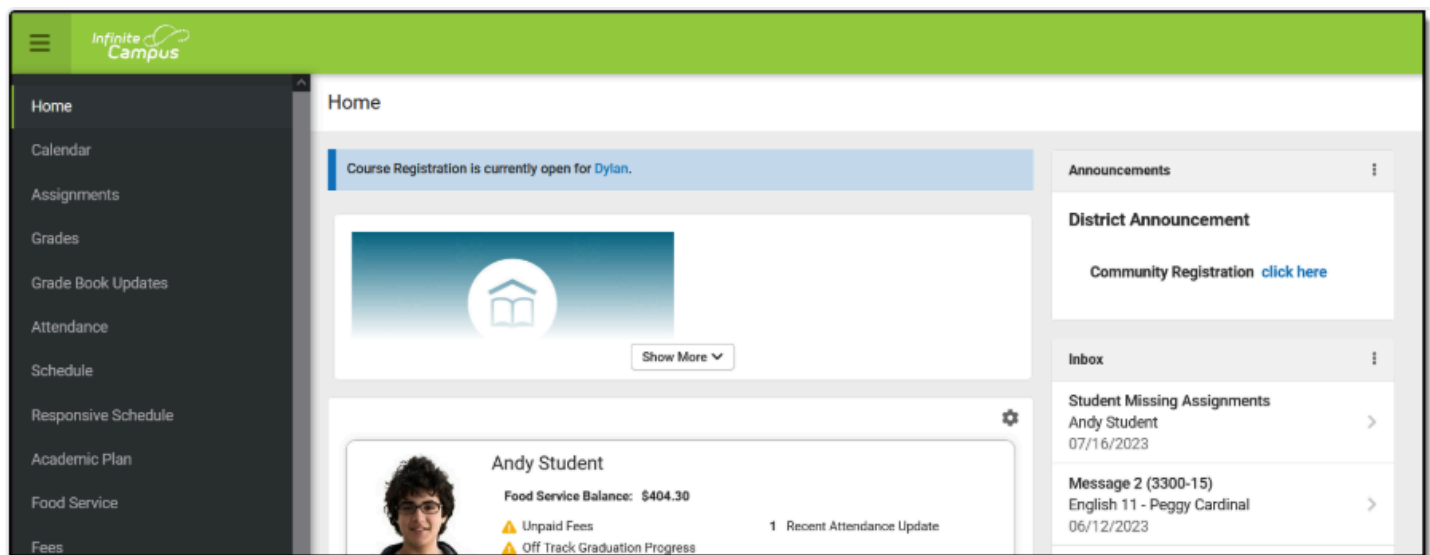
Log In or Set Up Your Account

- Already have a Campus Parent account? Enter your **Username** and **Password** to log in.
- First time logging in? Contact your student's building secretary or reference your **Activation Key** and instructions automatically sent to you after completing Online Enrollment.

Explore the Dashboard

Once logged in, you'll see a dashboard with access to:

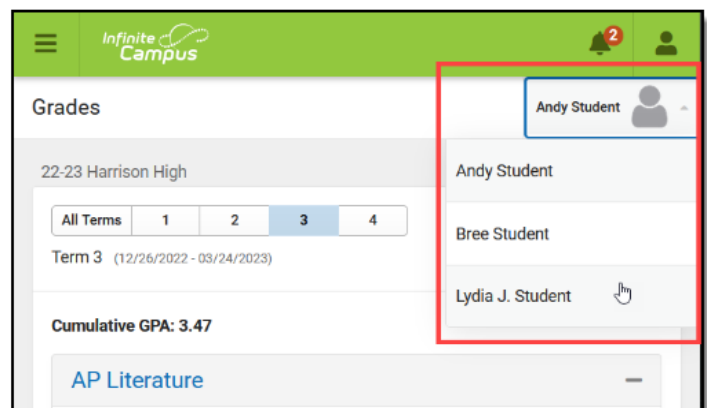
- **Today** – A summary of assignments, grades, and attendance
- **Schedule** – Your student's current class schedule
- **Grades** – Current and historical grades
- **Attendance** – Daily attendance records
- **Assignments** – Upcoming and past-due assignments (only available for students in grades 5-12)
- **More** – Contact info, settings, message center, and more



An example of the Campus Parent Portal

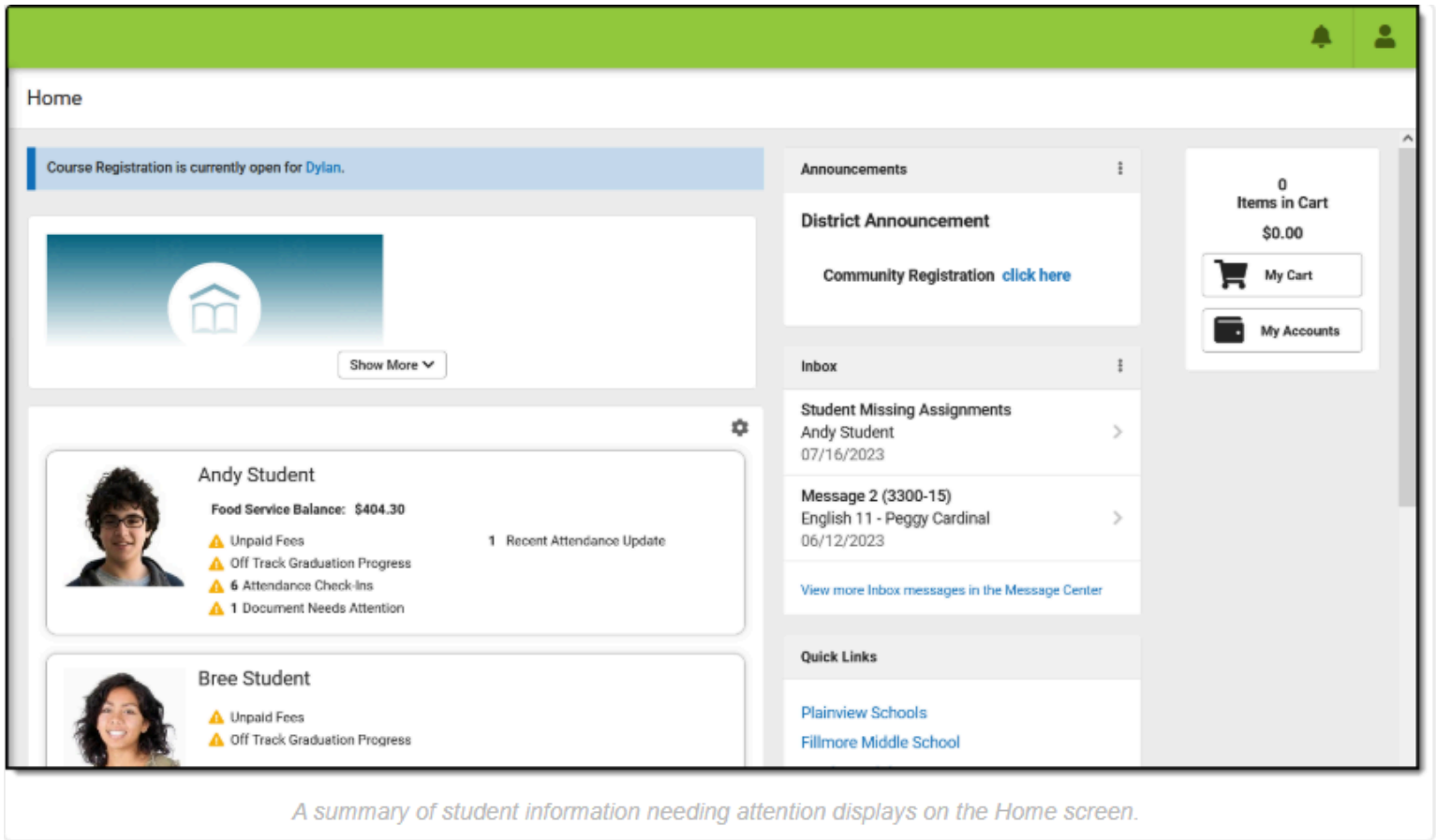
In the Campus Parent Portal, navigate between tools in the menu on the left. On mobile devices, this menu shrinks to a "hamburger" or "three bars" icon to save space.

Click the user icon in the top right to view Notification Settings. If a tool is specific to a single student, such as Grades or Schedule, a student dropdown list displays in the top right corner. This dropdown list does not display for tools that are not student specific like Announcements and Payments.



Explore the Home Page

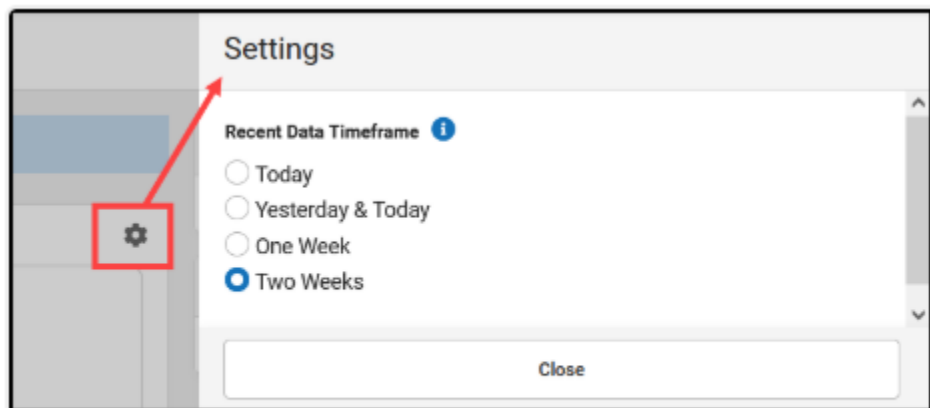
The home page of Campus Parent collects the most important items needing parents' and guardians' attention for all of their students and makes helpful information easily accessible.



Each student displays in their own card. Depending on what is applicable to the student, the following data may display:

- Food Service Balance or unpaid fees
- Documents Needing Attention
- Assignments Due Today
- Recent Assignment Scores
- Recent Grade Updates
- Recent Attendance Updates

Which updates are considered "recent" is determined by a setting. Click the gear icon (⚙️) above the student cards to indicate the timeframe for which recent data should display. This setting applies to all of the data on a parent's home screen.

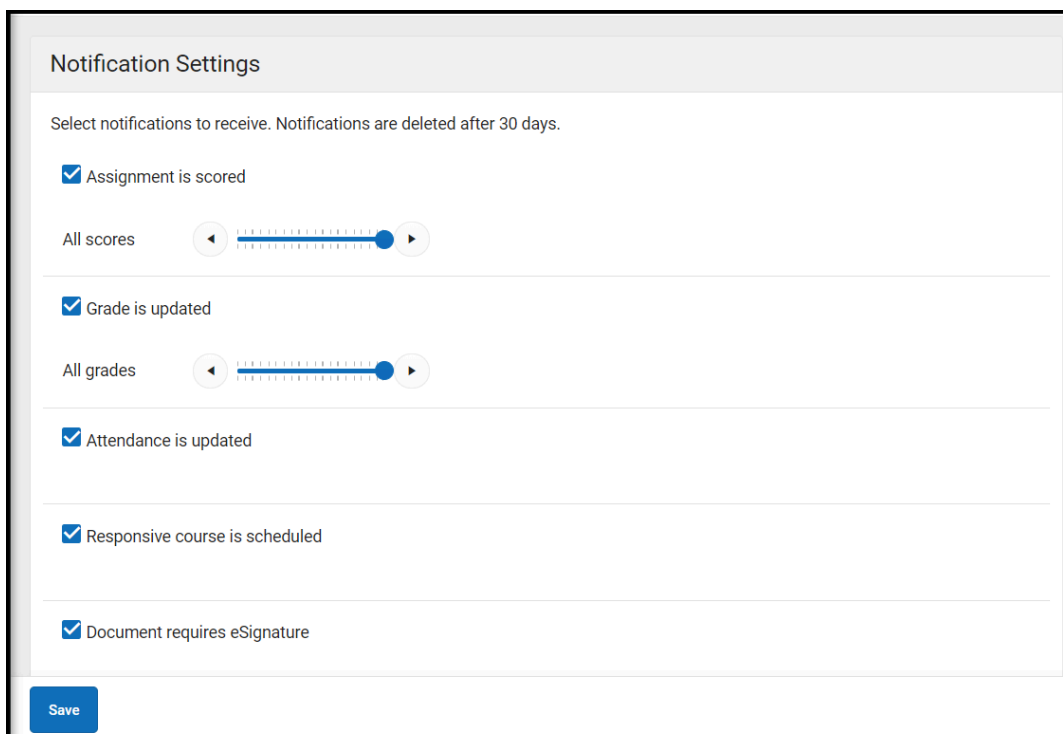


Settings on the Home Screen

Notification Settings

Notification settings allow users to opt out of receiving specific kinds of notifications and establish thresholds for those they want to receive. Set thresholds to only receive notifications when a grade or score falls below the selected percentage or a lunch balance falls below the selected dollar amount. Click the arrows to change the threshold or click and drag the dot.

Notifications are not sent for any tools that have been disabled by the district. Only districts using Campus Food Service receive low balance notifications.



The Notification Settings form is titled "Notification Settings" and includes a sub-header: "Select notifications to receive. Notifications are deleted after 30 days." It contains five notification options, each with a checked checkbox and a threshold slider:

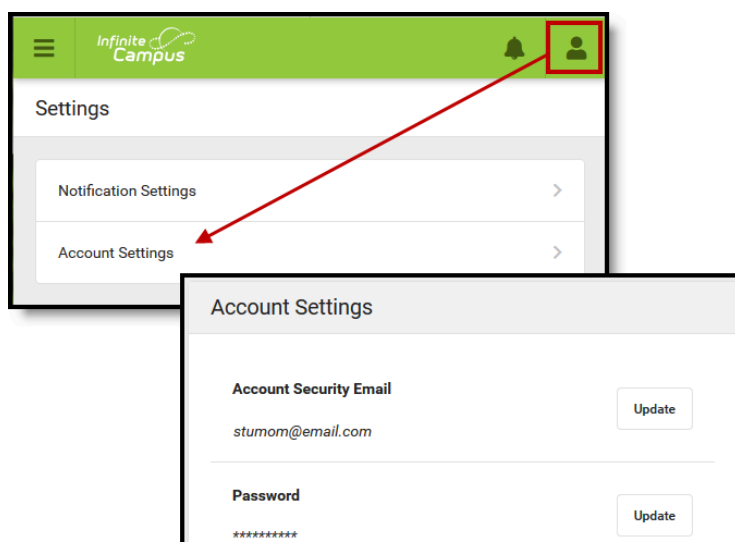
- ☒ Assignment is scored
All scores: A slider ranging from 0 to 100, with a blue dot at approximately 75.
- ☒ Grade is updated
All grades: A slider ranging from 0 to 100, with a blue dot at approximately 75.
- ☒ Attendance is updated
- ☒ Responsive course is scheduled
- ☒ Document requires eSignature

A blue "Save" button is located at the bottom left of the form.

Account Settings

Account settings allow users to update their security email on record or to change their Password and E-Signature PIN.

- The Account Security Email is the email used if a user forgets their username or password.
- Passwords can only be modified if the district has enabled Password Reset. Strong passwords are enforced, meaning that passwords should have a mix of letters, number, and characters to make them more secure.
- E-Signature PINs are used to electronically verify and sign Meal Benefit Applications. This field is only available if enabled by the district.



The Account Settings form is shown in two overlapping views. The top view is the "Settings" menu, and the bottom view is the "Account Settings" form.

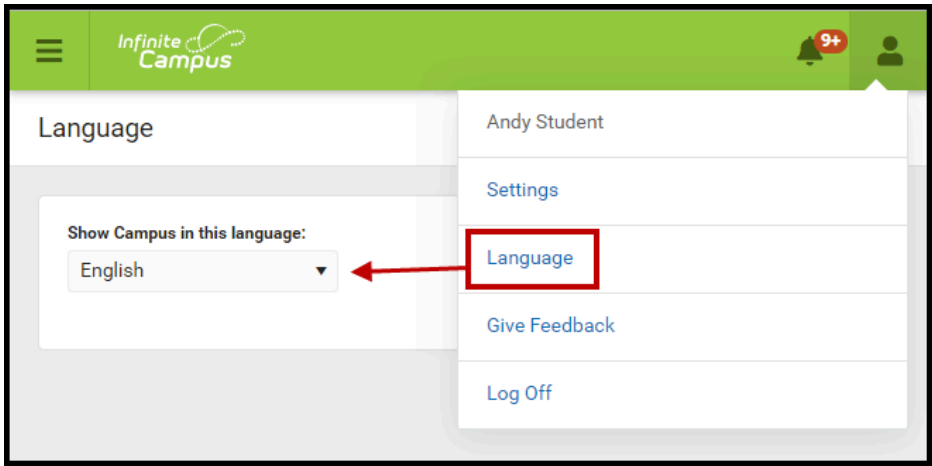
Settings Menu: The "Infinite Campus" logo is in the top right. A red box highlights the user profile icon, and a red arrow points from it to the "Account Settings" option in the menu.

Account Settings Form:

- Account Security Email:** The email address "stumom@email.com" is displayed. An "Update" button is to the right.
- Password:** The password field is masked with "*****". An "Update" button is to the right.

Language

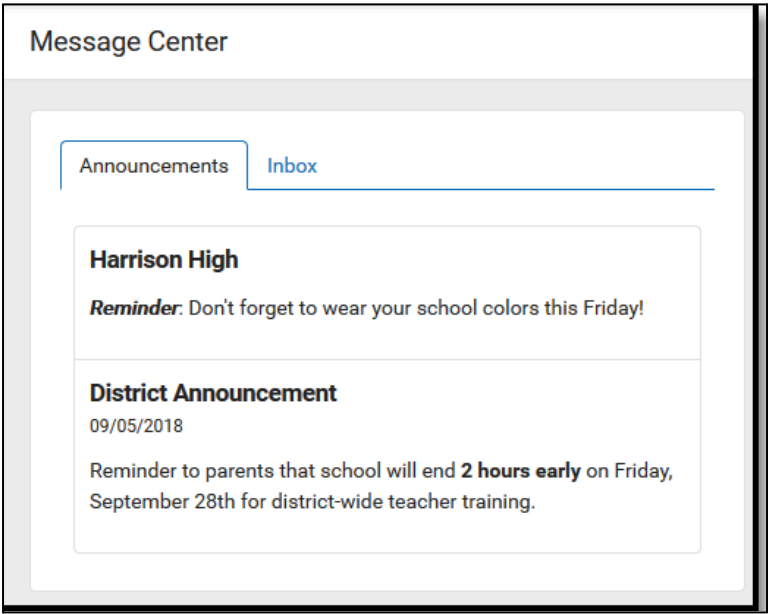
From the user menu, click **Language** to change the language that Campus Parent displays in.



Message Center

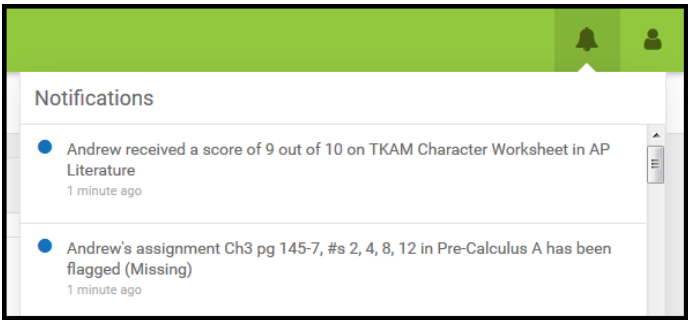
The Message Center includes announcements posted at a school or district level. Click **Show More** to display additional text for longer announcements. Announcements display based on the timeline set by the creator and cannot be deleted or archived.

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



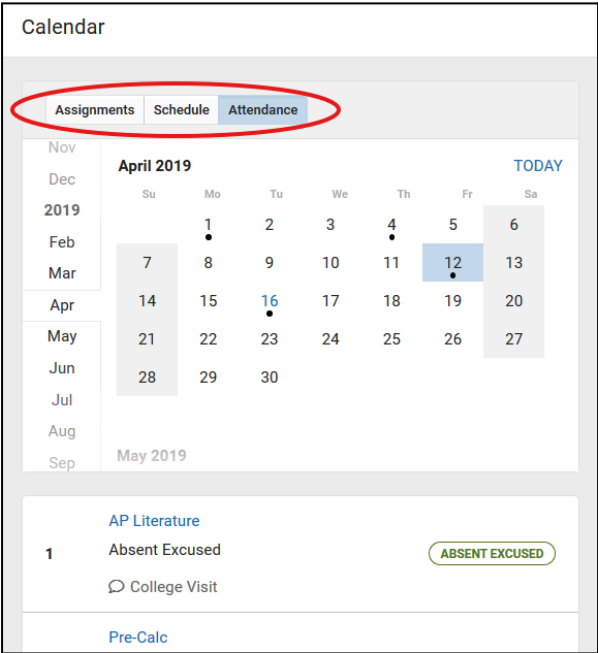
Notifications

The Notifications dropdown list shows a simple list of notifications the student has received, such as graded assignments.



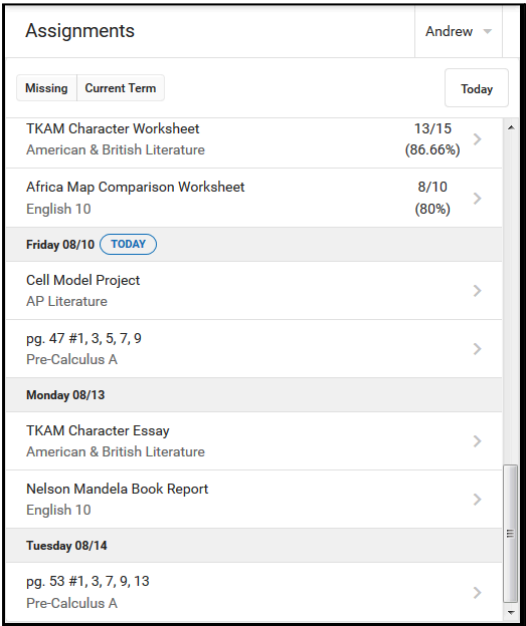
Calendar

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.



Assignments (Only available for students in Grades 5-12)

The Assignments tool collects all of a student's assignments with the focus on today. Click assignments 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

The Grades tool shows all of the grades earned by the selected student for all tasks (such as Progress or Quarter grades). Posted grades are displayed 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. Please contact your child’s teacher for school-specific grading practices and posting of assignments timelines as they can vary from teacher to teacher and grade levels.

Grades

All Terms1234

Term 107/01 - 10/04

Settings

Grades Settings

Hide dropped courses

Hide rows without grades or assignments

Expand AllCollapse All

Cumulative GPA: 2.05

Pre Calculus

ProgressA- (92%)

Term GradeB+ (89%) In-progress

English 10

Demonstrate proficiency in basic concepts of scholarly writingP

Cite thorough textual examples (explicit and inferred) to support analysisP

Determine theme and explain how specific details reveal the author's themeI

Summarize the story without including personal opinionsHP

Analyze how complex characters develop, interact, and advance the plotP

Pre-Calculus

(1) Term GradeB+ (89%) In-progress

Grade Total89/100

Homework89/100 (89%)

Trig Worksheet20/25 (80%)>

pg 45 - #1, 3, 7, 9, 1346/50 (92%)>

Due: 08/21/2019

Due: 08/19/2019

Introduction to Pre-Calc23/25 (92%)>

Due: 08/16/2019

Grade Book Updates

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.

Grade Book Updates

Andrew Student

Recent Updates

Wk 1 Reading - Ch 1-58/10 (80%)>

AP Literature

Ch3 pg 145-7, #s 2, 4, 8, 125/5 (100%)>

Pre-Calculus A

TKAM Character Worksheet9/10 (90%)>

AP Literature

Attendance

The Attendance tool lists the absences and tardies for attendance taking periods 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.

Attendance Andrew Student ▾

2 < Last Term ○ Current Term Next Term >

COURSE	ABSENT	TARDY
AP Calculus	0	0
AP English	2	0
Physics A	1	2
World History A	0	
Period Totals	3	

AP English

Period Absences

EXCUSED	UNEXCUSED	EXEMPT	UNKNOWN
1	1	0	0

Period Tardies

EXCUSED	UNEXCUSED	EXEMPT	UNKNOWN
0	0	0	0

Absences

12/15/2016 - Absent Unexcused
10/28/2016 - Absent Excused

Schedule

The Schedule tool shows the student's schedule for each term. 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 Andrew Student ▾

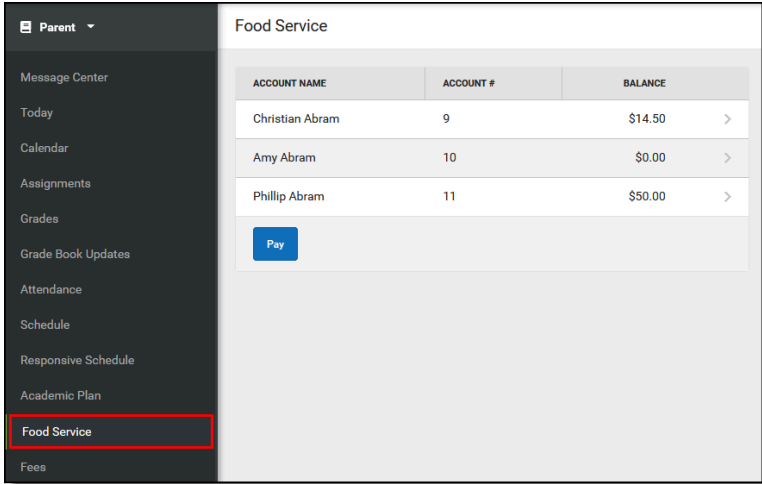
1 (07/03/2017 - 10/06/2017)

1 8:40AM - 9:35AM	AP Literature	Teacherson, Katie	Rm: 1004
2 9:45AM - 10:05AM	Personal Finance	Abra, Dean	Rm: 210
3 10:10AM - 11:05AM	AP US History	Benson, Denna	Rm: 1004
4 11:05AM - 12:04PM	Spanish II A	Lifellearn, Lewis	Rm: Tech Lab B

My Cart

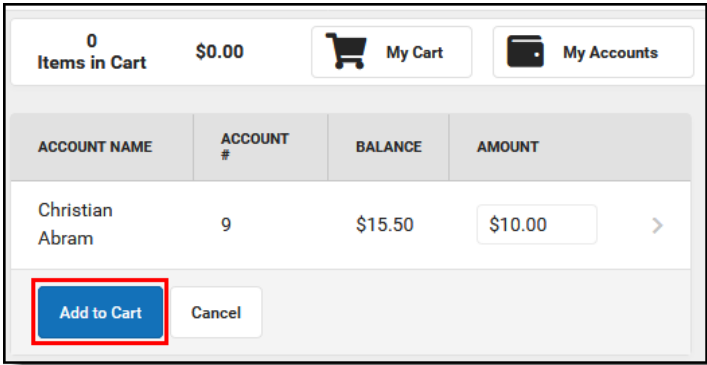
My Cart is where you pay fees and add money to your Food Service Account.

Food Service (My Cart) The Food Service tool allows you to see what meals and food items were purchased as well as add money to your Food Service account. From here you can also view: current account balances, money in/out, and adjustments made to accounts.

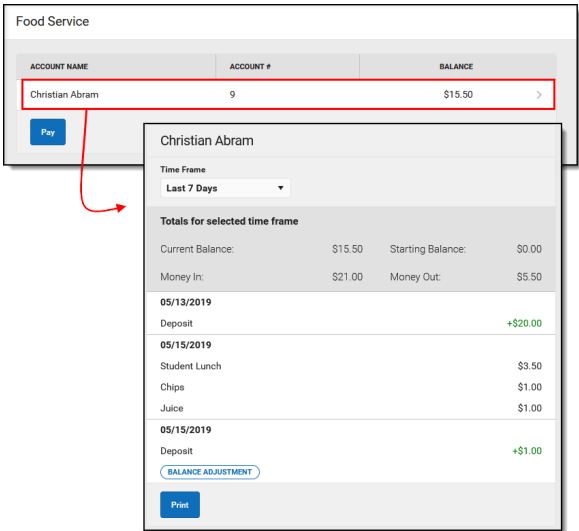


School breakfast and lunch are currently free, but if students opt for a second meal or would like to purchase from ala carte options, you can add additional funds to food service accounts.

- How do I add money to my Food Service Account?
1. Select Pay.
 2. Enter the amount you want to add in the Amount field.
Minimum amount for checkout using a credit card is \$5.00
 3. Select Add to Cart.
 4. Select My Cart. The Checkout Screen displays.
 5. Select the Payment Method you want to use and enter Email Address for Receipt (optional).
 6. Select Submit Payment.



an



Viewing Purchases

To see a list of items that you have purchased, select your account name. A screen displays with all of your account's details, including any deposits or adjustments.

Fees (My Cart)

The Fees tool provides a list of all fees assigned to a student. Fees can include things like a lab fee for a science course, a fee for a field trip. 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.

← Back | Checkout

Thank you for your payment!

NAME	FOOD SERVICE ACCOUNT	AMOUNT	
Abrams, Christian	9	\$10.00	Remove
Abrams, Phillip	11	\$10.00	Remove

NAME	FEE	AMOUNT	
Abrams, Christian	Instrument Rental	\$25.00	Remove

NAME	OPTIONAL FEE	AMOUNT	
Abrams, Phillip	Educational Resource Fee Full	\$30.00	Remove

Subtotal: \$75.00

Service Fee: \$2.00

Total: \$77.00

Payment Method

☐ DISCOVER DISC

☒ VISA CHECK

Add Payment Method

Email Address for Receipt

user@example.com

4 Items in Cart

\$75.00

My Cart

My Accounts

Submit Payment

Documents

The Documents tool collects files relevant to the student including learning documents such as a PDF version of the student's schedule, report cards, and transcripts. Click on an entry to view the file in PDF.

More

The More tab displays the following:

- Address Information: for the student's household(s).
- Contact List: Emails and phone numbers for teachers.
- Demographics: information for the student and any non-household relationships.
- Family Information: including contact information for family members.
- Health Information: including recorded vaccinations and immunizations.
- Important Dates: such as holidays, late starts, and other school calendar events.
- Lockers: assigned to the student with locations and combinations.
- Meal Benefits: Online Educational Benefits from for Free/Reduced Lunch
- Online Registration: Where families can update annual Existing Student Registration information or add New Student Registrations.
- Course Registration, where students can request courses for the next school year.

More

Address Information

Assessments

Behavior

Course Registration

Demographics

Family Information

Health

Lockers

Meal Benefits

School Choice

Transportation

Activities

Online Registration

Quick Links

[ISD #4321 Schools](#)[Abbott Elementary](#)[Bryant Middle School](#)[Colfax High School](#)