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:
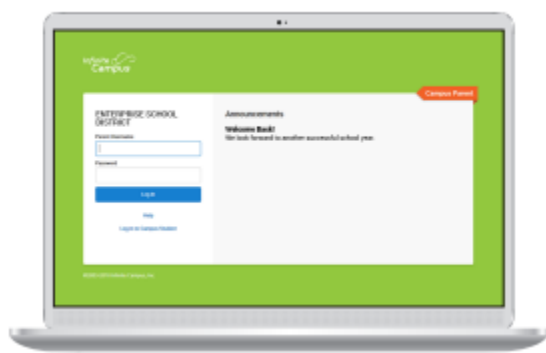
Access on the Web
Campus Student and Campus Parent

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.
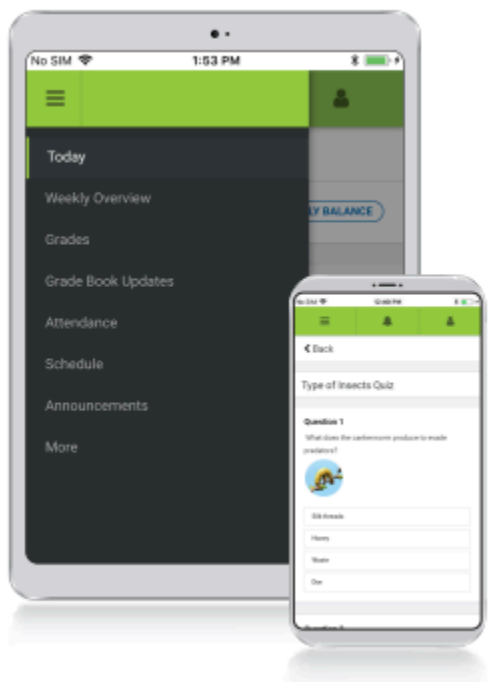
» Announcements
» Assignments
» Attendance
» Grades
» Schedules

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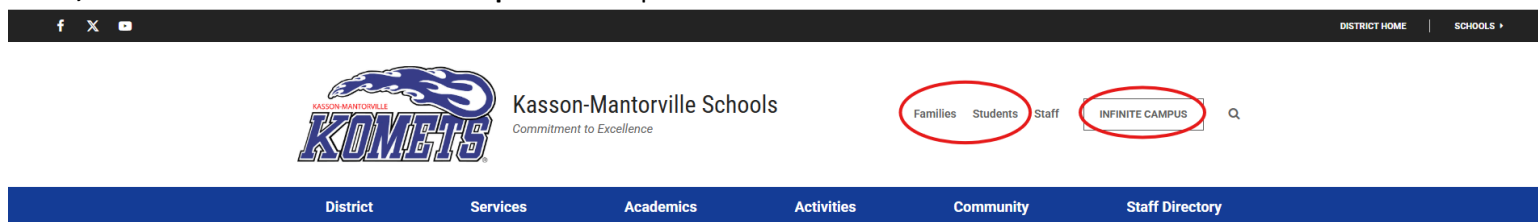
Or download the Campus Parent app from the Apple App Store or Google Play.

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
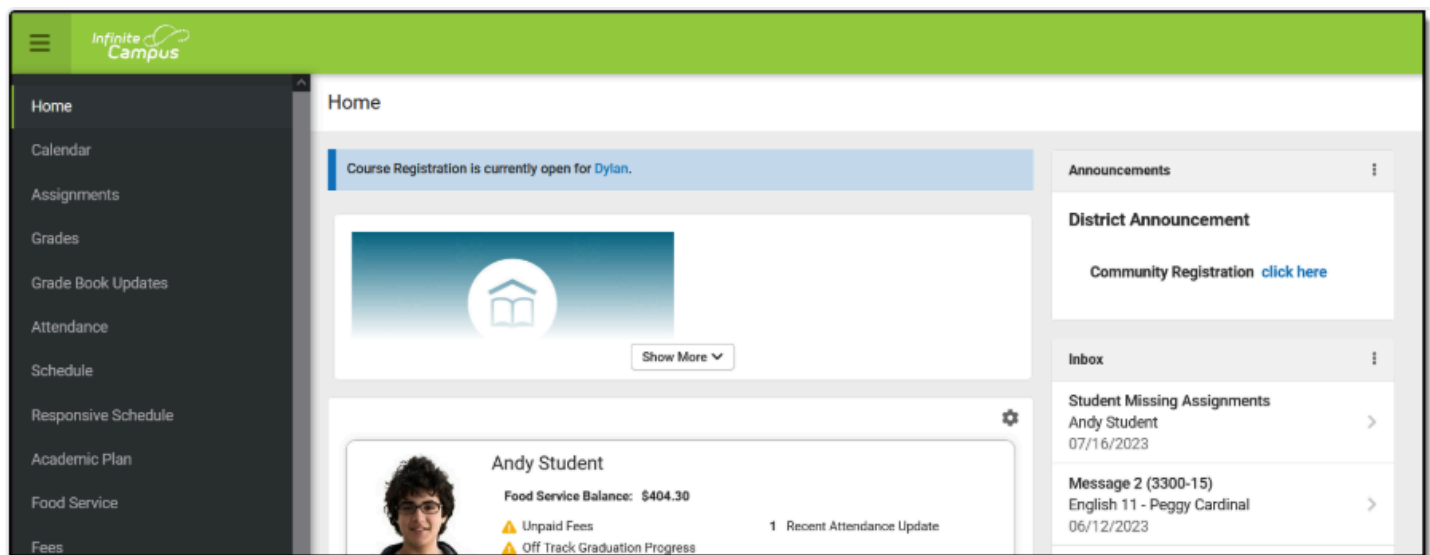
*An example of the Campus Parent Portal*

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.
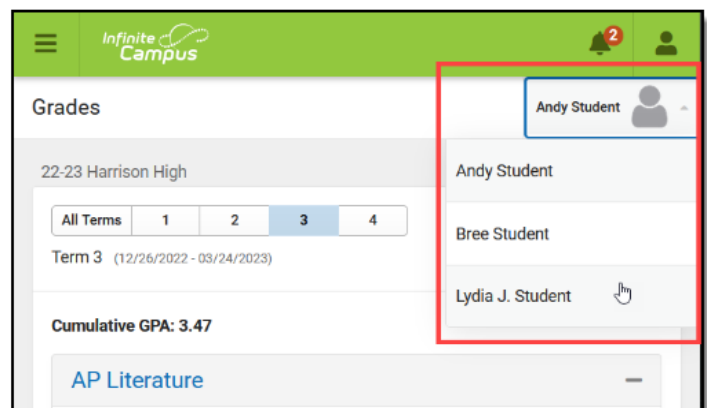
Explore the Home Page

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.

A summary of student information needing attention displays on the Home screen.
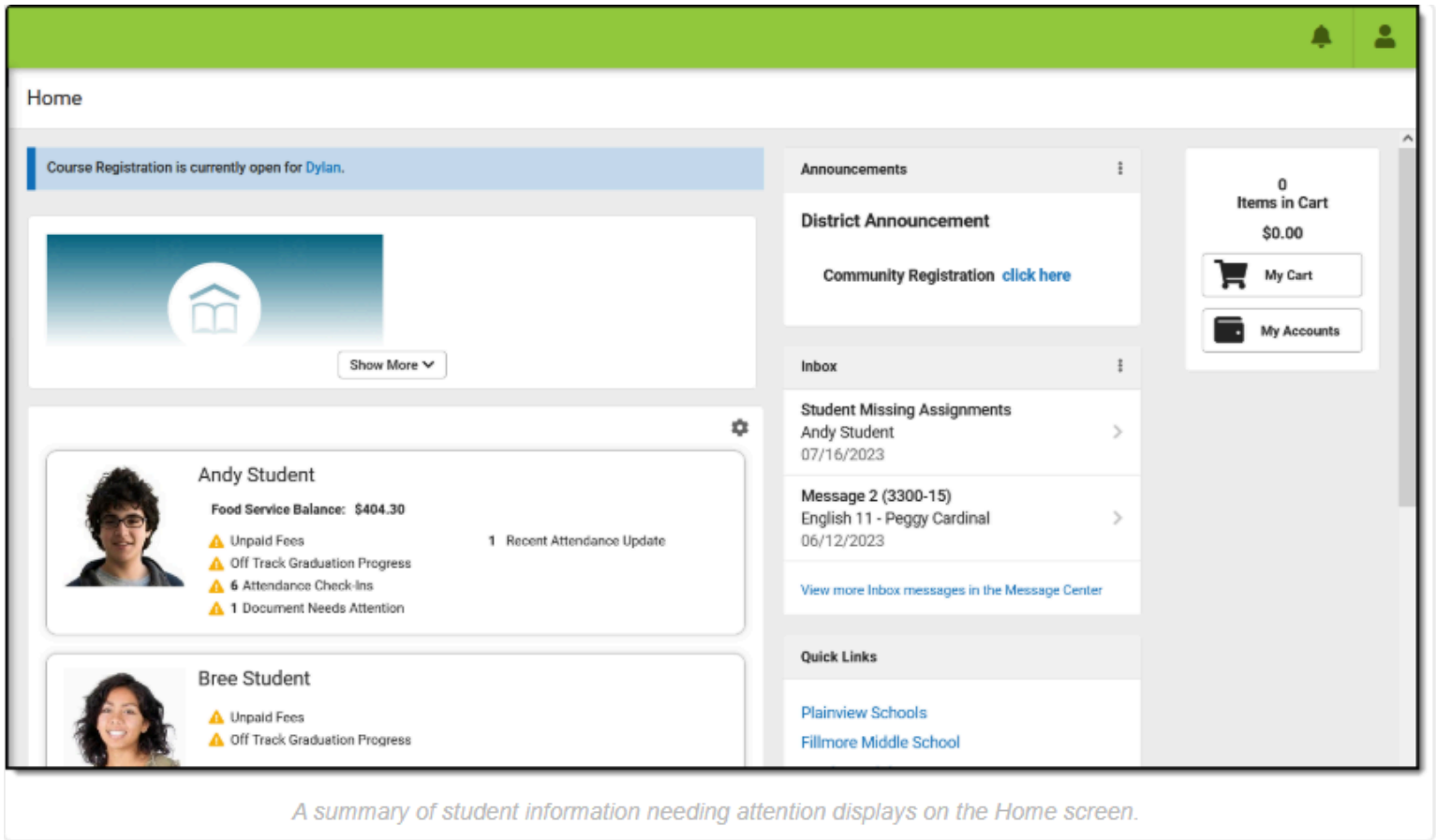
Each student displays in their own card. Depending on what is applicable to the student, the following data may display:

- 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.
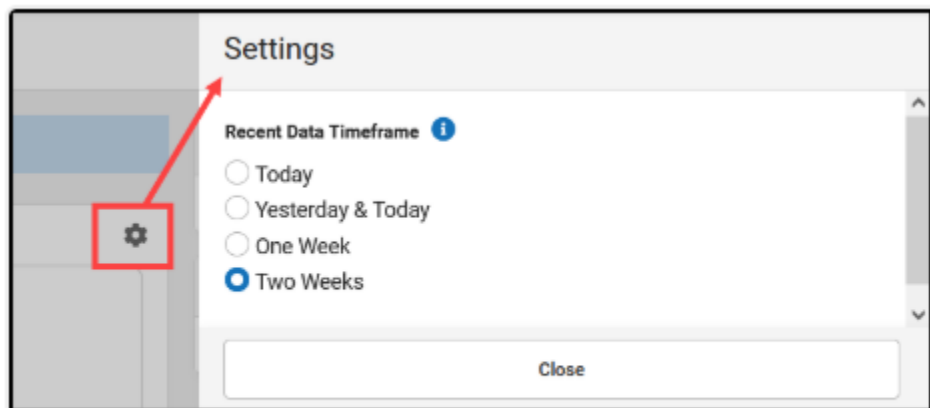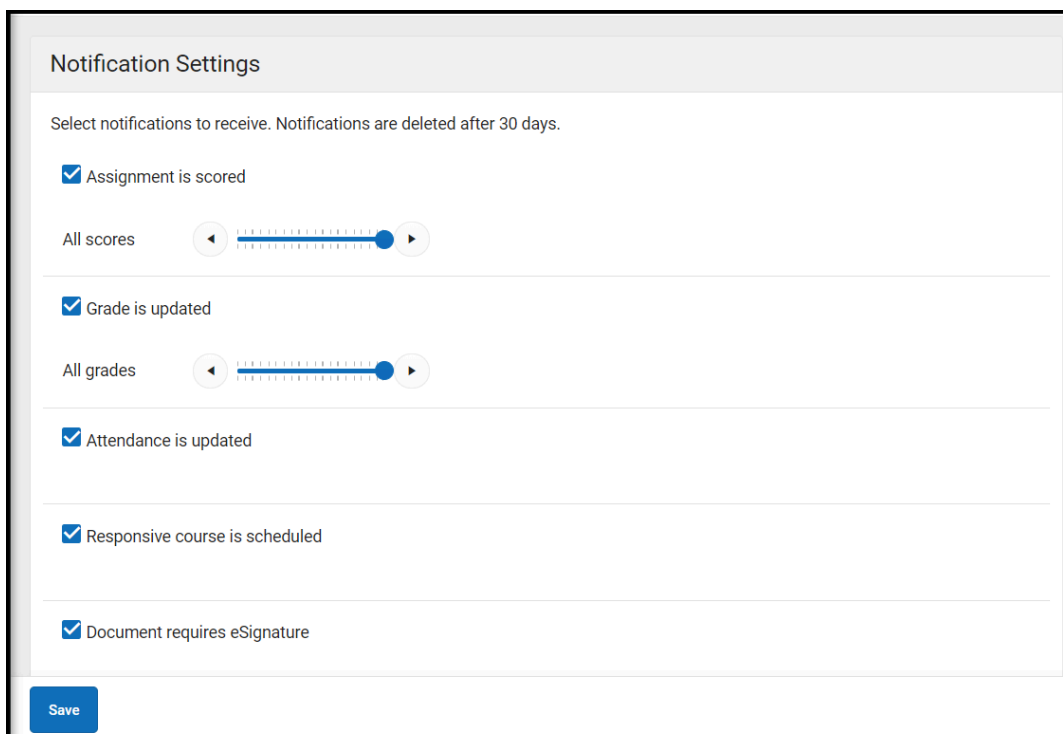
Settings on the Home Screen

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.

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.

Language

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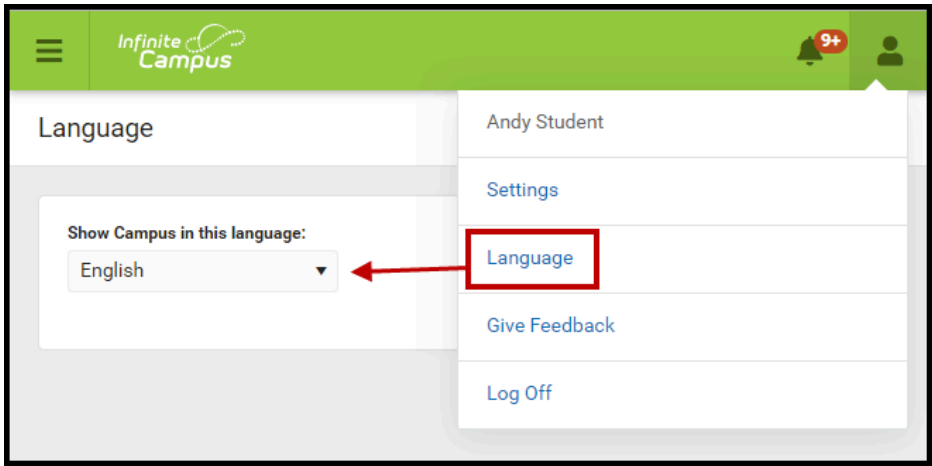
Message Center

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.
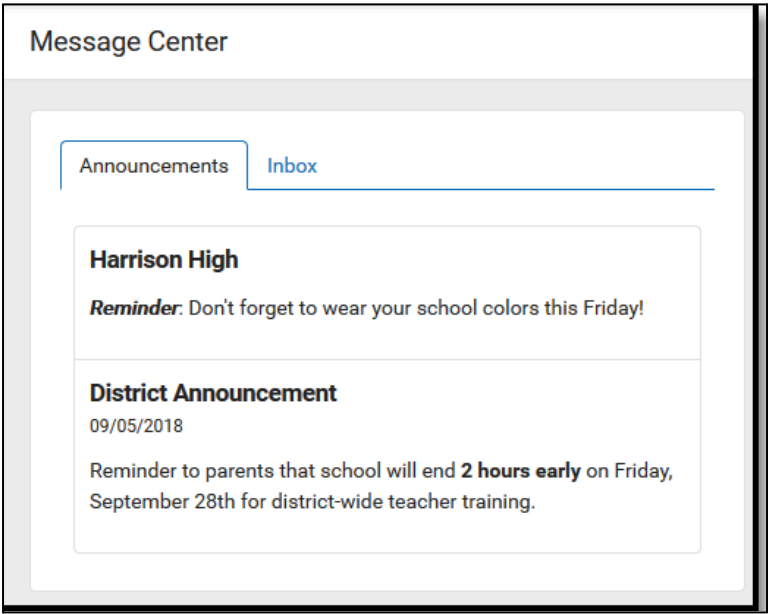
Notifications

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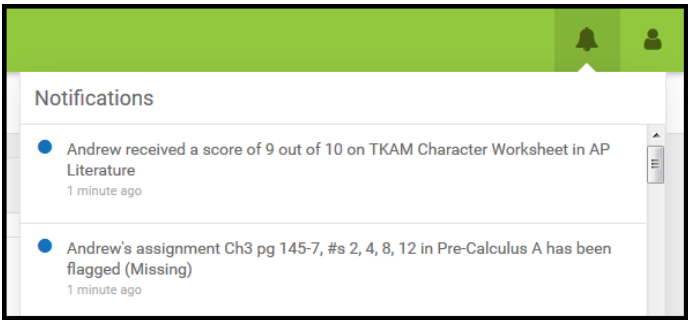
Calendar

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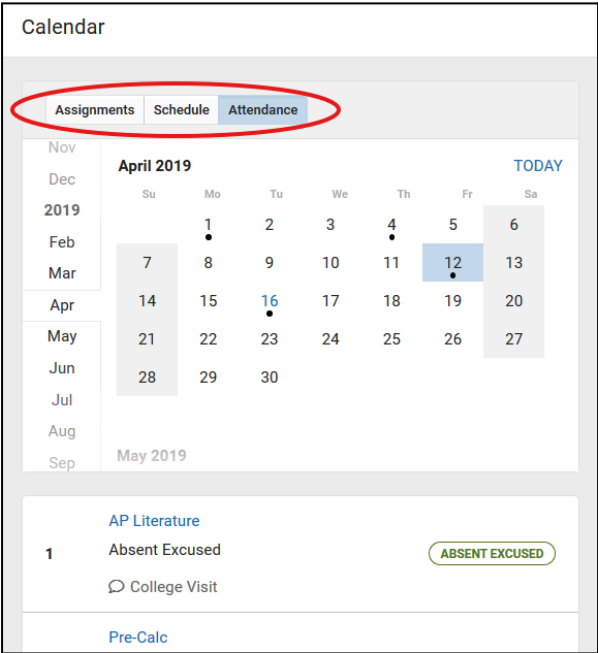
Assignments (Only available for students in Grades 5-12)

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.
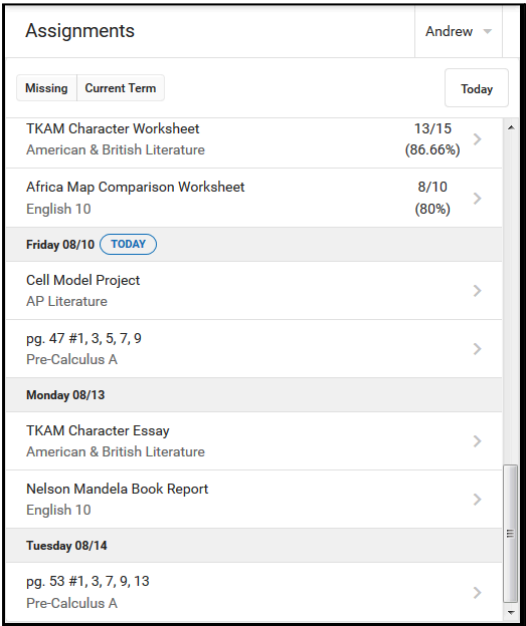
Grades

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.

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.

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.

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.
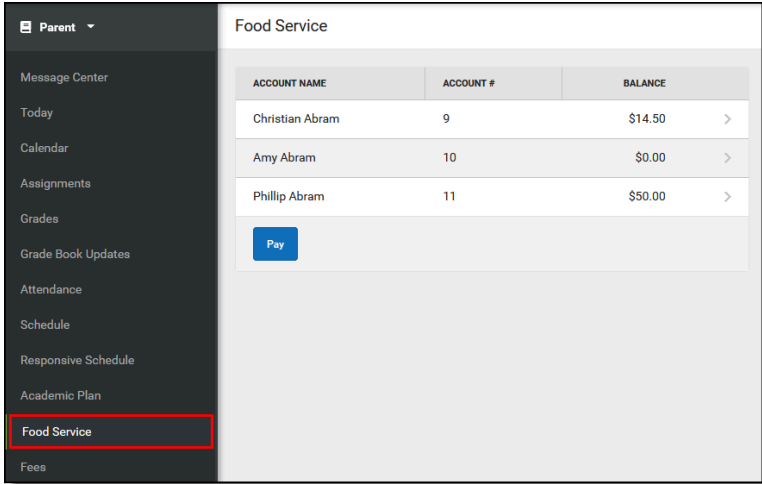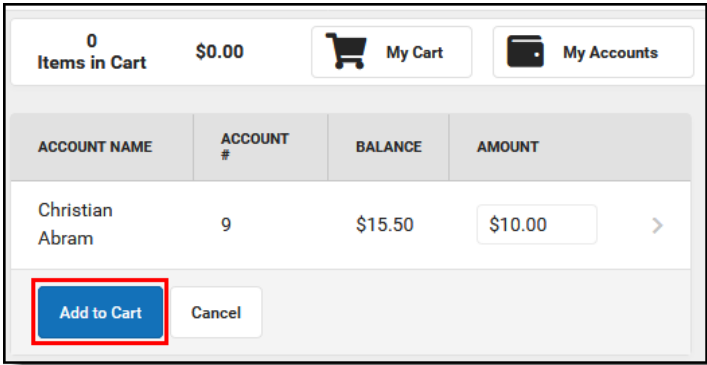

My Cart

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 an Email Address for Receipt (optional).
6. Select Submit Payment.
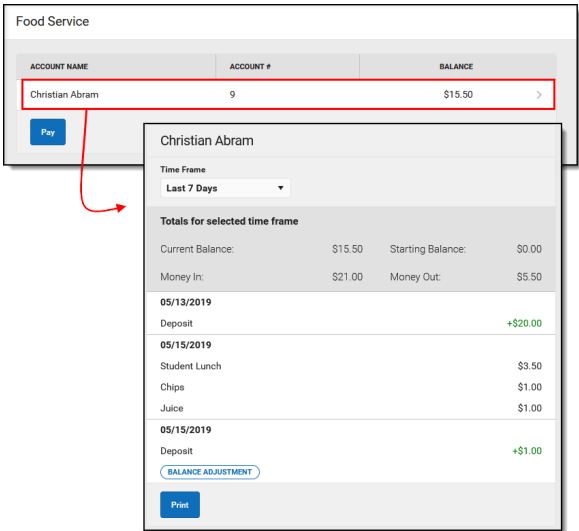
Viewing Purchases
To see a list of items that you have purchased, select your account name. A screen displays with all of your account's details, including any deposits or adjustments.

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.

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.