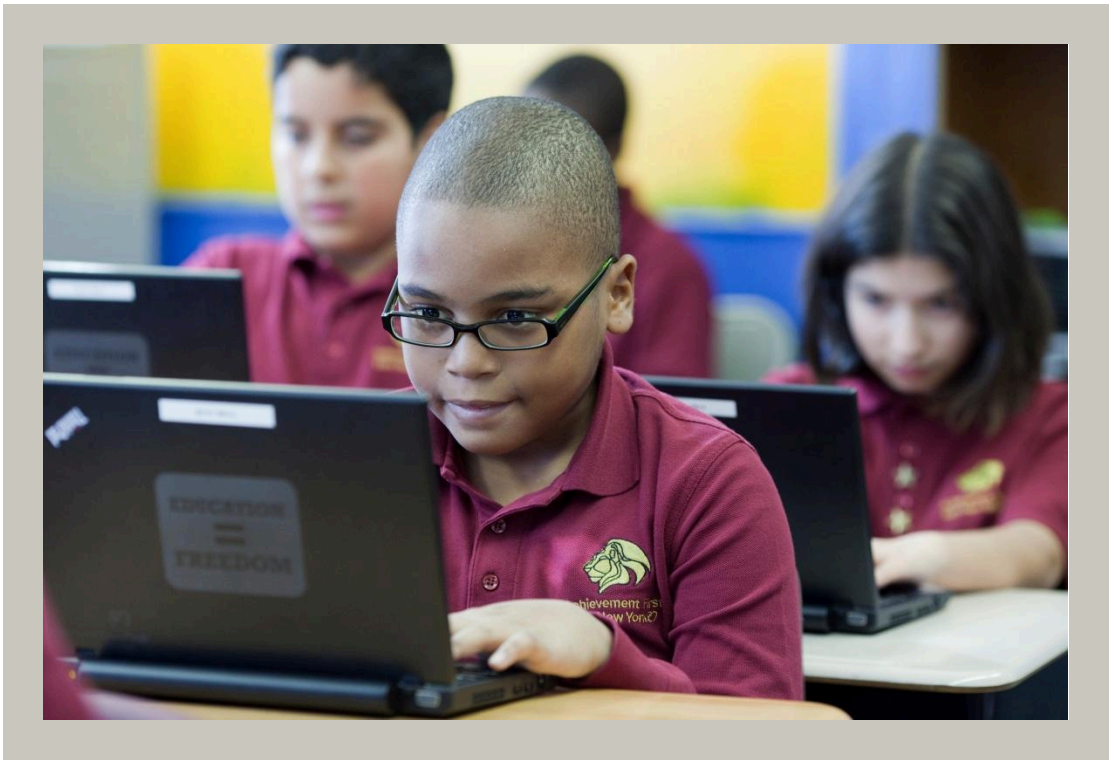


Campus Parent and Campus Student User Guide

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What are Campus Parent and Campus Student?

Achievement First uses an online student information system called Infinite Campus to track students' enrollments, contact information, attendance, grades, etc. The Campus Parent and Campus Student websites and apps allow parents and students to access the information about students' schedule, attendance, and grades that AF staff have entered in Infinite Campus. Teachers can also send parents and students messages about grades and assignments via the apps from their Infinite Campus accounts.

What is the difference between Campus Parent and Campus Student?

Only scholars can access the classroom discussion tool via Campus Student. Only parents can access the Fees tool or submit requests to change their household contact information via Campus Parent. Otherwise, the two tools are identical.

Accessing Campus Parent and Campus Student

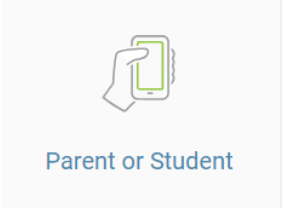
Who has access to my scholar's information?

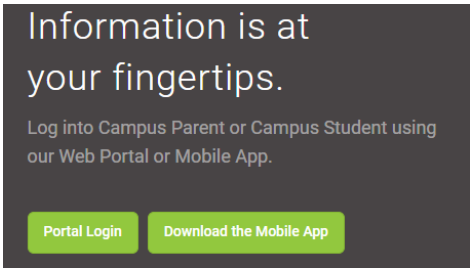
When enrolling your student at an Achievement First school, you listed information for all parents and guardians. Once logged in, you will be able to view information for any scholars you were listed as a parent/guardian for who are actively enrolled at Achievement First schools. Your school's Student Services Manager (SSM) can verify who is set up with Campus Parent access for your scholar's information and can grant or remove access for any of the other contacts you listed when enrolling your scholar at your request.

Students' Campus Student accounts are generated automatically when they are enrolled. Students can only view their own academic information.

How do I activate my Campus Parent Account?

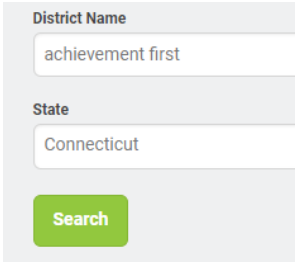
To login, you must first create your user account in Campus Portal. In order to do this, you will an *Activation Key*. The Activation Key will be provided to you by your school, and your school's SSM can provide it for anyone related to your scholar you'd like to have access.

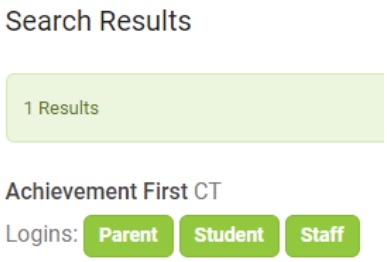
1. To begin, navigate to https://www.infinitecampus.com/ and scroll down until you see a row of icons with the 'Parent or Student' button on the right.
    a. 

2. Click it, and you'll be offered the option to continue in your browser or download the Campus Parent app for mobile phones. Choose whichever you prefer:
    a. 

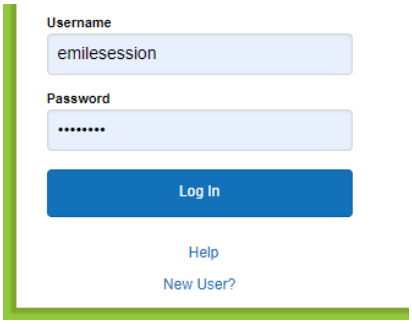
3. You'll be asked to indicate which district your scholar is enrolled in. Because Achievement First started in Connecticut, **all AF schools are registered in Campus as a Connecticut district**. Search

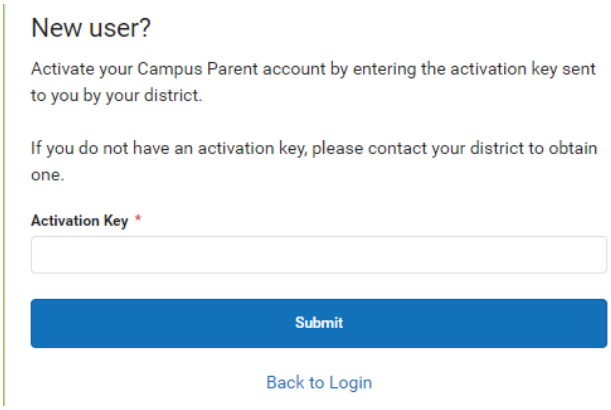
for Achievement First in Connecticut and choose it from your menu—you'll be prompted to choose the Parent, Student, or Staff login.

a. 

b. 

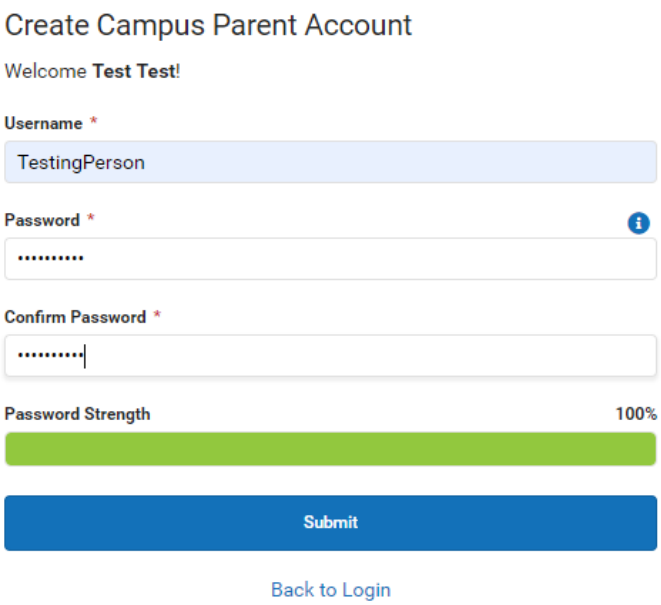
4. Once you get to the login screen, **if it's your first time logging in**, click the 'New User' button and enter your activation key when prompted.

a. 

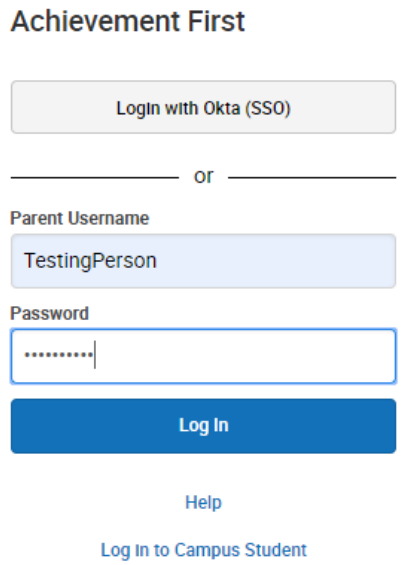
b. 

5. After entering your login key, you'll be prompted to create your username and password. Once you're done, you'll be able to use those credentials both on the login website and in the app itself:

a.



b.



How are students' Campus Student accounts set up?

Campus Student accounts are created automatically within 24 hours of when a student is enrolled in Infinite Campus, according to a common template:

- Default username: first name + last name (max 10 characters each) (ex: kendrickblackwood)
- Default password: first 4 #s of student ID + their date of birth (MMDDYY) (ex: 0123041795)

Where can I login to Campus Parent or Campus Student?

Once your account is setup, you'll always be able to find the login screen either in the Campus Parent app or with this link in your browser:
https://achievementfirstct.infinitecampus.org/campus/portal/AchieveFirst.jsp

How can I reset my password or get help accessing Campus Parent or Campus Student?

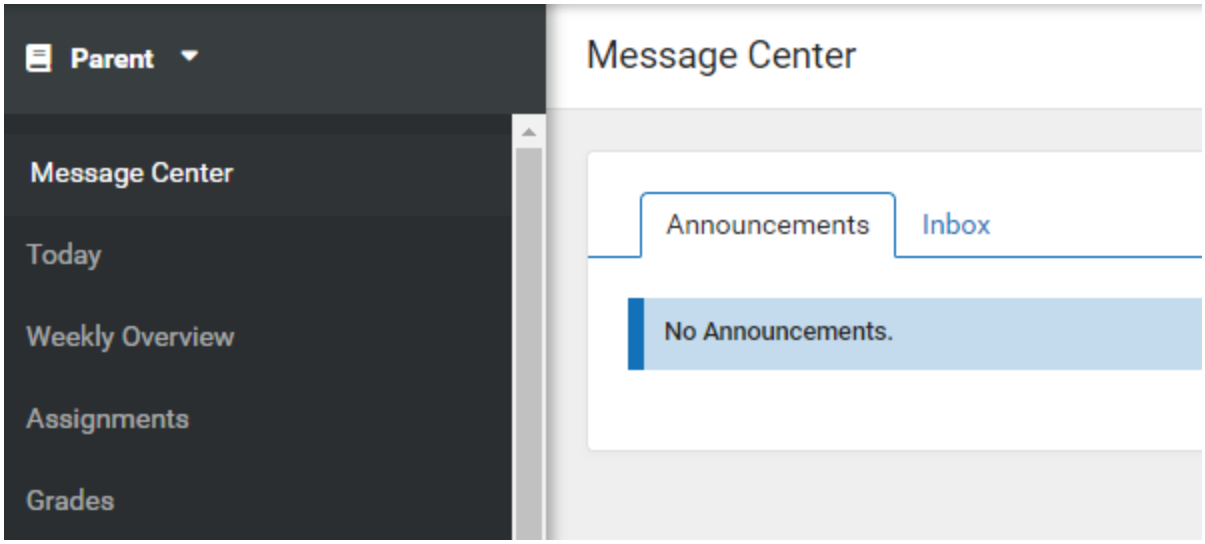
You have multiple options for editing your account info:

- Once logged into Campus Parent/Student, you can edit your account name or password under the Account Settings screen (see below under 'How do I navigate Campus Parent?')
- If you've forgotten your password, you can choose the 'Forgot Password' button from the login screen.
- You can contact your school's SSM for help finding your account name or resetting your password.

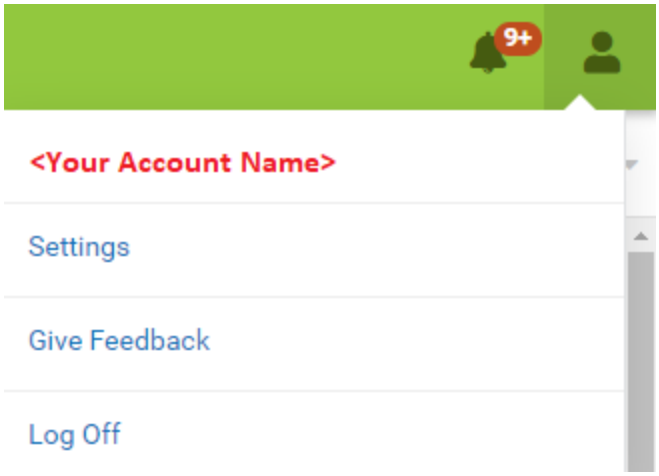
Navigating Campus Parent and Campus Student

How do I navigate Campus Parent/Campus Student?

Once you are in your Campus Parent account, the information available to you is listed on the navigation pane located on the left hand side of the screen.

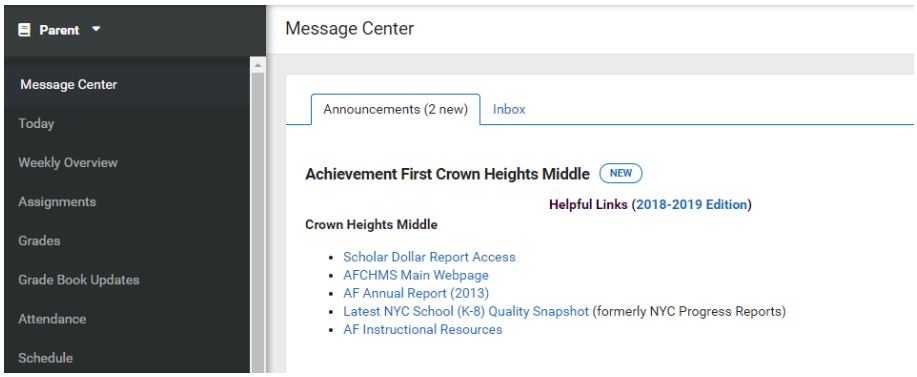


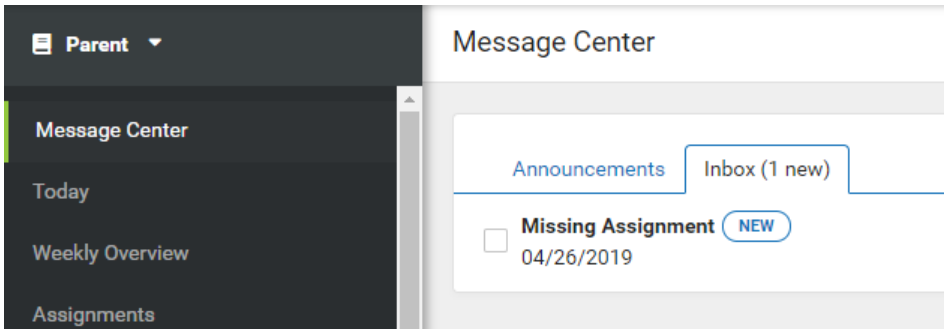
The person icon at the top right of the screen will allow you to see who is signed in, adjust your account settings, give feedback on the system itself, or log out of your account.



What is the Message Center?

When you first log in, you'll start on your Message Center, where you'll be able to access any announcements from the school (under 'Announcements) or messages from teachers (under 'Inbox):



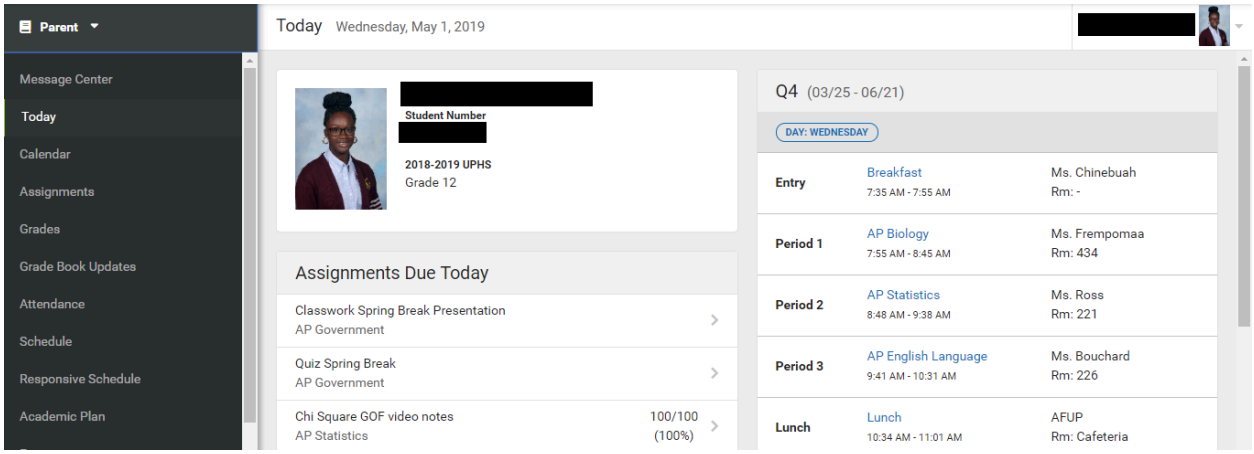


If you have more than one child in an AF school you can use the Switch Student drop down in the top left of the screen to view your child's Campus Portal information. Only students with an enrollment in the current year or an enrollment in the next year will display in the list. Additionally, if your children attend different AF schools both school must be using Campus Portal to view their information.

What information is available for my scholar on Campus Parent?

Today

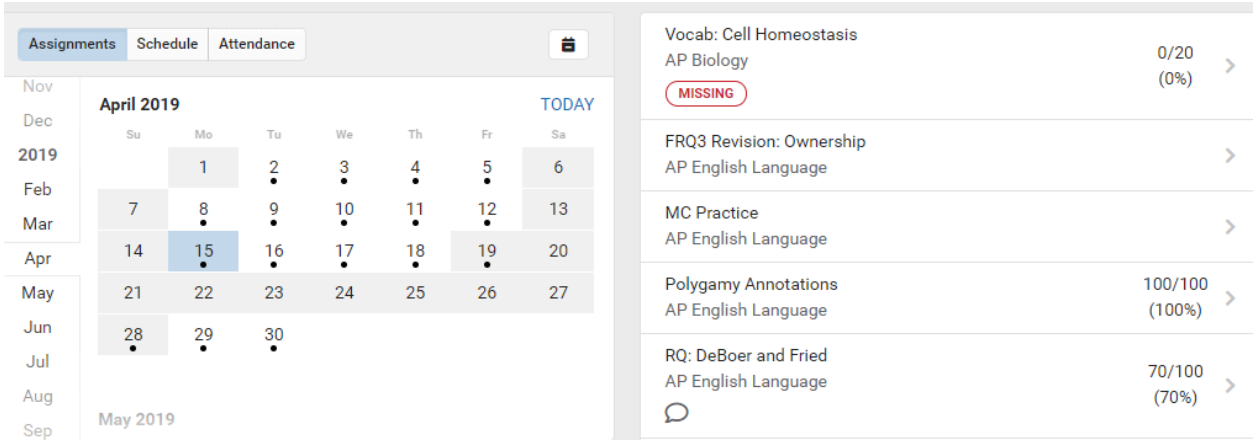
On this screen, you'll find a dashboard of information about your scholar's schedule for the day, as well as info on any assignments due today.



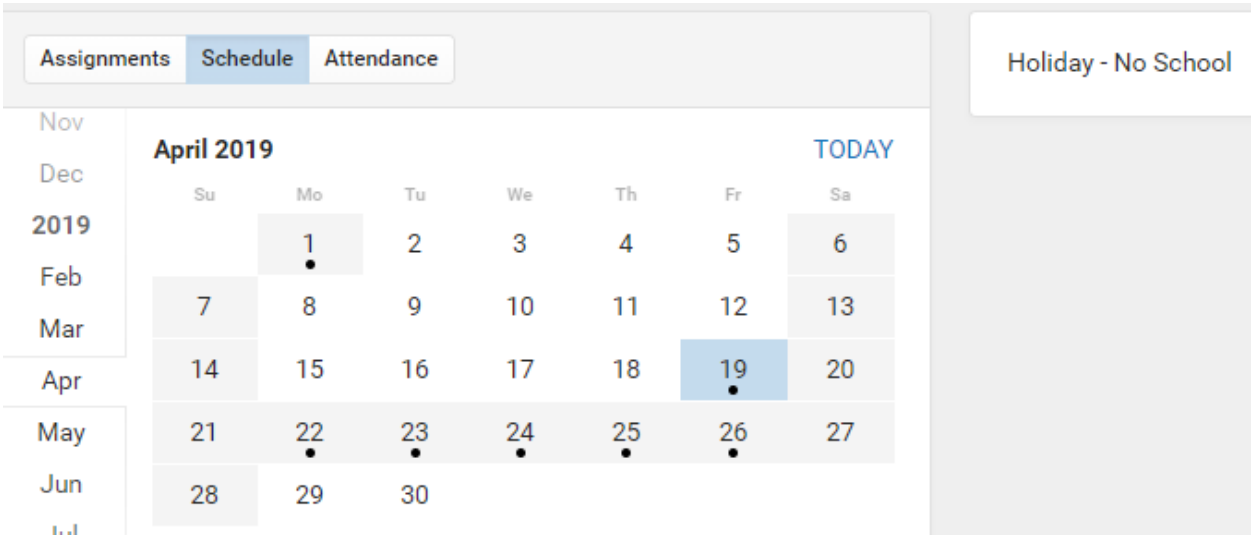
Calendar

On this screen, you have the option to view your scholar's assignments, schedule, and any attendance events for each day on the calendar. The dots on the calendar indicate that specific information is available for that day.

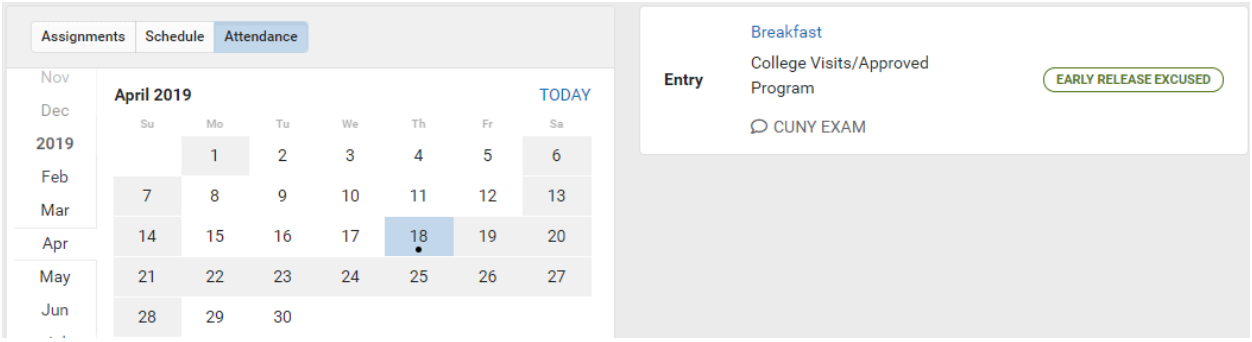
On the assignments view, you'll be able to see their scores on assignments, including if an assignment has been flagged as missing or if the teacher has left a comment:



On the schedule view, you can view your scholar's schedule for the day, similar to the Today screen. Days with dots are ones the school has marked as including specific events, including if there's no school that day:

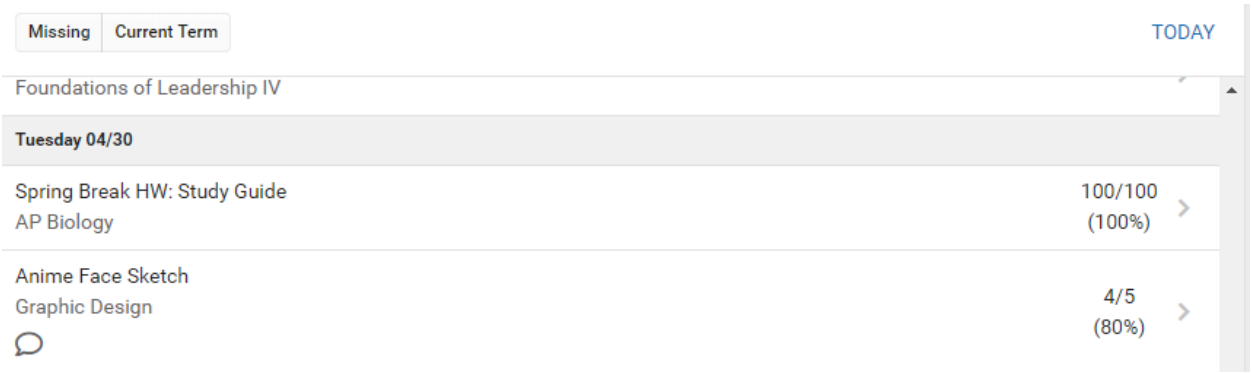


On the attendance view, the dots will indicate which days your scholar was marked absent or tardy or was dismissed early, as well as the reason listed:



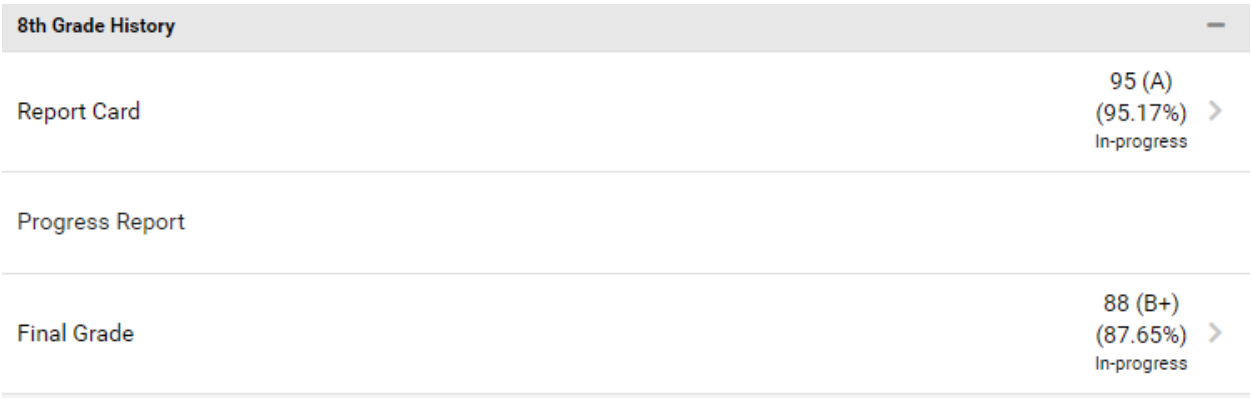
Assignments

On this screen, you'll be able to see a scroll of assignments your scholar has been assigned in their classes, organized by date and course. The toggles at the top will allow you to filter down to just assignments flagged missing, for the current term, or to jump to today's date:



Grades

On this screen, you'll be able to see your scholar's grades for each term.



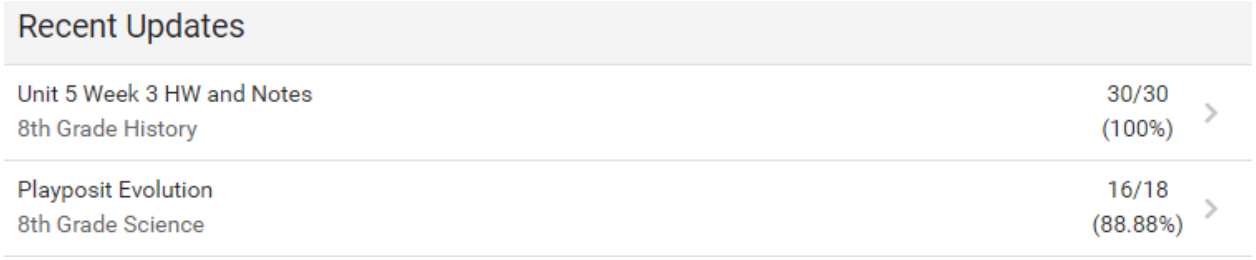
The information you see here will mirror what you would normally find on your scholar's report card, depending on the details of how your school assigns grades. Generally:

- Elementary schools: Scholars may be graded by standards (e.g. 'Overall Reading', 'Overall REACH') and receive one grade per term for 3 terms (i.e. Fall, Winter, and Spring). They may also be graded according to the middle school setup at some schools.
- Middle schools: Scholars will receive a Progress Report grade and Report Card grade in each term in each course. In the spring term they'll also receive a Final Grade, which is the average of the 3 Report Card grades.
- High schools: Scholars will receive a Progress Report and Quarter Grade in each term they're enrolled in a course. In the final term they take the course they'll also receive a Final Grade, which is the average of their Quarter Grades.

Grades marked 'In Progress' are projected from the scholar's current assignment grades, and will change when scholars receive new assignment grades until the term is over and the term grades are posted. The exception is Progress Report grades, which are not tracked 'in progress' and only posted once mid-term. Once posted, grades will appear in bold and won't change. Please consult your scholar's teacher or school's SSM if you have questions about how their grades are being calculated.

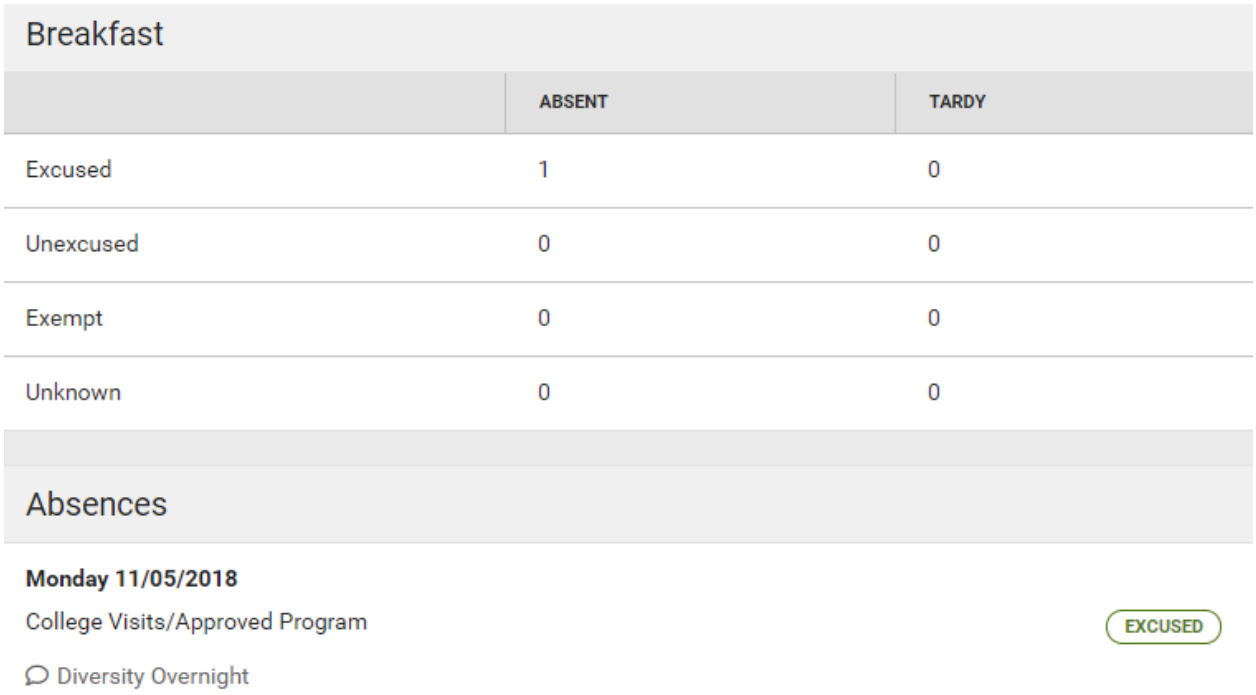
Grade Book Updates

On this screen, you can see which assignments have been scored during the last 14 days.



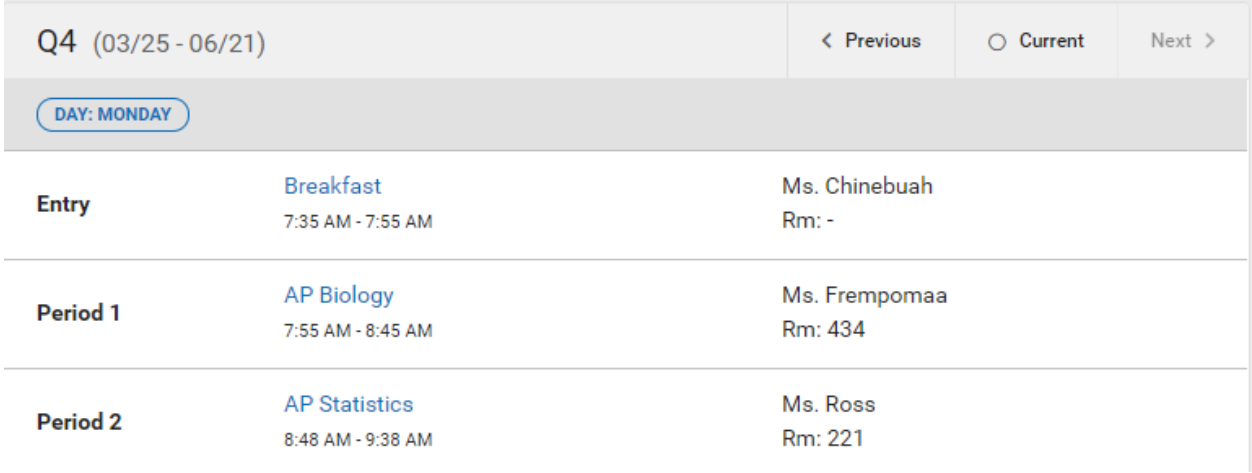
Attendance

On this screen, you'll be able to see how many times your scholar has been marked Absent, Tardy, or for Early Dismissal in a given term. Most AF schools only take attendance one period out of the day. By clicking that period, you'll be able to see a breakdown of the dates and reasons for each attendance event.



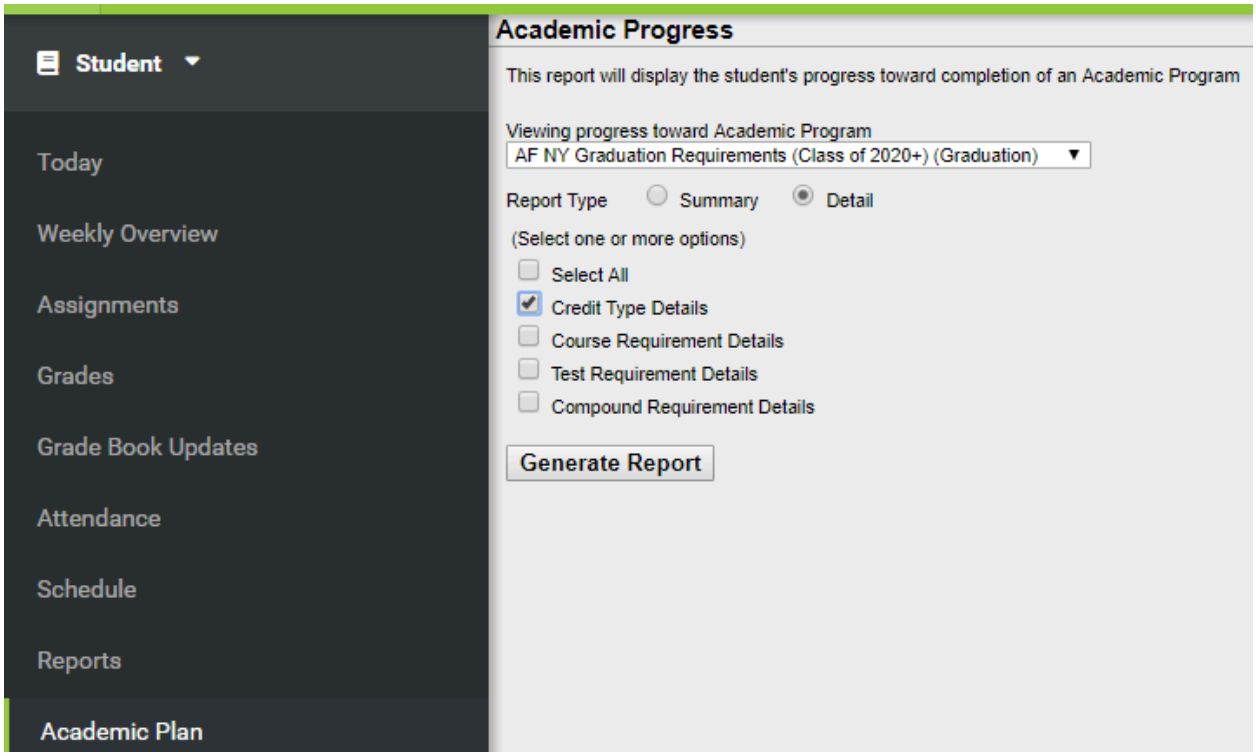
Schedule

On this screen, you can see your scholar's period schedule for the selected term. You can see their schedules on different days (for example, if your school programs a different half day schedule) by scrolling down. Please consult your school's SSM if you have questions about your scholar's schedule.



Academic Plan (High School Only)

On this screen, you can choose to generate either a summary or detailed report of your scholar's progress towards meeting their graduation requirements.



Credit Type	09	10	11	12	Credit Status ER	IP	PL	Overflow	Total
Mathematics	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	0.0 / 1.0	2.0	1.0			*3.0 / 4.0

Grade	Course	Status	Score	Credit toward Academic Program
09	009-1202 Algebra I	Earned	85 (B)	1.0
10	010-1203 Geometry	Earned	76 (C)	1.0
11	011-1205 Algebra II w/ Pre-Calculus	In-Progress	82 (B-) 81.91%	1.0

Please consult your scholar's advisory teacher or school's SSM if you have questions about graduation requirements and your scholar's progress towards fulfilling them.

Fees

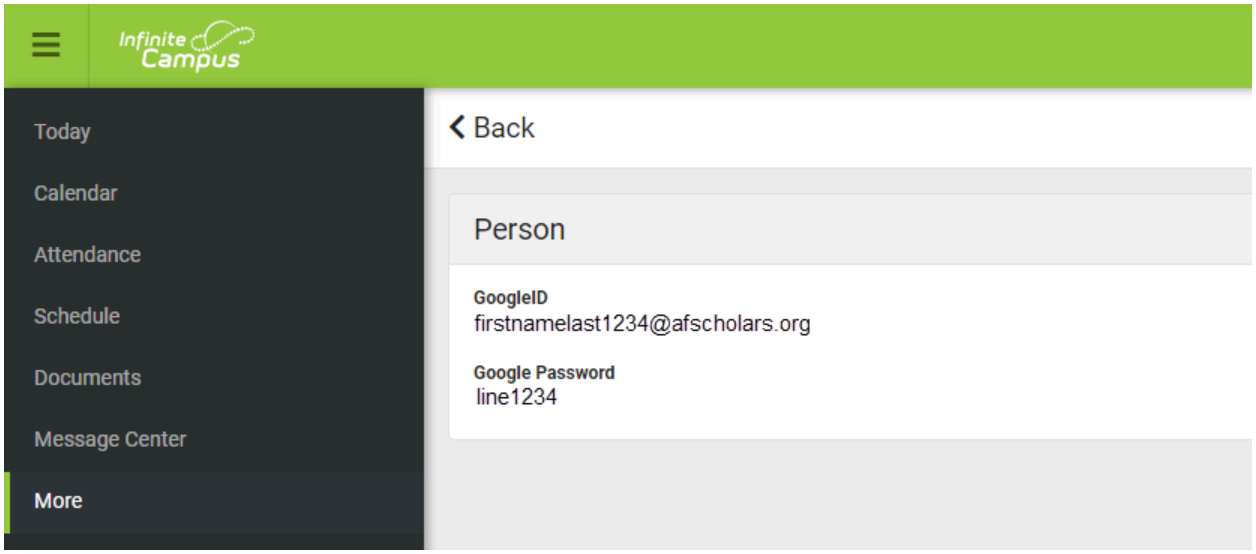
If your school tracks Fees in Infinite Campus, this screen will display information about them, including their payment status. Otherwise, it will be blank and you can disregard it.

DESCRIPTION		DUE DATE	FEE BALANCE
AFUPHS: John Hopkins CTY Test	VOIDED	01/30/2017	0.00
		Subtotal	**0.00**

Google ID and Password

For easy reference, Google scholar login credentials have been added to Campus Portal. Recall that scholar Google IDs and passwords are used for scholars to sign in to AF Chromebooks as well as Google Drive. Here's how to navigate to your Google ID and password from within Campus Student Portal:

1. From the menu on the left hand side, click "More"
2. Click "Person"
3. Your Google ID and Google Password will display on the screen



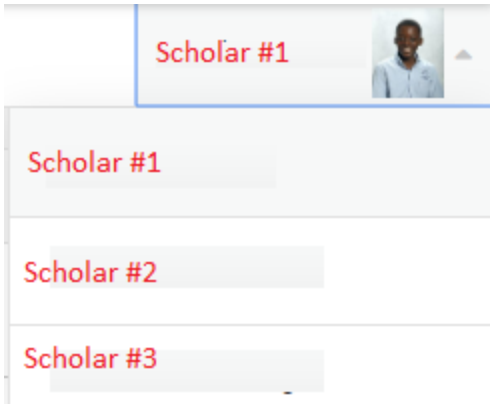
Other Features

Under the 'More' section on the sidebar, you can see other information about your scholar:

- **Address Information**: Here you can see the address on file for your household and submit any changes for approval. Please be aware that most schools will require you to also turn in a hard copy proof of address before they'll approve changes.
- **Behavior**: Here you can see any suspensions your scholar has been assigned for the current school year, if any.
- **Demographics**: Here you can see information about your scholar's basic info and any non-household relationships for them, as well as submit changes.
- **Family Information**: Here you can see information for any household relationships listed for your scholar, as well as submit changes.
- **Important Dates**: Here you can see any event dates that your school has marked on its calendar, such as the first day of school, holidays and PD days, etc.
- **Lockers**: If your school tracks locker information in Infinite Campus, it will be found here.

I have multiple scholars at AF schools. How can I switch which scholar I'm viewing information for?

On any of the screens other than your Message Center, you will see a portrait and the name of the scholar you're currently viewing at the top right of the screen. You can click there to switch scholars.



Each of your scholars will only have access to their own information through Campus Student, not their siblings'.

Frequently Asked Questions

1. Can parents fill out, store, and/or submit any administrative forms using Campus Parent/Student?

Parents can submit changes to their contact information and their household's contact information under the 'More' screen. These changes must be approved by the school, which may require hard copy documentation for changes of address.

2. Can parents and students have separate accounts on Campus Parent/Student?

Yes. Parents and guardians must use the activation key given them by the school to set up their account. Students' accounts are automatically created according to the rules found in the section above on accessing Campus Parent/Student. Both parents and students can change their account names and passwords after setting up their accounts.

3. Can parents send messages to teachers using Campus Parent/Student?

Yes. Parents can send messages to teachers by clicking on the **Schedule** tab, clicking into a specific course, and then clicking on the teacher's email address. If there is no email address displayed next to a teacher's name that means that the teacher has decided not to post their email address to the Campus Portal.

4. Are parents required to use Campus Portal or will schools continue to send paper-based documents home?

No, parents are not required to use Campus Parent, nor are scholars required to use Campus Student. The tools are offered as a convenience for families to stay up to date on their grades and other information. Schools will still hold Report Card Night and send home hard copy reports.