

LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204



PORTAL ACCESS

Instructions and Descriptions of Features

Table of Contents

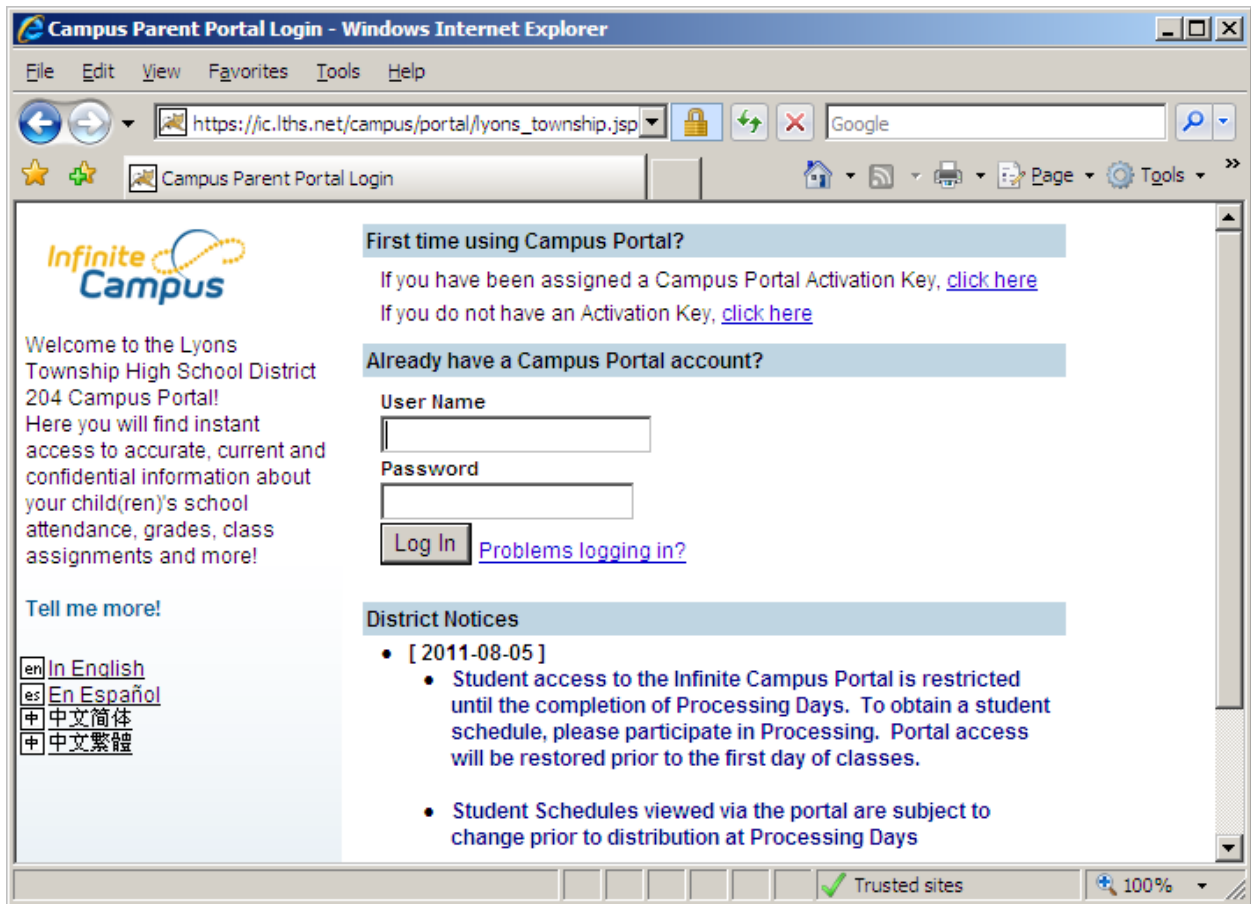
Accessing the Portal	3
Security Features	4
Navigating the Campus Portal	5
Family Section	6
Messages	6
Family Members	7
Calendar	7
Student Section	8
Calendar	8
Schedule	8
Attendance	9
User Account	12
Change Password	12
Contact Preferences	12
Access Log	12
Portal Languages	13

Accessing the Portal

The Infinite Campus Portal can be accessed by parents of enrolled students. Parents will see all children in their household. Students will also be given access to the Portal, but they will only be able to access their own information, not their siblings.

The Lyons Township High School District 204 Portal web address is https://ic.lths.net/campus/portal/lyons_township.jsp.

The home page of the Portal is a login page:



Security Features

The Campus Portal incorporates the highest level of security. Parents/guardians can see only information related to the students they are authorized to view. The use of strong passwords, forced password reset and session timeouts ensure secure access.

Based on information previously on file with the District and provided on the Census Verification Forms completed by parents/guardians, school personnel create households to which the student belongs, depending on the information provided about parent and guardian rights, living arrangements, etc. Parents and guardians will have access only the links to which they have been given permission, to ensure student privacy. Students who have access to the Portal only have access to view their own data.

The Campus Portal forces strong password usage by all users including parents and guardians. This requires a password that is at least six characters long and meets three of these four qualifications:

- A lower case letter (a, j, r, etc.)
- An upper case letter (A, J, R, etc.)
- A number (3, 7, 1, etc.)
- A symbol (@, %, &, etc.)

Three unsuccessful login attempts will disable the portal account. In order to use the portal again, users will need to contact the school to have the account reactivated. Students and parents should contact the Discovery Center Coordinator at the campus attended for account reactivation assistance. (Support for LTHS staff is provided via the Tech Services HelpDesk.)

While Portal passwords do not expire according to any set system calendar, the district's systems administrators may force users to reset their passwords from time to time to enhance the security of the overall system.

By default, a dormant session will automatically end after 30 minutes.

Additional user account settings are found in the **User Account** section of the navigation pane. Users are able to change their account password and see the account access log.

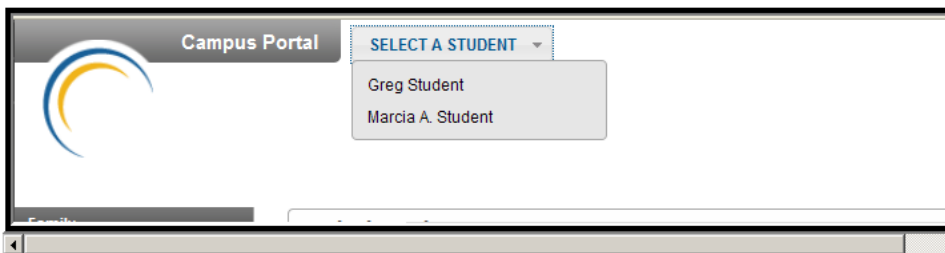
Navigating the Campus Portal

Once logged in, an index of accessible information for the household as a whole is listed in the navigation pane located on the left hand side of the screen. **Sign Out** and **Home** buttons appear in the top right corner of the screen, with the **Name** of the individual logged into the Portal appearing next to these buttons. Clicking the **Home** button will take the user back to the homepage seen upon signing in.



This page contains the **Family** and **User Account** sections of the navigation pane. When a user first logs in, the **Messages** tab located in the **Family** section is selected.

Use the **Select Student** drop down in the top left of the screen to view all of the students a user has rights to view and select a student to view Portal information for that student only. Only students with an enrollment in the current year will display in the list.



When signed in as a parent, the **Family** and **User Account** navigation panes appear on the left side of the screen. When a student is selected in the **Select Student** option, an information section specific to that student will appear above the **Family** section in the navigation pane. The tabs in the **Family** section apply to all students to which that user has rights. For example, when accessing the **Calendar** tab from the **Family** section, a calendar will display assignments, day events and attendance for all of the students, whereas when accessing the **Calendar** tab from the student section, only information specific to that student will appear on the calendar.

The following information is detailed in order of appearance, beginning with the **Family** and **Student** sections and then the **User Account** section of the navigation pane.

Family Section

The following sections describe the various tabs which appear in the **Family** section. When a tab in the **Family** section is selected the user will be removed from the context of a student if one was selected in the switch student drop list.

Messages

The **Messages** tab is selected by default. Its contents are divided into three sections: District Notices, School Notices and the Inbox. If a section contains no information it will be closed by default. **Notices** are sorted by start date and display until the expiration date is reached. The **Notices** and **Inbox** sections display messages ordered from newest to oldest. The **District Notices** section will contain messages of extreme importance for all members of the LTHS community – important event details, emergency notices, holiday reminders, state testing information, etc. The **School Notices** section may contain information about special student activities – arts, performances, athletics and co-curricular events. The **Inbox** section may contain messages specific to the user, surveys and general information notices. Users can view notices at anytime by selecting the **Messages** tab or by clicking the **Home** button in the top right of the Portal.

The screenshot shows the 'Campus Portal' interface. At the top, there is a logo and a 'SELECT A STUDENT' dropdown menu. The left sidebar contains navigation options: 'Family' (selected), 'Messages 1', 'Household Information', 'Family Members', 'Calendar', 'User Account', 'Change Password', 'Contact Preferences', and 'Access Log'. The main content area displays three message sections: 'District Notices - 2 messages', 'School Notices - 5 messages (1 new)', and 'Inbox - 0 messages'. The 'School Notices' section is expanded, showing a message with a 'NEW' flag and a date of '06/10/2011 001 Senior High'. The message text reads: 'The end of the school year is approaching. To celebrate a successful year, an all-school p... Meet me at the Wisconsin Dells next week!!!!'. Below the message, there are several lines of text: '[06', 'Ple', '[06', 'Ble', '[06', 'Thi'.

A count of all messages is noted next to the message type. An indication of new messages since the last visit will appear in the left hand navigation pane. The new message is also noted by a **NEW** flag and the message toggle field lists the number of new messages in that section.

Family Members

This tab details the demographics information of all household members. Here, parents can review each person's contact information and relationships between all household members.

Calendar

The **Calendar** tab, when accessed from the **Family** section, displays calendar events for all students in the household. The calendar defaults to the current month, but users are able to view previous months and future months by clicking the black arrow buttons on either side of the month and year.

January 2011				
Sunday	Monday	Tuesday	Wednesday	Thursday
	02	03	04	05
	Mollory Attendance Event(s)	Mollory Attendance Event(s)	Mollory Attendance Event(s)	
	Jessica Assignment(s) Due	Jessica Assignment(s) Due	Jessica Assignment(s) Due	Jessica Assignment(s) Due
	Jarred Assignment(s) Due	Jarred Assignment(s) Due	Jarred Assignment(s) Due	Jarred Assignment(s) Due

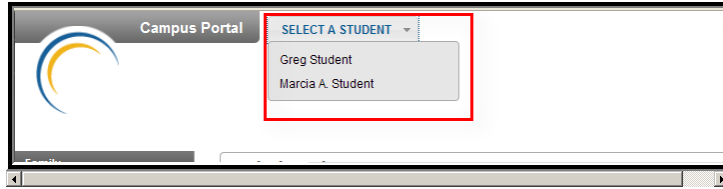
All student assignments and attendance events (such as absences and tardies) also appear on the **Family Calendar**. The name of the student to whom the event or assignment relates will appear over the assignment or attendance icon, which is also a link to additional content.

Clicking on an **Attendance Event** will produce an additional screen over the **Calendar** which provides the details of the attendance event, including what class periods the event affected and the status of the event.

Clicking on an **Assignment** icon takes the user to another screen which provides details of the student assignment, including a description of the assignment and the date due. Clicking the browser back button will return the user to the calendar.

Student Section

The following sections describe the **Student** section, which appears above the **Family** section in the navigation pane after selecting a student from the **Switch Student** drop list. The information provided in these tabs is specific to the student named in the **Student** section header.



Calendar

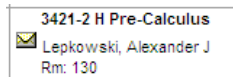
The **Calendar** tab, when accessed from the **Student** section, displays all day events, assignments and attendance events for that student only. The calendar defaults to the current month but users are able to view previous months and future months by clicking the black arrow buttons on either side of the month and year.

Icons indicating **Assignments Due** and **Attendance Events** are also links to additional content. See the section on the **Family Calendar** for a further description of these links.

Schedule

The **Course Schedule** lists the student's classes in each period and term, along with the time and location the class meets. Parents can use this tool to find out the classes the student is taking along with the teacher's name and room number.

Clicking the teacher's name with an **Email** (envelope) icon next to it will generate an email in the user's preferred email program, if the user has one configured on the computer being used to access the portal.



Clicking the **Name** of a course when a grade book icon appears next to it will send the user to the student's **Grade book** for that course, which includes assignments and grades

702even2.1 MATH
Teacher: Kom, Mom A

[View the scoring rubric\(s\) and/or grading scale\(s\) for this class.](#)

Standards Summary

Legend: Final Grade In-Progress Grade Grade Not Available Yet

Standard	GRADE QT1	GRADE QT2	GRADE QT3	GRADE QT4
Application, Problem Solving, & Communication	Dev			
Classroom Behaviors	Dev			
Initiative and Effort	Beg			
Mathematical Knowledge	Dev			
Study Skills	Beg			
Work Completion	Beg	C		
	55%	77%		

Grading Task Summary

Legend: Final Grade In-Progress Grade Grade Not Available Yet

Grading Task	GRADE QT1	GRADE QT2	GRADE QT3	GRADE QT4
QUARTER	D	F		
	66%	44%		
PROGRESS			D	

Term QT1 Application, Problem Solving, & Communication Detail

Clicking **View the scoring rubric(s) and/or grading scale(s) for this class** will take the user to the bottom of the screen, where the **Grading Scale(s)** and **Rubric(s)** appear.

From within the grade book, clicking the name of an **Assignment** will open a screen which provides the details for that specific assignment. This screen including assignment detail and allows parents to see missing and late assignments. Clicking **Back to the complete Grade book** will return the user to the grade book screen.

Grade Book Assignment Detail for 702even2-1 MATH

702even2-1 MATH
Teacher: Kom, Mom A

[Back to the complete Gradebook view for 702even2-1 MATH](#)

Score Detail	
Score	55 (55.000%)
Comments	Many assignments are late and incomplete

Assignment Detail	
Name	Standard Assignment 1
Due Date	10/10/2010
Date Assigned	10/01/2010
Total Points	100
Description	Test standard assignment description
Objectives	test
References	test

[Back to the complete Gradebook view for 702even2-1 MATH](#)

Attendance

Using the **Attendance** tab, parents can monitor student attendance using a variety of summary options. The attendance information displayed on the portal occurs in real time as the Assistant Principals Office staff and teachers enter absent and tardy designations.

Attendance tab displays for the selected student. The **Calendar** allows parent to quickly view attendance for each month. Clicking the black circled arrow allows parents to view each month in the current school calendar. Today is outlined in blue. All instructional days are selectable. Non-instructional days are grayed out and cannot be selected. Attendance events display in color according to the legend beneath the calendar. Selecting a colored day in the calendar displays the detailed in a pop up window. A set of four tabs allows a user to view attendance information by Course, by Period, by Day and by Term.

Mallory

Calendar >

Schedule >

Attendance

Attendance

Test Attendance

December 2010
January 2011
Febru.


December 2010							January 2011							Febru.		
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
			1	2	3	4	2	3	4	5	6	7	8	6	7	8
5	6	7	8	9	10	11	9	10	11	12	13	14	15	13	14	15
12	13	14	15	16	17	18	16	17	18	19	20	21	22	20	21	22
19	20	21	22	23	24	25	23	24	25	26	27	28	29	27	28	
26	27	28	29	30	31		30	31								

■ Excused ■ Unexcused ■

Course Period Day Term

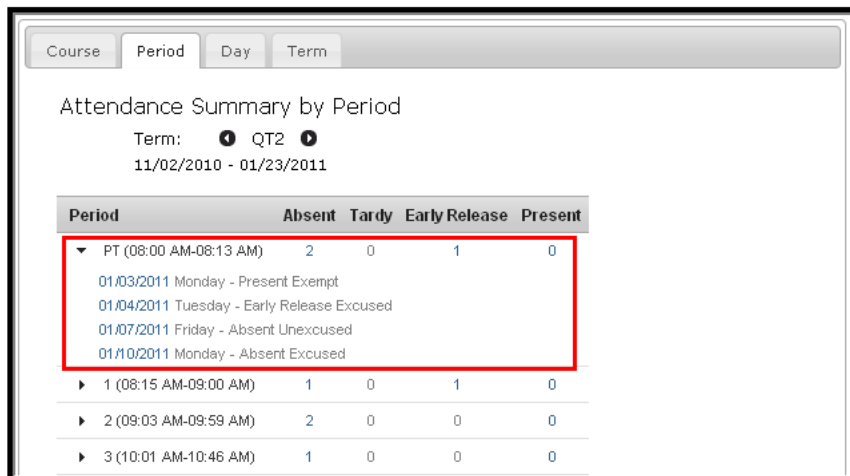
Attendance Summary by Course

The attendance display colors are defined as follows:

Color	Code	Definition
Green	Excused	Parents notify the school with a reason for the absence and District policy determines if this is an excused absence, such as illness, funeral, medical appointment, etc.
Red	Unexcused	District has determined that the absence is not excused. This might include truancy, suspension, unplanned vacation, etc.
Grey	Exempt	These are usually school-sponsored events, such as field trips, concerts or athletic activities.
Yellow	Unknown	The reason for the absence has not been verified by school staff. <div style="background-color: yellow; padding: 5px;">  Attendance taken by the teacher displays in yellow until it has been verified by Assistant Principals Office staff and an excuse type has been assigned. </div>

Clicking on any instructional day in the calendars will generate an **Attendance Detail** pop up for that day. **Attendance Details** displays a detailed view of the day listing each period long with the course and time detail. If an attendance event occurred on the day, then the attendance code and description will display in the **Description** column. Click the "X" in the top right corner to return to the original screen.

Each summary tab provides a detailed view of the student's period-based attendance. Selectable links are displayed in blue. Clicking a right-facing triangle displays a list of the dates which are included in the attendance period totals. Selecting a date allows the user to view the **Attendance Details** for the day. When a period-count link is selected, a pop up displays excuse type detail. The **Period** tab allows the user to move from one term to the next using the arrows located below **Attendance Summary by Period**.



Period	Absent	Tardy	Early Release	Present
PT (08:00 AM-08:13 AM)	2	0	1	0
<ul style="list-style-type: none"> 01/03/2011 Monday - Present Exempt 01/04/2011 Tuesday - Early Release Excused 01/07/2011 Friday - Absent Unexcused 01/10/2011 Monday - Absent Excused 				
▶ 1 (08:15 AM-09:00 AM)	1	0	1	0
▶ 2 (09:03 AM-09:59 AM)	2	0	0	0
▶ 3 (10:01 AM-10:46 AM)	1	0	0	0

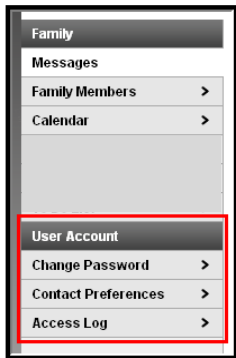
In the **Attendance Summaries**, numbers or dates indicating attendance events can be clicked on to generate an additional detail screen about that attendance event or day. Clicking on a number, such as an absence total, will display a detail screen (as in the image below), that describes attendance events as Excused, Unexcused, Exempt or Unknown.

The screenshot shows an "Attendance Summary by Day" interface. At the top, there are tabs for "Course", "Period", "Day", and "Term". Below the tabs is a table with columns for "Date", "PT", and periods 1 through 9, plus an "ACT" column. The table lists dates from 01/18/2011 to 10/04/2010, with various attendance codes (A, E, P) in the period columns. At the bottom, there are summary rows: "Absent Totals", "Tardy Totals", "Early Release Totals", and "Present Totals". The "Absent Totals" row has a red box around the number "3" in the "PT" column. A pop-up window titled "Absent Details" is overlaid on the table, showing a bell icon, "Period: PT", and a list of absence types with counts: Excused (2), Unexcused (1), Exempt (0), and Unknown (0).

Date	PT	1	2	3	4	5	6	7	8	9	ACT
01/18/2011 Tue											
01/11/2011 Tue											
01/10/2011 Mon	A	A	A	A	A						
01/07/2011 Fri	A	A									
01/05/2011 Wed											E
01/04/2011 Tue		E	E								
01/03/2011 Mon	P	P	P	P	P	P	P	P	P	P	
10/04/2010 Mon	A	A	A	A	A	A	A	A	A	A	
Absent Totals	3	2	3	2	2	3	2	2	2	2	0
Tardy Totals	0	0	0	0	0	0	0	0	0	1	0
Early Release Totals	1	1	0	0	0	0	0	0	0	0	0
Present Totals	0	0	0	0	0	0	1	1	1	0	0

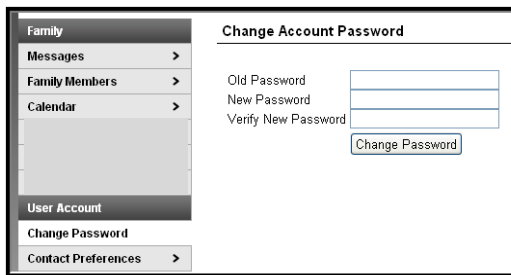
User Account

This navigation pane can be used to manage account details, such as passwords and contact information.



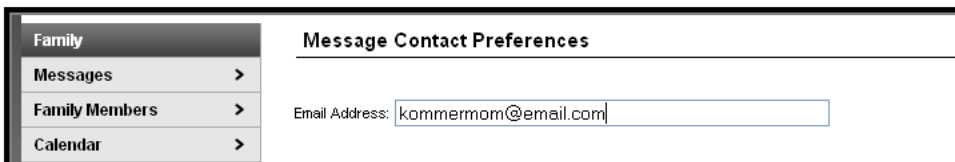
Change Password

Though the District may require users to reset their passwords from time to time, users have the option of changing their passwords at any time. (See the **Security Features** section above for guidelines on creating strong passwords.)



Contact Preferences

It is important for users to have up-to-date contact information that can be used by Campus Messenger (the Infinite Campus system's emergency and everyday communicator) to distribute timely information to parents. Users should verify that contact information is correct.



Access Log

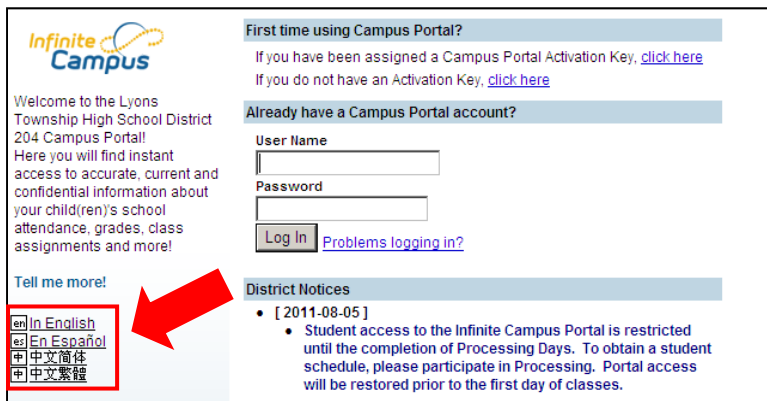
This tab lists the IP addresses from which parents access the Portal, the times it was accessed and whether the login was successful.

Portal Languages

The Portal is available in four languages:

- English
- Spanish
- Simplified Chinese
- Traditional Chinese

Users can select which option best fits their needs by clicking on the hyperlink of the preferred language on the sign-in page or at the bottom of the Campus Portal after logging in. Selecting a language will display all Infinite Campus system titles and navigation tab labels in the chosen language. This option does not translate the District-entered data, i.e. demographic and census information, course and assignment details, and messages distributed via the **District**, **School** and **Inbox** sections.



The screenshot shows the Infinite Campus Portal sign-in page. On the left, there is a welcome message from the Lyons Township High School District. Below this, a "Tell me more!" link is followed by a language selection menu with four options: "en In English", "es En Español", "中 中文简体", and "中 中文繁體". A red arrow points to the "en In English" option. The main content area is divided into sections: "First time using Campus Portal?" with links for activation keys, "Already have a Campus Portal account?" with fields for "User Name" and "Password", a "Log In" button, and a link for "Problems logging in?". Below this is a "District Notices" section with a notice dated 2011-08-05 regarding student access restrictions.