

# Welcome to Infinite Campus!

The West Des Moines Community School District has implemented a new student information management system called Infinite Campus. This new system increases access to student information for our teachers and administrators. Since August 2005, our staff members have been using many of the features of Infinite Campus.

Infinite Campus also has a parent portal that allows parents/guardians to view the records of their student(s) via the internet. Through the parent portal you will see schedules, attendance, fees, grades, and other features for all your K-12 students. This information is available to you even if your students are in different buildings.

## Viewing Academic Progress

Assignment posting to Infinite Campus is mandatory for all 6<sup>th</sup> grade, junior high, and high school teachers. They also have been asked to enter the scores from assignments to the Infinite Campus Gradebook within two weeks of the assignment due date. Some assignments may take less time than two weeks to enter, while others, such as major tests or projects, may take more time to enter. Student scores are an approximate grade at a specific point in time and do not reflect the final grade in a course until they are posted at the end of a term.

If you, as a parent or guardian, have questions about a given assignment or score, you are asked to discuss the issue with your student first. If questions remain, discuss the issue with the teacher. The parent portal provides direct email links to the teachers in our district.

Enclosed with this letter, you will find an instruction sheet for creating your parent portal account. Each individual parent/guardian may have a separate account. The web portal address is:

**<https://campus.wdm.k12.ia.us/campus/portal/westdesmoines.jsp>**

If the label below reveals an **email address**, then your Infinite Campus ID has already been established and you will use that to login. If you have never attempted to login, the password to use is your youngest student 's (in school today) birthdate with extra characters at the in front and behind the birthday. Please refer to the **Portal Instructions handout** for further instructions. If you have not registered an email address with your account, then you will see an activation code on the label below. You will need the activation code to create your account. Again, please refer to the Portal Instructions handout for further instructions on logging in.

Your **Campus Portal Access** is:

If you have difficulty creating your account, please contact Susan Tiemens (tiemenss@wdmcs.org or 633-5063) for assistance.

## Helpful Tip:

You may edit your street address and phone number (under **Household Information**), email address and indicate preferences (under **Contact Preferences**) in how you wish to be contacted for absences and emergencies. If *phone numbers or addresses are incorrect*, you will need to *contact the building secretary*. Contact information is shared district-wide, so once a change is made, it is changed at all schools your students attend.

To make changes to your contact information, click on the **Contact Preferences** link in the *left-hand* column, then make the necessary changes. Click on the **Save** button to complete your changes.

### Message Contact Preferences

Email Address:

Instructions:  
For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message.  
You may select to receive a message on more than one device.  
To change or add a phone number you will need to contact your school's administrative offices.

	High Priority	Attendance	Behavior	General	Teacher
Cell Phone (515)238-9106	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone (515)633-5071	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email (neubergerj@wdmcs.org)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language

## unable to Access your Account?

If, after creating your account, you **forget** your password or username, please contact one of the staff members listed below.

Susan Tiemens (primary contact)	tiemenss@wdmcs.org	633-5063
Jackie Neuberger	neubergerj@wdmcs.org	633-5071
Joy Zuber	zuberj@wdmcs.org	633-5101

If your account becomes **disabled** and you see the message, "*Your user account has been disabled! Contact your system administrator.*", please contact one of the staff members listed.

**\*\*If you do not have a computer with internet access at your home, you may wish to use internet capable computers often found at public libraries, such as West Des Moines Public Library, Clive Public Library or Urbandale Public Library.\*\***