

Infinite Campus Parent Portal

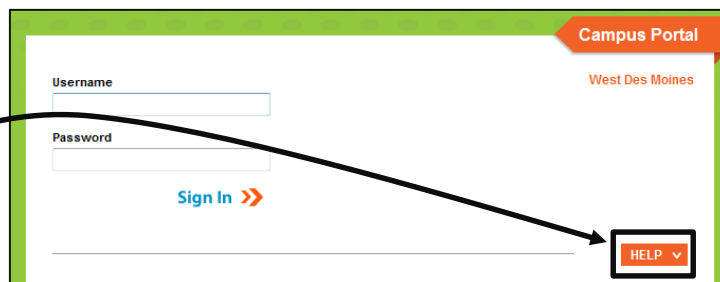
Infinite Campus Portal is a tool for parents and students to access instant, online, timely and secure student information, such as class schedule, assignments, attendance, course registrations for next year, report cards and transcripts. The Portal is a means to further promote educational excellence by enhancing our program of communication with parents and students.

Activating Your Account Using an Activation Key

To activate your portal and create a user name and password you must:

1. Obtain your activation code from the building secretary. The code you receive is unique to you and ties your students to you when in the Campus Portal. This code should not be shared with others.
2. Access the Infinite Campus Portal. You can either access the district website: <http://www.wdmcs.org> , then click on the **Parent** tab and finally, the **Infinite Campus** link or you may type (and bookmark) the direct URL: <https://campus.wdmcs.org/campus/portal/westdesmoines.jsp>

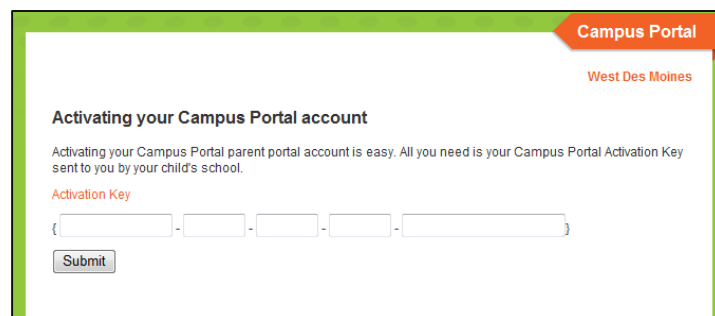
3. Since you have been assigned a Campus Portal Activation Key, click on the orange **HELP** box to expand the Help option.



4. Click on the **link** that follows the on-screen prompt, “If you have been assigned a Campus Portal Activation Key”.

If you have been assigned a Campus Portal Activation Key, [click here](#)
If you do not have an Activation Key, [click here](#)

5. Enter the Activation Key you received from your school in the next window and click on the **Submit** button.



Helpful Hint:

Do not add spaces or dashes. Once the Activation Key has been used to create an account, it cannot be used again.

6. After submission, your Activation Key will be verified and when approved, a screen will prompt you to create a **username** and **password**. This is what you'll use to access Parent Portal.

- Enter a **Username**. Usernames should be at least 6 characters long.
- Enter a **Password**. Use an alphanumeric password. Passwords should be at least 8 characters long.
- Re-enter the password in the **Verify Password** field.
- Click the **Create Account** button.

The screenshot shows a green header with 'Campus Portal' in an orange box on the right. Below the header, the text reads 'Campus Portal account creation successful!' followed by 'District 0513'. A welcome message states: 'Welcome Camilla New Parent, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.' The form includes three input fields: 'Username' (containing 'camilla0513'), 'Password' (masked with dots and a green progress bar at 100%), and 'Verify Password' (also masked with dots). A 'Create Account' button is at the bottom.

This action will create the username and password. Once approved, your portal account will be created.

7. Use the **Click Here** link on the account creation page to enter the username and password to access the Portal information.

The screenshot shows a green header with 'Campus Portal' in an orange box on the right. The main heading is 'Campus Portal account creation' followed by 'District 0513'. The text says: 'Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.' A black arrow points from the 'Click here' link to the 'Click Here' text in the instruction above.

8. Once your account has been set up, then next time you access the Parent Portal, all you need to do type your username and password.

The screenshot shows a green header with the 'Infinite Campus' logo on the left and 'Transforming K12 Education®' on the right. Below the header, there's a white login box. On the right side of the box, 'Campus Portal' is in an orange box, and 'West Des Moines' is below it. The login box contains two input fields: 'Username' and 'Password'. At the bottom of the box is a 'Sign In >>' button.

For your personal use:

User Name:

Password:

Once You're Logged In

All the children of a family presently enrolled in the school district will appear in a drop-down ▼ box at the top of the screen (if you only have one child, then there will be no drop-down box). Click the down arrow to display your students' names and then click to highlight a name you want to view more information on.





Once you have your student selected, a set of links on the *left-hand* of the screen appear to assist you in learning more about your student. Below is the list of links and their corresponding function:

Calendar
Schedule >
Attendance >
Grades >
Health >
Assessment >
Transportation >
Fees >
To Do List >
Reports >
Family
Messages >
Discussions >
Calendar >
Fees >
To Do List >
User Account
Account Management >
Contact Preferences >
Notification Settings >

Link	Function
Calendar	Displays assignments, activities and attendance events for your child.
Schedule	Displays the schedule for your child. This schedule includes the teacher's name for each class and an email link to them.
Attendance	Displays a list of attendance events.
Grades	Displays the current grade for your student and any recently assessed assignments.
Health	Displays a record of immunizations.
Assessment	Displays results of standardized tests your student has taken.
Transportation	Displays transportation records, if any.
Fees	Displays the current record of fees and payments.
To Do List	Displays a list of any assignments due.
Reports	PDF files of various reports that may be helpful for parents.
Messages	Displays important district and school messages, as well as personal messages (Inbox).
Account Management	Allows you to change your password and set your security preferences.
Contact Preferences	Allows you to change how you want Campus to contact you.
Notification Settings	Allows you to set up which notifications you want to receive (attendance, grade changes, and assignment scores).

To View Details about a Particular Class

1. To view details about a particular class, you must first view the student's schedule. Once displayed, click on the notebook icon  to open the details page.
2. This will open up the **Gradebook** for that class. The student or parent will see basic details about assignments.
3. Assignments are listed as links – by clicking on any of the blue links, a student or parent will be able to see additional details about the assignment. Additional details are **Assigned Date**, **Description**, **Objectives** and **References** and are not required in order to post an assignment.



ENG503-6 AP Literature and Comp. I (FB, FO, EB, EO)

Perry, Erin M

Rm: 1313

Grade Book Assignments for ENG503-6 AP Literature and Comp. I

Teacher's comments about Kendall:

ENG503-6 AP Literature and Comp. I

Teacher: Perry, Erin M

Website: vhsape.com

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

Grading Task Summary

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

Grading Task	Quarters Q1	Quarters Q2	Quarters Q3	Quarters Q4
Quarter	A 100%			
Sem Exam				
Sem Final				

Term Q1 Quarter Detail

Essays/Exams/Projects (60.0%)

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Turned In	Comments
Summer Reading Project: Introduction Letter	08/24/2011	08/24/2011	1.0	25	25	100		
Summer Reading Project: Short Story Coll. Forums	08/24/2011	08/24/2011	1.0	25	25	100		
Summer Reading Project: Reader Response HTRLLP	08/24/2011	08/24/2011	1.0	25	25	100		
Summer Reading Project: Reader Response Novel	08/24/2011	08/24/2011	1.0	25				
Essays/Exams/Projects Totals				75	75	100%		

Forums/Logs/Seminars/Quizzes (40.0%)

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Turned In	Comments
Syllabus Signature	08/29/2011	08/24/2011	1.0	10				

Logging Out

When you are finished with your session, click on the **Sign Out** link in the *right-hand* column to log out of Infinite Campus.

If Your Account Becomes Disabled

For your protection, accounts are disabled after three unsuccessful attempts to log in using an incorrect *password*. If your account is disabled, you will see this message: *"Your user account has been disabled! Contact your system administrator."* Please contact your school office to have it unlocked. If you believe your account has been disabled, but you do not see the above message, you are probably using an incorrect *Username*. Using an incorrect Username will not disable your account.