

Mapleton Public Schools Infinite Campus Portal User Guide

Welcome to the Mapleton Public Schools Parent/Student Portal. With this connection to the district, you will be able to monitor your student's educational progress. The portal will provide you access to current information on attendance, schedule, and your student's grades. This guide was developed to assist you with creating the parent login and to show the basic navigation of the site.

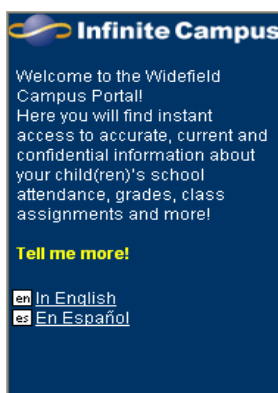
Access You may access the portal from any computer with internet connectivity and an up to date browser. We recommend Microsoft *Internet Explorer 5.5* or higher for PC's and Mozilla Firefox or Safari for Macintosh computers. We recommend Windows 2000 or higher and Macintosh OS X for best results. You will also need Adobe Reader software installed on your computer. Links to all of the browser programs and Acrobat Reader can be found at the end of this document.

Site Address To access the portal, start your internet browser software and enter the following address:

<https://icampus.mapleton.us/campus/portal/mapleton.jsp>

Note: The address must be entered exactly as shown. There is no www at the beginning of the address.

This screen will appear.



First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)

If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

User Name

Password

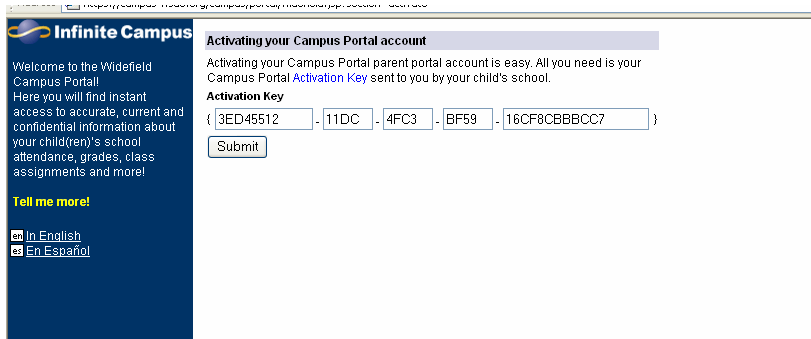
[Problems logging in?](#)

Security of your child's information is of a paramount importance to Mapleton Public Schools. The District reserves the right to change passwords to protect student data.

Creating Your User Account

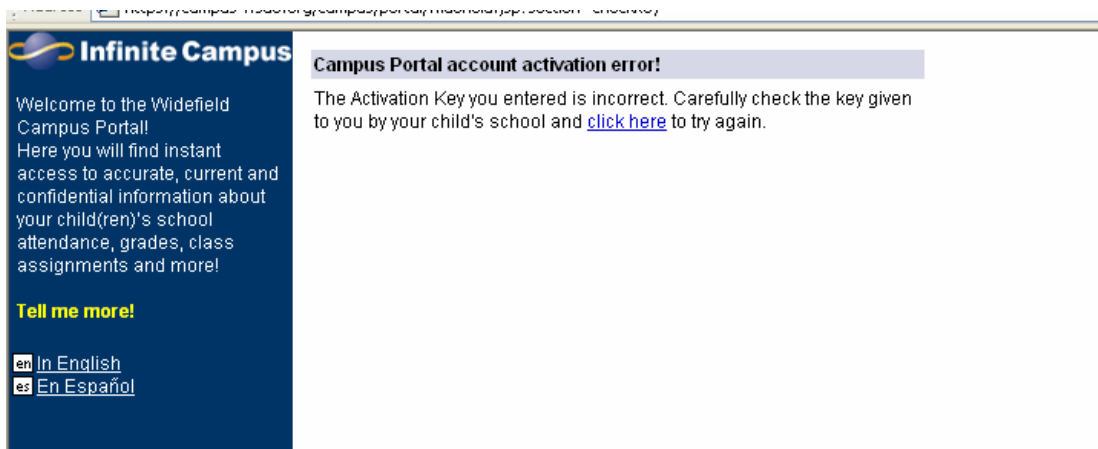
In order to use the portal you must have a user name and password. The first time you access the portal you will need to create your user name and password. You will also need to have received your Activation Key.

To begin creating your account you will click on the “click here” link that is at the end of the ”If you have been assigned a Campus Portal Activation Key” statement. This will bring you to the screen seen below.



The screenshot shows the Infinite Campus website interface. On the left is a blue sidebar with the Infinite Campus logo and text: "Welcome to the Widefield Campus Portal! Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more! Tell me more! In English En Español". The main content area has a purple header "Activating your Campus Portal account" and text: "Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school." Below this is the "Activation Key" section with a form containing five input fields: { 3ED45512 - 11DC - 4FC3 - BF59 - 16CF8CBBCC7 } and a "Submit" button.

You will need to enter in the Activation Key sent to you by the district. This must be entered EXACTLY as it is on the letter or email that was sent to you. When you have finished, click on the ‘Submit’ button.



The screenshot shows the Infinite Campus website interface with an error message. The left sidebar is identical to the previous screenshot. The main content area has a purple header "Campus Portal account activation error!" and text: "The Activation Key you entered is incorrect. Carefully check the key given to you by your child's school and [click here](#) to try again."

If you make a mistake when entering the key, you will get a screen like the one above. If this happens, please try again.

Once your activation key has been accepted you will be brought to the following screen:

Infinite Campus
Welcome to the Widefield Campus Portal!
Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!
Tell me more!
In English
En Español

Campus Portal account creation successful!
Welcome **Mary Public**, 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.

User Name

Password

Verify Password

Create a user name and password. We would like everyone to use their first name followed by their last name with no commas or spaces to be the user name. This will help us locate you more easily if there is ever a problem. Passwords must be a minimum of 8 characters and contain at least one letter, one number and one symbol (#, \$, %).

Infinite Campus
Welcome to the Widefield Campus Portal!
Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!
Tell me more!
In English
En Español

Campus Portal account creation successful!
Welcome **Mary Public**, 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.

User Name

Password

Verify Password

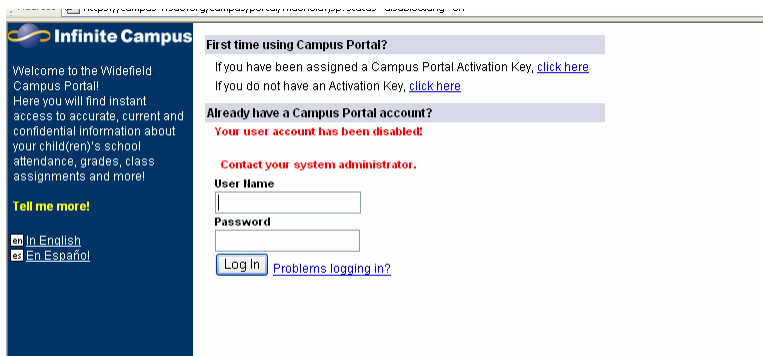
Once you have entered this information you will click the 'Create Account' button to complete the registration. Please be sure to keep a copy for your records. You should see the following:

Infinite Campus
Welcome to the Widefield Campus Portal!
Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!
Tell me more!
In English
En Español

Campus Portal account creation
Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.

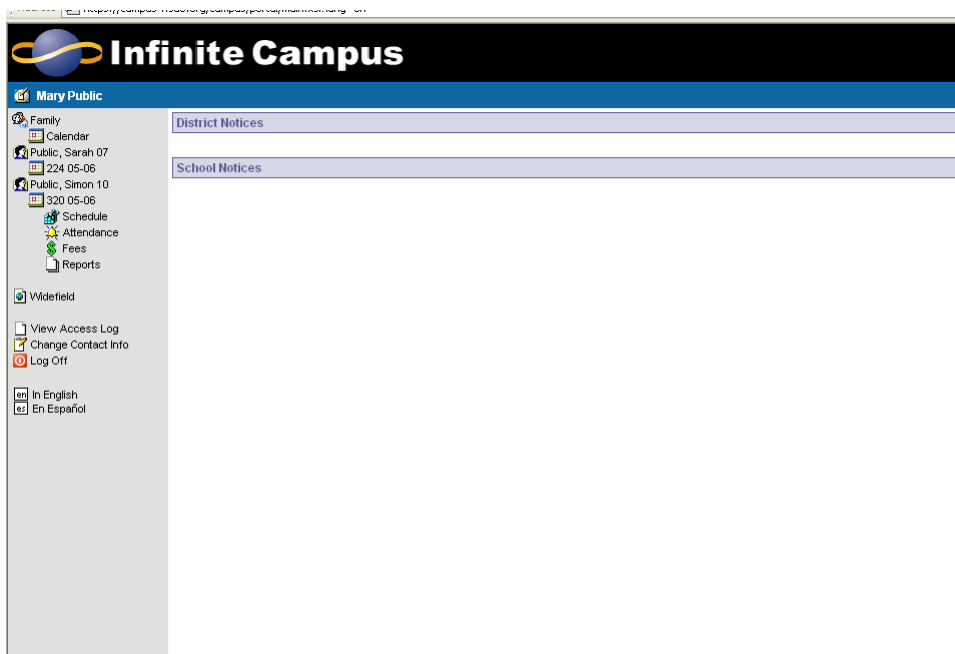
From this point forward, you will use the name and password you have created for access to the portal.

Note: The portal keeps track of login attempts and times. If you forget your password or enter it incorrectly 3 times, your account will be disabled and you will see the following screen:



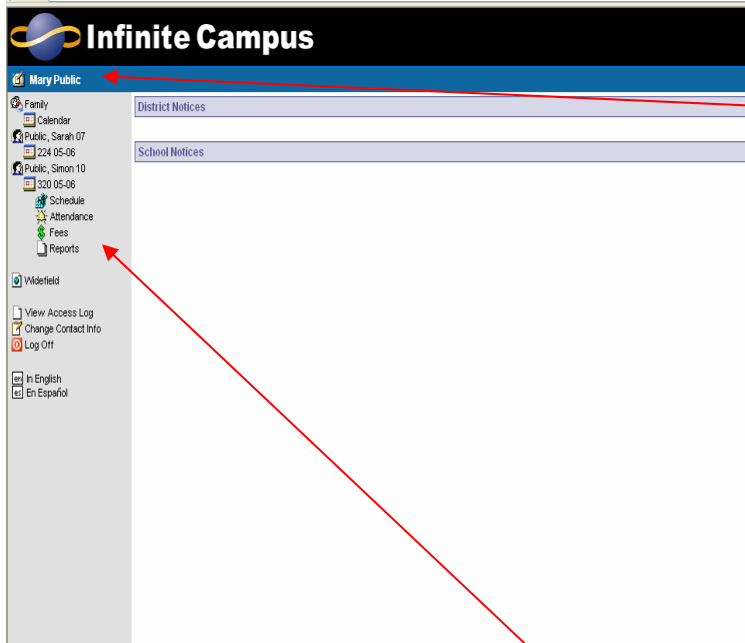
If this happens, you must send a message to [your School Secretary](#) to have your account unlocked.

Once you have successfully logged in, you will see a screen which looks like this:



Navigation

When you log in to the parent portal you will see a screen that looks something like the



example to the left. At the top of the page, in the dark blue bar, is your name. (Based on how you log in)

Directly below the user name is a gray bar. This gray bar contains all of the navigation links. In this example you can see a Family link which has a calendar for the family. Also you can see two children listed, Sarah in grade 7 and Simon in grade 10. Below each child there is a building level calendar that is specific to their school. Students which have portal

information available will have Schedule, Attendance, Fees, and Reports links visible.

Below the student links, there is a link to the district web site followed by the user links which include 'View Access Log', 'Change Contact Info' and 'Log Off'. The last two links allow each user to view the site in either English or Spanish.

Clicking on **Family** displays the family information.

Clicking on a **Child's Name** displays that child's personal information.

Clicking on **Schedule** beneath a child's name displays that child's class schedule and is where you go to access grading information.

Clicking on **Attendance** beneath a child's name displays that child's attendance record.

Clicking on **Reports** beneath a child's name provides the option of printing the child's schedule or missing assignments. In the future other reports may become available.

Clicking on **Change Account Info** will allow you to change your email address.

When you are finished reviewing your student's information be certain to **Log Off** to end your session in the parent/student portal.

Schedule and Grade Information

Clicking on Schedule beneath a child's name displays the class schedule. The format will vary from building to building, but will look something like the example below.

Student		h's Schedule for 320 05-06			
= Click on Class Name for Current Assignments and Scores = Click on Teacher Name for Email					
	Term 1st Quarte	Term 2nd Quarte	Term 3rd Quarte	Term 4th Quarte	
01	26020-1069 Library Sci Redlinger, D Rm: LIB		26020-1070 Library Sci Redlinger, D Rm: LIB		
02	25013-2007 AP Human Geography Eggspuehler, B Rm: 208				
03	20060-3038 Alg III/Trig MacRenato, C Rm: 1				
04	18055-4027 Am Lit Krempley, D Rm: 103		27015-4022 Metals I Nierode, P Rm: 155		
05	27005-5055 Car Care Foltz, G Rm: 156/55		18050-5028 Multi Cultural Lit Bundy, E Rm: 104		
06	16110-6048 School to Career Wade, N Rm: 142		16110-6060 School to Career Wade, N Rm: 142		
07	16110-7059 School to Career Wade, N Rm: 142		16110-7060 School to Career Wade, N Rm: 142		
08	Empty				
09					
10	26075-42 Faculty Advisor Metzgar-Rogers Rm: 120				

The example to the left is from Widefield High School. Notice that there are 4 terms or quarters and 7 regular class periods in the school day.

The icons that look like an envelope are links to the teacher's email address.

The Bold class name is the link to the grading for that class.

Grade updates will vary by course. Parents/Guardians can expect the grade for tests or other assignments to be posted within a maximum of 10 days after the assignment is complete.

Please keep in mind that the scores and grade displayed give an approximation of the grade at that specific point in time during the grading period. **If you have questions about grading, schedules, attendance or other student information seen on the portal, please contact your child's school.**

When you select a class to look at the grade book, you will see a screen which looks very much like the example below.

Grading Task Summary				
Legend: <input type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet				
Grading Task	Terms 1st Quarte	Terms 2nd Quarte	Terms 3rd Quarte	Terms 4th Quarte
Midterm	A 97.230%	B- 81.840%		
Quarter	B- 81.940%			
Semester		B- 81.84%		
Semester Test				

Term 1st Quarte Semester Test Detail	
This Grading Task has no assignments assigned to it.	

Term 1st Quarte Midterm Detail	
This Grading Task has no assignments assigned to it.	

Term 1st Quarte Quarter Detail	
This Grading Task has no assignments assigned to it.	

Term 1st Quarte Semester Detail	
This Grading Task has no assignments assigned to it.	

Term 2nd Quarte Semester Detail						
Tests and Exams (40.0%)						
Name	Due Date	Assigned Date	Pts Poss	Score	%	Comments
Practice CRQ for Maquilladoras	09/06/2005	09/08/2005	10	10	100	
Hurricane Reading Quiz	09/14/2005	09/14/2005	10	6	60	
Opposing Views/Reading Quiz	09/19/2005	09/19/2005	10	4	40	
Reading Quiz/Demographic Trans Model	09/26/2005	09/27/2005	10	8	80	
Ch. 2 Vocab Quiz	09/30/2005	09/29/2005	62	42	67.74	
Ch.3 Reading Quiz	10/06/2005	10/05/2005	10	6	60	
Ch. 3 Vocab Quiz	10/13/2005	10/12/2005	56	52	92.86	
Reading Quiz Ch.4	10/18/2005	10/17/2005	10	8	80	
Ch.4 Last Half Reading Quiz	10/21/2005	10/20/2005	10	10	100	
Tests and Exams Totals			188	146	77.66	

The top portion of the screen shows grades from the various grading periods. The Green boxes indicate that the grade entered for that type and term are complete. In this example, the midterm grades for 1st and 2nd quarter along with the quarter grade for 1st quarter are final. The yellow box indicates a grade that is in progress.

The bottom portion of the screen shows individual assignments from the current term.

This section may be different for each class since it is dependent on the actual structure of each teacher's grade book.

Calendar

If you select the calendar for a student, you will get the following display.

<< November 2005 >>

Assignment (s) Due
 Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Hershey 01	Hershey 02	Hershey 03	Hershey 04	05
06	Hershey 07	Hershey 08	Hershey 09	Hershey 10	11	12
13	Hershey 14	Hershey 15	Hershey 16	Hershey 17	Hershey 18	19
20	21	22	23	24	25	26
27	28	29	30			

The calendar shows two symbols, a gold bell and a page with a red A+ on it. The gold bell indicates that there was an attendance event on that date and the red A+ means that there was one or more assignment(s) due on that date.

Attendance

Student	Attendance for 320 05-06																						
Term 1st Quarte	01	02	03	04	05	06	07	08	09	10	Date	01	02	03	04	05	06	07	08	09	10	Legend	
Absent	3	3	3	4	5	5	5	0	0	3	11/18/2005	A	A	A	A	A	A	A	A	A	A	A	A = Absent
Early Release	0	0	0	0	0	0	0	0	0	0	11/16/2005	T											T = Tardy
Tardy	2	1	0	2	0	0	0	0	0	0	11/15/2005	A			A	A							E = Early Release
											11/10/2005	A	A	A	A	A	A	A	A	A	A	A	Unknown
											11/07/2005	T											Excused
											11/04/2005				T								Unexcused
											11/03/2005	A											Exempt
											10/27/2005	A	A	T									
											10/21/2005	A	A	A	A	A	A	A	A	A	A	A	
											10/18/2005	T											
											10/11/2005					A	A	A					
											10/07/2005					A	A	A					
											10/06/2005	A											
											09/29/2005	A	A	A	A	A	A	A	A	A	A	A	
											09/28/2005	T			T								
											09/19/2005	A	A	A	A	A	A	A	A	A	A	A	
											09/14/2005	T											
											09/12/2005				A	A	A	A	A	A	A	A	
											09/09/2005	T											
											08/31/2005	A	A		T								
											08/18/2005	A											

The attendance window will show all of the various attendance events which have been recorded for each student. The far right column has the information regarding the various types of absences and whether or not they were excused, unexcused, etc.

Exempt means that the student was not in class but was participating in

some type of school function, such as an athletic event, meeting with a counselor, or participating in a field trip.

If you have questions about the attendance record of your child, please call the school.

At this time, the Reports link will give you the ability to print out a student schedule and any missing assignments. In order to print most of these reports, you will need to have Adobe Reader installed and configured on your computer.

Getting Help. Help is available by sending e-mail to your School Secretary. Please include your name, User Name, your telephone number and a short description of the problem in your message.

RESOURCES The following information is being provided to assist you in locating the various resources that were discussed in this document. Each link was current at the time this document was published. **Internet Browsers: Microsoft Internet Explorer**