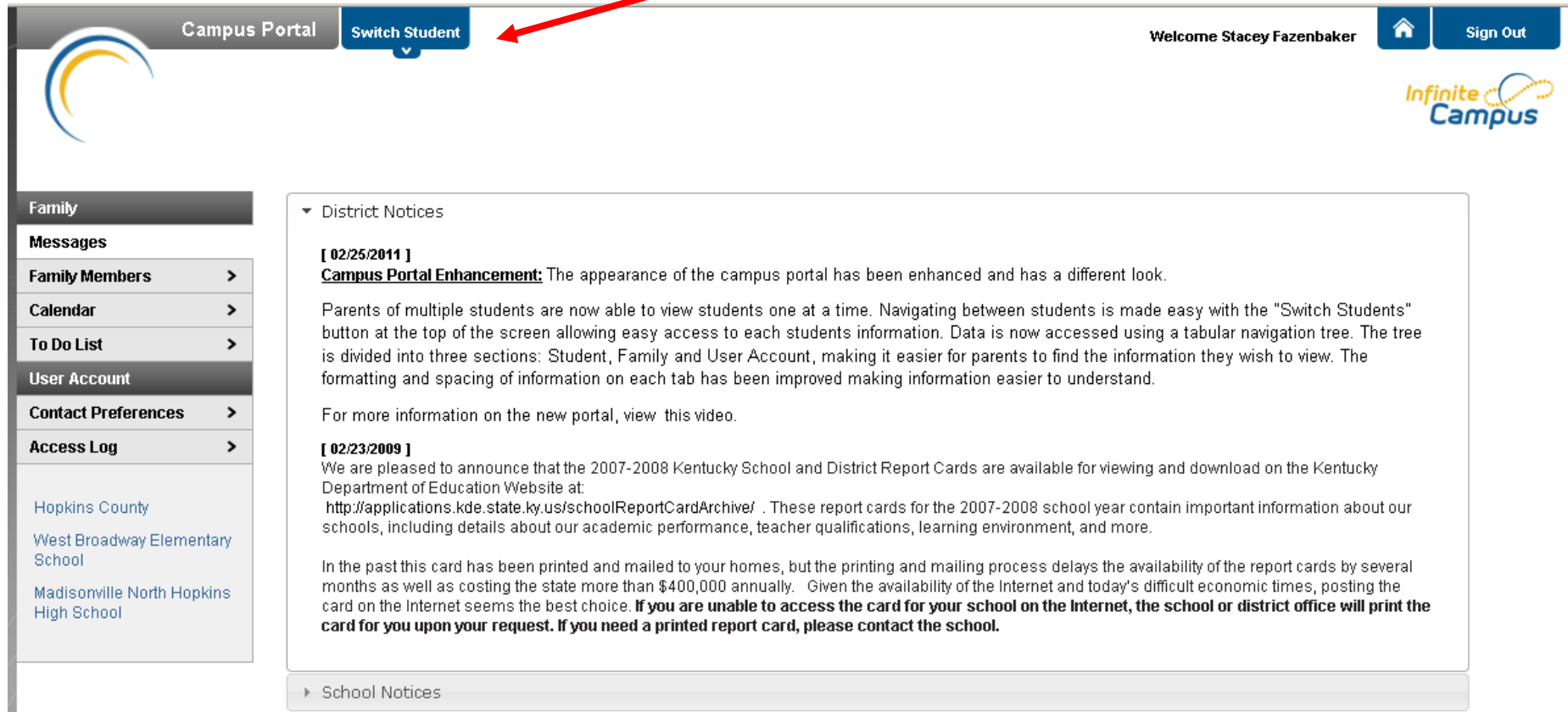


# New Parental Portal Help Document

When you login you will see a Switch Student drop-down list at the top of the window.

**Step One:** Pick one of your students from the drop-down list.



The screenshot displays the Campus Portal interface. At the top, there is a navigation bar with the 'Campus Portal' logo on the left, a 'Switch Student' dropdown menu in the center, and a 'Welcome Stacey Fazenbaker' message with a home icon and a 'Sign Out' button on the right. Below the navigation bar is a sidebar menu with categories: Family, Messages, Family Members, Calendar, To Do List, User Account, Contact Preferences, and Access Log. Under 'Family Members', 'Calendar', and 'To Do List', there are right-pointing arrows. Under 'User Account', 'Contact Preferences', and 'Access Log', there are right-pointing arrows. Below the sidebar menu, there are links for 'Hopkins County', 'West Broadway Elementary School', and 'Madisonville North Hopkins High School'. The main content area is titled 'District Notices' and contains two notices. The first notice is dated [ 02/25/2011 ] and is titled 'Campus Portal Enhancement'. The text of this notice describes the new portal's features, including the 'Switch Students' button and the tabular navigation tree. The second notice is dated [ 02/23/2009 ] and is titled 'We are pleased to announce that the 2007-2008 Kentucky School and District Report Cards are available for viewing and download on the Kentucky Department of Education Website at: http://applications.kde.state.ky.us/schoolReportCardArchive/'. The text of this notice describes the report cards and provides instructions on how to access them. A red arrow points to the 'Switch Student' dropdown menu in the navigation bar.

Campus Portal

Switch Student

Welcome Stacey Fazenbaker

Sign Out

Infinite Campus

Family

Messages

Family Members >

Calendar >

To Do List >

User Account

Contact Preferences >

Access Log >

Hopkins County

West Broadway Elementary School

Madisonville North Hopkins High School

▼ District Notices

[ 02/25/2011 ]

**Campus Portal Enhancement:** The appearance of the campus portal has been enhanced and has a different look.

Parents of multiple students are now able to view students one at a time. Navigating between students is made easy with the "Switch Students" button at the top of the screen allowing easy access to each students information. Data is now accessed using a tabular navigation tree. The tree is divided into three sections: Student, Family and User Account, making it easier for parents to find the information they wish to view. The formatting and spacing of information on each tab has been improved making information easier to understand.

For more information on the new portal, view [this video](#).

[ 02/23/2009 ]

We are pleased to announce that the 2007-2008 Kentucky School and District Report Cards are available for viewing and download on the Kentucky Department of Education Website at: <http://applications.kde.state.ky.us/schoolReportCardArchive/> . These report cards for the 2007-2008 school year contain important information about our schools, including details about our academic performance, teacher qualifications, learning environment, and more.

In the past this card has been printed and mailed to your homes, but the printing and mailing process delays the availability of the report cards by several months as well as costing the state more than \$400,000 annually. Given the availability of the Internet and today's difficult economic times, posting the card on the Internet seems the best choice. **If you are unable to access the card for your school on the Internet, the school or district office will print the card for you upon your request. If you need a printed report card, please contact the school.**

► School Notices

You now will see a different screen choice showing up down the left side of the window. See the descriptions for your choices below.

<b>Calendar</b>	
<b>Schedule</b>	>
<b>Attendance</b>	>
<b>Health</b>	>
<b>Transportation</b>	>
<b>Fees</b>	>
<b>To Do List</b>	>
<b>Reports</b>	>
<b>Family</b>	>
<b>Messages</b>	>
<b>Family Members</b>	>
<b>Calendar</b>	>
<b>To Do List</b>	>
<b>User Account</b>	>
<b>Contact Preferences</b>	>
<b>Access Log</b>	>
Hopkins County	
West Broadway Elementary School	
Madisonville North Hopkins High School	

### Choices

#### Under your child's name:

**Schedule** – Click here to see your child's schedule. You then will click on the course name and you will see all the grades for each grading period.

**Attendance** – Click here to see your child's attendance.

**Health** – Click here to see your child's immunization information.

**Transportation** – Click here to see bus numbers or parking detail.

**FEES** – Click to see information about school fees

**To Do List:** Click here to what assignments are coming due for THIS CHILD (also will show on the calendar)

**Reports** – Click here to see or print progress reports, student schedule, or missing assignments.

**Step Two:** To view grades for your student, make sure the student is selected from the drop-down menu at the top and click **Schedule**.

**Step Three:** Click on one of the **course names** for grade detail.

2

- Calendar
- Schedule**
- Attendance
- Health
- Fees
- To Do List
- Reports
- Family
- Messages
- Family Members
- Calendar
- Food Service
- To Do List
- User Account
- Change Password
- Contact Preferences

### Course Schedule

= Click on Class Name for Current Assignments and Scores  
 = Click on Teacher Name for Email  
 = Click on Date for Current Newsletter

	Term 1st Term (08/19/10-10/15/10)	Term 2nd Term (10/16/10-01/04/11)	Term 3rd Term (01/05/11-03/11/11)	Term 4th Term (03/12/11-06/01/11)
1	<b>2518-1 AP BIOLOGY</b> Haggard, D. 01/03/2011 (more) Rm. 312	<b>2518-1 AP BIOLOGY</b> Haggard, D. 01/03/2011 (more) Rm. 312	<b>2518-1 AP BIOLOGY</b> Haggard, D. 01/03/2011 (more) Rm. 312	<b>2518-1 AP BIOLOGY</b> Haggard, D. 01/03/2011 (more) Rm. 312
HR	<b>12B -1 Homeroom</b> Miller, Janet Rm. 013	<b>12B -1 Homeroom</b> Miller, Janet Rm. 013	<b>12B -1 Homeroom</b> Miller, Janet Rm. 013	<b>12B -1 Homeroom</b> Miller, Janet Rm. 013
2	<b>2221-2 GEOGRAPHY</b> Rash, N. 01/03/2011 (more) Rm. 305	<b>2221-2 GEOGRAPHY</b> Rash, N. 01/03/2011 (more) Rm. 305	<b>2221-2 GEOGRAPHY</b> Rash, N. 01/03/2011 (more) Rm. 305	<b>2221-2 GEOGRAPHY</b> Rash, N. 01/03/2011 (more) Rm. 305
3	<b>2532-1 AP PHYSICS B</b> McCallister, David 08/19/2010 (more) Rm. 313	<b>2532-1 AP PHYSICS B</b> McCallister, David 08/19/2010 (more) Rm. 313	<b>2532-1 AP PHYSICS B</b> McCallister, David 08/19/2010 (more) Rm. 313	<b>2532-1 AP PHYSICS B</b> McCallister, David 08/19/2010 (more) Rm. 313
4	<b>2719-1 AP STATISTICS</b> Brand, Stacey 01/03/2011 (more) Rm. 012 Lunch: first lunch	<b>2719-1 AP STATISTICS</b> Brand, Stacey 01/03/2011 (more) Rm. 012 Lunch: first lunch	<b>2719-1 AP STATISTICS</b> Brand, Stacey 01/03/2011 (more) Rm. 012 Lunch: first lunch	<b>2719-1 AP STATISTICS</b> Brand, Stacey 01/03/2011 (more) Rm. 012 Lunch: first lunch
	<b>2308-2 AP ENG LIT &amp; COMP</b> [Teacher Name] [Date]	<b>2308-2 AP ENG LIT &amp; COMP</b> [Teacher Name] [Date]	<b>2308-2 AP ENG LIT &amp; COMP</b> [Teacher Name] [Date]	<b>2308-2 AP ENG LIT &amp; COMP</b> [Teacher Name] [Date]

3

Once you click on one of the course names, the grade information for that class will appear in a scrolling window. Click on one of the assignments to see more information about that particular assignment.

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 1st Term	QUARTERS 2nd Term	QUARTERS 3rd Term	QUARTERS 4th Term
Semester Exam		A+/100 100%		
Progress Report	A+/100 101.09%	A/96 96.2%	A/96 95.93%	
Semester Grade		A+/100 99.56%		
Quarter Grade	A+/100 100.65%	A/98 98.25%	A/96 95.83%	
Final Grade				

**Term 1st Term Progress Report Detail**

This Grading Task has no assignments assigned to it.

**Term 1st Term Quarter Grade Detail**

**Homework/Participation**

Name	Due Date	Assigned Date	Pts Poss	Score	%	Comments
<a href="#">Commercial Part</a>	08/24/2010		20	20	100	
<a href="#">Me Participation</a>	08/25/2010		20	20	100	
<a href="#">World Map Test Prep</a>	09/07/2010		20	20	100	
<a href="#">9/11 Article Resource</a>	09/13/2010		30	30	100	
<a href="#">CH. 2 Class Review</a>	09/21/2010		20			
<a href="#">9/11 Final Draft Part</a>	09/25/2010		50	50	100	
<a href="#">Regional Difference</a>	10/15/2010		45	45	100	