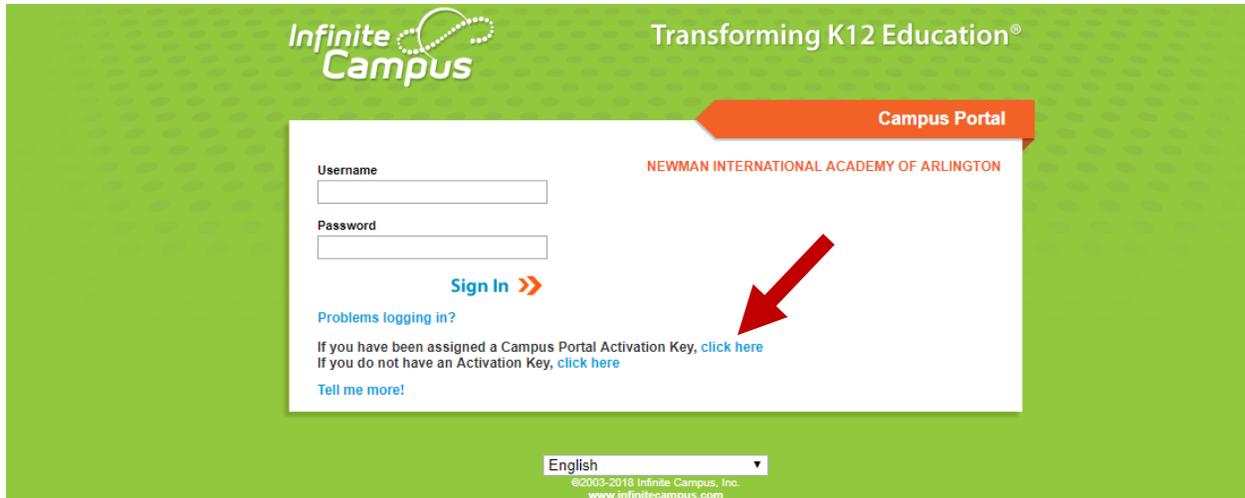


Campus Parent Portal Guide

Please use the link below to access Infinite Campus Parent Portal.

<https://newmantx.infinitecampus.org/campus/portal/newman.jsp>

Click on the link next to “If you have been assigned a Campus Portal Activation Key.”



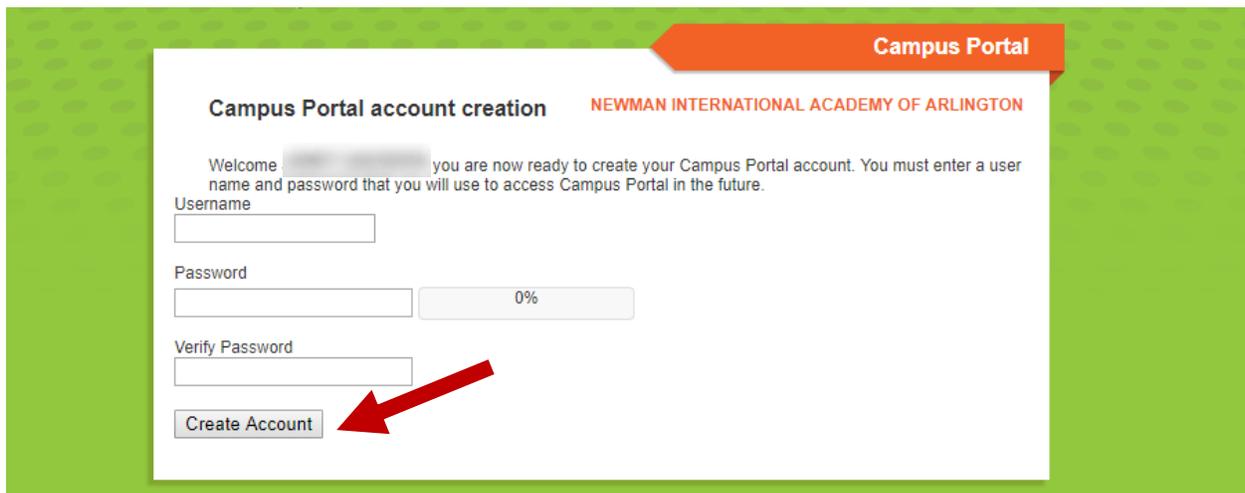
The screenshot shows the Infinite Campus login interface. At the top left is the Infinite Campus logo with the tagline "Transforming K12 Education®". The page title is "Campus Portal" and the school name is "NEWMAN INTERNATIONAL ACADEMY OF ARLINGTON". The login form includes fields for "Username" and "Password", a "Sign In >>" button, and a link for "Problems logging in?". A red arrow points to the link: "If you have been assigned a Campus Portal Activation Key, [click here](#)". Below this is another link: "If you do not have an Activation Key, [click here](#)". At the bottom, there is a language dropdown set to "English" and a copyright notice: "©2003-2018 Infinite Campus, Inc. www.infinitecampus.com".

Enter the Activation Key, from the parent letter. Then click “Submit.”



The screenshot shows the "Activating your Campus Portal account" page. The title is "Activating your Campus Portal account" and the school name is "NEWMAN INTERNATIONAL ACADEMY OF ARLINGTON". The text reads: "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 a form for the "Activation Key" consisting of five input boxes separated by dashes, with a "Submit" button below it. A red arrow points to the "Submit" button.

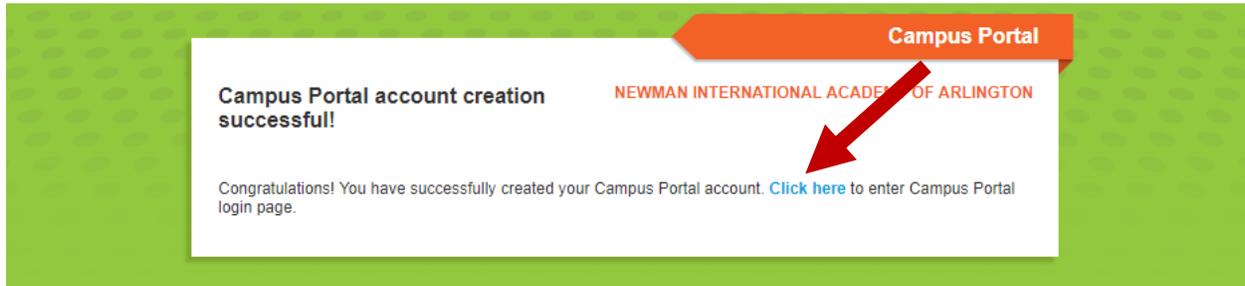
Next, create a username and password for the Campus Portal account. Enter the password a second time to verify and then click “Create Account.”



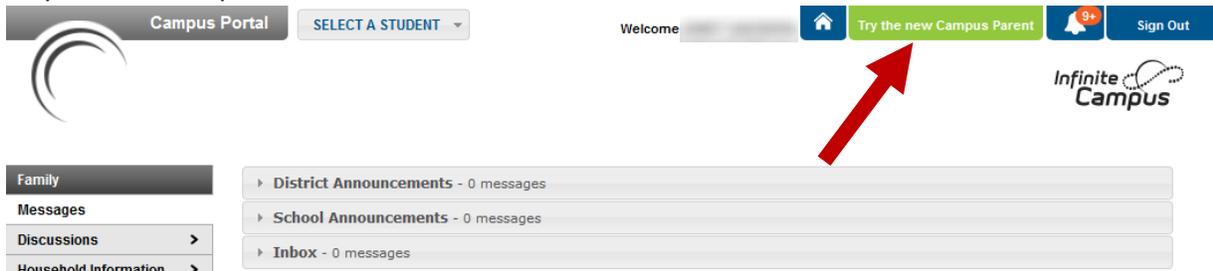
The screenshot shows the "Campus Portal account creation" page. The title is "Campus Portal account creation" and the school name is "NEWMAN INTERNATIONAL ACADEMY OF ARLINGTON". The text reads: "Welcome [redacted] you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future." The form includes fields for "Username", "Password", and "Verify Password". A progress indicator shows "0%". A "Create Account" button is at the bottom, with a red arrow pointing to it.

Campus Parent Portal Guide

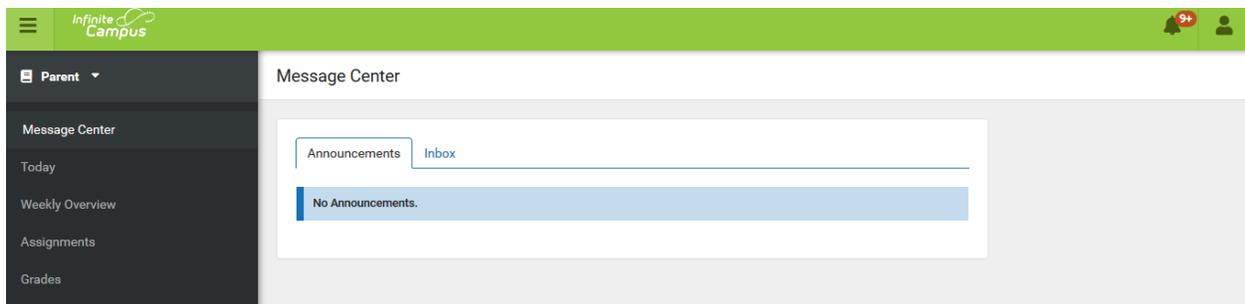
If the username and password are accepted, a message will come up saying, "Campus Portal account creation successful!" Click on the link, "Click here" to log in to the Portal.



The system will automatically log into the older version of Campus Portal. This version will be removed eventually, so getting used to the newer version of the page will be helpful. Click on option, in green, to "Try the new Campus Parent."

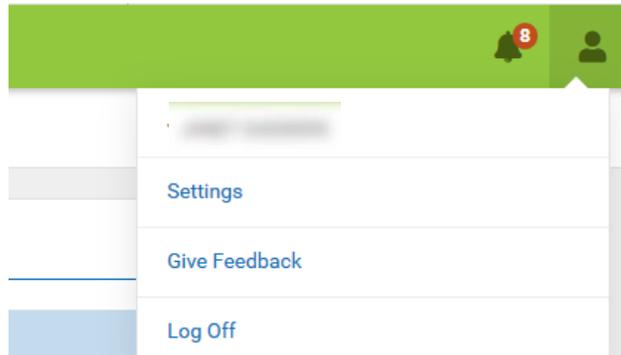


The first page available will be the Message Center. The district/school can place announcements on this page. The Inbox is where parents will receive messages from teachers, the school, or the district.



Campus Parent Portal Guide

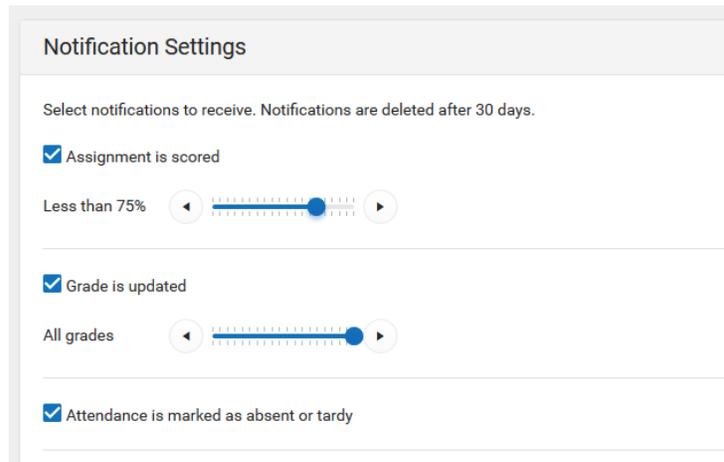
At the top right corner, clicking on the icon of the person will give you the options for Settings, Give Feedback, and Log Off.



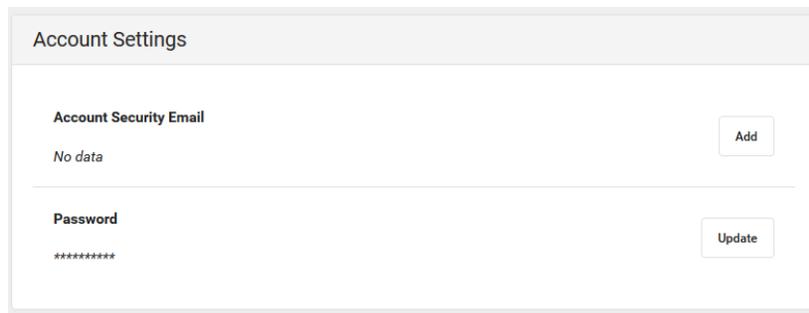
Clicking on Settings will show two options: Notification Settings and Account Settings.



Notification Settings will allow you to decide what notifications should be sent to your account.

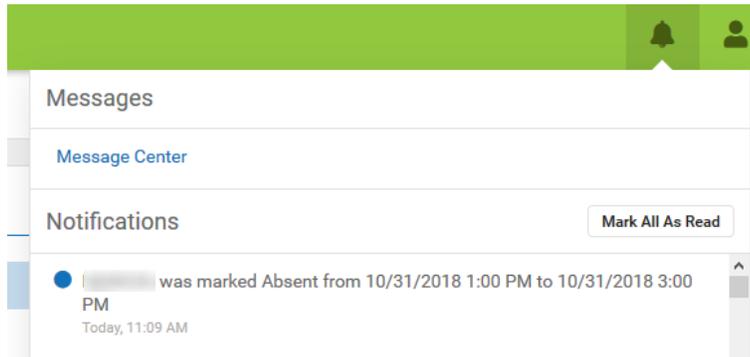


Account Settings provides a place to enter an account security email that can be used if you get locked out of your account, as well as an option to update your password.



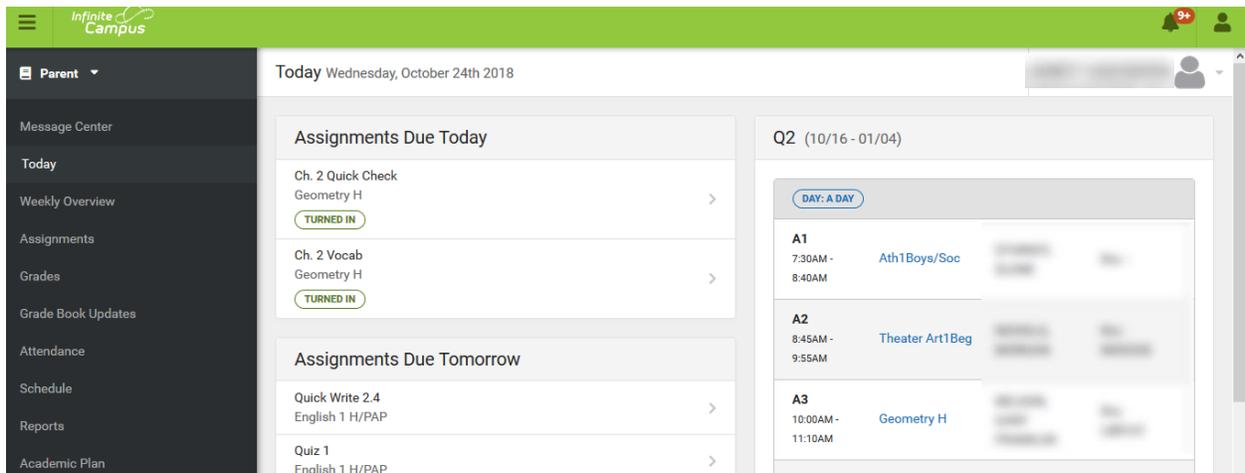
Campus Parent Portal Guide

The symbol of the bell will display a number if there are any notifications available. Clicking on the bell will show notifications based on what has been set in notification settings.



On the left hand side of the screen, there will be a menu of options, each of which will show different information related to your child.

Today gives an overview of the student's schedule for the day as well as any assignments that are due. If the assignment is marked by the teacher as "turned in" or "missing", a message will be shown under the assignment.



The top corner of the page displays the student's name. If you have more than one student in Newman, you can click on the name that is displayed and then choose any other students' names.



Campus Parent Portal Guide

Weekly Overview will give an overview of the assignments that are currently due. You can look at previous weeks, as well as look forward to future weeks, by clicking “Previous” or “Next.”

The screenshot shows the 'Weekly Overview' page. On the left is a dark sidebar with navigation options: Parent, Message Center, Today, Weekly Overview (highlighted), Assignments, and Grades. The main content area is titled 'Weekly Overview' and shows 'This Week 10/22 - 10/26'. Navigation buttons for '< Previous', 'Current', and 'Next >' are visible. The current week is 'Monday 10/22'. Two assignments are listed: 'Vocab 2 CrossWord Theater Art1Beg' with a grade of '(100%) >' and 'Vocab 2 Word Search Theater Art1Beg' with a grade of '(100%) >'.

Assignments will show a grade that has been assigned for each assignment. If teachers select “turned in” or “missing” for any assignment, there will be a message under the name of the course.

The screenshot shows the 'Assignments' page. The sidebar on the left includes: Parent, Message Center, Today, Weekly Overview, Assignments (highlighted), Grades, Grade Book Updates, and Attendance. The main content area is titled 'Assignments' and has tabs for 'Missing' and 'Current Term', with a 'Today' button on the right. The current date is 'Wednesday 10/24' with a 'TODAY' badge. Two assignments are shown: 'Ch. 2 Quick Check Geometry H' with a 'TURNED IN' badge and a right arrow, and 'Ch. 2 Vocab Geometry H' with a 'TURNED IN' badge and a '(100%) >' grade.

Grades will show current and previous overall averages for each class. Click “Previous” to see posted report card grades and comments from the previous Quarter. Click “Current” to see the in progress grades for each class.

Previous

The screenshot shows the 'Grades' page for the 'Previous' quarter. The sidebar on the left includes: Parent, Message Center, Today, Weekly Overview, Assignments, Grades (highlighted), Grade Book Updates, and Attendance. The main content area is titled 'Grades' and shows 'Q1 (08/15 - 10/15)'. Navigation buttons for '< Previous', 'Current', and 'Next >' are visible. The current grade is 'Ath1Boys/Soc' with a grade of '—'. Below it is 'Nine Weeks Grade' with a grade of '100 >'. At the bottom is 'Biology' with a grade of '—'.

Current

The screenshot shows the 'Grades' page for the 'Current' quarter. The sidebar on the left includes: Parent, Message Center, Today, Weekly Overview, Assignments, Grades (highlighted), Grade Book Updates, and Attendance. The main content area is titled 'Grades' and shows 'Q2 (10/16 - 01/04)'. Navigation buttons for '< Previous', 'Current', and 'Next >' are visible. The current grade is 'Ath1Boys/Soc' with a grade of '—'. Below it is 'Nine Weeks Grade' with a grade of '—'. Below that is 'Exam Grade' with a grade of '—'. At the bottom is 'Semester Grade' with a grade of '100 In-progress >'. At the very bottom is 'Biology' with a grade of '—'.

Campus Parent Portal Guide

Grade Book Updates will show any recent updates done to grades/assignments.

The screenshot shows the 'Grade Book Updates' page. On the left is a dark sidebar with a 'Parent' dropdown and menu items: Message Center, Today, Weekly Overview, Assignments, Grades, Grade Book Updates (highlighted), and Attendance. The main content area is titled 'Grade Book Updates' and features a 'Recent Updates' table.

Recent Updates	
Quick Write 2.3 English 1 H/PAP	(100%) >
Warm Up Theater Art1Beg	(100%) >
Warm Up Theater Art1Beg	(100%) >
Vocab 2 Test Theater Art1Beg	(103%) >

Attendance gives an overview of the number of absences for each course.

The screenshot shows the 'Attendance' page for the second quarter (Q2) from 10/16 to 01/04. The sidebar is similar to the previous page, with 'Attendance' highlighted. The main content area shows a table of attendance data for various courses.

Q2 (10/16 - 01/04) < Previous Current Next >		
COURSE	ABSENT	TARDY
Advisory 09	1	0 >
Ath1Boys/Soc	0	0 >
Biology	1	0 >
English 1 H/PAP	1	0 >
Geometry H	0	0 >

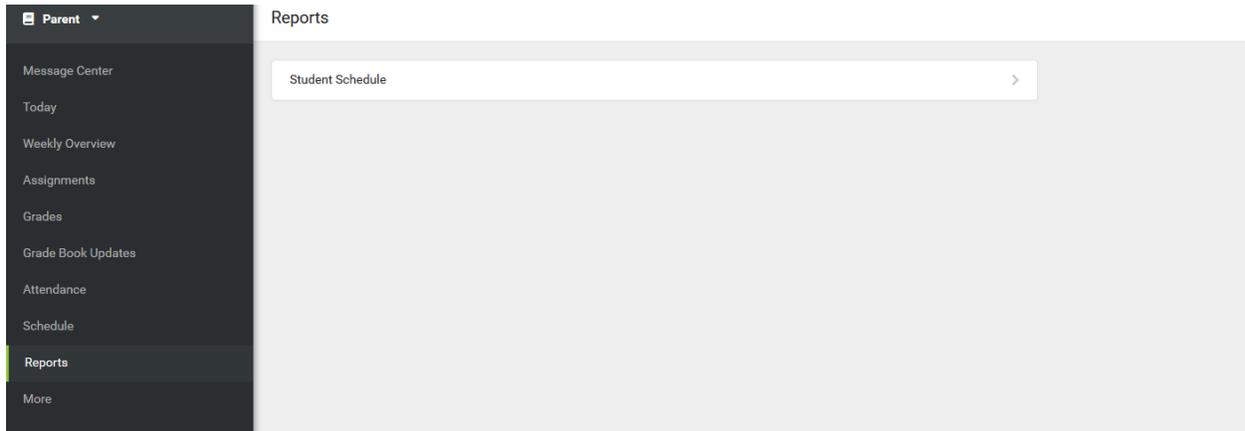
Schedule can be used to see the most updated schedules, with teacher names and room numbers.

The screenshot shows the 'Schedule' page for the second quarter (Q2) from 10/16 to 01/04. The sidebar is similar to the previous pages, with 'Schedule' highlighted. The main content area shows a 'DAY: A DAY' view of the schedule.

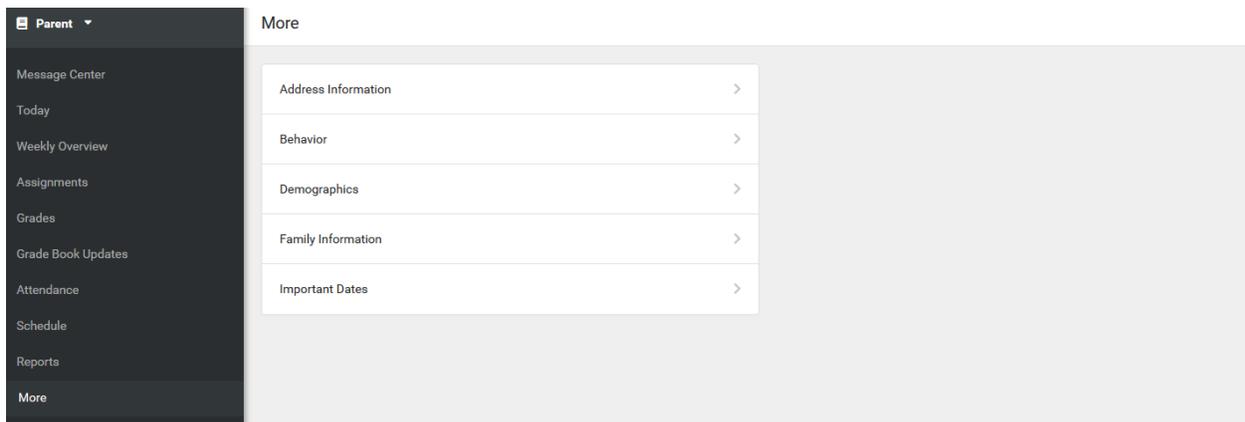
Q2 (10/16 - 01/04) < Previous Current Next >		
DAY: A DAY		
A1 7:30AM - 8:40AM	Ath1Boys/Soc	
A2 8:45AM - 9:55AM	Theater Art1Beg	
A3 10:00AM - 11:10AM	Geometry H	
CoCurr 11:15AM - 12:45PM	HS Chess	

Campus Parent Portal Guide

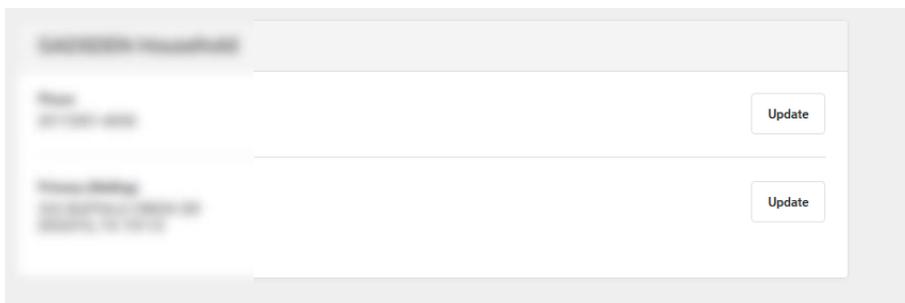
Reports gives the option to print schedules and any other reports that are made available by the district.



More includes demographics information, behavior, and important school dates. Here, you can request to update phone numbers, addresses, information about students, emergency contacts, emails, and more. The updates come as a request to Office Coordinators, who can then approve the changes in information.



Address Information shows the phone number and address that is on file in the system. Click update to request any changes to the information on file. Enter the new information and click Update again to save. The request will go to the school's Office Coordinator, who will then approve the change. This process may take a few days.



Campus Parent Portal Guide

Behavior shows the event date, time, type, and the role of the student involved in any kind of disciplinary action.

Behavior					
Date/Time	Event	Role	Demerits/Points	Response (Duration)	Resolution (Date/Time)
10/25/2018 12:17 PM	Principal's Award	Recipient	0		Certificate (10/25/2018 12:21 PM)
10/25/2018 11:29 AM	Infraction - Uniform	Offender	0		Detention (10/25/2018 12:02 PM)

Demographics lists the student's information as well as Non-Household Relationships (emergency contacts), which can also be updated through the system.

Student Demographics

Update

Non-Household Relationships

There are no contacts for this student.

Add

Family Information displays contact information as well as relationships within a household. This information can be updated as well.

Family Information

Update

Update

Update