The Fairfield Schools Infinite Campus Portal: Parent Guide

This is the first screen you will see. If there are notices from the district or the school, or messages posted to your Infinite Campus in box you would find them here.

E Infinite Campus		Ļ	-
Message Center	Message Center		
Today			^
Calendar	Announcements Inbox		
Assignments			
Grades	District Announcement 08/20/2019		
Grade Book Updates	Food Services has a new look and functionality to their online payment system.		
Attendance	Please click here for more information		
Schedule	District Announcement		
Responsive Schedule	08/20/2019		
Food Service	Bus Route Information		
Fees	 To develop a consistent route schedule for the 19-20 school year, buses will stop at all bus stops on their route. Please do not call FPS, or Student with individual "No Pick-Up" information, if your child will not ride the bus. A bus stop that is not utilized during the first two weeks or school will be inactivated. 		
Reports			
Discussions	If your child was granted a bus under "space available" during the 18-19 school year, and the child is enrolled in the same school for the 19 school year, their space available status was extended for this school year.)-20	
More	3. All route times both pick up and drop off are subject to changes based on enrollment changes (additions and deletions).		
	District Announcement 08/12/2019		

Clicking the Today link will show information about your child.

		.
Message Center	Today Monday, August 26, 2019	
Today	0 \$0.00 My Cart My A	ccour ,
Calendar		
Assignments	Student name, picture, student number, and grade appear here. Student Number Below is the current Food Service	ently
Grades	Balance. If you have more than one dropdown to c	
Grade Book Updates	19-20 Fairfield Ludlowe High s student currently registered there will be a dropdown to change students.	J
Attendance		
Schedule		
Responsive Schedule	Food Service Balance:	
Food Service	And services to Base Technic	
Fees	Assignments Due Today	
Reports	No assignments.	
Discussions		
More	Assignments Due Tomorrow	
	No assignments.	

On the left hand side of the screen are a number of links for important information about your child.

Calendar displays a calendar for the current month. You can choose a different day or month if you wish. You can choose to see assignments, the schedule, or attendance for that day.

llendar								
Assignments Schedule	Attendance							
	Mar	August	2019					Today
ТГ	Apr	SU	MO	TU	WE	TH	FR	SA
	May	50	MO	10	VVE			
	Jun					1	2	3
	Jul	4	5	6	7	8	9	10
	Aug	11	12	13	14	15	16	17
	Sep Oct	18	19	20	21	22	23	24
	Nov	25	26	27	28	29	30	31
	Dec							
	2020	Septem	ber 2019			4		
DAY: 1								
1a	Child Develop	oment II						
	7:30 AM - 8:11 A	М				F	Rm: 125	
1Ь	Child Develop							
	8:14 AM - 8:55 A	М				F	≀m: 125	

Assignments will display all assignments

Grades are available through the grades tab (except for elementary schools, where only progress report grades starting with the March 2013 report will be posted)

• In progress grades are those calculated based on assignments for a current marking period and are shaded in yellow. Final grades are those for a marking period, semester, midterm or final exam and are shaded in green.

Attendance shows attendance details.

Schedule shows a student's schedule for each semester.

Food Service is the section where you can check their account balance, make deposits to your child's account, and view purchase information.

Fees is where you can make payments for school programs.

Documents provides you with a printable schedule for your child(ren) as well as current progress reports.

More gives you access to another set of menus as explained below. Not all options seen are currently in use.

Message Center	More	
Today		
Calendar	Address Information	>
Assignments	Assessments	>
Grades	Behavior	>
Grade Book Updates	Demographics	>
Attendance	Family Information	>
Schedule	Health	>
Food Service Fees	Important Dates	>
School Store	Learning Tools	>
Documents	Lockers	>
More	Transportation	>
	Parent Athletics Link	>
	Backpack	>
	Online Registration	>

Address Information shows the primary address and phone. Any other phone or email address will be reviewed and updated by staff. Student home address changes may not be approved over portal. Please call the registrar at 203-255-8377 to make an appointment and to learn what documentation is necessary to update this information. Approvals could take several days for that information to be applied. You will receive notification in your portal inbox when your request has been processed.

Assessments is the location for viewing all assessment scores currently in IC.

Demographics shows some student information and also any non-household relationships. This is where Emergency contacts can be added, updated, or removed.

Family Information is where family information can be viewed and updated. This screen provides the ability to update your phone numbers and email addresses for all members of your family:

Complete the information required, and then click "send update".

Please note: Only home phone numbers will be updated immediately. All other requests will go through a review process and could take several days before appearing on the portal. You will receive a notification in your inbox on the portal when your request has been processed.

Health displays health information on file.

Important Dates show school holidays and vacation days.

Transportation shows bus information.

Parent Athletic Links is used by parents in Middle and High school to register their children for athletic teams.

Campus Backpack stores pdf files of past report cards and assessments.

Online Registration has two functions. One, it can be sued to register a new student. Secondly, it can be used to access the online Demographic Update.

The People Icon on the top right of the screen gives you access to a third and very important option, the Settings menu.

Message Center	More	
Today	\rightarrow	Settings
Calendar	Address Information	Language
Assignments	Assessments	Give Feedback
Grades Grade Book Updates	Demographics	Log Off
Attendance	Family Information	>
Schedule	Health	>
Responsive Schedule	Important Dates	>
Food Service		
Fees	Transportation	>
Reports	Campus Backpack	>
Discussions	Online Registration	>
More		
	Quick Links	

The Settings Menu

Settings
Notification Settings
Account Settings
Contact Preferences
Current Devices
Access Log

Settings Menu Options

Notification Settings is where you can set your notification options for assignment, attendance and grade changes as well as food service low balance notices.

Account Settings is where you configure your Account Security Email which can be used to reset your password. You can also change your password manually on this tab.

Contact Preferences – Keeping contact preferences current and accurate is extremely important. This information is used by teachers and administrators to contact you by email, phone, and text. In this tab are fields for cell phone, work phone, or other phone numbers as well as primary and secondary email addresses.

Cell Phone	
Work Phone	
()x	
Other Phone	
()x	
Email Address	
Secondary Email Address	

This tab is also used to configure what notifications are received for each email address and phone number you list. Choosing a checkbox makes that option active. Further more specific information is below.

Phone	Email			
		₽.		
			VOICE	TEXT (SMS)
Priori	ity			
Atten	Idance			
Gene	ral	Inactive		
Beha	vior Messenger	Options		
Emer	gency			
Food	Service			
			VOICE	TEXT (SMS)
Priori	ity			
Atten	idance			
Gene	ral	Active Options		
Beha	vior Messenger	Active Options		
Emer	gency			
Food	Service			

Message Contact Preferences:

<u>This area is very important</u> as this is where you indicate to the district how you wish to be contacted for various types of communication, including messages from the district for emergency closures, early dismissals, medical emergencies and teacher communiques.

Please select which contact methods (household phone, cell phone, work phone, email) you wish the district to use when communicating with **You.** See the following chart for the explanation of the types of contact reasons.

Contact Reason	Description
Emergency	<u>Emergency</u> messages are sent to contacts based on the contact phone numbers and email addresses marked to receive emergency messages on the <u>Census > People > Demographics</u> tab.
Attendance	Attendance messages notify guardians when students are absent or tardy from class.
Behavior	Behavior messages notify guardians when a student is involved in a behavior incident.
General	General messages are any messages labeled as general by the district or school.
Priority	Priority messages are messages that are labeled "High Priority" by the person who created the message.
Teacher	If given rights by the district or school, teachers can send messages to guardians regarding failing grades and missing assignments. They can also send general announcements.

Please click on the appropriate box for your contact preferences. You may click more than one in each category. Remember the following tips when making your selection:

- 1. Please note text messaging is only available on cell phones that allow texting, and depending on your plan you may be charged a fee for the message.
- 2. Please note that for voice calls, particularly to home phones that a call may come very early in the morning (i.e. 5:30 am) for closures or delays due to weather events and the like.

If you do not select a method, you will not receive messages for those events. This area may be updated at any time. Please remember to click "save" when you have completed your selections.

If you do not see a phone number or email address listed that you wish to add : Please click on the tab labeled **"Family Information"**. See above section on Family Information.

If you have questions or require assistance, please email reghelp@fairfieldschools.org

We will respond during normal business hours, M-F 8:30- 4:30