

## Navigating Parent Portal – Schedule, Teacher Contact Information, and Grades

1. This screen appears when you first enter the application. On this screen you can shift between district announcements and school announcements. District messages are located in Announcements and school messages are in the Inbox. Hit the 3 horizontal lines in the left corner. These 3 lines help you navigate to other places in the application.



Message Center

Announcements **Inbox**

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**District Announcement**  
07/23/2018

**Important Reminder about Changes of Address, Custody, and/or Guardianship Changes:**

If you have a change of address, custody,

[Show More](#)

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**District Announcement**  
04/11/2017

**Infinite Campus Mobile Portal App Setup Instructions:**

1. [Download the Infinite Campus Mobile Portal App](#)
2. District Name: **Channahon**

[Show More](#)



Message Center

Announcements **Inbox**

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[Delete](#)

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**Message from FCHS** 11/14/2018 >

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**OMS Welcoming Wednesday - Dads' Club** 11/13/2018 >

2. The screen below populates. Select the appropriate option from the list. If you would like to see the student's schedule today, select "Today".

Message Center

**Today**

Weekly Overview

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Reports

Fees

Responsive Schedule

More

Setup

e Portal

3. The screen shown below populates. There are few options from this view.
- In the right hand corner, the student whose schedule is open is seen. If you have multiple students, you can change the student here by clicking on the down arrow and selecting another student.
  - Once you are on the desired student, the schedule listed is the current day's schedule. The order of the periods is listed and the subject area is listed.

The screenshot shows a mobile application interface for a student's schedule. At the top, there is a green header with a menu icon, a bell icon, and a user profile icon. Below the header, the date "Today 11/13" is displayed on the left, and the student's name "son L." with a profile picture and a dropdown arrow is on the right. A red callout bubble points to the dropdown arrow with the text "Change selected student here." Below this, the text "No Assignments" is shown. Further down, the section "Q2 (10/12 - 12/20)" is displayed. The main content is a list of five classes, each in a separate row with a light gray background. Each row contains a period number, a time range, and a subject name with a room number. The subject names are in blue text. A purple callout bubble points to the list with the text "Classes are listed in the period order with times and room locations". A teal callout bubble points to the blue subject name "Science" in the fourth row with the text "To find teacher contact information for a specific class, click on the blue subject name." The bottom of the screen shows a partial view of the fifth class.

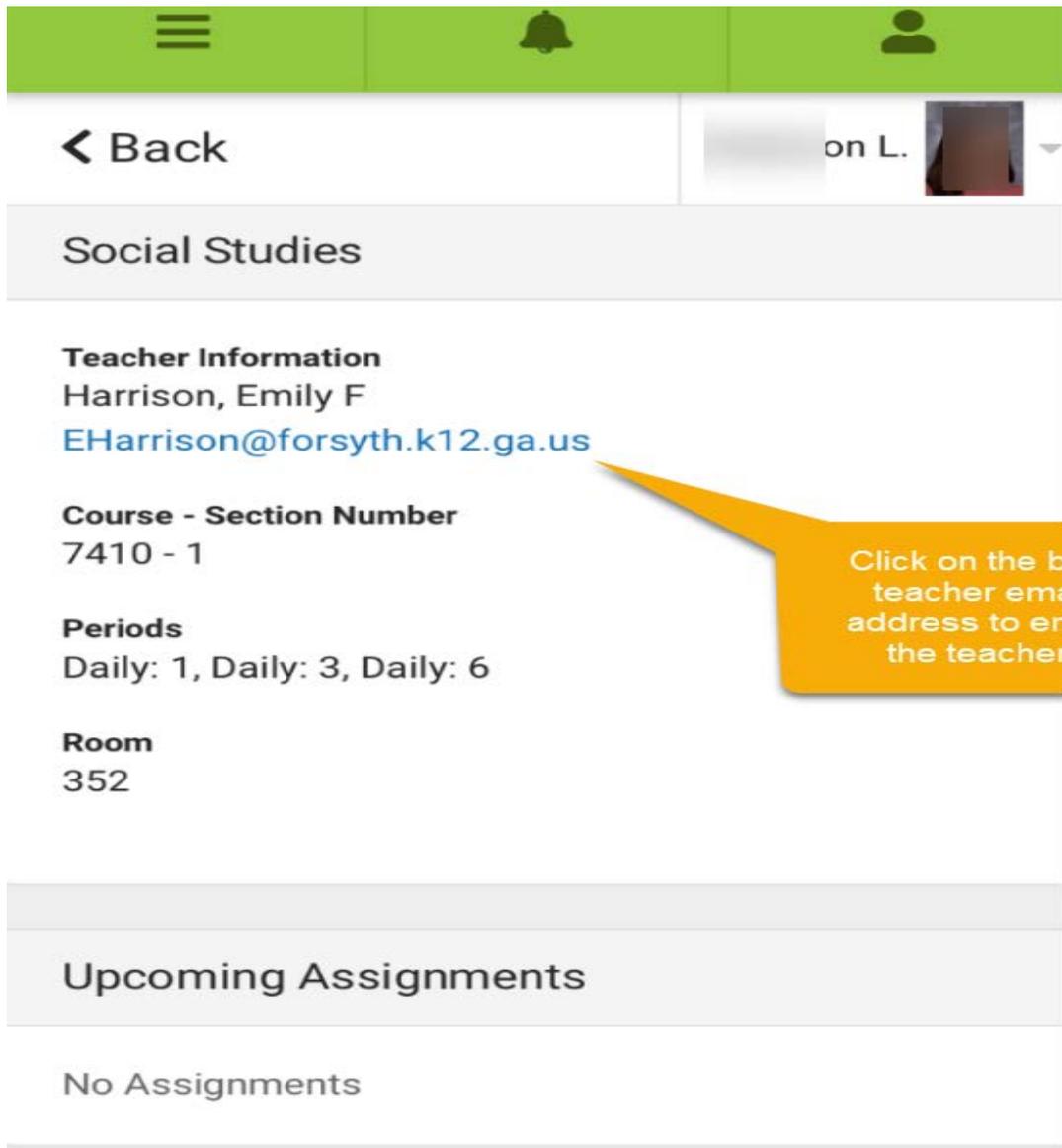
Period	Time	Subject	Room
1	9:00AM - 9:54AM	Social Studies	Rm: 352
2	9:54AM - 10:48AM	Mathematics	Rm: 366
3	10:48AM - 11:42AM	Literacy Reading	Rm: 734
4	11:42AM - 1:03PM	Science	Rm: 340
5	1:03PM - 1:57PM	Language Arts	Rm: 735

Change selected student here.

Classes are listed in the period order with times and room locations

To find teacher contact information for a specific class, click on the blue subject name.

- c. If you would like to contact a specific teacher, click on the blue subject and the second screen listed below appears. Click on the blue teacher email address and an email will automatically populate for you to type an email to the teacher.



Menu icon, Notification bell, Profile icon

**< Back**      on L. 

**Social Studies**

**Teacher Information**  
Harrison, Emily F  
[EHarrison@forsyth.k12.ga.us](mailto:EHarrison@forsyth.k12.ga.us)

**Course - Section Number**  
7410 - 1

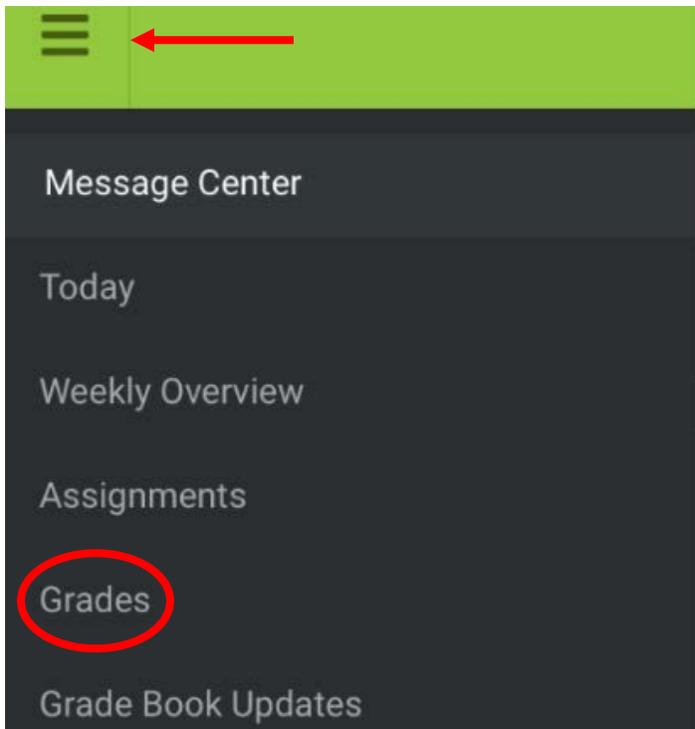
**Periods**  
Daily: 1, Daily: 3, Daily: 6

**Room**  
352

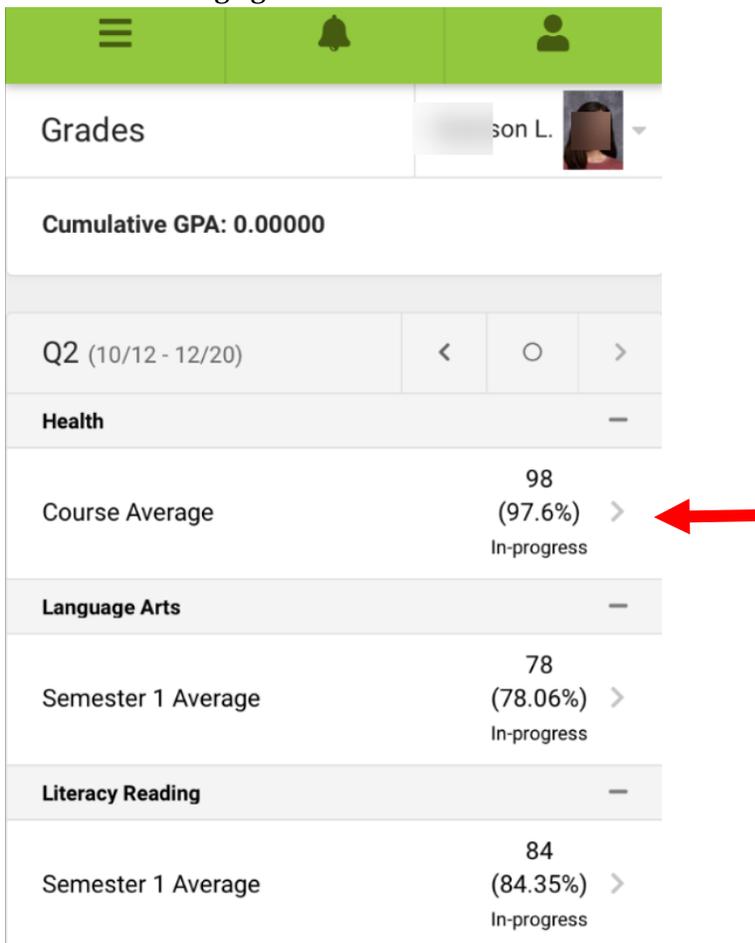
**Upcoming Assignments**

No Assignments

4. To look at a student's current grades, click on the 3 lines, and then click on "Grades".



5. Current course averages will appear. To see the details of the course grade, click on the arrow next to the course average grade.



6. Expand the grade details by clicking on the + sign next to either Summative or Formative. Summative grades are like test grades and Formative grades are like class work grades. Summative grades make up 75% of high school course averages and 80% of middle school course averages. Formative grades make up 25% of the course average in high school and 20% of the average in middle school.

The screenshot shows a mobile application interface for a course grade. At the top, there is a green navigation bar with a menu icon, a bell icon, and a user profile icon. Below this is a white header with a back arrow and the text "son L." next to a profile picture. The main content area has a grey header labeled "Health". Below the header, the course average is displayed as "98 (97.6%) In-progress". A table below shows the breakdown of grades:

Grade Type	Score	Percentage	Weight
<b>Summative</b>	97/100	(97%)	80
<b>Formative</b>	300/300	(100%)	20

Below the table, there are several quiz entries with due dates and expandable arrows:

- Choosing the best Lesson 3 Quiz (Due: Today)
- Choosing the Best Lesson 2 Quiz (Due: 11/09)
- Choosing the Best Lesson 1 Quiz (Due: 11/07)
- Problem Solving Nearpod (Due: 10/25)
- Emotional Health Nearpod (Due: 10/24)

A red circle highlights the "+" sign next to the Summative grade, indicating that it can be expanded to show more details.