

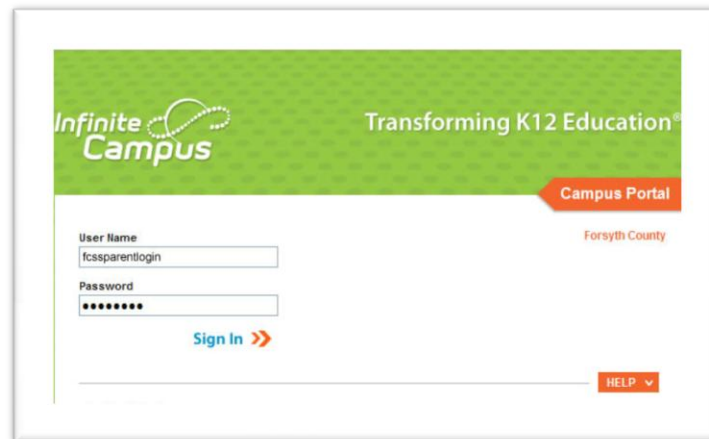
Parent Portal Online Quick Start Guide

Go to the Parent Portal Website at

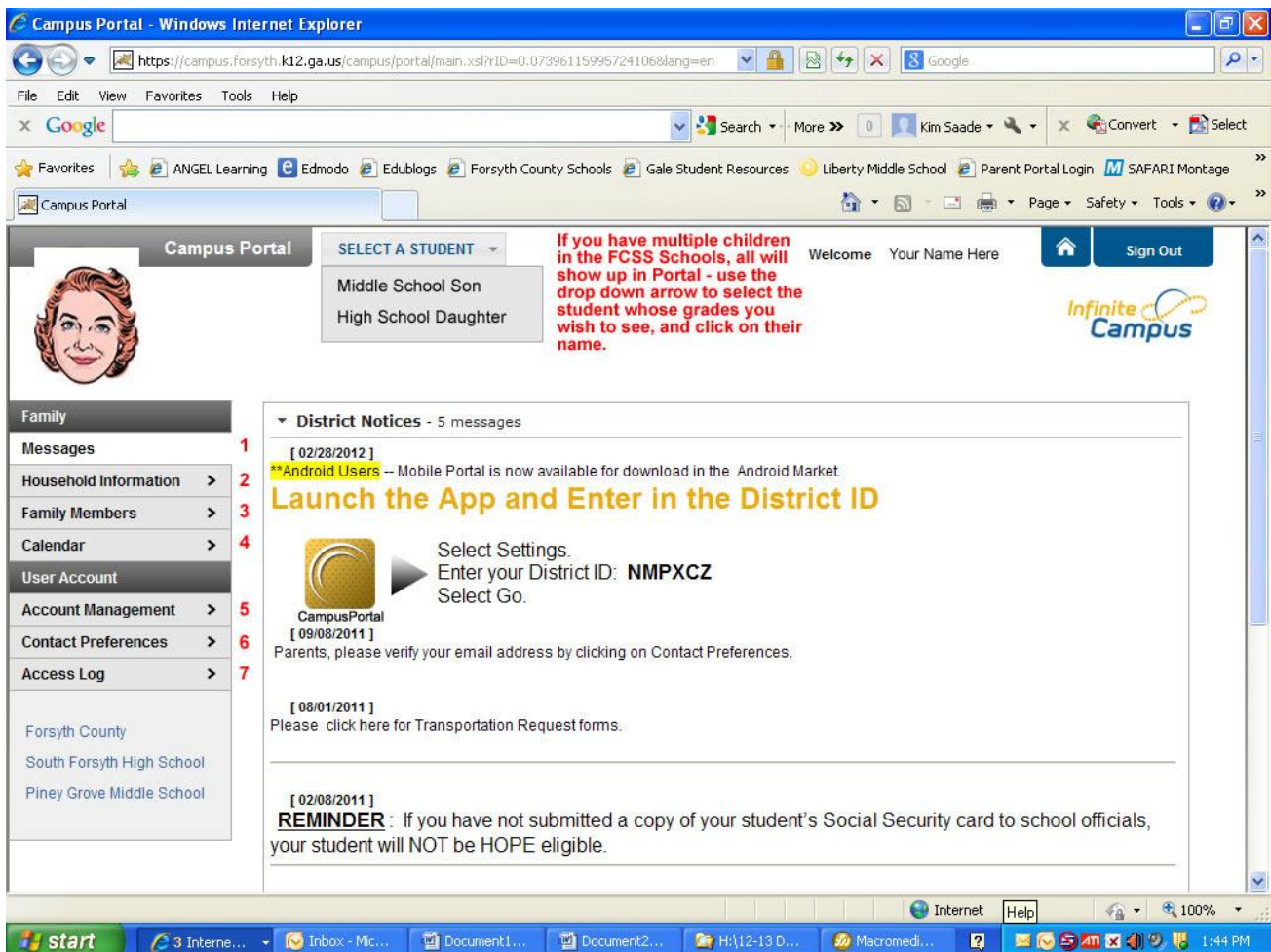
<https://campus.forsyth.k12.ga.us/campus/portal/forsyth.jsp?1323Nav=|&NodeID=2920&1324Nav=|&NodeID=3033>

(just click the link and bookmark it for future visits)

Here's the login screen – use the username and password you created to log in:



Once you've logged in, you'll come to your main launch screen.



Here's a brief description of the choices on the main screen:

- 1 – Messages – Messages from the district, from your child's school and individual messages about grade performance, etc. are displayed here. Scroll down the page to see the school and individual notices.
- 2 – Household Information – The main household phone number and address are here, and can be updated if there are changes.
- 3 – Family Members – This page lists all students enrolled in FCSS schools associated with you and other parent/guardians. Some contact information may be changed here, but any changes (either to add or remove) a guardian will need to be completed at the school and documentation must be provided.
- 4 – Calendar – This page will show a full month and will indicate when schools are closed for holidays or other events. The calendar also have two types of icons – an A+ symbol which indicates an assignment (you can click on it to see what the assignment is and what the grade is) or a bell symbol, indicating an attendance event (student out, tardy, or other).

14	15	16	17	18	19
John A+		John A+	John A+		
Samia A+	John A+	Samia A+	Samia A+		
		Early Release	Early Release	Holiday - Other	Holiday - Other

- 5 – Account Management – allows you to change your Parent Portal password (you will need to know the old password in order to do this).
- 6 – Contact Preferences – allows you to select which of the contact number(s) or email addresses you wish to be contacted on for different events (High Priority/Emergencies, Attendance Notifications, Behavior Notifications, etc.)
- 7 – Access Log – a listing of when you have logged into Parent Portal.

However, you're probably in Portal to look at your child's grades – go up to the top and click on the arrow next to "Select Student" – a listing of all of your children in the FCSS schools will come up, whether they are in elementary, middle or high school. Select the student whose grades you wish to view by clicking on their name. Their screen will come up.



When you click on your child's name, you will see a screen with their name, school, student number and an image of them if the school has it. Portal defaults to the Calendar Screen, which is similar to the one you see when you log in, but the events on the calendar are only for the student you have selected.

The screenshot shows the Campus Portal interface in a Windows Internet Explorer browser. The page title is "High School Daughter" and it includes a "SELECT A STUDENT" dropdown menu. The student's name is "Samia", and the school is "12-13 South Forsyth High School" with student number "007" and grade "09". The main content area displays a calendar for "November 2012". The calendar grid shows dates from Sunday to Saturday. Some dates are marked as "Holiday - Other" (e.g., 05, 18, 19, 20, 21, 22, 23). Other dates have "Name" labels and small icons, likely representing assignments or events. A sidebar on the left contains a navigation menu with options like "Calendar", "Schedule", "Attendance", "Grades", "Behavior", "Health", "Assessment", "Transportation", "Fees", "Reports", "Demographics", "Family", "Messages", and "Household Information". The "Infinite Campus" logo is visible in the top right corner.

Click on "Schedule" to see your child's schedule – you can click on the gradebook icon to be taken immediately to the grades for this class, or you can click on the envelope to email the teacher.

Course Schedule

= Click on Class Name for Current Assignments and Scores

= Click on Teacher Name for Email

	Term S1 (08/09/12-01/04/13)	Term S2 (01/07/13-05/24/13)
0	EMPTY	EMPTY
	60105s-101 Health (M, T, TH, F) Thomas, Chere L Rm: 563	60175s-103 Personal Fitness (M, T, TH, F) Braun, Tom Rm: Main Gym
1	30115y-201 Biology I Honors (W) Brawner, Shayla Brittany Rm: 1313	30115y-201 Biology I Honors (W) Brawner, Shayla Brittany Rm: 1313
	30115y-201 Biology I Honors (M, T, W, F)	30115y-201 Biology I Honors (M, T, W, F)

Click on "Attendance" to see how many absences, tardies, or other attendance events your child has, and determine if they are excused or unexcused. There is also a summary where you can specifically by class how many absences/tardies your child has.

Parent / Guardian must write the note, fax or email stating the student's name, date of the absence, and specific reason for the absence within 5 calendar days of the student's return to school.

Calendar view showing attendance for August, September, and October 2012. Dates are color-coded: green for Excused, red for Unexcused, grey for Exempt, and yellow for Unknown.

Dates that are highlighted can be clicked to view daily period details. ■ Excused ■ Unexcused ■ Exempt ■ Unknown

Course	Teacher	Periods Absent	Tardy	Early Release
▶ 10035y 9th Lit/Comp Honors	Madrigal, Elizabeth A	1	0	0
▶ 20805y Coordinate Algebra	Nelson, Jessica A	1	0	0
▶ 30115y Biology I Honors	Brawner, Shayla Brittany	2	1	1

The "Grades" tab is where you will spend most of your time – it lists the most recent graded assignments at the top followed by the current averages in all classes. Check often and have your child check as well – it's the best way to stay on top of things!

Recently Graded Assignments

Posted	Course	Assignment	Score	Total	Percent
3 days ago	30115y - Biology I Honors	Lab Safety and Skills Assignment	80	100	80.0%
3 days ago	30115y - Biology I Honors	Homework Check Sheet #1	60	100	60.0%
3 days ago	40165s - Current Issues	Economics Quiz #1	80	100	80.0%
3 days ago	20805y - Coordinate Algebra	11/2 Unit 3 Quiz 1	83	100	83.0%
3 days ago	30115y - Biology I Honors	Homework Check Sheet #3	40	100	40.0%

Grades By Course

Expand All Collapse All ■ In-Progress Grade ■ Final Grade

	S1	S2
9 WEEK	77.6% 78	
Semester 1 Average	81.8% 82	
Semester 2 Average		

Here's a rundown of the other menu links:

Behavior – if your child is involved in a disciplinary event, that information will be recorded here.

Health – information about vaccinations or other health related issues will be recorded here.

Assessment – your child's grades on standardized achievement tests will be recorded here.

Transportation – Information about bus pickup/dropoff times and locations are here.

Fees – if you owe fees, they will be listed here.

Reports – print your child's schedule, a list of missing assignments, or an unofficial grade transcript here.

Family – the student's non-household emergency contacts are listed here.

You are encouraged to keep up with your child's progress and to contact their instructors if you are concerned about the information you see in Parent Portal.

Parent Portal Mobile App

You may wish to take advantage of using the Campus Portal Mobile App (free from both the [Android](#) and [iTunes](#) stores) to get up to the minute updates on your child's grades.

Once you download the app, you will need to go to "Settings" and enter the FCSS District Code (the code is **NMPXCZ**) along with your Parent Portal username and password. Once you get the app set up for login, go into Notifications to determine how often you want updates on your child's grades, etc.