



FRUITLAND SCHOOL DISTRICT PARENT PORTAL

USER GUIDE



Welcome to the Fruitland School District Parent/Student Portal. With this connection to the district, you will be able to monitor your student's educational progress. The portal will provide you access to current information on attendance, schedule, and your student's grades. This guide was developed to assist you with creating the parent login and to show the basic navigation of the site.

Please [click here](#) or reference to the end of this document for **Hardware Requirements and Microsoft Windows Vista Disclaimer**

Access You may access the portal from any computer with Internet connectivity and an up to date browser. We recommend Microsoft *Internet Explorer 5.5* or higher for PC's and Mozilla Firefox or Safari for Macintosh computers. We recommend Windows 2000 or higher and Macintosh OS X for best results. You will also need Adobe Reader (version 5, 6, 7, or 8) software installed on your computer. Links to all of the browser programs and Acrobat Reader can be found at the end of this document.

Site Address To access the portal, start your internet browser software and enter the following address:

<https://epm2009.infinitecampus.org/campus/portal/fruitland.jsp>

** You may also access the Parent Portal through the FSD website (<http://fsd.k12.id.us>) **

Note: The address must be entered exactly as shown. There is no www at the beginning of the address.

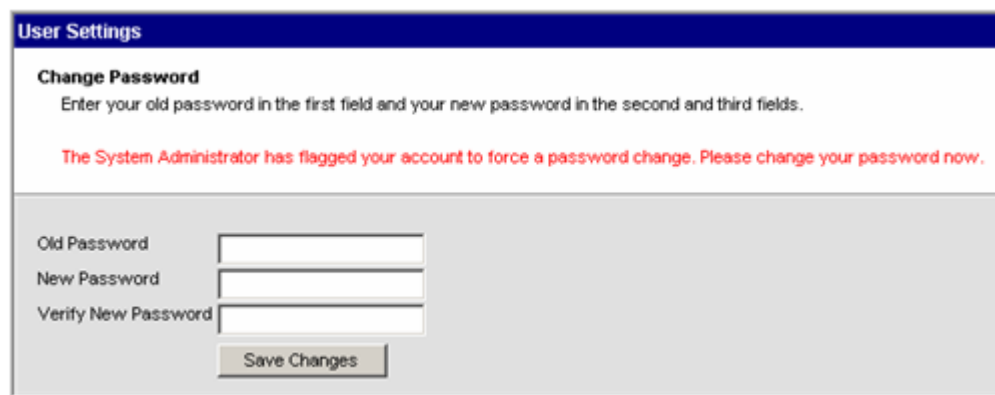
This screen will appear.

The screenshot shows the Infinite Campus login interface. On the left, there is a welcome message: "Welcome to the Fruitland School District Campus Portal! Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!". Below this is a "Tell me more!" link and four language selection buttons: "In English", "En Español", "中文简体", and "中文繁體". On the right, there are two main sections. The first section, "First time using Campus Portal?", contains two links: "If you have been assigned a Campus Portal Activation Key, [click here](#)" and "If you do not have an Activation Key, [click here](#)". The second section, "Already have a Campus Portal account?", contains a "User Name" input field, a "Password" input field, a "Log In" button, and a link "Problems logging in?".

Security of your child's information is of a paramount importance to Fruitland School District. The District reserves the right to change passwords to protect student data.

Logging into Parent Portal

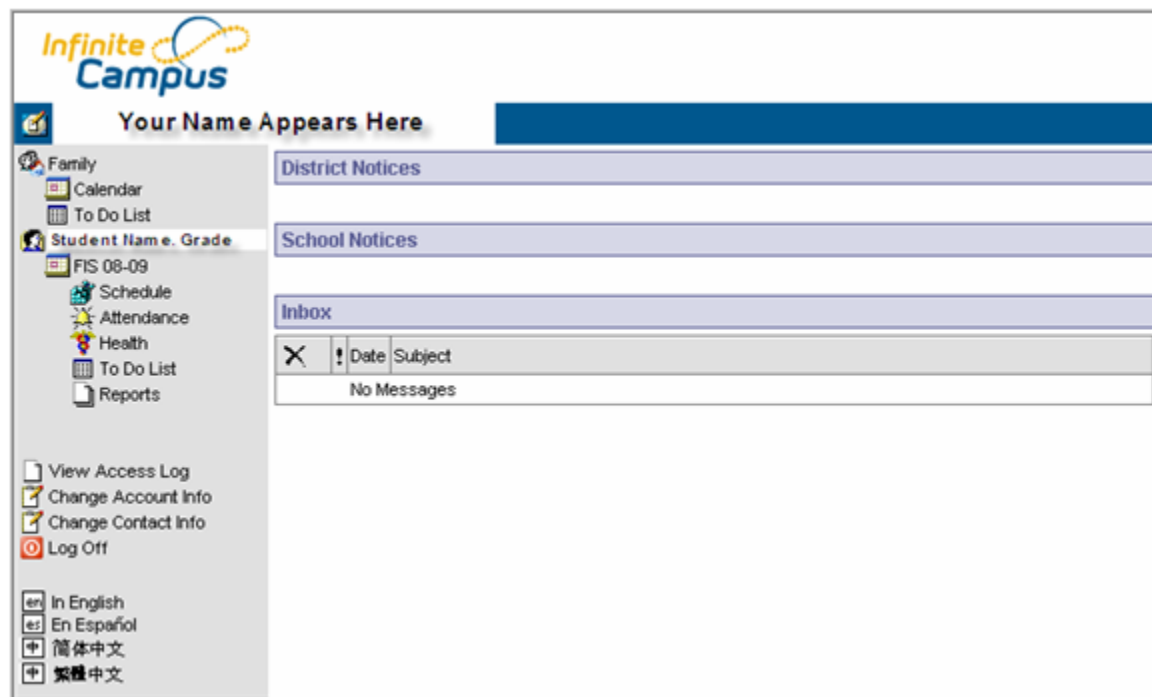
Enter your User Name and Password that was provided to you by FSD. You will be prompted to change your password when you first log into the Parent Portal as shown below.



The screenshot shows a web interface titled "User Settings". Below the title is a section "Change Password" with instructions: "Enter your old password in the first field and your new password in the second and third fields." A red message states: "The System Administrator has flagged your account to force a password change. Please change your password now." There are three input fields labeled "Old Password", "New Password", and "Verify New Password". A "Save Changes" button is at the bottom.

For *Old Password* enter the password that was given to you. For *New Password* enter in a password of your choice. You must enter that password of choice one more time under *Verify New Password*. **Passwords must be a minimum of 6 characters and contain at least one letter, one number and one symbol (#, \$, %).**

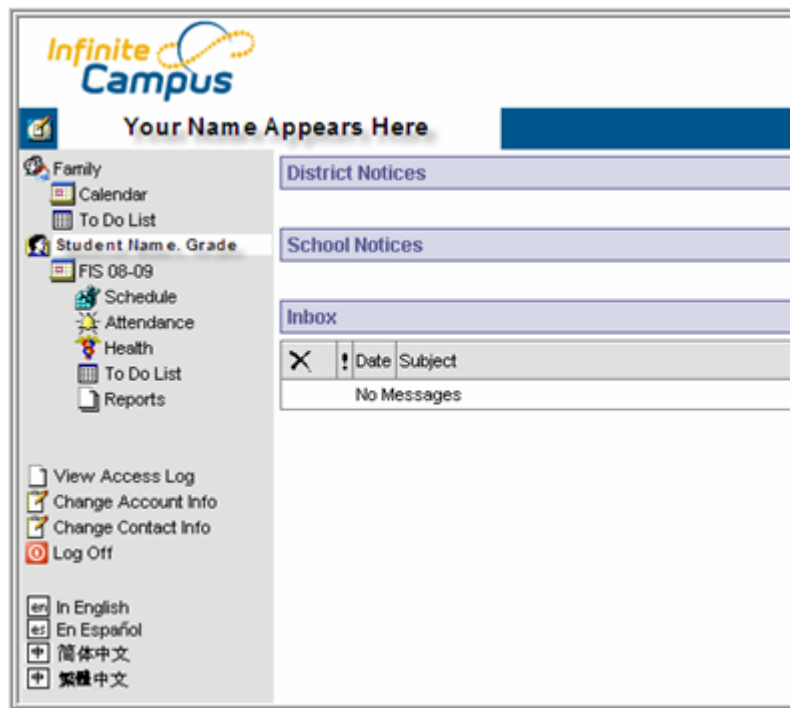
Once you have successfully logged in, you will see a screen which looks like this:



The screenshot shows the "Infinite Campus" logo at the top left. Below it is a navigation menu with icons and labels: Family, Calendar, To Do List, Student Name, Grade, FIS 08-09, Schedule, Attendance, Health, To Do List, Reports, View Access Log, Change Account Info, Change Contact Info, Log Off, and language options (In English, En Español, 简体中文, 繁體中文). The main content area has a header "Your Name Appears Here" followed by a blue bar. Below this are sections for "District Notices", "School Notices", and "Inbox". The "Inbox" section shows a table with columns "X", "!", "Date", and "Subject", and a message "No Messages".

Navigating the Campus Portal

When you log in to the Parent Portal you will see a screen that looks something like the example below. Once logged in, an index of accessible information for each student is listed within the left navigation of the screen.



The parent's name will appear under the Campus Portal header. Each student's name is listed below, with links to their school information.

School and District Notices

When viewing the Campus Portal for Parents, any relevant notices are displayed in the main frame of the screen. Notices are organized by district-wide messages or by building-specific messages. Viewing the left navigation of the screen, and scrolling down the list of options, the user may find:

Family

This is the demographic information about the student's family, such as address, email, phone and a list of other members within the

household (family unit). The household's physical and mailing address and all individuals designated as part of that household are viewable.









Family Demographic Information					
Name	Relationship	Enrolled	Address	Phone Numbers	Email
Mom Bunny	null		555 N Looney Tunes Ave Hollywood, CA 44949	(h) (555)555-5555 (w) (c)	
Dad Bunny	Self		555 N Looney Tunes Ave Hollywood, CA 44949	(h) (555)555-5555 (w) (c)	
Bugs Bunny	Father	12 CTC 07-08	555 N Looney Tunes Ave Hollywood, CA 44949	(h) (555)555-5555 (w) (c)	

The household is primarily based on the relationships established between the student, parents, guardians and siblings. For example, in a family where the parent and student reside in one household, both parents can be given full access to all information.

In the situation of a blended or split family, a student may be listed in two households at different addresses and with different sibling structures. The school can give access rights to all parents/guardians to whom the student has a relationship or only specific rights to one parent or guardian. This authorization structure is established when the custodial parent or guardian informs the schools of the rights of each parent or guardian to this information.

Calendar

There are two calendars within the Portal: Calendar under the Family heading and Calendar under the student's name.


<< December 2007 >>						
<div>  Assignment(s) Due  Attendance Event(s) ← Key </div>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						01
02	Bugs 	03 Bugs 	04 Bugs 	05 Bugs 	06 Bugs 	07 Bugs 
08						
09	Bugs 	10 Bugs 	11 Bugs 	12 Bugs 	13 Bugs 	14 Bugs 
15						
16	Bugs 	17 Bugs 	18 Bugs 	19 Bugs 	20 Bugs 	21 Bugs 
22						
23	Christmas Break	24 Christmas Break	25 Christmas Break	26 Christmas Break	27 Christmas Break	28 Christmas Break
29						
30	Christmas Break	31				

Class Schedule

Parents may need to know where their student is during the day, or may be curious what classes their students are taking and when. The Class Schedule lists the student's classes in each period and each term, along with the time and location it meets. If a school uses a rotating day or alternating day schedule, the day the class meets will be listed.

To help manage homework time, parents and students can see assignments and grades by clicking on the class name within the period. To view the assignments, click on the Notebook. This will bring up the detailed assignment information, with possible points and scores for all assignments in that class. The users will also be able to see late or missing assignments, so there are no surprises at conference time.



If there is an envelope link in the class schedule, the user may click on it to send the teacher an email. This opens a new email message using your preferred email software with the teacher's address already populated.




The navigation menu on the left includes links for Family, Calendar, Bunny, Bugs 12, CTC 07-08, **Schedule** (highlighted with a red box), Attendance, and Reports.

NOTE:
If you click on "schedule" to the left, your students schedule will look in the format to the right.

Bugs Bunny's Schedule for CTC 07-08

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

	Term MP1	Term MP2	Term MP3	Term MP4
	351-1 PC/Network Technologies 1			
AM	 Rm: A235			
PM	Empty			

If you click on the class, it will give you a list of specific assignments (example shown below) and grades for that class. These grades are updated as the teacher updates their gradebook.

351-1 PC/Network Technologies 1
Teacher:

View the scoring rubric(s) and/or grading scale(s) for this class.

Grading Task Summary				
Legend: <input type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet				
Grading Task	Quarters MP1	Quarters MP2	Quarters MP3	Quarters MP4
Marking Period				
Semester				

← Grades

Term MP1 Marking Period Detail						
Work Habits (20.0%)						
Name	Due Date	Assigned Date	Pts Poss	Score	%	Comments
Classroom Survey	09/04/2007	09/04/2007	5			

← Assignments

Attendance

Students who miss a lot of school may risk falling behind and doing poorly on exams. Tracking a student's attendance is easy. Either teachers or the building's attendance clerk enters absences and tardy designations for each class as they occur. These absences are posted immediately after the teacher or clerk saves the input, so the parent can see if and when any classes are missed.

Alvin Parent

Family

- Calendar
- To Do List
- Student, Brittany 10
- Registration: 08-09 High School
- 07-08 High School
- Schedule
- Attendance**
- Behavior
- Health
- Assessment

Danielle Student's Attendance for 07-08 Test HS Pent/Tri

Term 1	1	2	3	4	5	6	7	8	9	Date	1	2	3	4	5	6	7	8	9	Legend
Absent	1	1	0	0	0	0	0	0	0	05/19/2008	A	A	A							A = Absent
Early Release	0	0	0	0	0	0	0	0	0	09/12/2007	A	A								T = Tardy
Tardy	0	0	0	0	0	0	0	0	0											E = Early Release
Term 2	1	2	3	4	5	6	7	8	9											<input type="checkbox"/> = Unknown
Absent	0	0	0	0	0	0	0	0	0											<input type="checkbox"/> = Excused
Early Release	0	0	0	0	0	0	0	0	0											<input type="checkbox"/> = Unexcused
Tardy	0	0	0	0	0	0	0	0	0											<input type="checkbox"/> = Exempt
Term 3	1	2	3	4	5	6	7	8	9											

When viewing attendance through the Portal, however, the color indicates whether absences were excused or not. District policy determines the definitions of the terms below for the color coding system for attendance.

Color	Code	Definition
White	Excused	Parents notify the school with a reason for the absence and district policy determines if this is an excused absence, such as illness, funerals, medical appointments, college visits, etc.
Red	Unexcused	Districts have determined these are not excused absences. This might include family vacations, driver's training class, etc.
Yellow	Unknown	The school has not been contacted with a reason for the absence.
Green	Exempt	These are usually school-sponsored events such as field trips, concerts or athletic activities, etc.

Health

Every state mandates a series of vaccinations to be given to students over several academic years. After parents give the school the documentation that the student received the required immunizations, this module can be used as an easy reference for tracking that the student's vaccinations are up-to-date. **Please note that the vaccinations are only up-to-date as to the latest submission to the district.**

Print this screen to use any time documentation of compliance is required, such as when needed to attend camps, participate in athletics outside of the district, etc.

Example of the Health information in the Portal:

Student's Immunizations					
Vaccine	Doses				
	1	2	3	4	5
Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	05/17/1999	07/20/1999	09/22/1999	06/09/2000	04/05/2004
Tetanus-diphtheria [Td]					
Polio [IPV, OPV]	05/17/1999	07/20/1999	09/22/1999	04/05/2004	
Measles-Mumps Rubella [MMR]	06/09/2000	04/05/2004			
Hepatitis B [Hep B]	03/08/1999	05/17/1999	11/22/1999		
Hepatitis B - 2 Dose [Hep B - 2 Dose]					
Hemophilus influenza, type B [Hib]	05/17/1999	07/20/1999	09/22/1999	06/09/2000	
Pneumococcal					
Varicella	03/10/2000				
Measles					
Rubella					
Mumps					
Hepatitis A [Hep A]	04/05/2004	08/23/2005			
Tetanus, Diphtheria and Acellular Pertussis [Tdap]					
Diphtheria and Tetanus [DT]					
Hepatitis B - 3 Dose [Hep B - 3 Dose]					
Tuberculosis [BCG]					
Influenza					
Meningococcal					
Human Papillomavirus [HPV]					

To Do List

The To Do List provides a summary or assignments that are due and/or late. This list, like the Calendar icon, appears for the Family and for the Student. The individual To Do List displays course, assignment, date assigned, due date and days remaining/overdue. Days remaining/overdue is the difference between the due date and today's date. See example below...

Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdue
Teen Living	crepe lab		09/24/2008	-1
Teen Living	muffin lab		09/24/2008	-1
Teen Living	nutrient written report		09/24/2008	-1
Teen Living	nutrient oral report		09/26/2008	1


Reports

Monitoring academic achievement is helpful for future college planning, scholarship opportunities and career choices. Reports list a student's schedule and any transcripts or report cards available.

Bugs Bunny CTC 07-08 Reports

☐ Student Schedule
☐ Missing Assignments

← Click on the report to run it

Reports on this page require the Adobe Acrobat Reader (free).


Other Links

Additional links that are within the FSD Campus Portal include:

Link	Definition
Access Log	This tool lists the IP address from which parents accessed the portal, the time it was accessed and if it was a successful login.
Change Account Info	Parents are given the rights to change their account information online. Parents can only change the password, not the username.
Log Off	When finished using the portal, parents and students must click the log-off option.
Change Contact Info	Parents can email the school district to change their email address, mailing address, etc.

Hardware Requirements

The following are the supported platforms for the Campus Portal.

PC: Campus supports Windows Vista, XP, and 2000 Professional.

Macintosh: Campus supports Mac OS X and OS 9.2.2.

Platform	Supported Minimums		Recommended Minimums		
	PC	Macintosh	PC Windows	PC Vista*	Macintosh
Operating System	Windows 2000 Pro	OS X OS 9.2.2 (until 06/08)	2000 Pro or XP	Vista	OS X
Processor	P3	G3	P4	1 GHz 32-bit	G4
RAM	256	256	512	1 GB	512
Internet Browser	IE 6.0 Firefox 2.0.x	Safari 1.3.2 Camino 1.0 Firefox 2.0.0.6	IE 6.0 Firefox 2.0.x	IE 7	Safari 2.0.x Camino 1.5.1 Firefox 2.0.0.7

Platform	Supported Minimums		Recommended Minimums		
	PC	Macintosh	PC Windows	PC Vista*	Macintosh
Java Plug-in	Java 1.5.10	Java 1.3.1 Apple Java (MRJ 2.2.5 for OS 9.2.2)	Java 1.5.10	Java 1.5.10	Java 1.3.1
* Vista users: Please refer to Vista Disclaimer					

Vista Disclaimer

Campus supports Vista with the following warning:

Users should be aware that operating Vista at or below the Microsoft minimum requirements is likely to cause performance issues with Campus reporting and application processes. Vista users should also be aware that third-party applications may significantly decrease the performance of web-based applications running in the IE7 browser.

Campus recommends that Vista users exceed Microsoft's minimum requirements and perform extensive performance testing within the Campus application to determine the proper hardware configuration needed for desired performance levels.

Security Features

The Campus Portal incorporates the highest level of security. Parents and guardians can see **only** information related to the students they are authorized to view through the use of strong passwords, forced password resets and session timeouts.

FSD created households to which the student belongs, depending on the information provided about parent and guardian rights, living arrangements, etc. Parents and guardians will have access only to the links to which they have been given permission, to ensure student privacy.

The Campus Portal forces strong password usage by all users including parents and guardians. This requires a password that is at least 6 characters long and is case sensitive. In addition, FSD may force users to reset their passwords from time to time. By default, the system will automatically end any user session that has been dormant for 60 minutes.

Five unsuccessful login attempts will disable the portal account. In order to use the portal again, parents will need to the FSD Parent Portal support to have the account reactivated (see contact information at the end of this document). Additional security settings include an access log, and options to change and contact account information.

Important! All attempts at logging into the system are recorded and monitored, and a full audit trail is tracked on sensitive data.

Software Downloads

Adobe Reader Download - <http://www.adobe.com/products/acrobat/readstep2.html>

Internet Explorer 7 - <http://www.microsoft.com/windows/downloads/ie/getitnow.msp>

Mozilla Firefox 3 - <http://www.mozilla.com/en-US/firefox/>

Safari - <http://www.apple.com/safari/download/>

Contacts

In the event that you have issues accessing the Parent Portal website, logging in, and/or viewing your student's academic information, please use the following to contact the Fruitland School District.

Parent Portal Support phone # - **208-452-3840**

Parent Portal Support e-mail address - **parentportal@fruitlandschools.org**

** We strongly recommend that you contact support by e-mail for a quicker turnaround. Please allow 24-48 hours to address your questions and/or issues **

Information to include in your support call or e-mail:

- Your first and last name
- Your students first and last name
- Your username (if known)
- A detailed description of the issue and steps on how we can reproduce the issue.

Important! FSD Parent Portal support is available to assist you with technical difficulties using the Portal. Please either e-mail your child's teacher(s) or contact your school on any questions on your child's academic progress.