

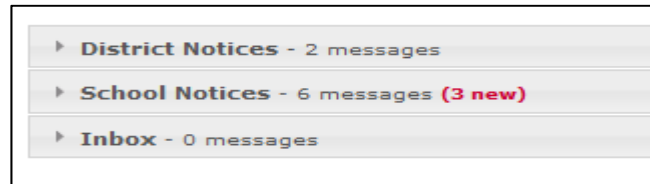
## NAVIGATING THE PARENT PORTAL

Once logged in, a parent/guardian will see the following options in the parent portal.  
(Some features, such as schedules and grade books, are only available during the school year.)

### Message Notices

Displayed on page when first log in  
Also under Family > Messages

District, School and Teacher notices are displayed on the users' home portal screen. The windows need to be toggled open to view the messages.



### Changing Student for Viewing

Parents' portal accounts can view all their household students from a single login. To change the student being viewed, click on **Switch Student** at the top of the screen.



### Calendar (no screen shot)

Under Student Name > Calendar

Icons on specific dates indicate attendance (yellow bell) and grade book entries (red A+).

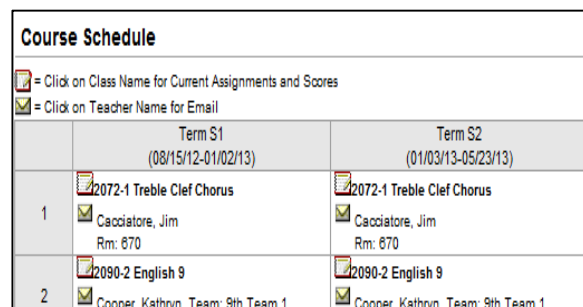
### Schedule/Grade Book

Under Student Name > Schedule

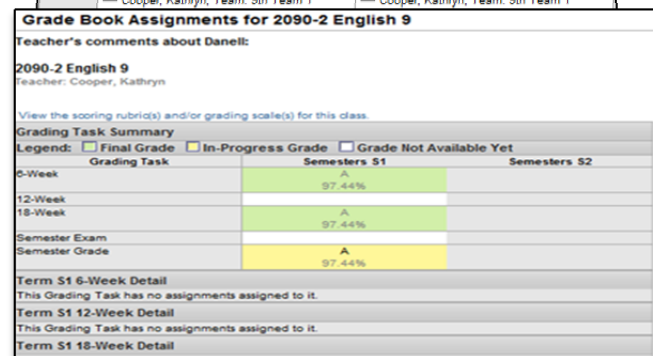
The student's schedule is listed for the entire academic year.

To view the course grade book, click on the Course Name in the schedule. The grade book is set up in the terms for the course. Overall grades are listed in the top table for the term. Green is the final posted grade; yellow is in-progress and white is not available yet.

Questions about assignments and grades should be directed to the course teacher. If there is an envelope link in the class schedule, you may click on it to send the teacher an email (depending on your computer settings).



A screenshot of the 'Course Schedule' page. It shows a table with columns for Term S1 (08/15/12-01/02/13) and Term S2 (01/03/13-05/23/13). The rows list courses like '2072-1 Treble Clef Chorus' and '2090-2 English 9' with their respective teachers and room numbers.



A screenshot of the 'Grade Book Assignments for 2090-2 English 9' page. It includes a 'Grading Task Summary' table with columns for Semesters S1 and S2, and rows for 6-Week, 12-Week, 18-Week, and Semester Exam. The summary shows a final grade of 'A' (97.44%) for both semesters.



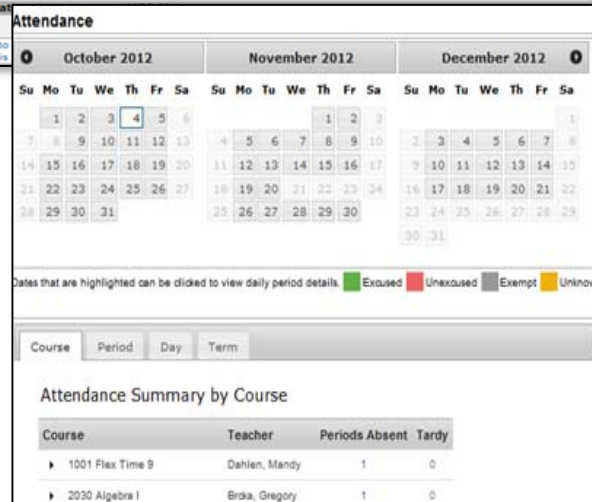
A screenshot of the 'Attendance' page. It features a calendar view for October, November, and December 2012. The calendar shows days of the week and dates, with some dates highlighted in different colors (green, red, grey, yellow) to indicate attendance status.

### Attendance

Under Student Name > Attendance

The student's attendance is listed in calendar format and also can be viewed as a summary in the lower window. Attendance issue dates are highlighted in colors according to the key under the calendars. Dates can be clicked on to see more details.

Attendance questions should be directed to the school office staff.



A screenshot of the 'Attendance Summary by Course' table. It has columns for Course, Teacher, Periods Absent, and Tardy. The table lists two courses: '1001 Flex Time 9' with teacher 'Dahlen, Mandy' and '2030 Algebra I' with teacher 'Brda, Gregory'. Both courses show 1 period absent and 0 tardies.

## Assessment (no screen shot)

Under Student Name > Assessment

The student's test scores from states tests can be found in this area.

## Reports

Under Student Name > Reports

Reports that may be available as PDF files include Missing Assignments, Transcripts (Secondary Students), Report Cards, and Class Schedule.

### Reports

- Missing Assignments
- 1st Semester (18-week) Report Card
- 2nd Semester (12-week) Report Card
- 2013-14 CHS Schedule
- ACHS Transcript

## Demographic Data

1. Under Student Name > Demographics
  - Parents can update non-household contacts, such as emergency contacts, daycare provider, etc.
2. Under Family > Household Information
  - Parents can update home phone number. If you do not have a land line, please replace the number with a cell phone number. This home number is one that is called if a Blackboard message is sent.
  - Parents can also update household address. With address updates, the district may ask that you provide proof of residency to verify changes.
3. Under Family > Family Members
  - Parents can update their phone numbers and email addresses. The District asks that you do not add phone numbers or email addresses to current students.

### Demographics

The screenshot shows a mobile application menu for 'Demographics'. It includes a 'Family' header, a 'Messages' item with a red circle containing the number '3' and a right-pointing arrow, a 'Household Information' item with a right-pointing arrow, and a 'Family Members' item with a right-pointing arrow.

\*\*\*The registrar and school office staff can also assist in updating your information.

## User Account

Account Settings

Under this section you can:

- Change your password for the parent portal
- Set a user account recovery email – This means if you should forget your username and/or password you can have a reminder sent to the email you included

The screenshot shows a mobile application menu for 'User Account'. It includes a 'User Account' header, an 'Account Settings' item with a right-pointing arrow, and a 'Contact Preferences' item with a right-pointing arrow.

## Contact Preferences

The district sets your primary email address as the address to which each message type (such as emergency or attendance) will be sent, but you may change the settings here. Please ensure that you will be able to receive each type of message that a school may send.

Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**To keep important messages out of your spam folder, please add messenger@ankenyschools.org and/or the domain ankenyschools.org to your email program's safe senders list.** This step depends on your email client (Outlook, Gmail, etc.).

Keeping your account updated gives you self-serve ability to immediately access information and reset passwords. If information is not kept up to date and needs to be reset, please go to ankenyschools.org, choose the Parents menu, then visit the Infinite Campus page for other options for assistance, which will require more time than self-service.