

Navigation in the Infinite Campus Parent Portal

The Infinite Campus Parent Portal is located at <https://icampus.klschools.org/campus/portal/katonah.jsp>

To activate a Parent Portal account, you will need to obtain an Activation Key from the district. If you do not yet have one, please send an email to parentportal@klschools.org, or call 763-7095.

If you are having trouble logging in to the Portal and have previously established your User Preferences (see below), you may select the **Help** icon, and use the **Forgot my Username** or **Forgot my Password** functionality. If you have not yet established these settings, please send an email to parentportal@klschools.org, or call 763-7095.

Once you are logged into the Portal, you will find on the left-hand side of the screen a listing of the available modules relating to your family and your user account. This default home page view also displays district and school-related Parent Portal messages.

FAMILY

- A. **Messages:** In this section, the district or schools can post messages and announcements to parents.
- B. **Household:** This module contains home phone number and address information for the household. The phone number can be updated electronically via the Update button. Address changes must go through the District Registrar. If you have one physical address and one mailing address, each will be displayed. Guardians who are not members of the student’s primary household will not see information for that household.
- C. **Family Members:** This module contains demographic information for all members of the household. Changes to email addresses and cell phone numbers for guardians can be submitted electronically via the Update button. Please see the school district website (District Resources – Technology tab) for more information on these updates.
- D. **Calendar:** The family calendar displays the school calendar events and attendance events (☀) (HS only) for all of the students in the household. Clicking on either side of the month/year at the top of the screen changes the month that is being viewed.

◉ November 2014 ◉

☀ Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						01
	02	03 Superintendent's Conference Day	04 Superintendent's Conference Day	05	06	07
						08

USER ACCOUNT

- A. **Account Management:** Completing the information in the **User Preferences** screen allows parents the opportunity to use the “I Forgot my Username” and “I Forgot my Password” functionality, should they have trouble logging in. Once the parent has entered 8 “likes”, 8 “dislikes”, an email address and the password, the Save Changes button becomes available.
- B. **Access Log:** This screen reports all successful and unsuccessful login attempts for the account.

ACCESSING INDIVIDUAL STUDENT INFORMATION

In order to access information about individual students, select the student from the “Select A Student” drop-down, located at the top of the screen.



Once a student has been selected, the modules that are available depend on the school:

Parents of MS and elementary students will see tabs for Calendar, Schedule, Assessment and Reports.
Parents of High School students will additionally see a tab for Attendance.

- A. **Calendar:** This calendar displays the school’s date-related and attendance (HS only) events for the selected student.
- B. **Schedule:** On this screen, a student’s schedule is displayed by term. The “Click on Class Name for Current Assignments and Scores” function is not currently available. Schedules are available in a printer-friendly PDF format in the Reports module, below.
- C. **Attendance (HS only):** This section displays the attendance events for a particular student. It also shows the status of those events (i.e. excused, unexcused, unknown). If no attendance events are recorded, the student was present on that day. Please note that attendance appears on the screen in **real time**. Therefore, the possibility arises that a recorded period absence that has not yet been resolved will cause concern for parents/guardians. Please allow 24 hours for recorded codes to be considered final. Attendance can be viewed by Course, Period, Day or Term.
- D. **Assessment:** The assessment module displays individual student results for the New York State Grade 3-8 Assessments and NY State Regents exams. Regents exams are displayed with only a score. NY State tests grade 3-8 assessments are displayed with both a score and a performance level “result”, as follows:

Level 1 = Not meeting learning standards	Level 3 = Meeting learning standards
Level 2 = Partially meeting learning standards	Level 4 = Meeting learning standards with distinction
- E. **Reports:** Student report cards and schedules can be displayed by selecting the Reports option, and clicking on the desired report, for example, “HS Report Card Q1”. A PDF file of the selected report is created, which parent/guardians can then download or print. Transcripts are available at the HS as well.

For additional information on the Infinite Campus Parent Portal, please see the district website, at <http://www.klschooldistrict.org/>, and select Departments – Technology - Infinite Campus Parent Portal, send an email to parentportal@klschools.org, or call 763-7095. Please allow 24-48 hours for a response.