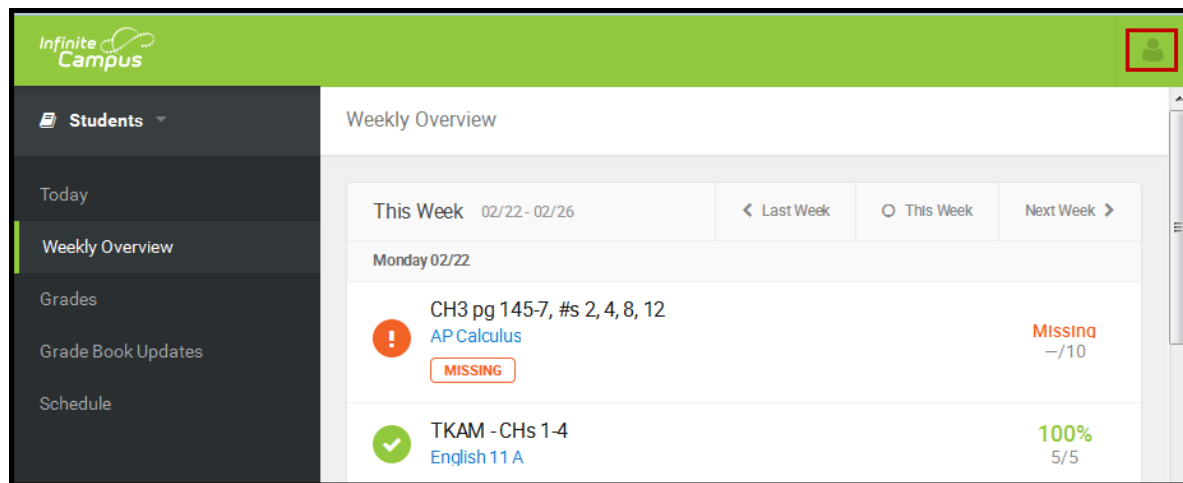# Campus Student Portal

[Tools Available in Campus Student](#) | [Links in Campus Student](#) | [Notification Settings](#) | [Account Settings](#) | [Language](#) | [Contact Preferences](#) | [Access Log](#)

The Campus Student Portal includes useful features for students and is optimized for use on mobile devices and tablets.
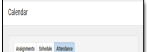
In Campus Student, navigate between tools in the menu on the left. On mobile devices, this menu shrinks to a "hamburger" or "three bars" icon to save space.
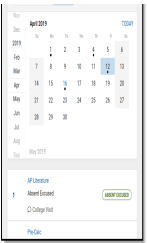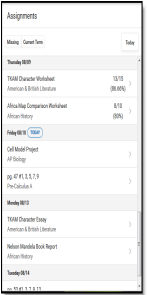
Click the Person icon in the top right to log out or view [Notification Settings](#). To switch to the previous Portal, click the Students dropdown and select Portal.
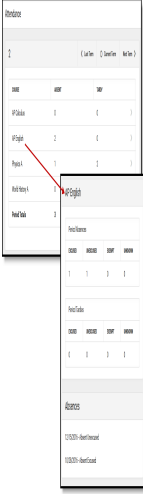
Campus Student

Tools Available in Campus Student

Tool Name	Description	Example Image (click to view)
Today	The Today view shows the student's schedule for the current day and lists any assignments due today or tomorrow. The schedule shows the times of the periods during the day and the student's courses, with the teacher's name and room assigned. The assignments list covers all of the student's courses, including those that may not meet on the current day. Click on the assignment or the course name to view [details](#). In districts that use Campus Food Service, the student's Lunch Balance displays at the top.	
Calendar	The Calendar displays data in three different modes, *Assignments, Schedule, and Attendance.*	

Schedule, and *Attendance*.

For *Assignments* and *Attendance*, dots display below dates that have data. Select a mode and date to view data for that day.

In *Assignments* mode, a button displays to show the Weekly Overview, which shows all assignments for the selected week.

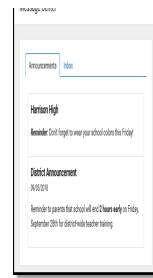|		
Weekly View (within Calendar)	The Weekly View filters the Calendar to show a student's assignments for a week in a simple, single page overview. In this overview, students can view assignments for the week and see scores. Assignments display for the calendar day on which they are **Due**. Flagged assignments, such as the Missing assignment above, are also shown. Scored assignments are shown with the points possible, if applicable, or the percentage or rubric score earned.	
Assignments	The Assignments tool collects all of a student's assignments with the focus on today. Click assignments to view [details](#) and scroll to see previous and future assignments. Use the **Missing** and **Current Term** buttons at the top to filter assignments.	
Grades	The Grades tool shows all of the grades earned by the student for all tasks (such as Trimester or Semester grades) and standards. Posted grades are displayed in bold, with In-Progress grades indicated as "In-progress." The student's Cumulative GPA also displays at the top of the Grades tab if enabled. Where the grey arrow displays for a task or standard, click the task to view the Categories that contribute to the grade. Expand categories to view all included assignments. Click assignments to view [details](#). Grades that are part of a composite or rollup grading setup are indicated.	
Grade Book Updates	Grade Book Updates lists all of the assignments that have been scored or otherwise updated in the last 14 days. Click on the assignment or the course name to view [details](#).	

Attendance	The Attendance tool lists the absences and tardies for attendance taking periods in the selected term. Navigate between terms using the options at the top. Click on a period to view details. On the detail view, absences and tardies are divided by type (excused, unexcused, exempt, or unknown), with all absences and tardies listed below. When attendance is recorded via present minutes, this attendance screen displays the total Present Time and Expected Time by section. Click on a section to view the Time In, Time Out, and Present Time recorded by date. The display of attendance is has been localized for Kentucky.	
Schedule	The Schedule tool shows the student's schedule for each term, including any day rotations. Schedules are shown for all the whole year, all terms, and all of the student's enrollments. Each schedule includes the times of the periods during the day and the student's courses, with the teacher's name and room assigned. If a day rotation is in place, the day is indicated in the top right corner of the schedule. Click on the course name to view details. If a student drops a course, it continues to display on the student's schedule until the end of the day.	
Fees	The Fees tools shows the fees assigned to a student. Fees can include things like a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Fees that are still owed, have been paid, or were made void appear in this list, followed by the ongoing balance for these fees. The School Years dropdown list allows you to view fees assigned to the student according to the school year in which they were assigned.	
Reports	The Reports tool collects files relevant to the student including learning documents such as IEPs and PLPs, a PDF version of the student's schedule, report cards and transcripts, and program participation. Click on an entry to view the file in PDF.	
Message	The Message Center includes announcements posted at a school or	

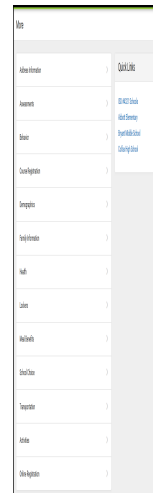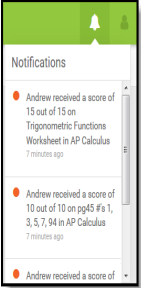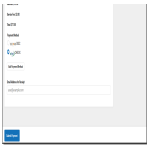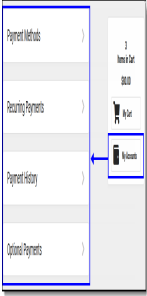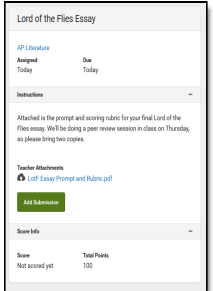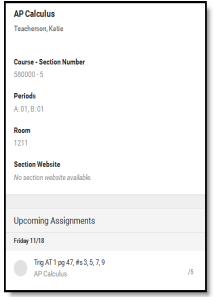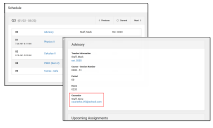| **Message Center**	The Message Center includes announcements posted at a school or district level. Click *Show More* to display additional text for longer announcements. Announcements display based on the timeline set by the creator and cannot be deleted or archived. Additionally, the Inbox displays messages sent to the student, including those from teachers and the Surveys tab displays surveys given to students.	
Food Service	The Food Service tool allows students access to the following food service information: • Current account balances • Transactions (food item purchases, account deposits of cash, check and credit card, when enabled) • Account history (historical transaction records) • Account adjustments (debits/credits) ⚠ The link to the Food Service tool does not display for everyone. Specific school operations and settings determine whether this link displays.	
More	The More tab displays the following: • **Address Information** for the student's household(s). • **Assessments** that list the student's test scores for state, national and district tests. • **Behavior** incident information that displays any behavior events in which the student was involved. • **Demographics** information for the student and any non-household relationships. • **Family Information**, including contact information for family members. • **Health Information**, including recorded vaccinations, immunizations and screenings. • A list of Learning Tools for students to browse learning materials. • **Lockers** assigned to the student with locations and combinations. • The **Meal Benefits** application • **Transportation** information including buses and parking permits. • **Activities** in which the student is involved (clubs, sports, etc.) • If the district is using **Online Registration**, those tools display here. • **Important Dates** such as holidays, late starts, and other school calendar events. • **Course Registration**, where students (and parents) can request courses for the next school year. See the Course Registration article for more information. The Quick Links section displays the websites for the districts and	

schools in which the student is enrolled, if available.

Users may be able to update address information, demographic data and family information (this requires the district to turn on certain preferences). When these preferences are turned on, parents and guardians may submit updates for their household information.

Academic Plan	The Academic Plan displays the student's assigned Academic Program and the courses the student has planned to take in each school year. Students can add courses to their plan, and print their Course Plan and their Progress Report from here. See the Academic Academic Plan (Campus Student) article for more information. It's recommended that the Academic Plan be viewed on a larger device, if possible.	
Notifications	The Notifications dropdown list shows a simple list of notifications the student has received, such as graded assignments. Click the user menu at the top right of screen to establish Notification Settings.	
Responsive Scheduling	The Responsive Scheduling tool lets users select which sessions to attend for an upcoming responsive day. Available offerings are listed for each available responsive period. See the Responsive Scheduling article for more information.	
Discussions	The discussions list collects all discussions assigned to the student, both those aligned to assignments and those that aren't. Click a discussion to respond to the teacher's prompt or respond to a classmate.Scored discussions are indicated by the 📄 icon. Students can also access discussions aligned to an assignment through that specific assignment. inappropriate content can be **flagged**, which alerts the teacher that there is content which should be reviewed.	
My Cart	My Cart is where you pay fees and add money to your food service account. You can add items to My Cart from any of the following areas: • Food Service • Fees	

- Fees
- [Optional Payments](#)

|		
My Accounts	[My Accounts](#) is the tool where you can manage payment methods, select optional payments to pay, set up recurring payments, and view your payment history.	

Links in Campus Student

In various areas of Campus Student, clicking links opens details for items such as assignments and courses.

Available Link	Description	Example Image
Assignment	Click on an assignment to view details, such as dates, scoring information, and the description. Files attached by teachers and submission options also display on this screen, as applicable.	
Course Name	Click on a course name to view the Course/Section number, Period, Room, section Website, and any upcoming assignments.	
Counselor Email	From the Course detail, click the counselor's email to discuss schedule changes (a preformatted email form displays), or discuss other topics with your counselor.	

Notification Settings

Notification settings allow users to opt out of receiving specific kinds of notifications and establish thresholds for those they want to receive. Set thresholds to only receive notifications when a grade or score falls below the selected percentage or a lunch balance falls below the selected dollar amount. From the User Menu, select Settings, then Notification Settings. Click the arrows to change the threshold or click and drag the dot.

Notifications are not sent for any tools that have been disabled by the district. Only districts using Campus Food Service receive low balance notifications.
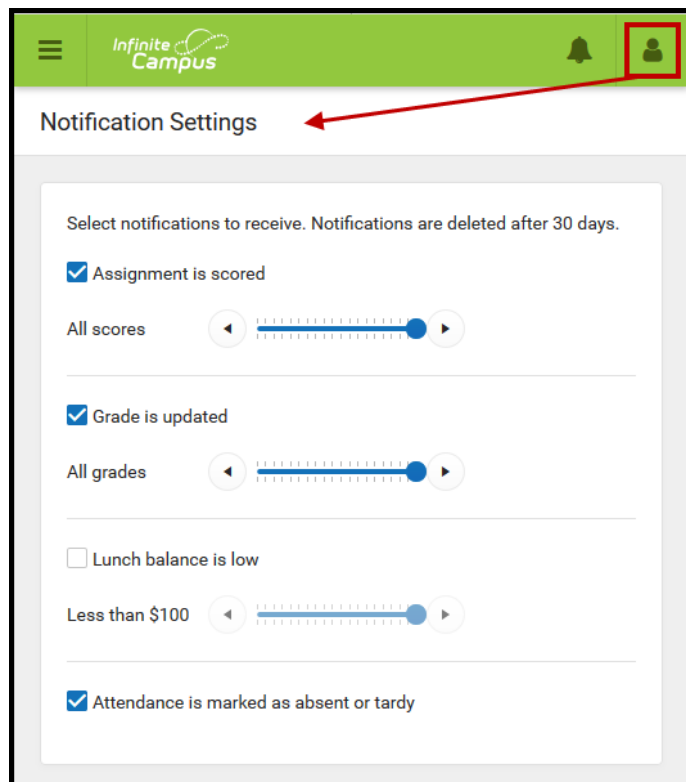
Enable notifications and set thresholds to determine when notifications are sent.

Account Settings

Account settings allow users to update their security email on record or to change their Password and E-Signature PIN. From the User Menu, select Settings, then Account Settings.

- The Account Security Email is the email used if a user forgets their username or password.
- Passwords can only be modified if the district has enabled Password Reset. Strong passwords are enforced, meaning that passwords should have a mix of letters, number, and characters to make them more secure.
- E-Signature PINs are used to electronically verify and sign Meal Benefit Applications. This field is only available if enabled by the district.
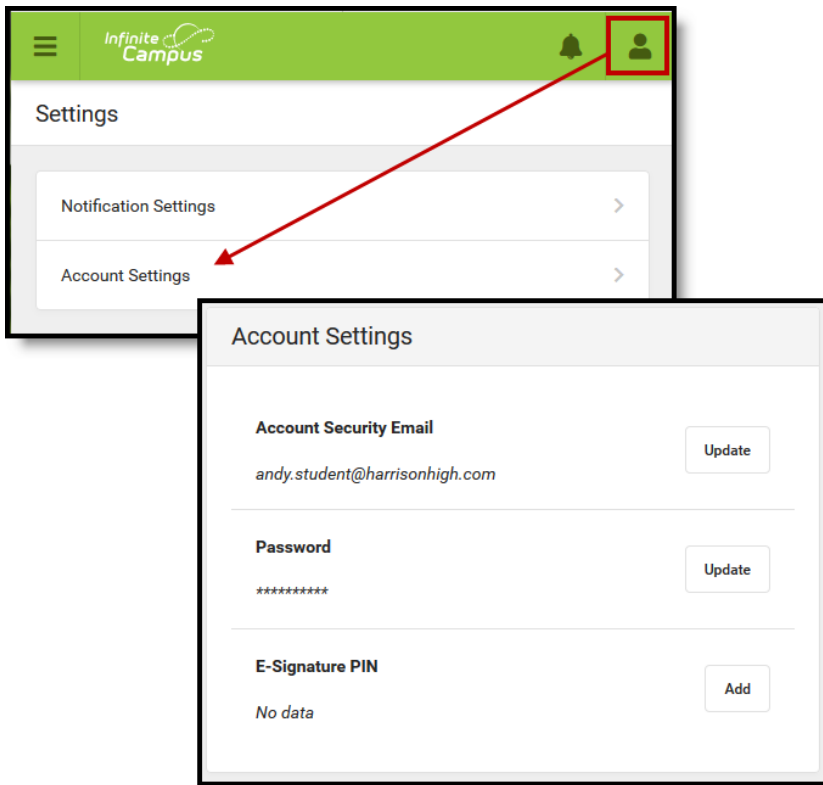
Access Account Settings to update basic account information.

Language

From the user menu, click **Language** to change the language that Campus Student displays in. Campus provides translations into Spanish and Chinese; districts may provide additional translations.
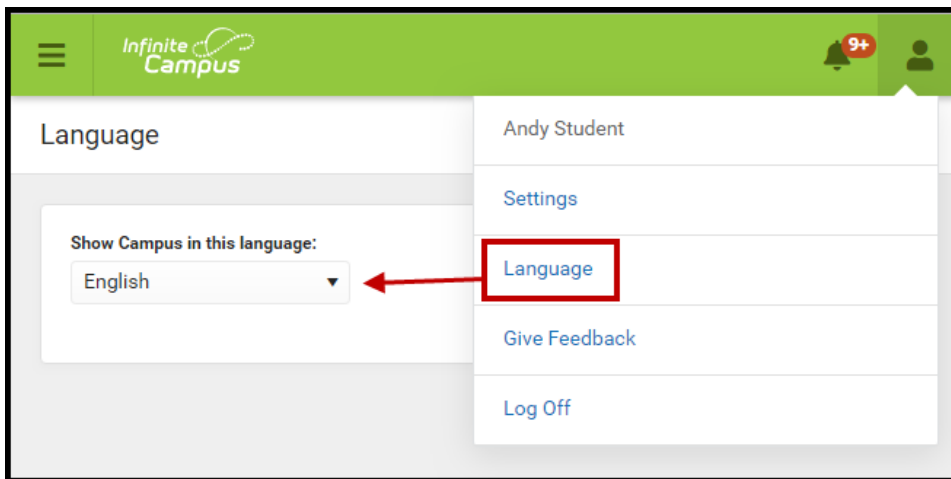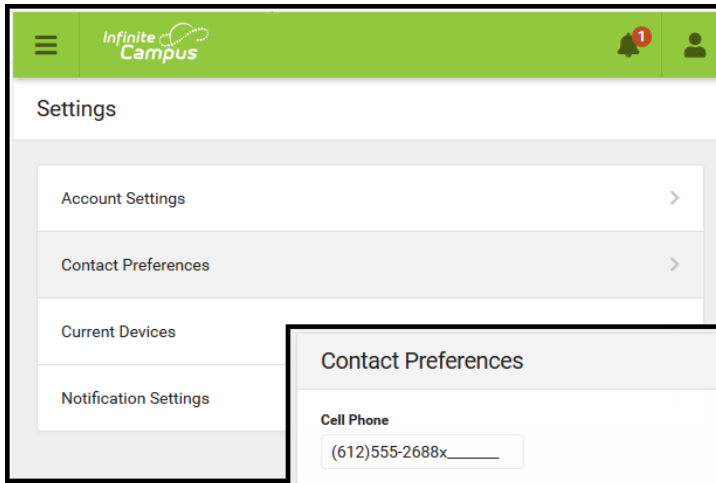

Select a Language to translate Campus Student. Spanish and Chinese translations are provided by Campus.

Contact Preferences

Manage your contact preference by selecting the desired language and when you receive message, and how you receive that message (phone call, email, or text message). If your school has turned on certain options, you may be able to modify your phone numbers and email addresses.

From the **User Menu**, select **Settings**, then select **Contact Preference**. Review existing contact information (phone numbers and email addresses), enter any updates, and mark your desired Messenger Preferences. When phone and email changes are made, an email notification acknowledging the change is sent to the individual, alerting them to changes they may not have made.

Contact Preferences

Access Log

The Access Log lists the date, time, operating system, browser, and IP address of each time this account has been accessed. Failed attempts are indicated.

Use the Access Log to see information for each login.