

INFINITE CAMPUS STUDENT MANAGEMENT SYSTEM

INFINITE CAMPUS is the on-line student data management system that all the schools in the Diocese of Grand Rapids are using, which allows for shared census and demographic data.

Infinite Campus has an on-line Parent Portal that allows parents daily access to grades, attendance, behavior, school messages, and report cards.

Preschool does not use the parent portal.

Kindergarten uses it for Report Cards only.

Lower elementary teachers will let you know what to expect of their use of the Portal.

Junior High teachers will be making full use of the grade book and portal for you to keep up to date with your child's progress. As to how quickly grades for assignments and tests will be posted, the teachers will let you know what to expect from each of them.

To access the site, parents need to use their unique activation code, which is provided by the school. If you have not received this code yet, please let the school office know and we will enroll you on the site.

The easiest access to the Portal is through the school website: www.stthomasgr.org On the lower right corner of each page is a link to the sign in page for the Infinite Campus Parent Portal.

Once you have set up your user name and password, you can also download the App that is available for smartphones and tablet devices. When using the app, make sure you refresh often, as the latest information may not show unless you do so.

Bookmarking the site, or marking it as a "favorite" is an easy way to continue to access the site.

When you enter the site, there are several places for messages. So far we are not using this feature, but in the future you may see messages from the school listed under School Notices.

On the left is a Family menu with the following options:

Messages: This is where messages from the school may be posted

Calendar: This calendar lists dates when assignments are due for all of the students in your family (if used by the teacher), and attendance events (absent, tardy, etc.) By clicking on the A+ symbol, you can retrieve all the information about each class assignment listed. By clicking on the bell symbol, you can view specific information regarding attendance.

Food Service: This will allow you to keep track of your child's hot lunch account. The main page will let you know the balance. You may get a detailed list of the transactions charged to your child's account by going down to the bottom of the page where you will see the heading: Show Transactions For: there is a drop down menu to select the student. Once you have done so, click GO, and you will see a list of the transactions. You also have the option to print.

To Do List: This gives you a list of assignments for each of your children that the teachers have posted and the due dates for each.

Account Management: You may change your password using this feature, but you must keep a record of this. We will not have access to this information in case you forget it.

Contact Preferences: This will show you what e-mail we have for you. **DO NOT TRY to change your e-mail on this page. IT IS NOT ACTIVE at this time.**

Access Log: This allows you to see a list of all the dates that you or anyone who uses your user name and password has looked at the portal. We in the office have access to this as well.

In order to see specific reports regarding your children:

If you have more than one student at Saint Thomas—you will need to go to the top of the page and select the name of the student for whom you wish to gather information.

The menu on the left that is specific to students is as follows:

Calendar: The same as the calendar for the family, only it lists just the events for this one student

Schedule: This will list the hourly schedule for Junior High students. Lower EI students will have a list of the teachers who teach each of the classes, but there is no time frame attached.

Attendance: This will detail any attendance events for this child.

Grades: This is where you will be able to see all the details about your child's current grades. At the bottom of the individual grades listed is a Grades By Course section. Please note that the Art, Music, Computer, PE, and Spanish teachers will not be using Infinite Campus to post any but Report Card grades. You will see each teacher's name listed in blue. This is a link to that teacher's contact information in case you would like to send them an e-mail, or contact him/her by phone.

To Do List: This will list all assignments that are not yet graded or complete, for the individual student.

Reports: This is where you will see the ***Quarterly Report Cards. You must select the appropriate grade level for your student first.*** You are given the option to Save, as well as to Print these reports. As these reports are not archived here on the Portal, it is recommended that you either save or print one at the end of each school year.

***Change over for year occurs on August 1st each year, and the reports will no longer be available to you, so to record your students' report cards, it is recommended that you print or save them at home.

Grades on the Portal will not be available for the two weeks in advance of each quarter's Report Card posting date. This allows the teachers time to enter all grades without disruption.

Differences between the App and the On-line site:

The following are available on the App:

Planner

Assignments

Attendance

Grades

Schedule

Food Service

You will notice that there is no access to the Reports on the App. You must login to the on-line site to view Report Cards.

URL: <https://micloud.infinitecampus.org/campusE/portal/grcss.jsp>

If you forget your user name or password, you must e-mail the Diocese Infinite Campus Help Line from the e-mail address we have on record for you. The e-mail address is: ic@dioceseofgrandrapids.org You can also call them: 616-243-1463