**<u>Introduction to the Campus Portal for Parents</u>**
Bow School District understands that parental access to information is a critical link in guiding and supporting students. The Campus Portal for Parents is designed to help you stay up-to-date with your student's assignments, activities and academic progress. In this secure site, confidential information about your student is just a click away. You can view assignment details, email teachers, track attendance, review behavior records, and print report cards.

Teachers, counselors and staff publish information as it is available; giving parents immediate access to ongoing student performance. You can login to the Campus Portal to view your student's information from any convenient location.

Schools post announcements, important notices, meetings and other "backpack" type messages quickly and efficiently onto the portal, allowing busy families to schedule, plan and stay informed.

**<u>How it Works</u>**
To use the Campus Portal, you need a computer with Internet access. Once the school has created a portal account for you and your student(s), the account will remain active while your student remains within the district.

**<u>Recommended Requirements</u>**
**PC**: Windows 98, 2000 or XP or better      **Macintosh**: OS9 or better
P2 Processor or better                         FireFox 1.5x or better
128 RAM or better
IE 6.0 or better
FireFox 1.5x or better

**<u>Access to the Campus Portal</u>**
Access to Campus Portal will be given to parents/guardians, as well as students at the Bow Memorial School and Bow High School. Instructions for logging in have been mailed/emailed home to both students and parents. Accessibility to the various screens stated in this User Guide is determined by the district. Access for one school may vary from access for another school.

**<u>Security Features</u>**
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.

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

The Campus Portal allows the Bow School District to force strong password usage by all users including parents and guardians. This requires a password that is at least eight characters long and is case sensitive. In addition, BSD 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 15 minutes. Five unsuccessful login attempts will disable the portal account. In order to use the portal again, parents should contact the Administrative Assistant at your child's school to have the account reactivated. Additional security settings include an access log.

## Navigating the Campus Portal
Navigating the Campus Portal is easy. 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, you may find:

**Family** - This is the demographic information about your 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. The household is primarily based on the relationships established between the student, parents, guardians and siblings. For example, in some families there may be one household with two parents, the student and siblings living at one address with both parents having full access to all information.

In other family situations, 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 school of the rights of each parent or guardian to this information.

**Calendar** - There are two calendars listed here: Calendar under the Family heading and Calendar under the student's name.

The Family Calendar link displays school and district notices, special events or "no school" notices. You can view a quick snapshot of your student's coursework to track upcoming homework to avoid missing or late assignments.

The Calendar link underneath a particular student's name will only show information for that student. It displays assignments that are due on a specific day, as well as events specific to that student and school.

**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 for those teachers that are using the Campus gradebook. 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. You also will 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, you may click on that to send the teacher an email. This opens a new email message using your preferred email software with the teacher's address already populated. Please note that if you do not have an email client set up on your computer, this automatic email feature will not work.

## Grading

Faculty will make every attempt to post grades for assignments no less than ten schools days from the due date of the assignment.  Daily work may be posted sooner and in rare instances assignments may be posted after the ten day time frame.  It is in the best interest of students to have feedback posted as soon as possible and faculty will make every effort to insure that this occurs.

## Attendance

Students who miss school do not experience success. Tracking your student's attendance is easy. Either teachers or the building's attendance officer enters absences and tardy designations for each student as they occur. These absences are posted immediately after the teacher saves the input so you can see if and when any classes were missed.  Note: Though attendance is recorded by the teacher and is "live", the attendance office may take 24 hours to collect data from various sources to accurately update the student attendance record.

When viewing attendance through the Portal, the color coding helps you know if absences were excused or not. BSD policy determines the definitions of the terms below for the color coding system for attendance.

**White**: Excused - Parents notify the school with a reason for the absence, such as illness, funerals, and medical appointments.

**Red**: Unexcused - Districts have determined these are not excused absences. This might include family vacations.

**Yellow**: Unknown - The school has not been contacted with a reason for the absence. All unknown absences will automatically become unexcused absences by the end of the school day.

**Green**: <u>Exempt</u> - These are usually school-sponsored events such as field trips, concerts, or athletic activities.

## Assessment
All children take standardized tests during their K-12 schooling experience. This area allows you to quickly see the scores of your child. BSD keeps test data for several years but choose to only show the most recent test data in the Portal.

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

## Other Links
Links to the school or district Web site available via the Campus Portal include:

**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.

## Campus Portal Summary
Being involved in your student's academic life opens communication between you, your student and the school. Using the Campus Portal to review daily attendance, behavior items and assignments aids in your child being more active and aware of their success as a student.

## FAQ
*Wrong information on Portal?*
Contact your child's school with corrections.

*Trouble with your password/access?*
Contact your child's school.

*Can't remember the website?*
https://campus.bownet.org/campus/portal/bow.jsp