

# Boyle County Infinite Campus Portal - Getting Started Guide

Infinite Campus Portal is a tool for parents to access instant, online, timely and secure student information, such as class schedule, assignments, attendance, course grades and in the future, course registration, report cards and transcripts. The Portal is a means of communication with parents and students.

## Activating Your Account

To activate your portal and create a user name and password you must:

1. Access the Infinite Campus Portal by visiting—[www.boyle.kyschools.us](http://www.boyle.kyschools.us). Click on Infinite Campus at the top under the “parent” category.
2. Since you have been assigned a Campus Portal Activation Key, click here the first time you visit the portal.

click here' and 'If you do not have an Activation Key, [click here](#)'. The second section is titled 'Already have a Campus Portal account?' and contains a 'User Name' input field, a 'Password' input field, a 'Log In' button, and a 'Problems logging in?' link. An arrow points from the 'click here' link in the first section to a large empty rectangular box on the right side of the page."/>

3. Enter the Activation Key you received from your school in the next window and click on the **submit** button. Do not add spaces or dashes.

4. You will need to create your own **User Name** and **Password**. Passwords must be 8 characters and include letters and numbers. If the User Name already exists, select another User Name and try again. There cannot be two users with the same User Name in the system. User Names and Passwords are case sensitive. Once created, you will be redirected to the Campus Portal log in screen. Enter your new **User Name** and **Password**.

**RECORD and SAVE your information below:**

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

*Please put in a safe place & do not share.*

## Portal Information:

Click Family.

Review family information and if it changes, call your child's school. All of a family's children presently enrolled in the school district will appear in the left menu.

The **calendar** link displays assignment due dates and attendance activity by child.

Each student has a set of menu items;

**Calendar** shows assignments due.

**Schedule** to view a student's current grades for a class.

**Attendance** shows absences.

**To Do List** shows future assignments and days due (black) as well as past due assignments and days past due (red).

Note: Grades will not start showing up until after the start of school.

The screenshot shows the Infinite Campus portal for Patricia Taylor. The left sidebar contains navigation links: Family, Calendar, Taylor, James 05 (09-10 Woodlawn Elementary), TAYLOR, JEREMY 10 (09-10 Boyle County High School), Schedule, and Attendance. Below these are utility links: View Access Log, Change Contact Info, and Log Off. Language options are listed: In English, En Español, 简体中文, and 繁體中文. The main content area displays 'TANNER NEUBERGER's Gradebook Assignments for ENG316-3 Modern American Literature'. It includes a section for 'Teacher's comments about TANNER:' and 'ENG316-3 Modern American Literature' by Teacher: Johnson, Shannon. A link to 'View the grading scale(s) for this class.' is present. Below is a 'Grading Task Summary' table with a legend for Final Grade (green), In-Progress Grade (yellow), and Grade Not Available Yet (grey). The table has columns for Grading Task, Quarters Q1, Q2, Q3, and Q4. Rows include Quarter, Sem Exam, and Sem Final. A 'Term Q3 Quarter Detail' section follows, with a 'Classwork' table listing assignments like 'Intro Letter', 'Pair of Silk Stockings Group Activity', and 'Pair of Silk Stockings Annotation' with columns for Name, Due Date, Assigned Date, Multiplier, Pts Poss, Score, %, and Comments. A 'Classwork Totals' row is at the bottom.

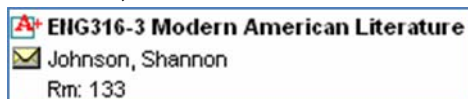
Past due assignments may be either an assignment that was **NOT** turned in, an assignment turned in but not graded, or an assignment that has been graded but not entered into the grade book by the teacher.

Please allow teachers time to evaluate and grade a student's assignment. If an assignment is several days past due, you are asked to discuss the issue with your child first. Students will know if they turned in an assignment or not. If questions remain, discuss the issue with the teacher.

**Reports** are PDF documents that include student schedule and a missing assignment report. PDF documents require Adobe Acrobat Reader (available free from <http://www.adobe.com/products/acrobat/readstep2.html>).

### To View Details about a Particular Class

1. To view details about a particular class, the student or parent will click on the **name of a course** on the schedule, such as ENG316-3 Modern American Literature.



2. This will open up the **Grade book** for that class. You will see the course grade plus basic details about assignments.
3. Assignments are listed as links – by clicking on any of them, you will be able to see additional details about the assignment. Additional details include **Assigned Date**, **Date Due**, **Description**, and optional **Objectives** and **References** are not required.

## Access Log

The access log will display how many times you have logged into the account along with the date and time.

### **Logging Out**

When you are finished with your session, click on the **Log Off** link in the left-hand column to log out of Infinite Campus.

### **If Your Account Becomes Disabled (Locked)**

For your protection, **accounts are disabled after three unsuccessful attempts to log in** using an incorrect *password*. If your account is disabled, you will see this message: *"Your user account has been disabled! Contact your system administrator."*

Please contact your school office to have it unlocked. If you believe your account has been disabled, but you do not see the above message, you are probably using an incorrect *User Name*. Using an incorrect User Name will not disable your account.

#### **System Requirements**

**Computer:** Windows-based computer **Model:** Pentium III or higher

**Operating System:** Windows 2000 minimum

**RAM:** 256MB (*Computers with 128MB of RAM will likely be slow*)

**Browser:** Internet Explorer, IE v. 6.0 minimum

**Java:** V. 1.5.0\_04. Download can be found at [www.java.com](http://www.java.com)

**Computer:** Apple Macintosh **Model:** G3 or newer

**Operating System:** 9.2 minimum (*Infinite Campus will not function properly on a Mac running 8.6*)

**RAM:** 256MB (*Computers with 128MB of RAM will likely be slow*)

**Browser:** For OS 10.2.x and later, recommend FireFox, v. 1.0.6 (download can be found at <http://www.mozilla.org/products/firefox/>)

For OS 9.2.2, recommend Internet Explorer v. 5.1.7

**Java:** For OS 10.2.x and later, use Software Update in the Apple menu to obtain the latest Java version. For OS 9.2.2., it is recommended to have Java v. 2.2.2