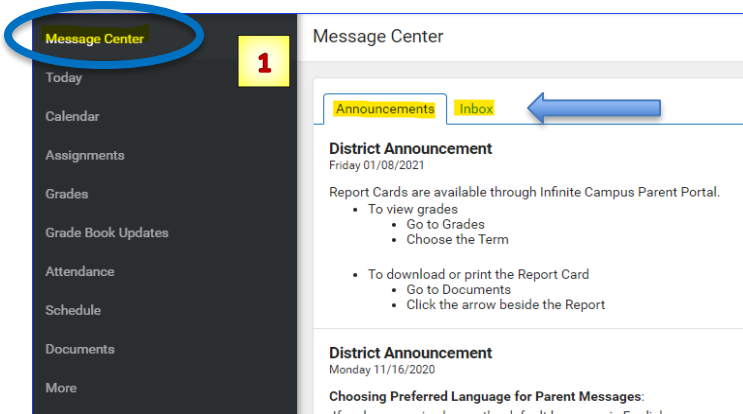




# Infinite Campus-Parent

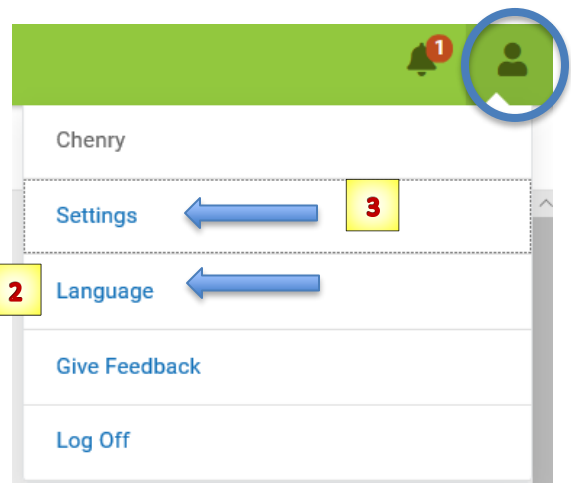
## Navigating Parent Portal



1. When you first log in, the **Message Center** will open to show any **Announcements**, plus your own **Inbox** for messages

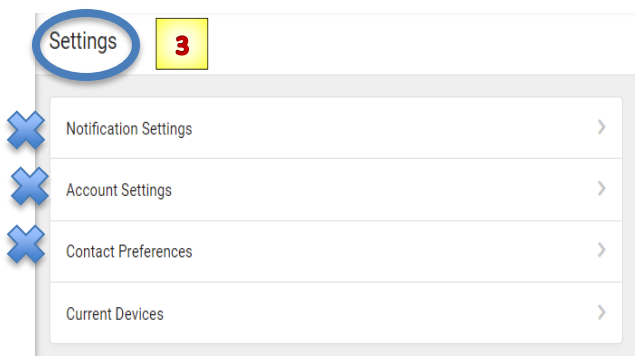
2. Click on the **Person icon (User Menu)** in the top right hand corner to control your user settings. Click **Language** if you wish to view Infinite Campus in a language different than English:

Note: If your preferred language is not listed, email a request to [parent@dcssga.org](mailto:parent@dcssga.org)



3. Next, click **Settings** to set up other preferences for how you receive messages from Infinite

Campus:



- **Notification Settings:** click open to choose what kinds of messages you want to receive. You may choose to know about assignments, grades, attendance, and/or when a document requires your signature

- **Account Settings:** click open to change your password

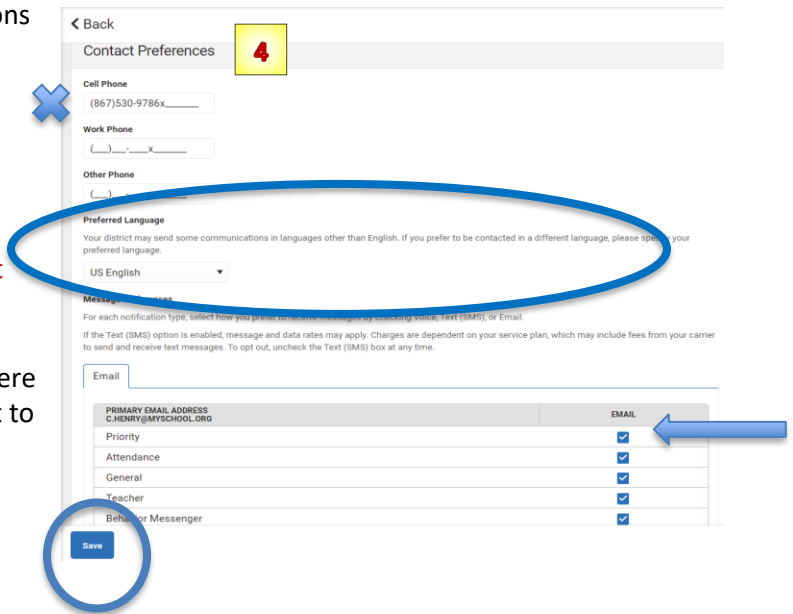
Note: If you need to add or update an email address, email your request to [parent@dcssga.org](mailto:parent@dcssga.org)

Whenever you see a red number in the upper right **Bell Icon**, it means you can click on it to read new messages in Infinite Campus:



4. **Contact Preferences** gives you options about how you wish to receive messages about your student:

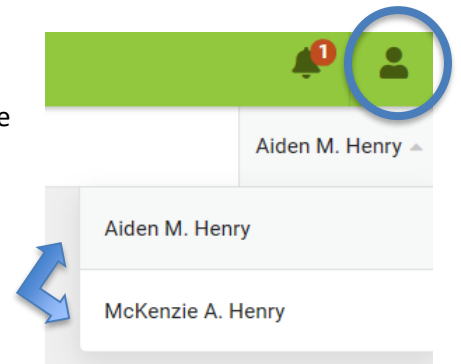
- Correct phone numbers
- What language you want to receive emails or messages in:  
**NOTE this is separate from what language you want to see when you log in to Campus!**
- Use checkboxes to indicate if there are any messages that you want to receive via email



Be sure to **SAVE** any changes at bottom left. Your portal is now set up just for you!

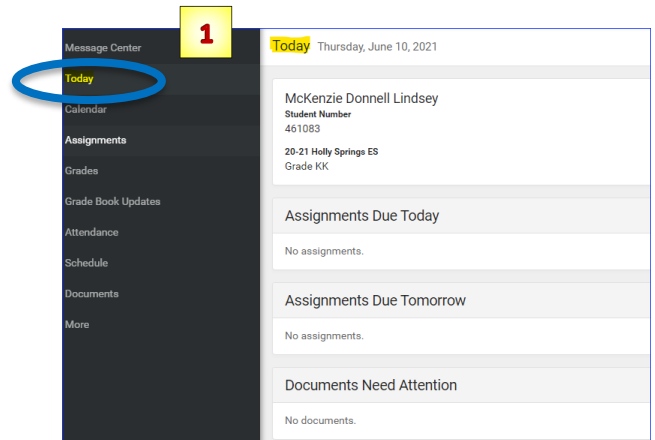
**To view multiple students in a household**

Click the arrow under the Person Icon to toggle between students who are identified as yours in Infinite Campus:

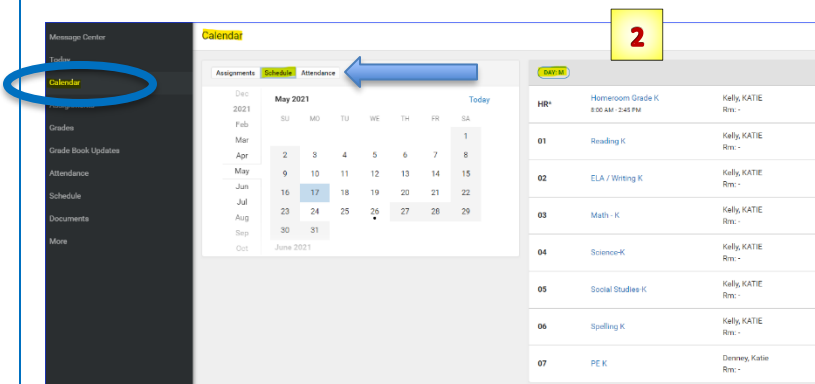


**What can you learn about your student in the Infinite Campus portal?**  
Explore the different options in the left side menu:

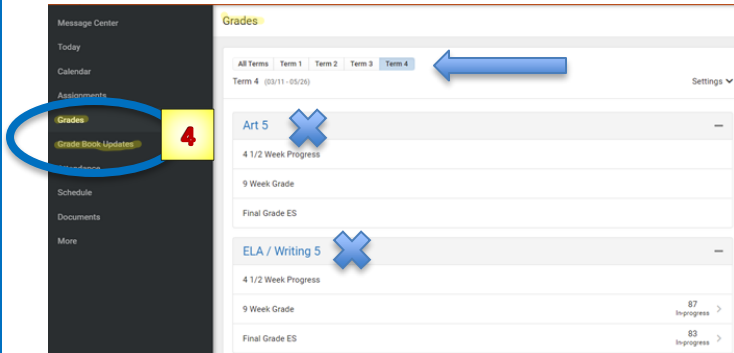
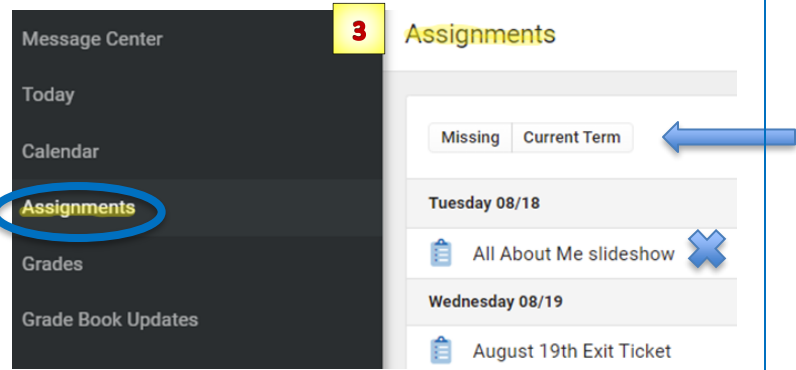
1. Get a quick snapshot in **Today**:



2. See any day's class schedule, assignments or attendance in **Calendar**

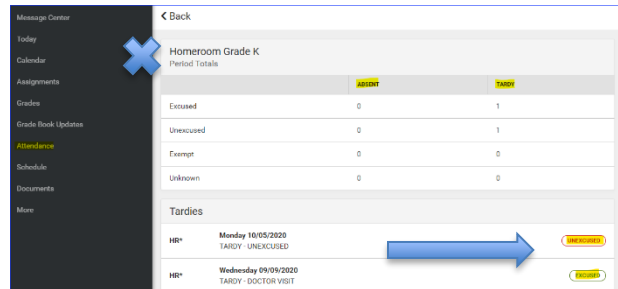
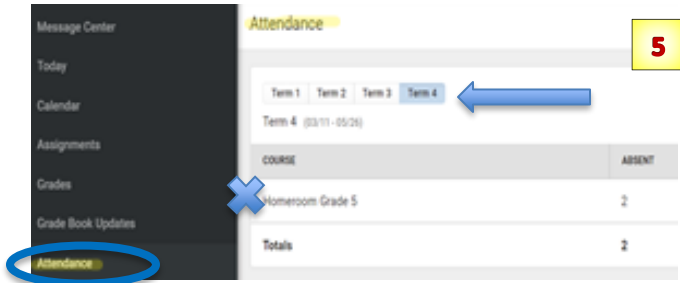


- In **Assignments**, check for current and missing/unfinished student work and click on the name of any assignment for more details:

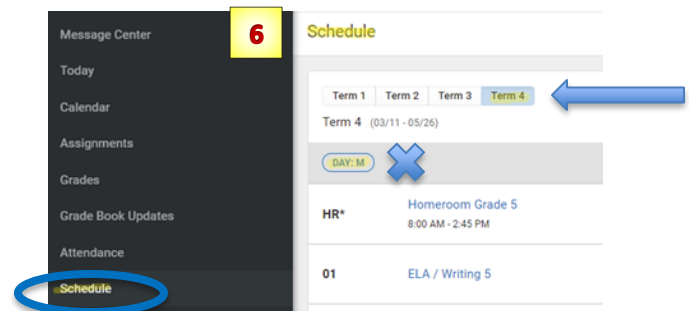


- See your student's **Grades** for any term in all subjects, and monitor the **Grade Book Updates** as your student's teachers enter new information

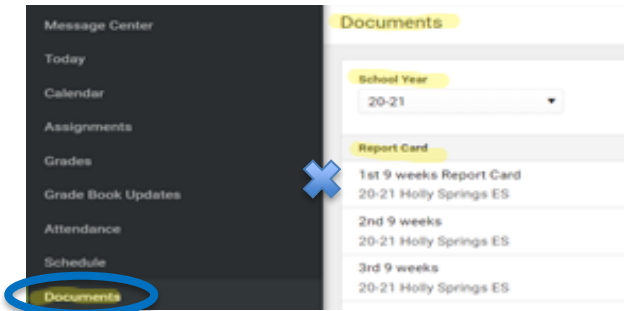
- See your student's absences and tardies for any term in **Attendance**, and click on class period for more details (including whether or not absences show as Excused or Unexcused):



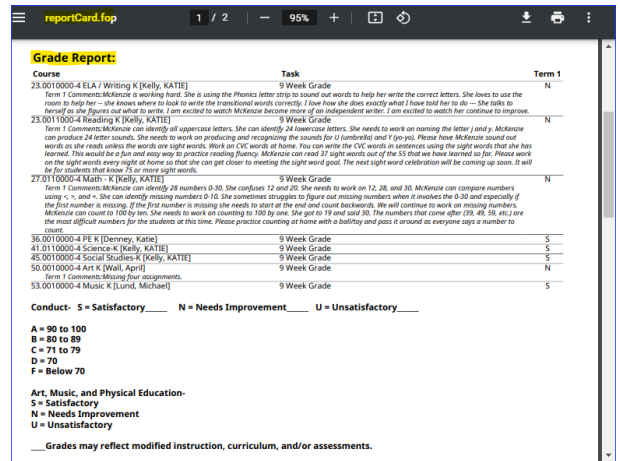
- View your student's **Schedule** for any term, each day of the week:



7. All Progress Reports and Report Cards (except final end-of-year) can be found under **Documents**. Click on your desired report and it will show in a pop-up window:

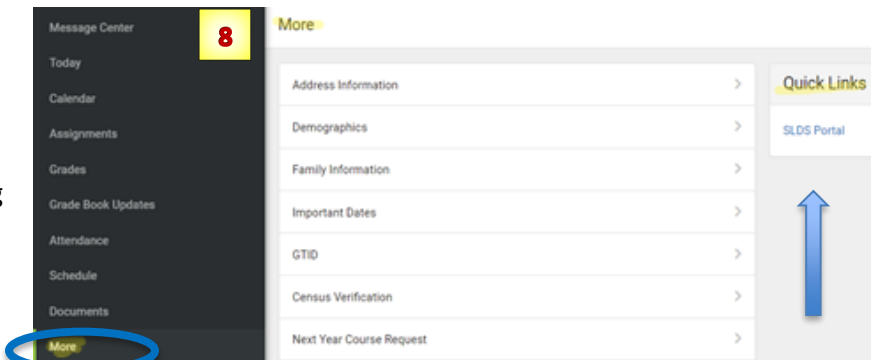


7



8. View **More** data about your student that is stored by Infinite Campus:

- Address Information
- Demographics
- Family Information
- Important Dates
- GTID (Georgia Testing Identification number)
- Census Verification
- Quick link to SLDS Portal (Statewide Longitudinal Data System)



Thank you for supporting your DCSS student by learning about the resources available in Infinite Campus!

You can also look in your phone's App Store for the **Campus Parent** app:



**DCSS Help Desk:**

[Parent@dcssga.org](mailto:Parent@dcssga.org)

770-651-2332