

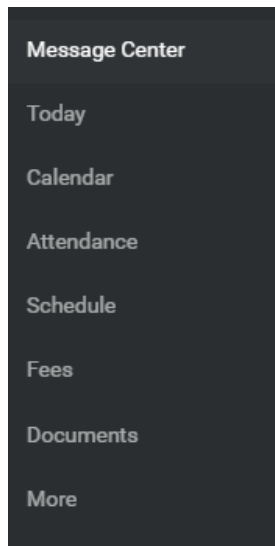
KATONAH-LEWISBORO SCHOOL DISTRICT CAMPUS PARENT NAVIGATION GUIDE

Campus Parent is a tool that parents can use to view:

- Student demographic and household information (and provide updates)
- Report Cards and Progress Reports
- NY State grade 3-8 assessment results
- District-customized reports
- Attendance (HS and MS only)

Campus Parent can be found at: <https://klschools.infinitecampus.org/campus/portal/parents/katonah.jsp>

Parents have access to the following navigation modules when they log in:



MESSAGE CENTER

The Message Center is comprised of 2 tabs:

Announcements

This is where parents will find the general announcements that are posted by their child's school or from the Katonah-Lewisboro School District. The Show More option can be used to display additional text for longer announcements. Announcements are displayed based on the date and time set by the message creator and cannot be deleted or archived.

Inbox

The Inbox displays messages sent directly to parents, including those from teachers.

Please note that the Announcements and Inbox will not display those messages that are sent to parents via the district's Connect-Ed communication system.

TODAY

The Today section displays a photo of the selected student and the academic schedule for today's date. Parents can select another student in the household by selecting the down-arrow in the upper-right of the screen, next to the smaller photo of the selected student.

CALENDAR

On the Calendar tab, events for a particular day are noted with a small black dot.

- If the Attendance tab is selected in the upper-left, then the dot represents an attendance event
- If the schedule tab is selected in the upper-left, then the dot represents an event that affects the student's schedule, such as a holiday. Specific months can be select from the list just to the left of the displayed calendar.

ATTENDANCE (HS and MS only)

The Attendance tool lists the absences and tardies for the student's attendance-taking periods for the selected term. The arrows in the upper-right can be used to navigate between terms, and the circle between the arrows returns the user to the current term. The arrows down the far-right side can be used to display more detail on the absences and tardies for the selected course.

Please note that attendance appears on the screen in real time. Therefore, the possibility arises that a recorded period absence that has not yet been resolved will cause concern for parents/guardians. Please allow 24 hours for recorded codes to be considered final.

SCHEDULE

The Schedule tool shows the student's schedule for each term, including any day rotations. The arrows in the upper-right can be used to navigate between terms, and the circle between the arrows returns the user to the current term. The schedule includes the times of the periods during the day and the student's courses, along with the teacher's name and room assigned. If a day rotation is in place, the current day is indicated in the top left corner of the schedule. Click on the course name to view more details.

DOCUMENTS

When parents have been notified that Report Cards or Progress Reports have been released, they can be displayed by selecting the Reports option, and clicking on the desired report (for example, "HS Report Card Q1"). A PDF file of the selected report is created, which parent/guardians can then download or print. Schedules (for all schools) and transcripts (for the HS) are available as well.

MORE

As Infinite Campus continues its updates to Campus Parent, modules from the previous interface reside for now within the More tab. To see additional information for each item, select the bar, text, or arrow to the right of the selection. Once within a selected item, parents need to select **Back** to return to the More menu.

Address Information

This module contains the Information for the student's household. The home phone number can be changed by using the Update button. The student's household address can only be changed by contacting the District Registrar Gail Weiss at gweiss@klschools.org

Assessments

The assessment module displays individual student results for the New York State Grade 3-8 Assessments and NY State Regents exams. Regents exams are displayed with only a score. NY State tests grade 3-8 assessments are displayed with both a score and a performance level “result”, as follows:

Level 1 = Not meeting learning standards

Level 3 = Meeting learning standards

Level 2 = Partially meeting learning standards

Level 4 = Meeting learning standards with distinction

Demographics

This module contains the demographic information for the selected student as well as any non-household contacts. To change information about your child or his/her non-household contacts, please read the important notes on the page first. If you have more than one student in the district, the Demographic Information will need to be updated for each student separately, by selecting each student from the drop-down in the upper-right.

Family Information

This module contains information for all members of the student’s household. Changes to email addresses and cell phone numbers for guardians can be submitted electronically via the Update button. If you need to update your student’s address, please make an appointment with our District Registrar, Gail Weiss, at gweiss@klschools.org.

Important Dates

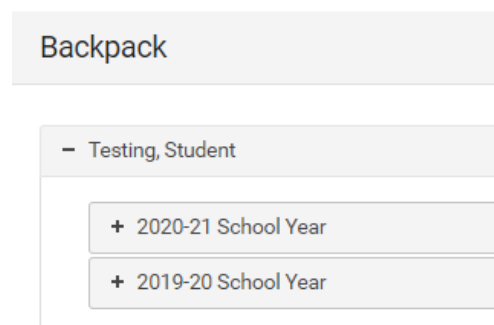
This module lists ‘exception’ days in the school calendar, such as holidays, previously announced delays, closings and Superintendent Conference Days.

Transportation

This module provides information including inbound and outbound school bus information.

Campus Backpack

This module opens in a separate tab, and displays the academic reports from previous years, such as report cards and progress reports. It also displays reports that are customized to your child, such as the annual login credentials report, which is published at the beginning of each year. Documents are sorted by school year.

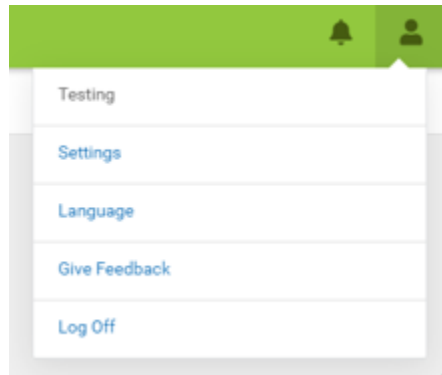


Quick Links

The Quick Links section displays the websites for the districts and schools in which the student is enrolled.

SETTINGS

The settings menu can be found by selecting the profile icon on the top right of the screen.



Notification Settings

Notification settings allow users to opt out of receiving specific kinds of notifications and establish thresholds for those they want to receive. The only option that is currently available for parents is the “Attendance” one: Any notifications that have been received can be viewed by selecting the bell icon to the left of the profile icon.

Account Settings

Account settings allow users to update their security email (for ‘forgot password’ requests) or to change their Password.

Account Security Email: is the address to which an email is sent if a user forgets their username or password.

Password: ‘Strong passwords’ are enforced, and an indicator measures the strength of the entered password. Passwords must have a minimum of 6 characters, and it is recommended that they have a mix of letters, number, and characters to make them more secure.

Current Devices

Lists the devices currently logged in to the mobile app

Access Log

Lists the date, time, operating system, browser, and IP address of each time this account has been accessed. Failed attempts are also indicated.

Parents can log off of Campus Parent by selecting the profile icon on the top right of the screen and selecting Logoff.