



DeWitt Public Schools
Infinite Campus Portal
Parent Information Guide

How do I get access to the portal?

Parents will be provided a Portal Access Letter upon enrolling children at DeWitt Public Schools. This letter will include an activation code for Infinite Campus, along with instructions on how to use the code to generate a user name and password. From then on the activation code will be discarded and the user name and password will be all that is required to access the system.

To log in to the system

1. Open a web browser and go to <https://campus.ccesa.org/campus/portal/DeWitt.jsp>
2. If a security error message displays on your screen, please click “Continue to this website (not recommended)”.
3. Enter your user name and password and press Log In.

Please note that if you try to log in 3 time unsuccessfully, the IC portal will lock you out. The only way to gain access again is to call for technical support.

Also note that students have their own login information that they can use to check their own grades. This login information will be shared with them at school. Parents should use the parent login only as this is the one that will allow access to multiple children in a family.

If you have any problems accessing the IC portal, please contact the technology department by calling 517.668.3590 or e-mailing helpdesk@dewittschools.net

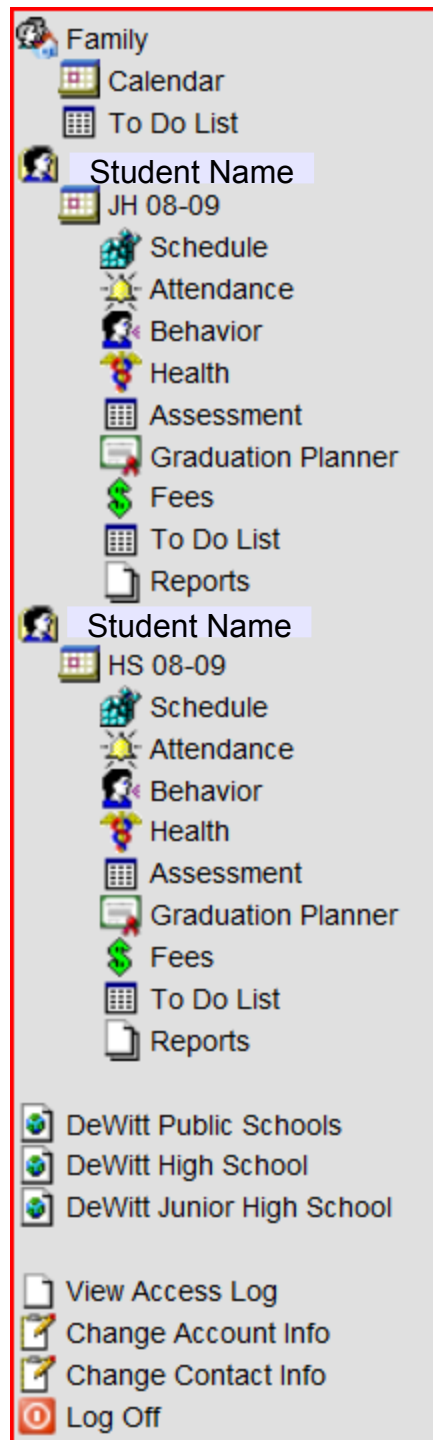
What software do I need?

The IC portal runs in most browsers, however Internet Explorer or Firefox are recommended.

In order to view reports you will need to have a current version of Adobe Reader installed on your computer. This free software can be found at <http://www.adobe.com>

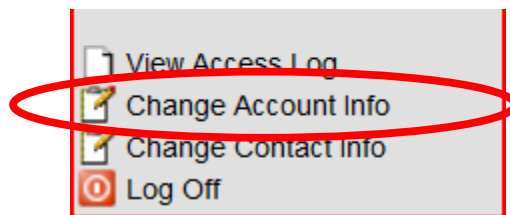
How do I get around in the portal?

On the left hand side of the screen an index of the links available in the portal will display. Each item listed can be clicked to display the contents of that item.

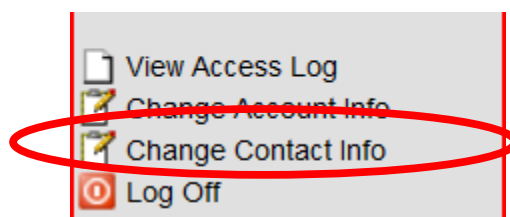


How do I change my account information in the portal?

You may find it helpful from time to time to change your password for the portal (you cannot change your username). To change your password, select Change Account Info.



You may also change your e-mail address and the type of alerts you get from Infinite Campus by clicking Change Contact Info.



Enter your new e-mail address and click the type of alerts you'd like to have sent to your e-mail address.

Email Address:

Instructions:

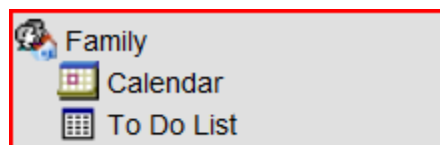
For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message.

	High Priority	Attendance	Behavior	General	Teacher
Email ([redacted])	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

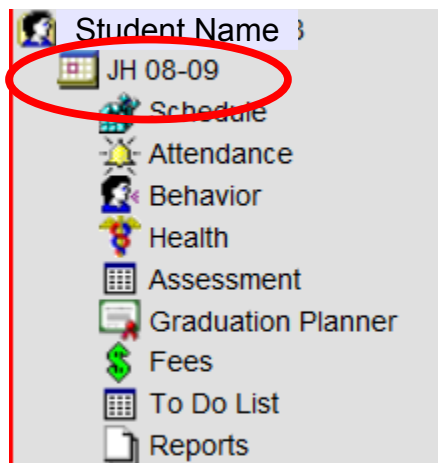
† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language

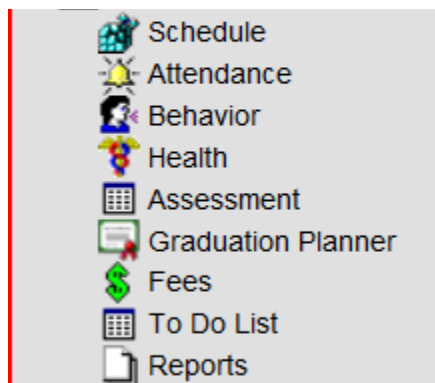
Items listed under Family combine all of the children in the family and display a calendar of the assignments and a to do list for the children (assuming items exist in teacher gradebooks).




To view the calendar for each child individually, select the calendar from under each child's name.





























Other individual student information is listed in items below this calendar. The items available include:



Schedule: Access to scheduled classes, attendance and grades. Click on the teacher name to e-mail the teacher for that class. Click on the class title (when you see an A+ symbol) to bring up grades for that subject.

 = Click on Class Name for Current Assignments and Scores

 = Click on Teacher Name for Email

	Term NW 1	Term NW 2	Term NW 3	Term NW 4
Block 1	 805A-1 U.S. HISTORY  Aldrich, L. Rm: 104	 805B-1 U.S. HISTORY Aldrich, L. Rm: 104	 325-1 ACTING 1 Croley, J. Rm: 420	 806-1 HIS.VIA MEDI Garrod, M. Rm: 236
Block 2	 703A-1 BIOLOGY  Acre, B. Rm: 226	 703B-1 BIOLOGY Acre, B. Rm: 226	 510A-6 ALGEBRA 2B Cunningham, M. Rm: 117	 510B-6 ALGEBRA 2B Cunningham, M. Rm: 117
Pride	 SEM10A-8 SEM 10A  Norman, L. Rm: 220	 SEM10B-8 SEM 10B Norman, L. Rm: 220	 SEM10C-8 SEM 10C Norman, L. Rm: 220	 SEM10D-8 SEM 10D Norman, L. Rm: 220
Block3	 509A-2 ALGEBRA 2A  Cunningham, M. Rm: 117	 509B-2 ALGEBRA 2A Cunningham, M. Rm: 117	 702A-4 EARTH SCI SYS Bright, B. Rm: 122	 702B-4 EARTH SCI SYS Bright, B. Rm: 122
Block 4	 371A-2 SPANISH I  Lint Perez, S. Rm: 106	 371B-2 SPANISH I Lint Perez, S. Rm: 106	 305A-9 ENGLISH 2 Lafay, J. Rm: 205	 305B-9 ENGLISH 2 Lafay, J. Rm: 205
Activity	Empty			

Attendance: Shows a live view of current attendance. Please note that if a child has perfect attendance, the parent will not see any attendance marks, it will say “Student has not received any attendance marks”.

Behavior: Shows any behavior referrals and resolutions.

Health: Shows the schools record of the student's shot record.

Assessment: This area will show at a later time. It will include state testing scores.

Fees: Will show any \$\$ owed to the district for student activities.

To Do List: This will show any assignments that are in gradebooks that haven't been graded. If assignments are in red, the due date has passed. Please check with the teacher to determine if these items are truly overdue or are just items he or she hasn't yet graded.

Reports: Several reports are available for printing purposes. Please note that Acrobat Reader is required to view these documents.

Any questions about grades, attendance or any other information in the portal should be directed to your child's teacher. E-mail contact information is available within the portal on the schedule for each class. Phone contact information is available on the district web site: <http://dewittschools.net/ourdistrict/staffdir/>

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