



DeWitt Public Schools
Infinite Campus Portal
Teacher Information Guide

How do I get access to the portal?

Teachers do not access the portal directly. The information that is listed in the gradebook and attendance reports for each student is the information that parents and students can see.

If however you are a **teacher who also is a parent** in the system, you will use your same login that you use for IC, only you'll go to a different web site:

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.

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

How do I know what parents see?

Parents see basically what you'd see if you clicked on a student in IC and went to the grades tab. If you click on the notebook for each class, you'll see the progress grade. This is similar to what parents will see.

You can control which assignments show in the portal by going to the Lesson Planner and clicking on the assignment. In the lower right of the screen is a "hide from portal" checkbox. If you click that it will keep that assignment from showing in the portal until you uncheck the box.

Attendance will show for parents as soon as the office has processed the attendance. This means if you mark a child absent, the office needs to input an excuse (or unexcused) before it will show in the portal.

There is something called a task list that gives the parent/student a quick list of any

assignments that you have in IC that are not yet graded. Anything that has a due date that is past will show up as red for them. This can be somewhat concerning for parents as they may think that this means the assignment is late for their child. We need to work to educate the parents on how this works (or never let a due date pass without entering the grades). It can be a really useful tool to alert them to upcoming assignments as it shows how many days until the item is due. Here is an example list:

Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdue
8 ENG L ARTS	Behavior/Materials	09/03/2008	11/03/2008	41
SEM 10A	Work Habits Rubric 3		09/25/2008	2
BIOLOGY	Enzyme Lab		09/22/2008	-1
BIOLOGY	Fats Lab		09/22/2008	-1
BIOLOGY	Earthweek 3		09/19/2008	-4
BIOLOGY	Protein Lab		09/18/2008	-5
8 SOC ST	Discovery Cartoon		09/18/2008	-5
BIOLOGY	Carbohydrate Lab		09/17/2008	-6
SEM 10A	Sophomore Presentation		09/15/2008	-8
8 SCIENCE	Termite Lab		09/15/2008	-8
U.S. HISTORY	Unit 1 Test		09/04/2008	-19
8TH PE	Daily Grade		09/02/2008	-21

Parents/students will see any behavior report that is entered into the system along with the resolutions from the office.

They can also change their contact information (just e-mail address) themselves here.

There are other items that are viewable, please view the Parent Instructions sheet on the technology web site for more details.

Any question about setting up option for the portal should be directed to the technology department helpdesk: 517.668.3590 or helpdesk@dewittschools.net