The Johnston Community School District uses Infinite Campus as our Student Information System. Infinite Campus is a web-based system that can be accessed for information by parents for information regarding their students. Secondary students have accounts that give them access to their own individual information; elementary students do not have accounts. Staff members use Infinite Campus for student demographic information and the online grade book.

The student and parent portion of Infinite Campus is called the “Portal.” Students and parents have individual accounts to access the portal. Student accounts only allow the viewing of the individual student’s information while the parent account may view all students in the household. **Parents should use their parent portal account and students should only use their student portal account.**

Infinite Campus accounts used last school year continue this school year. Parent portal accounts remain valid until parents no longer have students enrolled in the district. So, once usernames and passwords have been set up, they are valid until enrollment ceases. Information about Infinite Campus and its features will be included in the summer mailings. For parents who have not set up an Infinite Campus account, account activation keys will be included in the informational letter.

Secondary students will need to use Infinite Campus to view their grades, as most teachers do not post grade information in classrooms. During the school year, students in grades 9-11 will also use Infinite Campus to register for classes for the following school year. Student accounts are valid until the student is not enrolled in the district. Student login information used last year continues this year.

Elementary students do not use Infinite Campus like the secondary students; therefore will not receive student account login information. Parents of elementary students will receive account login information. Viewable Portal information for elementary students includes: attendance, fees, and schedule.

Infinite Campus fosters communication between our schools and students/parents. One of the communication tools in Infinite Campus includes Teacher Messenger, which will is available for staff to use. Teacher Messenger provides staff with the ability to post messages to the portal and the option to send messages to registered e-mail addresses. To ensure that you receive an e-mail message, your e-mail address must be entered into the portal in the ‘Change Contact Info’ settings. Please note that messages sent via the Teacher Messenger are sent from a generic account and replies to that account will not be answered. Parents are encouraged to be conscientious about sending e-mail messages to teachers because it is difficult to reply to large volumes of e-mail in a timely manner.

**Logging into Portal Account**

The portal can be access from the district website > Quick Links (on bottom) > Infinite Campus. Then, use the Student/Parent Portal link.  
Site address: [https://campus.johnston.k12.ia.us/campus/portal/johnston.jsp](https://campus.johnston.k12.ia.us/campus/portal/johnston.jsp)

Students and parents were mailed usernames and passwords in the back-to-school mailings in August. Portal account assistance is given in the school offices.
Message Notices
District, School and Teacher notices are displayed on the users’ home portal screen. The windows need to be toggled open to view the messages.

NOTE: Parents need to review the contact preferences settings to be sure to receive Teacher Messages.

Contact Preferences
Under User Account > Contact Preferences. Users should enter an email address to have Campus send messages from the school to their email inbox. Checkbox the messages to be received via the email address entered.

NOTE: Parents need to review the contact preferences settings to be sure to receive Teacher Messages.

Family Demographic Data
Under Family > Family Members. If information listed for family members needs added or changed, please contact the school office staff.

Changing Student for Viewing
Parents’ portal accounts can view all their household students from a single login. To change the student being viewed, click on Switch Student at the top of the screen.

User Passwords
Under User Account, choose Account Management. Users may change their password. Usernames cannot be changed from the original set up of the Portal account.

Calendar
Under Student Name > Calendar. Icons on specific dates indicate attendance (yellow bell) and grade book entries (red A+). Family student names are listed by the icons.

Attendance
Under Student Name > Attendance. The student’s attendance is listed in calendar format and also can be viewed as a summary by course, period, day and term from the tabs in the lower window. Attendance issue dates are highlighted in colors according to the key under the calendars. Dates can be clicked on to see more details. Attendance questions should be directed to the school office staff.
Grades – NEW in October 2012!!
Under Student Name > Grades.
Grades for all classes appear on one screen. This is a new feature added in October 2012.
The top section lists recently graded assignments from all classes that have been entered into the grade book.
Grades by Course lists the courses and In-Progress Grades (yellow) and Final Grades for terms (green).

Please note that gray-shaded columns indicate the course is not graded in that term. Some courses are for Fall and Spring semesters, separately.

Schedule/Grade Book
Under Student Name > Schedule.
The student’s schedule is listed. Note the Terms in the column format.
To view the course grade book, click on the Course Name.
The grade book is set up in the terms for the course. Assignments may be placed in a category and weighted.
Overall grades are listed in the top table for the term. Green is the final posted grade; yellow is in-progress and white is not available yet.
Questions about assignments and grades should be directed to the course teacher.
Grade book printing is done from the Internet browser used and the print formatting page breaks may not be clean.

Fee Statement
Under Student Name > Fees.
The student’s fees are listed. The fees assigned and the payments are listed.
Questions about fees should be directed to the school office staff.

Reports
Under Student Name > Reports.
Three reports are available for as PDF files:
- Student schedule
- Missing Assignments (marked as missing by the teacher)
- Student schedule and locker

Network Username/Password
Under Student Name > Network UN/PW.
Students’ computer login information is available from this menu in Campus.
Infinite Campus FAQs

Q. What do I do if I forget or misplace my username and/or password?
A. To receive assistance with usernames/passwords, please contact one of the buildings' Infinite Campus account contacts.
Secondary Schools:
   Summit: Janene Goodenow [jgoodenow@johnston.k12.ia.us] or 986-0318
   Johnston Middle School: Liz Sullivan [lsullivan@johnston.k12.ia.us] or 278-0476
   Johnston High School: Carolyn Ware [cware@johnston.k12.ia.us] or 278-6786
Elementary Schools: Elementary school office administrative assistant

Q. Can I change my username and/or password?
A. Once accounts have been set up, usernames cannot be changed, but passwords can be changed from the Under User Account, choose Change Password link (left frame).

Q. How can I change my email address record?
A. Email addresses can be changed from the User Account > Contact Preferences (left frame).

Q. What causes an account to get disabled?
A. Accounts are disabled when there are three mis-keyed attempts at logging into the account. This is for security reasons. Please contact the building account contact to have the account set as active again.

Q. If I have some information that is not correct, how do I get it updated?
A. Click on the Family Members (left frame) to see demographic information. This information can be updated at the school level; contact the school building office staff.

Q. If I have questions about grades, attendance or fees, whom do I contact?
The course teacher should address grade questions. The school level office should address attendance and fee questions.