

Lake Region High School



Guide to the Infinite Campus Parent Portal

Main Topics

Creating Your Account

Main Information Screen

Family Calendar

Schedule

Grades & Assignments

Attendance

Family Information

Creating Your Account:

1. Most parents will obtain your Campus Portal Activation Key from your child's school. The "Key" is a series of 31 numbers and letters. District employees with Infinite Campus accounts simply visit the Parent Portal website and use their district username and password.
2. Go to the Infinite Campus Parent Portal Website:
<https://infinitecampus.sad61.k12.me.us/campus/portal/lakeregion.jsp>

Campus Parent Portal Login - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Getting Started Latest Headlines

Infinite Campus

Welcome to the MSAD 61 Campus Portal!
Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!

Tell me more!

First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)

If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

User Name

Password

Log In [Problems logging in?](#)

Students log in here. Use your Student ID as your User Name and your birthdate in the form of MMDDYY as your password. Change your password using "Change Account Info" in the portal. Do not share your password with anyone!

Campus Parent Portal Login - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Getting Started Latest Headlines

Infinite Campus

Welcome to the MSAD 61 Campus Portal!
Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!

Tell me more!

Activating your Campus Portal account

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal **Activation Key** sent to you by your child's school.

Activation Key

{ - - - - }

Submit

4. Type in your Activation Key. When you have typed in the appropriate number of symbols, you will automatically be moved into the next box.

Place Activation Information Here

5. Click Submit

Campus Portal account creation

Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.

6. Click here.

Campus Portal account creation successful!

Welcome John Smith, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

User Name

Password

Verify Password

7. Create and enter a user name.

8. Create and enter a password, then verify. You will be prompted for a different password if you do not create a “strong” password with at least 8 characters, including both letters and numbers or special characters.

9. Click to create your account.

10. You will next be congratulated for signing in and be re-directed to the sign-in page of the parent portal. There you will use the User Name and Password which you created to log in to your account.

The Parent Portal is meant to supplement direct parent/teacher communication, not to replace it. If you have any questions about the information you find on the Parent Portal, please contact the teacher(s), the attendance, or the guidance office depending on the nature of the question you have. Please allow five school days for grading before contacting a teacher about an assignment.

Main Information Screen:

The main information screen appears once a student or parent logs into Campus. Parent accounts will contain information about all students within the family. Student accounts will only contain information about that student.

Jack Doe

- Family
 - Calendar
 - Doe, Jane 09
 - 07-08 Lake Region High School
 - Schedule
 - Attendance
 - Lake Region High School
 - Change Account Info
 - Change Contact Info
 - Log Off
 - In English
 - En Español

District Notices

School Notices

Inbox

✕	!	Date	Subject
No Messages			

The above section contains any district and school announcements that have been published for parents. The inbox may be used for notices from a particular classroom.

The index to the left of the screen is always visible. By clicking on any of the items, you can view different categories of information:

- Family Calendar: Shows grades and attendance for all students within a family
- Schedule: Shows a student's schedule with links to e-mail teachers and to view detailed grades for all classes.
- Attendance: Shows summary information of student's attendance.
- Lake Region High School Website: Link to student's school's website.
- Change Account & Contact in: Place to change password and view contact information.

Family Calendar:

The family calendar gives an overview of attendance and grade events for all students within a family. An icon appears on the calendar when an assignment is due or an attendance event is reported.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
	02	03	04	05	06	07
		<i>Holiday - Other</i>	Jane A+		Jane A+	
09	10	11	12	13	14	
			Jane Attendance		Jane A+	
16	17	18	19	20	21	
23	24	25	26	27	28	
30						

The calendar events are publicized on a monthly calendar. The current month will be shown initially. By clicking the arrows to the left and right of the month, you can scroll back or forward through the calendar.

- Hover your cursor over the grade or icon to see a brief description of the assignment due.
- Click on either the grade or the bell icon to get detailed information about an assignment or an attendance event.

Schedule:

The schedule screen shows the complete class schedule for one student. It can be reached by clicking on the “Schedule” tab in the index. It lists all eight periods for all four quarters. A, B, C, D courses are on blue days. E, F, G, H courses are on Gold Days.

	Term Qtr 1	Term Qtr 2	Term Qtr 3	Term Qtr 4
I	9085-27 ADVISORY (Day Blue, Gold) ✉ Clark, Brian Rm: 114			
A/E	8013-1 IntroMicrosoftOff (Day Blue) ✉ Peck, Sarah Rm: V107		5512-3 Physical Ed 1 (Day Blue) Finnerty, Michael Rm: 145	
	A+ 1041-4 Col Algebra 1 (Day Gold) ✉ Patrie, Barry Rm: 208		A+ 1041-4 Col Algebra 1 (Day Gold) ✉ Patrie, Barry Rm: 208	
B/F	5006-1 Visual Arts (Day Blue) ✉ Worcester, Cindy Rm: 134 2031-4 App Phys Sci (Day Gold) ✉ McGlashan, Lee Rm: 226	5005-2 Music (Day Blue) Long, Eugene Rm: 147 2031-4 App Phys Sci (Day Gold) ✉ McGlashan, Lee Rm: 226	A+ 5007-3 Manual Arts (Day Blue) ✉ Hilton, Bruce Rm: 131 2031-4 App Phys Sci (Day Gold) ✉ McGlashan, Lee Rm: 226	5008-4 Dance (Day Blue) Collins, Carmel Ann Rm: 205 2031-4 App Phys Sci (Day Gold) ✉ McGlashan, Lee Rm: 226
C/G	9015a-3 Study Hall (Day Blue) ✉ Nye, George P. III Rm: 212 3021-4 WorHist & Geo (Day Gold) ✉ Cushing, Brian Rm: 215	9015b-3 Study Hall (Day Blue) ✉ Nye, George P. III Rm: 212 3021-4 WorHist & Geo (Day Gold) ✉ Cushing, Brian Rm: 215	9015c-3 Study Hall (Day Blue) ✉ Nye, George P. III Rm: 212 3021-4 WorHist & Geo (Day Gold) ✉ Cushing, Brian Rm: 215	9015d-3 Study Hall (Day Blue) ✉ Nye, George P. III Rm: 212 3021-4 WorHist & Geo (Day Gold) ✉ Cushing, Brian Rm: 215
D/H	A+ 0041-3 Col Fr English (Day Gold) ✉ Cash-Steeley, Katrina Rm: 136			
J	Empty			

Click on the name of a class to be taken to a detailed view of the grade book. There you will see the current grade in the class, as well as detailed assignments and grades.

Click on the teacher's name next to an envelope icon to send an e-mail directly to that teacher.

Grades & Assignments:

0041.3 Col Fr English

Teacher: Cash-Staley, Katrina

Grading Task Summary				
Legend: <input checked="" type="checkbox"/> Final Grade <input checked="" type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet				
Grading Task	Quarters Qtr 1	Quarters Qtr 2	Quarters Qtr 3	Quarters Qtr 4
Quarter Grade	99			
Midyear Exam				
Midyear Grade				
Final Exam				
Final Grade				
Progress Report	99			
HS Citizenship				
HS Effort				

Term Qtr 1 Quarter Grade Detail						
Homework (20.0%)						
Name	Due Date	Assigned Date	Pts Poss	Score	Comments	
Your Literacy Autobiography	09/05/2007	08/31/2007	100	96		
Expectations sheet	09/07/2007	08/31/2007	100	98		
Tests/Essays (35.0%)						
Name	Due Date	Assigned Date	Pts Poss	Score	Comments	
Library Packet 1	09/14/2007	09/07/2007	100	100		
Library Packet 2	09/14/2007	09/07/2007	100	100		
Term Qtr 1 Quarter Grade Totals						

Click on a specific assignment for even more detailed information.

Final grades are posted in green. Keep in mind that a "final" progress report will not show up on the official report card or transcript, but will be available for viewing in the portal throughout the school year.

Current grades are listed in yellow. This grade will change as each grade is entered by the teacher.

Attendance:

Attendance information can be viewed by clicking on the “Attendance” tab in the index. Please note that dates are only noted if there is an absence, tardy, field trip, dismissal, or some attendance event on a particular day. If no day is listed, the student was present in all courses.

Infinite Campus

Jack Doe

Family
Calendar
Doe, Jane 09
07-08 Lake Region High School
Schedule
Attendance

Lake Region High School
Change Account Info
Change Contact Info
Log Off
In English
En Español

Jane Doe's Attendance for 07-08 Lake Region High School


Term	Qtr	I	A	E	B	F	C	G	D	H	J	Date	I	A	E	B	F	C	G	D	H	J	Legend
Term Qtr 1																							
Absent		1	0	0	0	0	0	0	0	0	0	08/29/2007	A										A = Absent
Early Release		0	0	0	0	0	0	0	0	0	0												T = Tardy
Tardy		0	0	0	0	0	0	0	0	0	0												E = Early Release
Term Qtr 2																							
Absent		0	0	0	0	0	0	0	0	0	0												Unknown
Early Release		0	0	0	0	0	0	0	0	0	0												Excused
Tardy		0	0	0	0	0	0	0	0	0	0												Unexcused
Term Qtr 3																							
Absent		0	0	0	0	0	0	0	0	0	0												Exempt
Early Release		0	0	0	0	0	0	0	0	0	0												
Tardy		0	0	0	0	0	0	0	0	0	0												
Term Qtr 4																							
Absent		0	0	0	0	0	0	0	0	0	0												
Early Release		0	0	0	0	0	0	0	0	0	0												
Tardy		0	0	0	0	0	0	0	0	0	0												

The above section contains attendance events by date, including excused and unexcused absences and tardies.

The summary of absences per term is totaled here. Totals are kept for all absences, tardies, and early dismissals.

Family Information:

Family demographic information can be viewed by clicking on the “Family” tab in the index. The information shown will be only of the members of a particular household. For example, in a family where divorced parents share custody, the child(ren) will be part of two households.



Jack Doe

- Family
- Calendar
- Doe, Jane 09
- 07-08 Lake Region High School
 - Schedule
 - Attendance
- Lake Region High School
- Change Account Info
- Change Contact Info
- Log Off

Family Demographic Information

Name	Relationship	Enrolled	Address	Phone Numbers
Jack Doe	Self		888 Maine St Naples, FL 55555	(h) (655)555-5555 (w) (c)
Jane Doe	father/daughter	09 07-08 Lake Region High School	888 Maine St Naples, FL 55555	(h) (655)555-5555 (w) (c)