

## Personalized Student Dashboard Questions and Answers

### **Is the Personalized Student Dashboard available for us to use now and where is it located?**

The dashboard is available now and can be found in the *Campus Parent* portal within the student information system, Infinite Campus.

### **How do families access the student dashboard?**

You can find an online link to *Campus Portal*, which takes you to the *Campus Parent* login page, in the upper right-hand portion of the district home page (mnps.org). A detailed step-by-step guide to accessing the student dashboard within Campus Parent is found on pages 3 and 4 of this document.

### **Is there an app for the student dashboard?**

Yes, there is an app to access *Campus Parent*. From the district home page (mnps.org), select the *Students and Families* link at the top of the page and then select *Campus Portal*. On the Campus Portal web page you will find links that allow you to download the Campus Parent application.

### **What information do I need to access the student dashboard for my child?**

If you have a *Campus Parent* account but do not remember your username or password, you can have this information sent to you from the login page. Select the *Forgot Username* and/or *Forgot Password* options on this page and have your account information sent to your email address. It is likely that your username is the same as your email address.

If you have never accessed the *Campus Parent* portal, you will need an activation key when you first log on. To get this key you should either contact your student's school or the Family Information Center and request the activation key. More information about acquiring the activation key is addressed in the next question.

### **New users need an activation key to set up a Campus Parent account. How do they acquire that activation key?**

To get this key you should either contact your student's school or the Family Information Center and request the activation key. This activation key is a lengthy code known as the Global Unique Identifier (GUID) in the Infinite Campus student information system. Because of the length of the key, it is recommended that you have the activation key emailed to you so you can copy and paste it into the activation key section when you log in for the first time.

By using your activation key, you agree that you have custodial rights to access the student information. To verify your information you should be prepared to show a photo ID (driver's license, passport, military ID, etc.) and/or proof of residence (current utility bill or lease/rent/mortgage document in the Parent/Guardian's name). If you are updating the household information for your student, other types of information may be required, such as a court-ordered custody arrangement, Power of Attorney, or DCS Education Passport.

### **Who should I contact if I am having trouble accessing my account?**

Contact your child's school for Family Portal questions. A Family Portal Liaison is trained to help and offer technical and user support. The district Family Information Center also can help.

### **I may already have a Campus Parent account from long ago but am not sure. How can I find out?**

If you are unsure whether you already have a Campus Parent account, you can go to the Campus Parent login page and choose the *Forgot Username* or *Forgot Password* option on this page. You will be prompted to enter your email address to have the username or password sent to you. If you do not already have an account, you should receive a message confirming this when you enter your email address. If you do have an account, your username or password will be sent to you. It is likely that your username is the same as your email address.

### **How long after testing ends is the student dashboard updated?**

Results from district assessments such as the Measures of Academic Progress (MAP) benchmark assessments are generally available within a week of the end of the test administration window. Results from state assessments such as TCAP Achievement Tests or national tests such as the ACT exam are not available as quickly, as there is a delay before the district receives the student results. The student scores will generally be available about a week after the scored test files are returned to the district.

### **How quickly are attendance, behavior data, assignments and course grades available in the student dashboard?**

Attendance and behavior data should be updated daily in the student dashboard.

Assignments and grades are first entered into Schoology and must be synced with the Infinite Campus student information system by the classroom teacher. The assignments and grades will be displayed in the student dashboard after the syncing process is complete. The general expectation is that this process will occur at least weekly. However, assignments and grades have not been updated in the student dashboard during the month of September as system updates have been made. These updates should be completed around October 1 and the syncing process should resume at that time.

### **How can families utilize the student dashboard?**

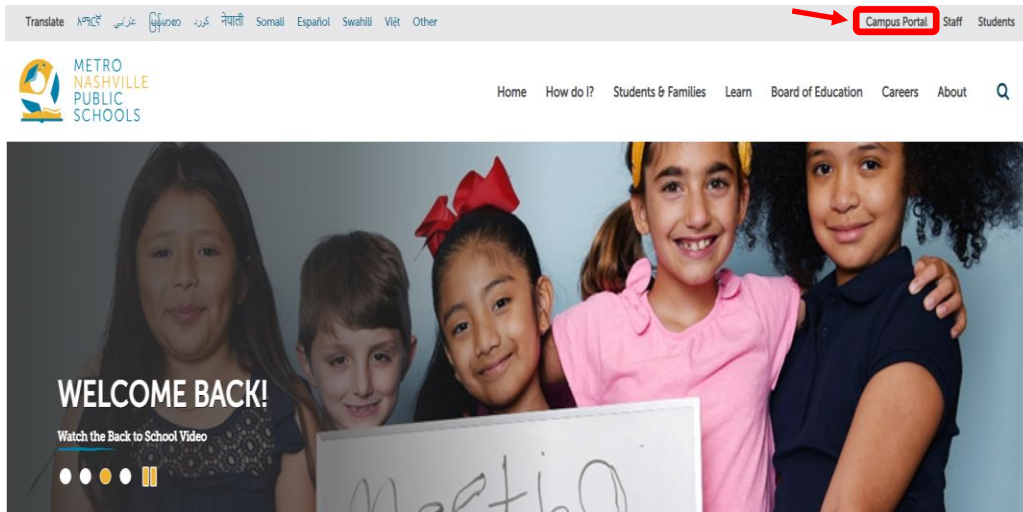
The variety of data available in the student dashboard can be a bit overwhelming at first. We encourage families to start small as they explore the dashboard and look for the following:

1. Recognize the good and find something to celebrate.
2. Find one thing – and only one thing – the student can work on and focus on that first.
3. Set a goal for improving.

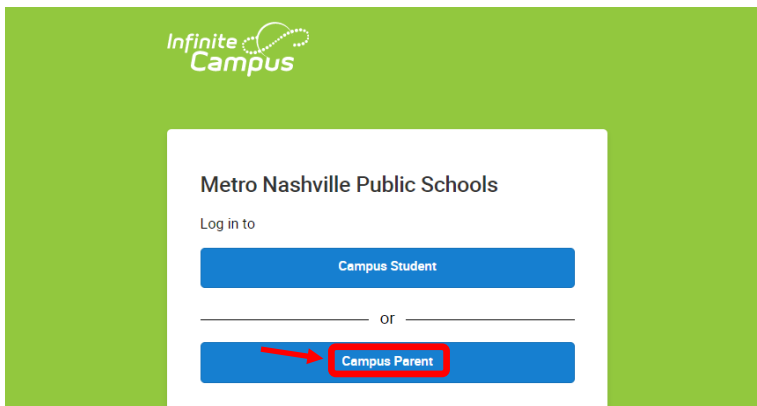
Understanding assessment results can be particularly challenging. For each assessment reported within the student dashboard there are links to information pages to help the user interpret scores. Parents and guardians are encouraged to ask their student's teacher about test scores or other student data when they have questions. These data should also be part of the conversation during parent-teacher conferences.

## Accessing the Personalized Student Dashboard

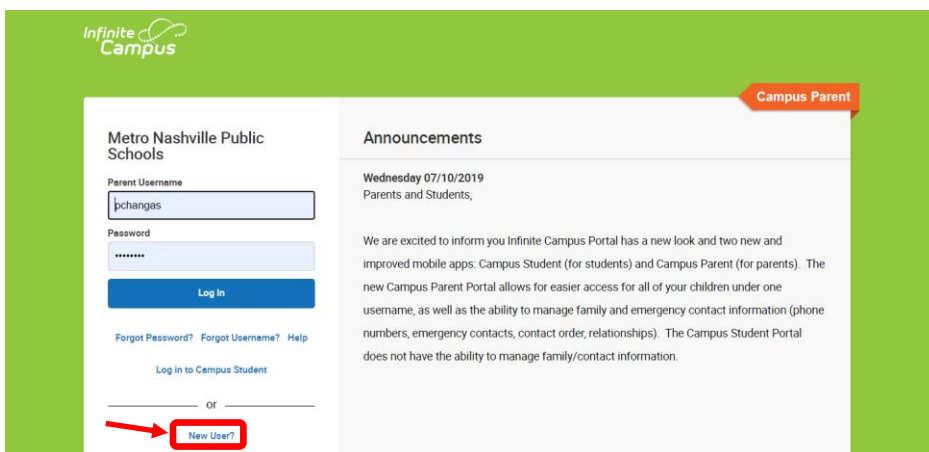
Phase 1 of the student dashboard exists within the parent portal of the district's student information system, Infinite Campus. The first step in accessing the dashboard is to select *Campus Portal* in the upper right corner of the district's home page, mnps.org .



Next, select *Campus Parent* from the Infinite Campus screen.



Log in if you have a parent account, or select "New User?" if you do not have an account.



If you are a new user, you will need to contact the school to get an activation key. This key will be entered in the activation key box of the *New User* screen shown below.

**New User?**

Activate your Campus Portal account by entering the activation key sent to you by your district.

If you do not have an activation key, please contact your district to obtain one.

Activation Key \*

Submit

[Back to Login](#)

## Student Dashboard Home Screen

Once you have a parent account, you will be able to access the student dashboard within Campus Parent. From the Campus Parent home screen, select the information you wish to see – your student's assignments, grades, attendance data, schedule, academic plan, assessment results, behavior data and more. You should select the *More* option at the bottom of the menu to see the assessment and behavior links, as shown below.

**Infinite Campus**

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Responsive Schedule

Academic Plan

Fees

Documents

More

**More**

Address Information >

Assessments >

Behavior >

Demographics >

Family Information >

Important Dates >

Lockers >

Quick Links