



## Quick Reference Card



### Navigating Campus Portal

Campus Portal will open in **Family Messages** view and will display announcements from the District and/or School in the main viewing area. To view announcements from either the District or your student's School(s), click on the arrow  next to the label to expand the selection.

Jeffco Connect	>
District Library Catalog	>
MyPaymentPlus (MealPay)	>
Jack	
Course Registration: 1864 Columbine 9-12 16-17	>
Calendar	>
Schedule	>
Attendance	>
Grades	>
Health	>
Assessment	>
Fees	>
Reports	>
Family	
Messages	
Discussions	>
User Account	
Access Log	>
Notification Settings	>

To view a family calendar, click on the **Calendar** menu item. The information that will display includes student assignment(s) due and student attendance events.

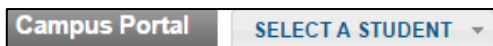
Click on the  **Assignment(s) Due** icon to display details regarding assignments. To return to the Calendar page, click on the **Calendar** menu item.

Click on the  **Attendance Event(s)** icon to display details regarding the attendance event. Click on the  to close the Attendance Details window.

**Course Registration** will only be available during the on-line registration window. All other times this option will not be displayed.

In the event you need to review or edit information regarding yourself or your student, you may access **Jeffco Connect** directly from the **Campus Portal** by clicking on the **Jeffco Connect** menu item. In addition, you may access the **District Library Catalog** or **MyPaymentPlus (MealPay)** by clicking on the menu item provided.

### View Student Information




If you have multiple students attending Jeffco Schools, click on the **SELECT A STUDENT** button to select the student information you want to view.

The student name that is selected will now display on the menu and their name, school, student number and grade level will appear at the top of the page. The menu items displayed under the student's name may vary by school. Menu items are determined by your student's school.

### View Schedule & Assignments


Jeffco Connect	>
Greg	
Calendar	>
Schedule	>
Attendance	>
Health	>
Assessment	>
Reports	>

To view your student's schedule, click on the **Schedule** menu item. The **Course Schedule** will display.

To view the current assignments and scores for a course, click on the grade book icon .



Once you are viewing the grade book assignments for a course, you may click on the assignment name to view additional details for the assignment.

To return to the student's schedule, click on the **Schedule** menu item. To send the teacher an email directly from Campus Portal, click on the email icon  next to the teacher's name.



To view attendance details for your student, click on the **Attendance** menu item. The **Attendance** page displays 3 months at a glance. Dates that are highlighted with a particular color can be clicked to view daily period details.

The **Attendance** page also displays an **Attendance Summary by Course** table. The table displays as similarly illustrated below:

Attendance Summary by Course	
Course	
01001G05012 English/Lang Arts 9	
09/04/2015 Friday - Absent Excused	
09/14/2015 Monday - Absent Excused	
10/14/2015 Wednesday - Absent Excused	

Click on the arrow icon next to the course number to display the dates of the attendance events. Once the dates are displayed, you may click on the date to display the attendance details for that date.

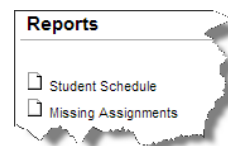
### View Grades

To view your student's grades, click on the **Grades** menu item.

**Grades By Course** will display as partially illustrated below:

01006H05012-4 AP English Lit & Comp		
	S1	S2
1st 6 Weeks	85.19% B	
2nd 6 Weeks	86.23% B	
Term Final	84.45% B	
Weekly Eligibility		

### Print Reports



The reports available for printing are determined by your student's school. Therefore, this list may vary depending on which student you are viewing.

### Notification Settings

To select your preference for receiving notifications, click on the **Notification Settings** menu item:

<input checked="" type="checkbox"/>	<b>Attendance</b> (Notifies you when there is an absence or tardy)
<input checked="" type="checkbox"/>	<b>Grade Changes</b> (Notifies you when a grade is changed)
<input checked="" type="checkbox"/>	<b>Assignment Scores</b> (Notifies you when an assignment is scored)