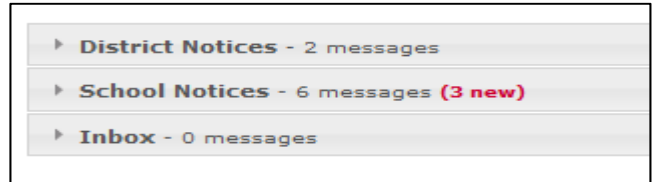Colfax-Mingo Community Schools

NAVIGATING THE PARENT PORTAL

Once logged in, a parent/guardian will see the following options in the parent portal.
(Some features, such as schedules and grade books, are only available during the school year.)

Message Notices
Displayed on page when first log in
Also under Family > Messages

District, School and Teacher notices are displayed on the
users' home portal screen. The windows need to be toggled
open to view the messages.

> District Notices - 2 messages
> School Notices - 6 messages (3 new)
> Inbox - 0 messages

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.

Campus Portal   SELECT A STUDENT ▼

Calendar (no screen shot)
Under Student Name > Calendar

Icons on specific dates indicate attendance (yellow bell)
and grade book entries (red A+).

Course Schedule

= Click on Class Name for Current Assignments and Scores
= Click on Teacher Name for Email

	Term S1 (08/15/12-01/02/13)	Term S2 (01/03/13-05/23/13)
1	2072-1 Treble Clef Chorus Cacciatore, Jim Rm: 670	2072-1 Treble Clef Chorus Cacciatore, Jim Rm: 670
2	2090-2 English 9 Cooper, Kathryn, Team: 9th Team 1	2090-2 English 9 Cooper, Kathryn, Team: 9th Team 1

Schedule/Grade Book
Under Student Name > Schedule

The student's schedule is listed for the entire academic year.

To view the course grade book, click on the Course Name in
the schedule. The grade book is set up in the terms for the
course. 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. If there is an envelope link in the class
schedule, you may click on it to send the teacher an email
(depending on your computer settings).

Grade Book Assignments for 2090-2 English 9
Teacher's comments about Danell:

2090-2 English 9
Teacher: Cooper, Kathryn

View the scoring rubric(s) and/or grading scale(s) for this class.
Grading Task Summary
Legend: ☐ Final Grade ☐ In-Progress Grade ☐ Grade Not Available Yet

Grading Task	Semesters S1	Semesters S2
6-Week	A 97.44%	
12-Week		
18-Week	A 97.44%	
Semester Exam		
Semester Grade	A 97.44%	

Term S1 6-Week Detail
This Grading Task has no assignments assigned to it.
Term S1 12-Week Detail
This Grading Task has no assignments assigned to it.
Term S1 18-Week Detail

Attendance
Under Student Name > Attendance

The student's attendance is listed in calendar format and also can
be viewed as a summary 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.

Attendance

October 2012	November 2012	December 2012

Dates that are highlighted can be clicked to view daily period details. ■ Excused ■ Unexcused ■ Exempt ■ Unknow

Course | Period | Day | Term

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy
▸ 1001 Flex Time 9	Dahlen, Mandy	1	0
▸ 2030 Algebra I	Brda, Gregory	1	0

Assessment (no screen shot)
Under Student Name > Assessment
The student's test scores from states tests can be found in this area.

Reports
Under Student Name > Reports

Reports that may be available as PDF files include Missing Assignments,
Transcripts (Secondary Students), Report Cards, and Class Schedule.

Reports

☐ Missing Assignments
☐ 1st Semester (18-week) Report Card
☐ 2nd Semester (12-week) Report Card
☐ 2013-14 CHS Schedule
☐ ACHS Transcript

Demographic Data
1. Under Student Name > Demographics
   - Parents can update non-household contacts, such as emergency contacts, daycare provider, etc.
2. Under Family > Household Information
   - Parents can update home phone number. If you do not have a land line, please replace the number with a cell phone number. This home number is one that is called if a Blackboard message is sent.
   - Parents can also update household address. With address updates, the district may ask that you provide proof of residency to verify changes.
3. Under Family > Family Members
   - Parents can update their phone numbers and email addresses. The District asks that you do not add phone numbers or email addresses to current students.

Demographics

Family
Messages 3 >
Household Information >
Family Members >

***The registrar and school office staff can also assist in updating your information.

User Account
Account Settings

User Account

Account Settings >
Contact Preferences >

Under this section you can:
- Change your password for the parent portal
- Set a user account recovery email – This means if you should forget your username and/or password you can have a reminder sent to the email you included

Contact Preferences
The district sets your primary email address as the address to which each
message type (such as emergency or attendance) will be sent, but you

Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
☑	☑	☑	☑	☑	☑
☐	☐	☐	☐	☐	☐

may change the settings here. Please ensure that you will be able to receive each type of message that a school may send.

To keep important messages out of your spam folder, please add messenger@colfaxmingoschools.org and/or the domain colfaxmingoschools.org to your email program's safe senders list. This step depends on your email client (Outlook, Gmail, etc.).

Keeping your account updated gives you self-serve ability to immediately access information and reset passwords. If information is not kept up to date and needs to be reset, please go to colfax-mingo.k12.ia.us, choose the Parents menu, then visit the Infinite Campus page for other options for assistance, which will require more time than self-service.