

TABLE OF CONTENTS

<mark>S)</mark> 1	SETTING UP YOUR INFINITE CAMPUS ACCOUNT (FIRST TIME USE
3	LOGGING INTO INFINITE CAMPUS AFTER ACCOUNT CREATION
4	RESETTING YOUR INFINITE CAMPUS PASSWORD
RTAL4	FINDING SCHEDULES AND FLEXIBILITY LEVELS IN THE PARENT PO
6	FINDING GRADES AND OTHER ITEMS IN THE PARENT PORTAL
7	VIEWING STATE ASSESSMENT SCORES VIA THE ASSESSMENTS TA
9	SLDS – STATEWIDE LONGITUDINAL DATA SYSTEM:

SETTING UP YOUR INFINITE CAMPUS ACCOUNT (FIRST TIME USERS)

1. To set up your Infinite Campus for the first time, click on this link (it is different than the direct link to Infinite Campus):

https://gacyber.infinitecampus.org/campus//K12_Custom/cParent/index.jsp?appName =gacyber

You will see this screen. Enter your Student ID Number, Student Date of Birth, and click Submit.

Note: If you have multiple students at GCA, just choose one of them on this step. It will link you to each of your students in the portal.

Infinite Campus	Parent Portal Activation
	Campus Portal
Student Number	
Student Birthdate	
Submit	

NOTE: **Student accounts are created by administration. Student accounts are initially set up with the following for Username and Password: <u>Student number as the username and</u> <u>the "<first name initial><last name initial><birthdate MMDDYY>" as the password</u>. (Ex. If my name is Jane Doe and my birthday is 11/12/2013, then my username would be my student ID number and my password would be jd111213). Please note that if you set up the student account, or have changed any of the original information on the student account, that information is what you'll use for student log ins.



 Once you've clicked Submit, you will get a screen that shows your GUID number if your account has not been activated, or your Username if your account has been activated. Click Activate Your Parent Portal Account Now. (Names and numbers have been covered in this shot for security purposes.)



3. Enter the Activation Key provided to you. You will have to copy and paste it in sections. If you copy and paste all of it at once, it will not be entered into the cells correctly. Once entered, click Submit.

finite (Camp	ous.	2		Transfor	ming K12 Education [®]
					Campus Portal
Activating	your Car	mpus Po	rtal acc	ount	Georgia Cyber Academy
Activating your	Campus Po	intal parent j	oortal accou	nt is easy. All you nee your child's school	ed is
Activation Key			,,	,	
{	-	-	-	-	
Submit					

 Once you have your Activation code, and for all future logins, click on this link (this is the Infinite Campus link that you will use from this point forward): <u>https://gacyber.infinitecampus.org/campus/portal/gacyber.jsp?status=logoff</u>



Infinite Campus
Georgia Cyber Academy
Campus Student
or
Campus Parent
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5. Type in the Username and Password that you just created, and click Sign In.

Campos	Campus Parei
Georgia Cyber Academy	Announcements
Parent Username	Wednesdey 07/08/2020 The 2020-2021 School Year begins on August 3rd!
Password	
	Please visit our website for school calendars, updates, and information:
Log In	https://www.georgiacyber.org
	Help build our community of Champions! Tell a friend about GCA by sharing the following
Forgot Password? Forgot Username? Help	link: https://www.georgiacyber.org/learn-more
Log in to Campus Student	
or	
New User?	
	Language: English

LOGGING INTO INFINITE CAMPUS AFTER ACCOUNT CREATION

Once you've set up your Infinite Campus Account, you will use the following steps to log in successfully:

1. Login to the Infinite Campus Parent Portal Website: https://gacyber.infinitecampus.org/campus/portal/gacyber.jsp?status=logoff



Infinite Campus
Georgia Cyber Academy
Campus Student
or
Campus Parent
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2. Type in the Username and Password that you just created, and click Sign In.

	Campus Par
Georgia Cyber Academy	Announcements
Parent Username	Wedneeday 07/08/2020 The 2020-2021 School Year begins on August 3rd!
Password	
	Please visit our website for school calendare, updates, and information:
Log In	https://www.georglacyber.org
	Help build our community of Champions! Tell a friend about GCA by sharing the following
Forgot Password? Forgot Username? Help	link: https://www.georglacyber.org/learn-more
Log in to Campus Student	
or	
New User?	
	62203-2020 Infinite Campus, Inc. Version Campus 2036.8

3. Once logged in, go to Account Settings from the left navigation bar and make sure to enter a Security Email (Note – please do not use your @georgiacyber email address since it will not receive emails from sources outside of GCA, e.g. Infinite Campus). This will allow you to retrieve your credentials if lost or forgotten.

RESETTING YOUR INFINITE CAMPUS PASSWORD

Once you have successfully set up your account, you can reset your username and/or password, if forgotten. You will simply click the Help button on the login screen to expand the window to select "Forgot your password," etc. In the event that this password retrieval does not work, you may contact your FSL or complete this survey: https://tinyurl.com/ICFamilyPasswordResets

FINDING SCHEDULES AND FLEXIBILITY LEVELS IN THE PARENT PORTAL

1. Once you enter the portal, you'll see the following screen. Check for messages, manage your account, and more from this home page.



≡	Infinite Campus		* 89	-
Mess	age Center	Message Center		
Toda	y			
Caler	ndar	Announcements Inbox		
Assig	nments	District Announcement Wednesday 07/08/2020		
Grade		The 2020-2021 School Year begins on August 3rd!		
Grade	e Book Updates	Please visit our website for school calendars, updates, and information: https://www.georgiacyber.org		
Sche	dule	Help build our community of Champions! Tell a friend about GCA by sharing the following link:		
Docu	ments	https://www.georgiacyber.org/learn-more		
More				

2. To view information regarding your student's schedule, choose the Schedule option from the left navigation:

E Infinite Campus				4	91
Message Center	Schedule				
Today	Counselin	g Website: vw.aeoraiacyber.org/school-life/counseli	ng		
Calendar	ES - https:	//www.smore.com/01z25			
Assignments			Show More		
Grades					
Grade Book Updates	Semester	1 Semester 2			
Schedule	Term Sem	nester 1 (08/03 - 12/17)			
	DAY: M				
	HR	Homeroom/Grade 7* 8:00 AM - 8:20 AM	Patrick, Ashley D Rm: -		
	1	Social Studies/Grade 7 8:24 AM - 9:14 AM	Hutto, Autumn Rm: -		
	2	Science/Grade 7 9:18 AM - 10:08 AM	Watford, Rachel H Rm: -		

3. To view information regarding your student's Flexibility Levels, choose the More option from the left navigation and then select Flexibility Levels. You will then see whether your student is Required or Encouraged to attend each course on his/her schedule:

Infinite Campus	
Message Center	< Back
Today Calendar	Flexibility Levels
Assignments	Period 1 Semester 1 Social Studies/Grade 7-1-Hutto, Autumn Seme three demonstrations of the second s
Grades Grade Book Updates	E: Encouraged beneath the course.
Schedule	Science/Grade 7-2-Watford, Rachel H
Documents	E: Encouraged
More	Period 3 Semester 1 Computer Science I/Grade 7-3-Chase, Kameelah: Health/Grade 7-3-Pierce, Mary
	Sync Attendance pd 3 Sem 1 E: Encouraged



FINDING GRADES AND OTHER ITEMS IN THE PARENT PORTAL

4. Once you enter the portal, you'll see the following screen. Check for messages, manage your account, and more from this home page.

Infinite Campus		4	3	-
Message Center	Message Center			
Today Calendar Assignments Grades	Announcements Inbox District Announcement Wednesday 07/08/2020 The 2020-2021 School Year begins on August 3rd!			
Grade Book Updates Schedule Documents	Please visit our website for school calendars, updates, and information: https://www.georgiacyber.org Help build our community of Champions! Tell a friend about GCA by sharing the following link: https://www.georgiacyber.org/learn-more			
More				

- 5. To view information about your student, select any of the items on the left navigation bar. If you have multiple students, a dropdown with their names will appear on the right side of the screen. If you only have one student enrolled at GCA, that student's name will show on the right.
- 6. Use the left navigation bar to select the page you would like to view. If there is something you would like to see that isn't listed, check under the "More" category. The Meal Benefits form, Flexibility Levels, and Registration can be found under "More" for example.

E Infinite Campus			
Message Center	More		
Today	Assessments	>	Quick Links
Calendar	Demographics	>	SLDS Portal
Assignments	Family Information	>	
Grade Book Updates	Important Dates	>	
Schedule	Learning Tools	>	
Documents	Meal Benefits	>	
More	Flexibility Levels	>	
	GPA for Portal	>	
	GTID	>	
	Online Registration	>	
	504 Meeting	>	



7. To see the breakdown of grades within a course, click on the Grades tab. Then, click on the grade with the arrow/direction indicator:

E Infinite Campus		
Message Center	Grades	
Today		
Calendar	All Terms Semester 1 Semester 2 Term Semester 1 (08/03 - 12/17)	Settings 🗸
Assignments		
Grades	Computer Science I/Grade 7	-
Grade Book Updates	1st Semester	
Schedule Documents	Current Progress	100 (100%) >
More	Health/Grade 7	-
	1st Semester	
	Current Progress	100 (100%) > In-progress

 This opens additional information about the course grades. From this screen, click the + and - signs to expand and collapse the rows to see individual assignments and grades:

Infinite Campus		#P ±
Message Center	< Back	
Today Calendar	Computer Science I/Grade 7	
Assignments Grades	Term Semester 1 (08/03 - 12/17)	Settings 🗸
Grade Book Updates Schedule	(Semester 1) 1st Semester	0
locuments	(Semester 1) Current Progress	100 (100%)
Aore -	Coursework Weight: 50	(100%) +
	Assessments Weight: 50	(100%) —
	Required:Cyber Pos/ParaSept 29 Due: 09/29/2020	100/100 (100%) >

VIEWING STATE ASSESSMENT SCORES VIA THE ASSESSMENTS TAB

**You will only see scores for your GCA student through the Assessments Tab in the Parent Portal if your student took the EOC/EOG as a GCA student. Incoming scores from other districts will be made available through the SLDS (Statewide Longitudinal Data System).

- 1. Log in to the Infinite Campus Parent Portal: https://gacyber.infinitecampus.org/campus/portal/gacyber.jsp?status=login
- 2. Once logged in successfully, choose your student's name from the dropdown at the top of the screen. If you only have one student who attends GCA, then your page will



default to the screen that you need to see.



3. Once the page is on a specific student, locate the word "More" on the left navigation bar, click it. Next, select the Assessments option.

Infinite Campus			
Message Center	More		
Today	Assessments	>	Quick Links
Assignments	Demographics	>	SLDS Portal
Grades	Family Information	>	
Grade Book Updates	Important Dates	>	
Schedule	Learning Tools	>	
Documents	Meal Benefits	>	
More	Flexibility Levels	>	

4. Once in the Assessments tab, click the "Show More" button to see descriptions of scores and other information regarding Milestones.

Infinite Campus				* ®	•
Message Center	K Back				
Today Calendar	Georgia Milestones Assessment System Your student's scale score and achievement level result are listed below by s	ubject. Please refer to t	he Result Key for clar	ification on achievement level.	
Assignments Grades	Result Key:	More			
Grade Book Updates	State Tests				
Schedule	NAME	SCORE	RESULT	DATE	
Documents	EOG Language Milestone EOG Language Arts, (EOG)	506.000	DL	04/08/2019	
More	EOG Language				
	Milestone EOG Language Arts, (EOG)	541.000	PL	04/09/2018	
	EOG Language Milestone EOG Language Arts, (EOG)	535.000	PL	04/03/2017	
	EOG Math Milestone EOG Mathematics, (EOG)	559.000	PL	04/08/2019	

SLDS – STATEWIDE LONGITUDINAL DATA SYSTEM: VIEW STATE ASSESSMENTS FROM PREVIOUS DISTRICTS VIEW STUDENT GROWTH PERCENTILES VIEW STUDENT INDIVIDUAL SCORE REPORT VIEW AND COMPLETE ASSIGNMENTS VIA THE GEORGIA CAREER INFORMATION SYSTEM (GCIS)

1. Log in to the Infinite Campus Parent Portal: https://gacyber.infinitecampus.org/campus/portal/gacyber.jsp?status=login



- 2. Choose SLDS Portal after choosing "More" from the bottom of the left navigation bar:
- 3. You will see the following screen. You may use the parent account or the student account to access the SLDS. If you are using the parent account, and you have multiple students at GCA, you will be able to toggle between their information by selecting each name from the drop down one at the time. If using the student account, only that student's information will show. The screenshot below is from a parent account that has a dropdown available for toggling between students. Please note that in order to complete tasks assigned for "My Career Path," the student must log in via the student account.

	A				
Home	Performance	Resources	Testing	My Care	er Plan Logout
Student:	Laba (6710 - 546451586	•			
	A Star			88	
Performance	Resources	Testing	5	My Career Plan	Logout

- 4. The headers across the top are the same links as those indicated in the pictures. You may click either of them to get to the various parts of the SLDS.
 - a. <u>Performance</u> This is where you may view your student's GSGM (Georgia Student Growth Model) report and your student's ISR (Individual Score Report). These are downloadable reports that you may print for your records. Additionally, you will see previous CRCT and Milestones scores, where applicable. Growth Percentiles and Lexile scores are also available for you to see.

To download either of the reports, click on the blue name (Ex: Georgia Milestones Individual Score Report (ISR)). This will open a new window. Click the down arrow for the test administration you would like to download.

	Home	Performan	ice Res	ources	Testing	My Career Plan	Logout	
Downloadable Reports								
GSGM Student Report (4) Georgia Milestones Individual Student Report (ISR) (2)								
	Georgia Milestones ISR 🛛 🗙				×			
	Year	Administration	Assessment					
	2019	Spring	EOG	<u>.</u>				
	2018	Spring	EOG	<u>.</u>				

- b. <u>Resources</u> This tab shows a student's current schedule. Additionally, by clicking on the gold key, you will be able to see the standards associated with each course.
- c. <u>Testing</u> This tab is for GOFAR tests that may be assigned by teachers. If assigned, tests can be viewed by Active Tests or Completed Tests.
 <u>My Career Plan</u> This is the link associated with GCIS. If logged in via the parent account, you may see what your student has completed. However, to complete tasks, students must be logged in via their own student account.
 <u>Assessments Shows completed Career Assessments</u> as well as available Career
 - i. <u>Assessments</u> Shows completed Career Assessments, as well as available Career Assessments to take or retake.



- ii. <u>Clusters</u> Shows completed Clusters and the option to Choose Career Clusters.
- iii. <u>Occupations</u> Shows selected Occupations and the option to Choose Occupations.
- iv. <u>Graduation Plan</u> Shows status of IGP (Individual Graduation Plan) and the option to complete the Graduation Plan.
- v. <u>MOWR</u> Shows MOWR (Move on When Ready now referred to as Dual Enrollment (DE)) status and provides additional information on this program.
- vi. <u>Post Secondary</u> Allows for exploration of Post-Secondary options
- vii. <u>Next Steps</u> Shows status of Next Steps and allows for students to Choose Career Next Steps.