11/2 APPtitude

Infinite Campus is accessible to you 24/7 and from any device, including your Smartphone using the Infinite Campus Mobile App. Here's what you need to know about getting started and using the App:

- Web Portal First. You can't use the app until you have successfully logged in using the Web Portal (logging in through the link on the Internet). This means also that if you have had your password reset, you will have to log out of the Mobile App and log in to the Web Portal to complete resetting your account.

- READ ONLY access. You can see your planner, schedule, grades, attendance, calendar, assignments and notifications— but you will not be able to download any documents or upload your work through the App.

- Free Download. The Mobile App is available from Apple's App Store, Google Play, and Amazon. Just download and install it on your device and follow the onscreen directions to set it up.

- Get your District ID. Our East Lyme Schools District ID is LTSRML. You will need it once the app is installed to connect you to our district's Infinite Campus.

- Help Is Available. For more information and basic troubleshooting steps, go to https://www.infinitecampus.com/audience/parents-students.

10/24 Why do I have a 4th Quarter Grade?

When you look at your grades, you may have noticed that Quarter grades appear in yellow. And hey, what's that... you have a grade for 4th Quarter??

There is a simple explanation for this: Grades highlighted in YELLOW are "in progress". When grades close for the quarter, they will appear in GREEN for the quarter grade. You see a grade in the 4th quarter for *full year classes*-- but that final 4th quarter grade will remain yellow until the end of the year because that grade will be "in progress" until the close of the 4th quarter.

10/11 Are you out of the loop when it comes to messages from your teachers? Are you getting bombarded with notices every time an assignment gets graded? Balancing what you need to get and what is too much is a matter of just a few clicks:

• **Check your Contact Preferences.** On the left side of your screen under *User Account*, click on Contact Preferences. Here is where you can enter your email to make sure you get notifications. Look at the grid on the lower half of the page and make sure all the notifications that you would like to receive are checked off. You need to check off Teacher in order to receive emails from your teachers.

• **Set your Notifications.** Again on the left side under User Account, click on *Notification Settings*. Here you can tell the system what you want to see and what you don't. You can set Grades

and Assignment scores so that you'll only be notified if they are below a certain percentage. You can also decide whether or not you want a notification for attendance. The choice is yours!

9/26 TO-DO LIST LOGIC

The To Do List tab provides a summary of your assignments that are due and/or late. The summary includes the Course and Assignment, the Date Assigned, Due Date and the Days Remaining or Overdue. Here are some tips for understanding and using your To-Do List:

- Assignments with a score do not display in the To Do List.
- Assignments that have been turned in do not display in the To Do List.
- Assignments marked as missing will display in the To Do List.
- The To Do List can be filtered to show All Dates or only assignments for a specific month.
- Clicking the Print icon will generate the list in PDF format to be printed.

Your To-Do List can help you manage your time by allowing you to see what's due and what you need to catch up on. And it's a great feeling of accomplishment when you print it out and cross out assignments as you get them done (use red ink if you like)!

9/20 HOW TO KEEP YOUR ACCOUNT SECURE

- Don't share your log in information (user name and password) with anyone.

- Keep your log in information in a secure place if you write it down-- such as at home or on your password protected phone. *BETTER*: Challenge yourself to memorize your username and password.

- When you finish using your account, click on LOG OFF in the upper right hand corner. Don't just close the browser.

- If you think someone knows your password, please send a message to IC HELPDESK and ask for a password reset. Be sure to include your first and last name in your email.