

A Parent's Guide to School Communication



Madison Public Schools

October 2012

How do we communicate?

At Madison Public Schools we have different tools which are used to communicate information to parents.

Feel free to click on a subject below to jump to it:

- o [Finalsite](#) (websites)
- o [Mobile Website](#) (from a cell phone or iPod device)
- o [eNotify](#) (email messages)
- o [Backpack Express & Announcements](#) (emailed flyers)
- o [Infinite Campus](#) (grades and attendance)



finalsite

finalsite



What is finalsite?

- o **Elementary School**: teacher webpages. Access the teacher's website through the staff directory

- o **Grades 5 – 12**: Class webpages. Access class webpages by logging in.

www.madison.k12.ct.us

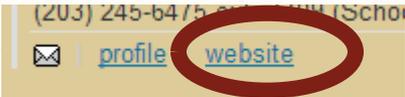
My Child is in Elementary School...



Find the teacher's website using the staff directory.



Then click on "website" near the teacher's name.



What will I find on the elementary webpage?



- o Teachers may display information on their pages such as:
 - o Classroom overview
 - o Bulletins – reminders and notices of things going on in class
 - o Calendar – for homework, trips, quizzes, projects
 - o Resources – file folders of links to other websites, hand-outs, study guides

Elementary Webpages



My Classroom

Welcome to Grade 2!

Bulletins

Reminder

Projects are due on Friday

Posted Thursday 10/04/12 9:43 AM

Calendar

October, 2012

10-04 Projects Due

Resources

 new resource

 new folder

 Computers

 Math

 Science

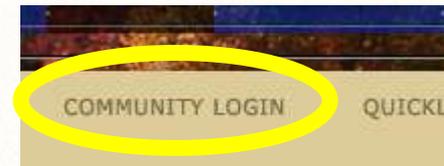
Teachers post information to keep Parents and Students informed about what is happening in school

My Child is in Middle School or High School...



Webpages for the middle school and high school classes are inside the portal. Teachers, Students, and Parents login to view this space. Students will interact with this space.

How do I login to the finalsite portal?



On any of our webpages click on COMMUNITY LOGIN
Use the login id and password you received in the mail.

Each household has one login for the parents to share.

Students have their own login credentials.

Community Login



Community Login

finalsite

Enter your ID & Password below. This will allow you to change your eNotify and Alert Subscriptions and/or access the Student's in grades 5-12, and their families will also be connected to their teachers' websites.

If you do not have an account and would like to receive eNotify messages and/or Alerts please click 'Register New User'. [\[SUBSCRIBE TO ENOTIFY/BACKPACK/ANNOUNCEMENTS\]](#)

Site Login

Please provide your username and password to log in:

username

password

[Forgot your username/password?](#)
[Register New User](#)

Reminder: If your children have changed school buildings this year, you will need to adjust your notify subscriptions. Login and change your settings in My Subscriptions.

 You can use your mobile device to login to your portal and check your homework. **No app required!** Just visit our website from your smart phone. Using an iPad? You will automatically see the full version of our website. Remember to bookmark us or add us to your homescreen!

Infinite Campus

Parents: login to [Infinite Campus](#) to view grades and attendance.

9/25/12 The login screen has been updated

[PORTAL VIEWING](#) instructions.



Login here for
finalsite
(classroom
webpages)

What will I find after I login?



Notes to Parents

Classes for all of your children in MS & HS

One calendar displays all homework for all of your children.

Parent Portal Annou

Welcome!

Welcome to the 2012-13 School Year!

If your child has changed school buildings this year, you will need to adjust your eNotify subscriptions. Please click on the Accounts Tab above, then adjust your settings in My subscriptions.

Enotify Email Messages are from the Superintendent and the School Administrators.

News Alerts are flyers such as those regarding outside activities.

Homework Calendar Key

Key Name	
Homework	Green
Class Work	Blue
Quiz	Yellow
Exam/Test	Red
Field Trip	Purple
Lab Report	Cyan
Paper	Orange
Project	Pink
Event	Brown

Classes

Dolly:
[Band Sandbox](#) (Leonard)
[English](#) (Boland, Morrison)
[Technology](#) (Kiefer, Sickle)

Jimmy:
[Band \(70112-43\)](#) (Leonard)
[Band Sandbox](#) (Leonard)
[Class of 2013](#) (Browne, Filippone)
[English](#) (Boland, Morrison)
[Instructional Technology](#) (Kiefer)
[Technology](#)
[Training TWO \(IT-002\)](#) (Sickle)
[American Lit \(32-04\)](#) (p 5) (Earles)
[Math](#) (Boland, Kiefer, Sickle)

Homework Calendar

October, 2012

10-04 ■ [Band \(70112-43\): BAND_Brass_SECTIONAL \(70112-43\)](#)

10-05 ■ [American Lit \(32-04\): VOCABULARY QUIZ \(32-04, p 5\)](#)

10-08 ■ [Band \(70112-43\): BAND_Percussion_SECTIONAL \(70112-43\)](#)

Announcements Tab



Parent Portal **Announcements** Accounts Online Safety

Announcements

Discussion: Kindergarten Full Day
bolandr - Posted 09/28/2012 03:00PM
PowerPoint Presentation from the Full Day Kin

Celebrate Fire Prevention Week
buchettoc - Posted 09/28/2012 11:49AM
Sunday, October 7th, 2012 Noon - 3:00 pm

Girl Scouts of Connecticut
buchettoc - Posted 09/26/2012 03:30PM
Monday, October 15th 7:00 pm

Madison Chamber "Sea, Shop, Scare"
buchettoc - Posted 09/25/2012 12:16PM

NITE IN HAND
buchettoc - Posted 09/25/2012 11:53AM
Meeting Tuesday, October 2, 2012

Madison Youth Basketball Tryout Schedule
buchettoc - Posted 09/17/2012 11:44AM

The Announcements tab displays all news posts from the District homepage as well as any flyers from organizations that might be of interest

Accounts Tab



The screenshot shows the 'Accounts' tab selected in a navigation menu. The page content includes a 'MY FINALSITE ACCOUNT' section with a welcome message and several links: 'Update your profile', 'Update your password', 'My subscriptions', and 'Log off now'. A 'Log off now' link is marked with a red 'x'. Below this is a 'Subscribing' section with a link to 'electronic communications'. Three orange callout bubbles are overlaid on the image:

- Callout 1 (left):** Login to other websites. This callout points to the 'INFINITE CAMPUS' button.
- Callout 2 (top right):** Update your profile: edit your email address if necessary. This callout points to the 'Update your profile' link.
- Callout 3 (bottom center):** Update passwords or subscriptions in finalsite. This callout points to the 'Update your password' and 'My subscriptions' links.

Online Safety Tab



Online safety tips for parents

Parent Portal **Announcements** Accounts Online Safety

OnGuardOnline.gov

OnGuardOnline.gov is the federal government's website to help you be safe, secure and responsible online.

The Federal Trade Commission manages OnGuardOnline.gov, in partnership with a number of federal agencies. OnGuardOnline.gov is a partner in the Stop Think Connect campaign, led by the Department of Homeland Security, and part of the National Initiative for Cybersecurity Education, led by the National Institute of Standards and Technology.

YouTube

Share with Care More info

An illustration showing three stylized human figures. On the left, a woman in a purple top holds a black flip phone. In the center, a man in a white shirt and cap holds a laptop with a large play button icon on its screen. On the right, a woman in a yellow top holds a white smartphone. The background is a textured, light-colored wall.



View Classroom Spaces

How do I see the teacher classroom pages?

Click on the name of the class you wish to view

Parent Portal | **Announcements** | Accounts | Online Safety

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[Technology](#)
[Math](#) (Boland, Kiefer, Sickle)

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Homework Calendar

October, 2012

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Classroom Spaces

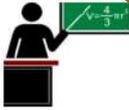


Math View another group space

Rita Boland [profile](#) [site](#)

Dashboard Calendar

hide overview

Welcome to Math class.  2012-2013 will be a great year!

Adding and subtracting negative numbers

Adding/Subtracting negative [Share](#) [More info](#)



Recent updates to the page

Activity Stream

 New dropbox » [Absolute Values Worksheet](#)
less than a minute ago

Calendar

October, 2012

10-04	ASSIGNED: Absolute Values Worksheet (Training M)	6:00 AM
10-08	DUE: Absolute Values Worksheet (Training M)	6:00 AM

[full calendar >](#)

Bulletins

Field Trip

Wear sneakers

bring water bottle

Permission slip

Posted Tuesday 09/18/12 3:02 PM

Homework Calendar

Posted notices from the teacher

Classroom Spaces



Switch to
a different
class



A. The calendar tab will show the homework for this class

B. The resources tab will display folders of worksheets, handouts, and websites the teacher is sharing with the class.

Login Credentials



What do I do if I forget my password?

- o **Students** should speak to a teacher or anyone in their school office.
- o **Parents** with an email address on file can click “**Forgot your username/password?**” located under the login button to have information recovered by email. If an email address is not on file, call the school main office to have your password reset.
- o Reset information will be mailed to the house, never over the phone or by email.



Mobile Website

Mobile Website



All student homework
(Grades 5- 12) can be viewed
on one screen

Visit the school website from
your mobile device

1. Login
2. Click on Homework

Remember to bookmark us for future use!

Parent Madison [Logout](#)

Madison Public Schools
Madison, Connecticut

Homework calendar will only display after you have logged in. (Use link above). Use the link at the bottom of this page to view the full website.

- Homework**
- Building Locations
- Calendars
- HS Athletics
- News
- Staff Directory
- Media

10 Campus Dr, Madison, CT 06443
203 245 6300
Parent Madison, [Logout](#) | [Full Site](#)



Click on the calendar date you want to view

Homework and events will appear under the calendar grid for the date you clicked on.

You can click "Full Site" if your mobile device can easily handle internet webpages

Jimmy Madison [Logout](#)

Back Home Today

October 2012

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Friday, 10/05/2012

Band (70112-43): BAND_Practice Discussion DUE (70112-43)

This is located on the class discussion board, click on DISCUSSIO...
It doesn't have to be a 2-hour event, just a few thoughts about what ...

American Lit (32-04): VOcabulary Quiz (32-04, p 5)

Calendar Feeds

10 Campus Dr, Madison, CT 06443
203 245 6300
Jimmy Madison, [Logou](#) [Full Site](#)



eNotify

eNotify



eNotify email messages are from the Superintendent's office, or the Principal's office regarding school business.

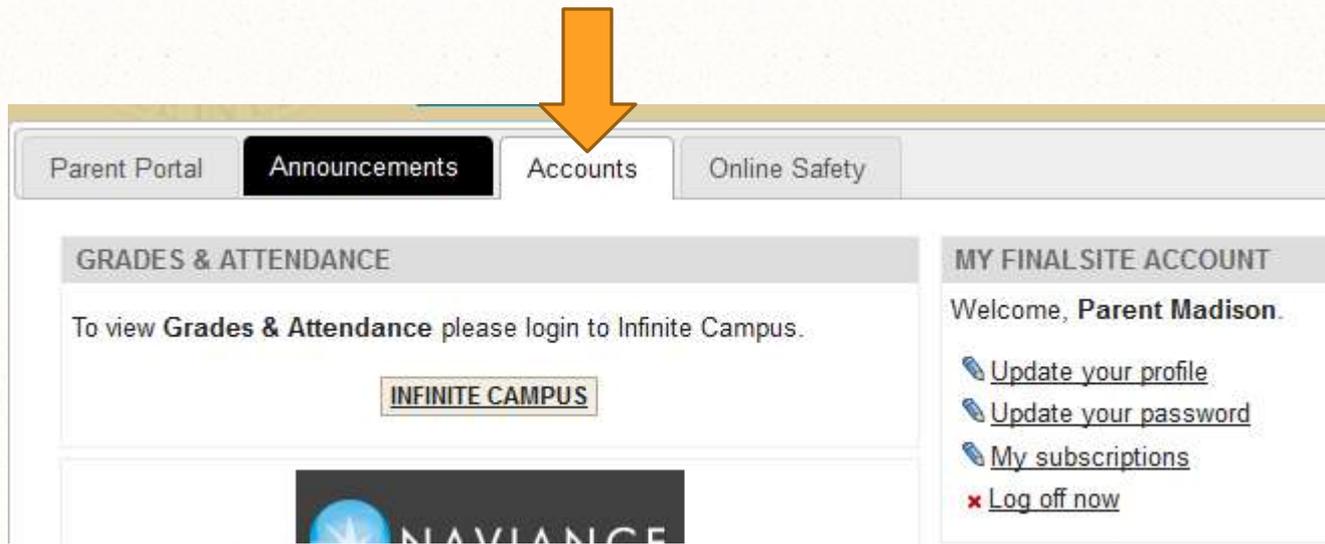
If you have a Parent's portal account, you can use it to subscribe.

If you don't have a parent account, you will have the opportunity to create a public account.

If you already have a parent account...



1. Login to the finalsite portal
2. Click on the Accounts tab



If you need to create an account



1. Click on **COMMUNITY LOGIN** on any of our webpages
2. Click Register New User (found under the login button)

A screenshot of the finalsite web application interface. At the top, a navigation bar contains links for DISTRICT, BOARD OF EDUCATION, STAFF, STUDENTS, PARENTS, and SCHOOLS. Below this is a search bar and a menu with options like MEDIA GALLERY, COMMUNITY LOGIN (circled in red), QUICKLINKS, and Tools. The main content area is titled "Community Login" and features the finalsite logo. It includes instructions for logging in and a "Site Login" section with input fields for "username" and "password", a "login" button, and a "Register New User" link (circled in red). A reminder at the bottom states: "Reminder: If your children have changed school buildings this year, you will need to adjust your notify subscriptions. Login and change your settings in My Subscriptions."

Subscribe to eNotify



1. Click on My Subscriptions
2. Click **Settings** next to Email Mailing Lists
3. Check the box next to any notices you wish to receive
4. Click Update Settings to finish

Update Settings

Manage eNotify Subscriptions

Current Subscriptions

Click the red box to unsubscribe an email from a list.

Brown Email Notices

bolandr@madisonct.org

Available Subscriptions

Choose the lists and emails to subscribe to and then click the Update Settings button.

- DHHS Email Notices** Email messages from the DHHS Principal regarding school business
- Island Email Notices** Email messages from the Island Avenue Elementary School Principal regarding school business
- Jeffrey Email Notices** Email messages from the Jeffrey Elementary School Principal regarding school business
- MPS Email Notices** Email messages from the Superintendent of Schools regarding school business
- PAC-SE** The goals of the PAC-SE group are to promote the welfare of the special education student by providing parents with the tools and information needed to work collaboratively with the school district; to facilitate helping parents network with other parents; to share information about special education issues and educational concerns; and to understand changing special education laws.
- Polson Email Notices** Email messages from the Polson Middle School Principal regarding school business
- Ryerson Email Notices** Email messages from the Ryerson Elementary School Principal regarding school business
- TCLC Email Notices** Email messages from the Town Campus Learning Center PreSchool



Backpack Express & Annoucements

Backpack Express & Announcements

When you subscribe to **Backpack Express** (lower grades) and **Announcements** (upper grades) you will receive information emailed to you about community activities such as PTO, scouts, and sports.

This same information can also be viewed on each school's homepage



Backpack Express



[Celebrate Fire Prevention Week](#)
Sunday, October 7th, 2012 Noon - 3:00 pm

[\[more notices\]](#)

ANNOUNCEMENTS > MORE

[Celebrate Fire Prevention Week](#)
Sunday, October 7th, 2012 Noon - 3:00 pm

Subscribe to Backpack Express & Announcements



1. Login to Community Login
2. Click My Subscriptions
(Portal parents will need to click on the Accounts tab.)
3. Click **Settings** next to News Alerts
4. Check the box next to the alerts you wish to receive

Manage News Alerts

Sign up to receive an alert when a news post is added! Simply select how for each category. You can select any number of categories. When finished

Send To: bolandr@madisonct.org

-- 0 available

Select News Categories:

SMS/Txt Msg	Email
<input type="checkbox"/>	<input type="checkbox"/> Brown Backpack Express
<input type="checkbox"/>	<input type="checkbox"/> Closings and Delays
<input type="checkbox"/>	<input type="checkbox"/> DHHS Announcements
<input type="checkbox"/>	<input type="checkbox"/> District Headlines
<input type="checkbox"/>	<input type="checkbox"/> Island Ave Backpack Express
<input type="checkbox"/>	<input type="checkbox"/> Jeffrey Backpack Express
<input type="checkbox"/>	<input type="checkbox"/> Polson Announcements
<input type="checkbox"/>	<input type="checkbox"/> Ryerson Backpack Express
<input type="checkbox"/>	<input type="checkbox"/> TCLC Backpack Express

Text Messages



You can choose to receive a **text message** when the school day is altered.

This service is free but you may be charged by your cell provider.

Please check your cell service plan to find out if you will incur charges for receiving text messages.



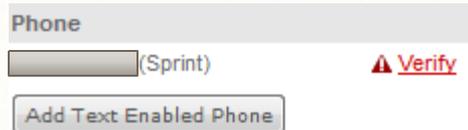


Text Messages

1. Login on the COMMUNITY LOGIN page
2. Click My Subscriptions to add your cell phone number. Please be certain to select your cell carrier.



3. Your phone will receive a text message that includes a code. Enter the code by clicking on Verify.

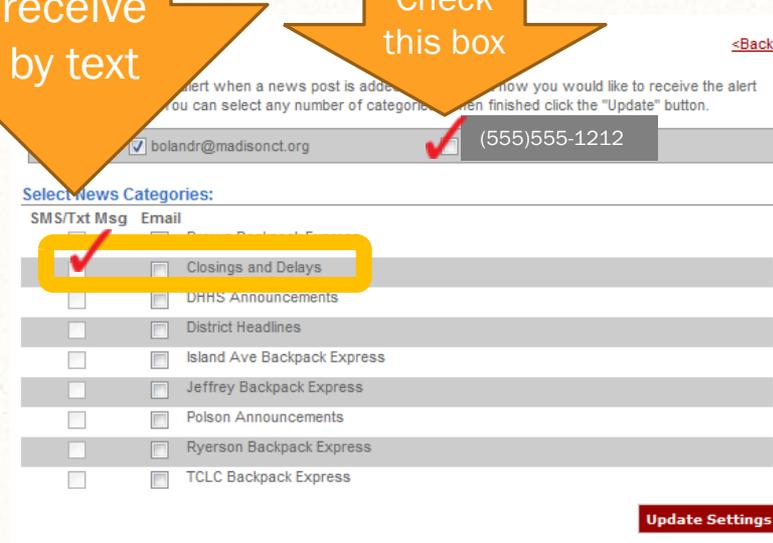


Text Messages

1. Click on "Settings" next to News Alerts
2. In the SEND TO field choose your cellphone.
3. In Select News Categories check the box for SMS/Txt Msg next to Closings and Delays
4. Click update settings.

3. Then chose what to receive by text

2. Check this box



Alert when a news post is added. How you would like to receive the alert
You can select any number of categories. When finished click the "Update" button.

bolandr@madisonct.org (555)555-1212 [Back](#)

Select News Categories:

SMS/Txt Msg	Email	Category
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Closings and Delays
<input type="checkbox"/>	<input type="checkbox"/>	DHHS Announcements
<input type="checkbox"/>	<input type="checkbox"/>	District Headlines
<input type="checkbox"/>	<input type="checkbox"/>	Island Ave Backpack Express
<input type="checkbox"/>	<input type="checkbox"/>	Jeffrey Backpack Express
<input type="checkbox"/>	<input type="checkbox"/>	Polson Announcements
<input type="checkbox"/>	<input type="checkbox"/>	Ryerson Backpack Express
<input type="checkbox"/>	<input type="checkbox"/>	TCLC Backpack Express

[Update Settings](#)

Select "Closings & Delays"



Infinite Campus

Infinite Campus



Infinite Campus is used to see information about your child, including:

- o Attendance information
- o Grades

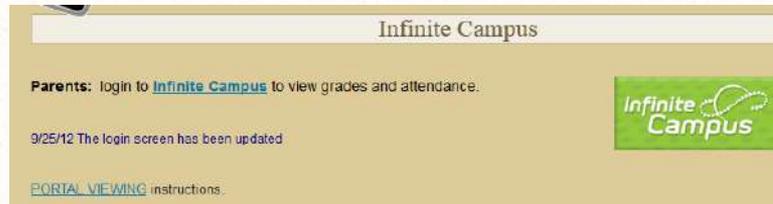
How to Login



Visit the Madison Public School's website
www.madison.k12.ct.us

Click COMMUNITY LOGIN on any of our webpages

Scroll down to the Infinite Campus link



Enter your user name and password in the space provided.

Community Login



Community Login

finalsite

Enter your ID & Password below. This will allow you to change your eNotify and Alert Subscriptions and/or access the portal. Students in grades 5-12, and their families will also be connected to their teachers' websites.

If you do not have an account and would like to receive eNotify messages and/or Alerts please click 'Register New User'. [\[SUBSCRIBE TO ENOTIFY/BACKPACK/ANNOUNCEMENTS\]](#)

Site Login

Please provide your username and password to log in:

username

password

[Forgot your username/password?](#)
[Register New User](#)

Reminder: If your children have changed school buildings this year, you will need to adjust your notify subscriptions. Login and change your settings in My Subscriptions.

 You can use your mobile device to login to your portal and check your homework. **No app required!** Just visit our website from your smart phone. Using an iPad? You will automatically see the full version of our website. Remember to bookmark us or add us to your homescreen!

Infinite Campus

Parents: login to [Infinite Campus](#) to view grades and attendance.

9/25/12 The login screen has been updated

[PORTAL VIEWING](#) instructions.



Login here for
Infinite Campus
(grades &
attendance)

First Time Users



The first time you login you must create a user ID and password

Click the HELP button on the page to expand that section

A screenshot of the Infinite Campus login page for Madison Public Schools. The page has a white background with a light blue header. The header contains the text "Campus Portal" in white on a blue background and "Madison Public Schools" in blue. Below the header, there are two input fields: "User Name" and "Password". Below the "Password" field is a blue "Sign In" button with two right-pointing arrows. To the right of the "Sign In" button is a red "HELP" button with a small upward-pointing arrow. Below the "Sign In" button is a blue link that says "If you have been assigned a Campus Portal Activation Key, click here". Below this link is another blue link that says "Tell me more!". The "HELP" button and the "If you have been assigned a Campus Portal Activation Key, click here" link are highlighted with a yellow border.

Click to enter your Portal Activation Key in the space provided.



Transforming K12 Education®

Campus Portal

Activating your Campus Portal account

Madison Public Schools

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school.

Activation Key

{ - - - - }

Submit

Enter your Activation Key code from the letter you received in the mail to create your online profile.

*Please keep this information in a safe place. Infinite Campus passwords are not recoverable. If you forget or lose your login id & password, you will need to contact the school to have your accounts reset. A letter mailed to your home with activation instructions. New credentials are never issued over the phone or through email.

Login & Select which student to view

Choose which child to view.

Campus Portal SELECT A STUDENT ▾

- Jimmy Madison
- Dolly Madison

Family

- Messages
- Calendar >
- User Account
- Account Management >
- Access Log >

▸ **District Notices** - 0 messages

▾ **School Notices** - 1 message

[Daniel Hand High School]
Please note that due dates for assignments listed in the Infinite Campus gradebook may not reflect actual due date.

▸ **Inbox** - 0 messages

Available on the **App Store** GET IT ON **Google play** Available at **amazon appstore** for Android



Jimmy Madison

SELECT A STUDENT ▾

12-13 Daniel Hand High School
Grade: 10

- Calendar
- Schedule >
- Attendance >
- Fees >
- Reports >
- Family
- Messages >
- Calendar >
- User Account
- Account Management >
- Access Log >

Click the A+ symbol to view grade received

2012

Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	01 Jimmy A+	02 Jimmy A+	03	04	05	06
07	08	09			12	13
14	15	16			19	20
21	22	23	24	25	26	27
28	29	30	31			

Click the bell to view attendance events

Click
Schedule

Now you can click on the
course name to view
assignments and grades

Click the
teacher's
name to
send an
email

	Term M1 (08/27/12-10/12/12) PAW 2-24 PAW 2015	Term M2 (10/15/12-11/30/12) PAW 2-24 PAW 2015	Term M3 (12/03/12-01/25/13) PAW 2-24 PAW 2015	Term M4 (01/28/13-03/18/13) PAW 2-24 PAW 2015	Term M5 (03/18/13-05/06/13) PAW 2-24 PAW 2015	Term M6 (05/07/13-06/17/13) PAW 2-24 PAW 2015
00	Glasser, Martin Rm: 321	Glasser, Martin Rm: 321	Glasser, Martin Rm: 321	Glasser, Martin Rm: 321	Glasser, Martin Rm: 321	Glasser, Martin Rm: 321
01	00442-1 Mandarin 2 Curran, Paul Rm: 229	00442-1 Mandarin 2 Curran, Paul Rm: 229	00626-2 Creative Film I Joyce, Kathleen Rm: 510	00626-2 Creative Film I Joyce, Kathleen Rm: 510	00442-1 Mandarin 2 Curran, Paul Rm: 229	00442-1 Mandarin 2 Curran, Paul Rm: 229
02	00312-7 Biological Systems Browne, Erica Rm: 219	00312-7 Biological Systems Browne, Erica Rm: 219	00312-7 Biological Systems Browne, Erica Rm: 219	00312-7 Biological Systems Browne, Erica Rm: 219	00312-7 Biological Systems Browne, Erica Rm: 219	00382-11 Health 10 Gault, Brian Rm: 134
03	00926-3 P.E.10 Rossi, Deborah Rm: 452	00926-3 P.E.10 Rossi, Deborah Rm: 452	00162-11 Global History Coppola, Paul Rm: 322	00162-11 Global History Coppola, Paul Rm: 322	00162-11 Global History Coppola, Paul Rm: 322	00162-11 Global History II Coppola, Paul Rm: 322
04	00994-6 Lunch/SH - Tri Gallo, Greg Rm: 229 Lunch: 4B	00994-6 Lunch/SH - Tri Gallo, Greg Rm: 229 Lunch: 4B	00995-9 Lunch/SH - Tri Rm: 341 Lunch: 4B	00995-9 Lunch/SH - Tri Rm: 341 Lunch: 4B	00996-8 Lunch/SH - Tri J. Staff Lunch: 4B	00996-8 Lunch/SH - Tri J J. Staff Lunch: 4B
05	00243-4 Geometry Grot, Susan Rm: 201	00243-4 Geometry Grot, Susan Rm: 201	00243-4 Geometry Grot, Susan Rm: 201	00243-4 Geometry Grot, Susan Rm: 201	00638-5 Digital Photo Gallo, Greg Rm: 510	00638-5 Digital Photo Gallo, Greg Rm: 510
06	00622-8 World Literature Marchese, Robert Rm: 338	00622-8 World Literature Marchese, Robert Rm: 338	00622-8 World Literature Marchese, Robert Rm: 338	00622-8 World Literature Marchese, Robert Rm: 338	00622-8 World Literature Marchese, Robert Rm: 338	00622-8 World Literature Marchese, Robert Rm: 338
07	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY



If you have questions send an email to
webmaster@madison.k12.ct.us