Garretson Parent Portal Information

Dear Parents:

As you all know you can access your child's grades through the parental portal that the district uses. We now have the ability to give you a grade report that shows each individual task as well as the overall grade. The address you need to go to is as follows:

https://sis1.ddncampus.net/campus/portal/garretson.jsp

The link is also listed on the Garretson website as Student/Parent Portal

You should get a screen that has myCampus in the left hand corner. When you are at this screen please follow the steps below:

1. You should already have a myCampus Account. If you do not have a user name and password, please contact the school.

2. Type in your username and password in the appropriate boxes and either click login or hit enter.

3. This will take you to the main screen. On the top of the screen click on switch student and click on child you are looking for. A list on the left side will contain an option Schedule, click on this.

4. A screen appears showing your child's class schedule. Below each teacher's name is an icon of a notebook and a pencil. Click once on that icon. Your child's assignments for that class will appear. Quarter 1 grades are listed first. To see your child's overall grade scroll down. Quarter 2 will be next. Scroll to the bottom to see your child's overall grade.

5. The envelope below the teacher's name will give you that teacher's email address. You may contact them using this address.

6. On the top of the screen(switch Student) please click and your child(ren)'s names will appear with the following information for each one: Schedule, attendance, behavior, health, assessment, fees and reports

    Click **Health** – Immunizations, please verify for accuracy

    Click **Behavior** – Your child's reported behavior incidences at school will appear.

Click **Attendance** – Your child's attendance (K-5 is marked ½ or full days and 6-12 grades are marked by the period)

Click **Assessments** – (This is for secondary students and their ACT scores will appear)

Click **Reports** – Move your mouse to the report you would like to print: Student Schedule, Missing Assignments, Mid-term report card, Quarter report card, or unofficial transcript.
          Click on the report and the report will appear and you may print the report if necessary.

Close out of Infinite Campus: Click on the **red "X"** top right hand corner.

Please record your username and password here and keep for your records.
Your Username: Your Password:

* If you try your username and/or password incorrectly three or more times, you will be locked out or disabled. Please email the tech coordinator, Liz Bennett@k12.sd.us, to unlock your username and/or password.