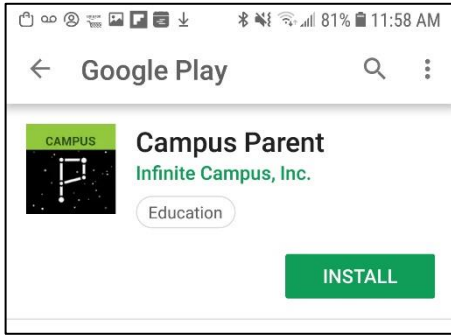
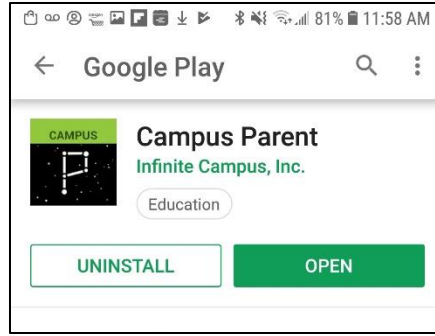


How to download the Parent Portal app and use its functions

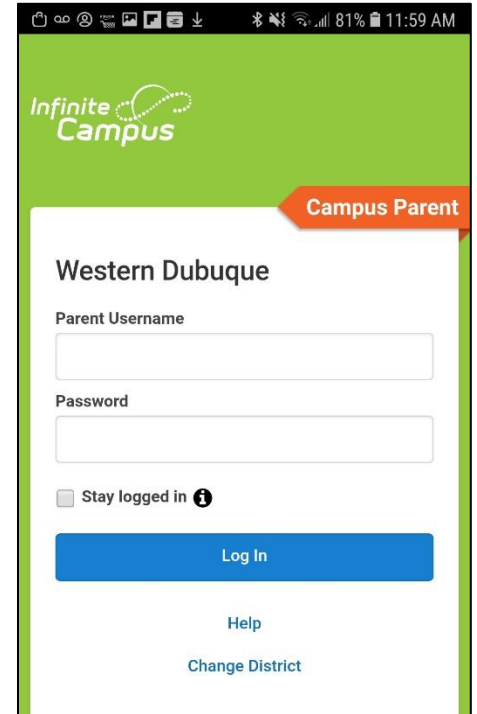


1. Go to the app store on your device and search for **Campus Parent**. You want the app that has the Campus icon shown. Click **INSTALL**.

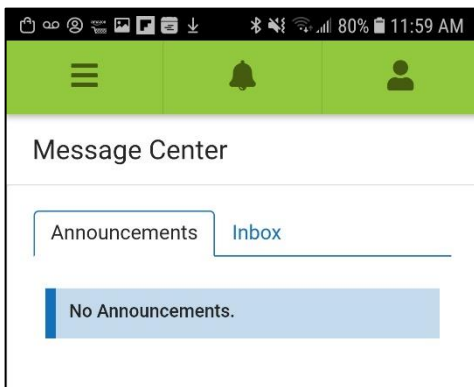


2. Once the app has installed, click **OPEN** or find the app on your device and open it.

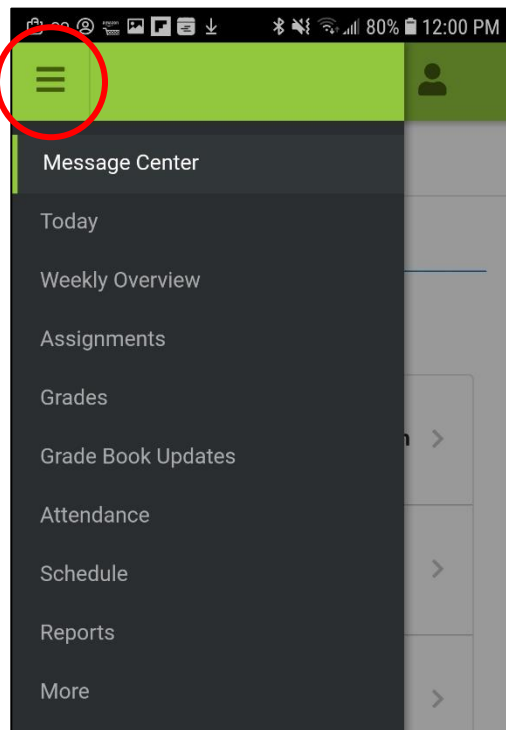
NOTE: You may be asked to provide a state and school district. Use **Iowa** (state) and **Western Dubuque** (school district).



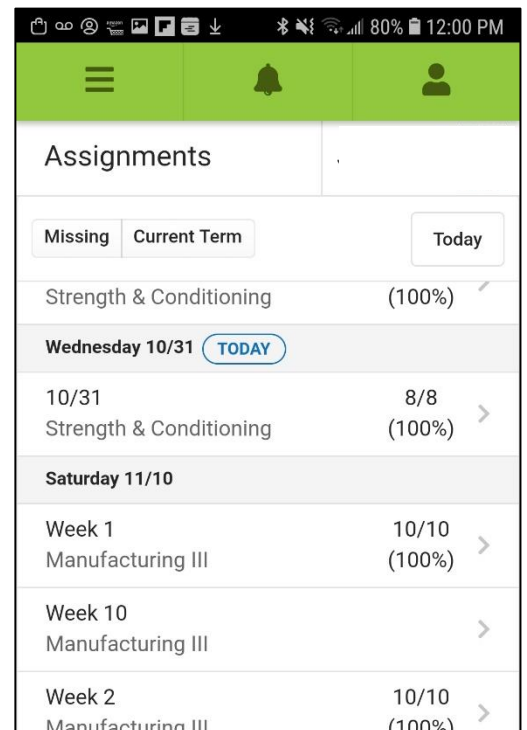
3. Login with the credentials provided to you by the district for your Parent Portal account.



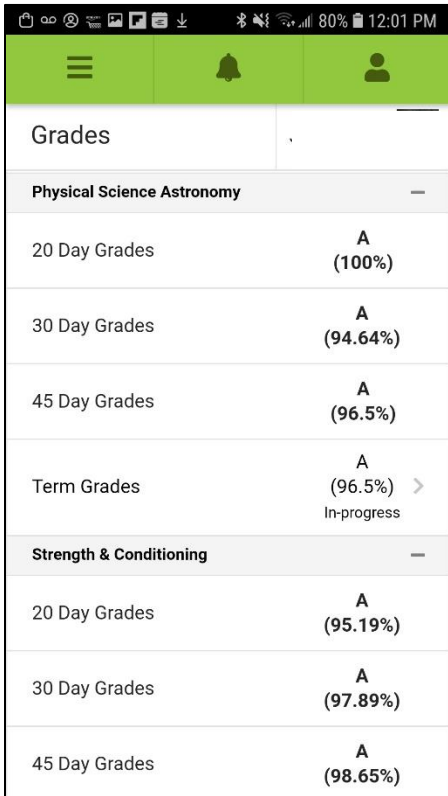
4. If important announcements have been sent to you from the district, they will appear in the **Announcements** tab. If you have received building messages or messages from teachers, they will be in the **Inbox** tab.



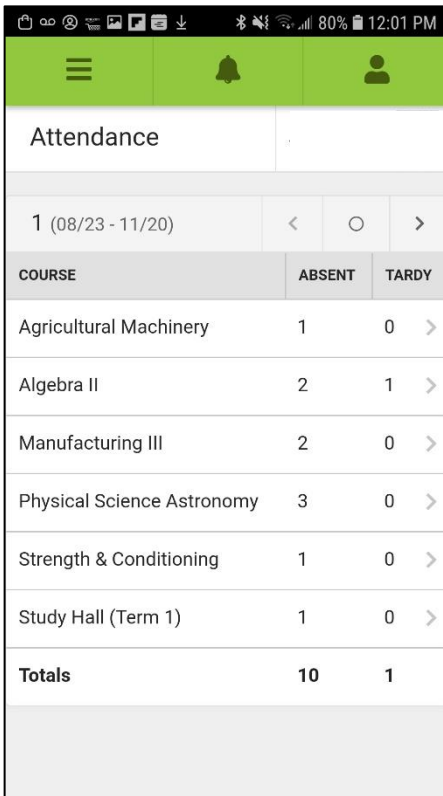
5. To view the Master Menu, click on the **3 horizontal bars** in the upper left corner.



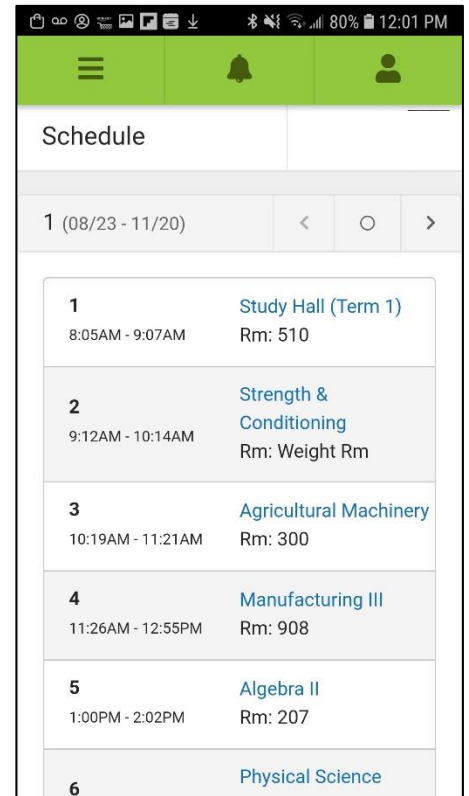
6. The **Assignments** view will show you upcoming assignments for courses. **Note:** the elementary buildings may not have many assignments in their grade books.



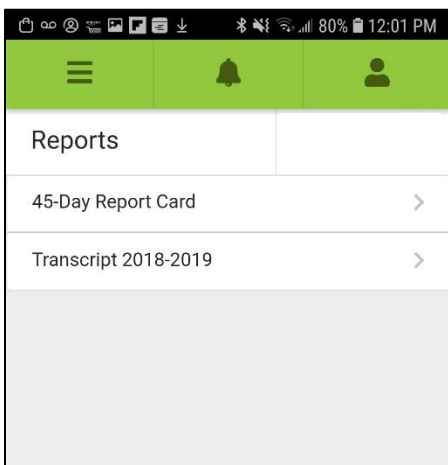
7. The **Grades** view will show you the grade your student is currently receiving.



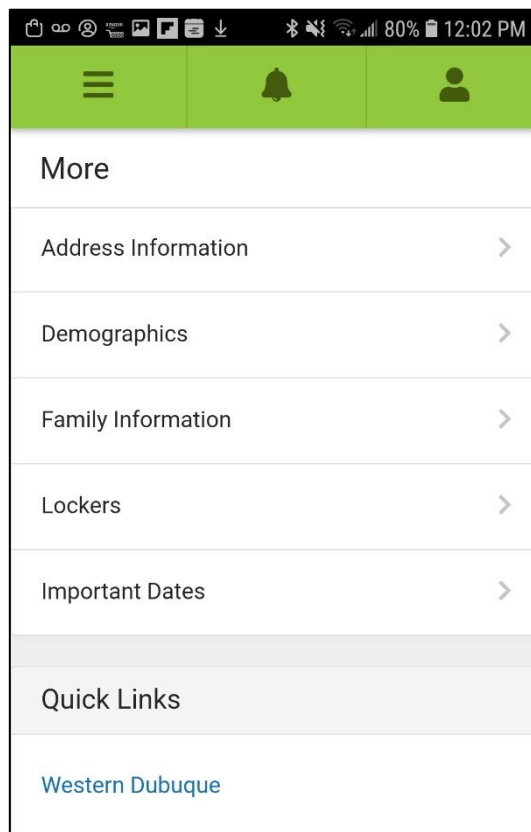
8. You can view your child's attendance in the **Attendance** view.



9. You can view your child's daily schedule in the **Schedule** view.



10. A variety of reports can be viewed in the **Reports** view. This is very useful for Report Cards and posted grades. You can view your child's course Transcript in this view, also.



11. In the **More** view, you can review and edit your address, demographics, and family information. Please use this view to keep your district account(s) up to date and current. This will greatly assist you when it is time to register your children in the Spring and Summer.