

Infinite Campus Reference Sheet

This document includes step-by-step instructions for accessing the Student Portal of Infinite Campus through Bardstown City Schools' homepage.

Step One - Go to the BCS web page at www.btown.k12.ky.us.

Step Two - While hovering over the "For Students" tab, select Student IC Portal.

Step Three - Select Log in to Campus Student.

Step Four - If student is logged into the device with their BCS account or is using a BCS chromebook, click "Login With Office 365". If student is NOT logged into the device with their BCS account, he/she will need to use their Student Username and Password that has been supplied by the district.

Step Five - Choose from the NINE tabs on the left of the screen. A brief description of of the most helpful tabs are below.

- **Assignments**- Includes a list of all assignments that have been recorded in Infinite Campus for the student. The list may be streamlined by selecting **Current Term** (view ONLY assignment for the current term) or **Missing** (view ONLY assignments that are missing).
- **Grades**- Grades are organized by Term for each class. Be sure the current Term is selected at the top of the screen. Select the arrow beside each average to see a breakdown of the percentage. Note that some eighth grade classes and all high school classes are located under Q4 Term. So, it might be necessary to view grades in two different windows.
- **Grade Book Updates**- Includes a list of recent updates to Infinite Campus.
- **Attendance**- Summary of tardies and absences.
- **Schedule**- Schedule organized by Terms (Q1, Q2, Q3, and Q4).