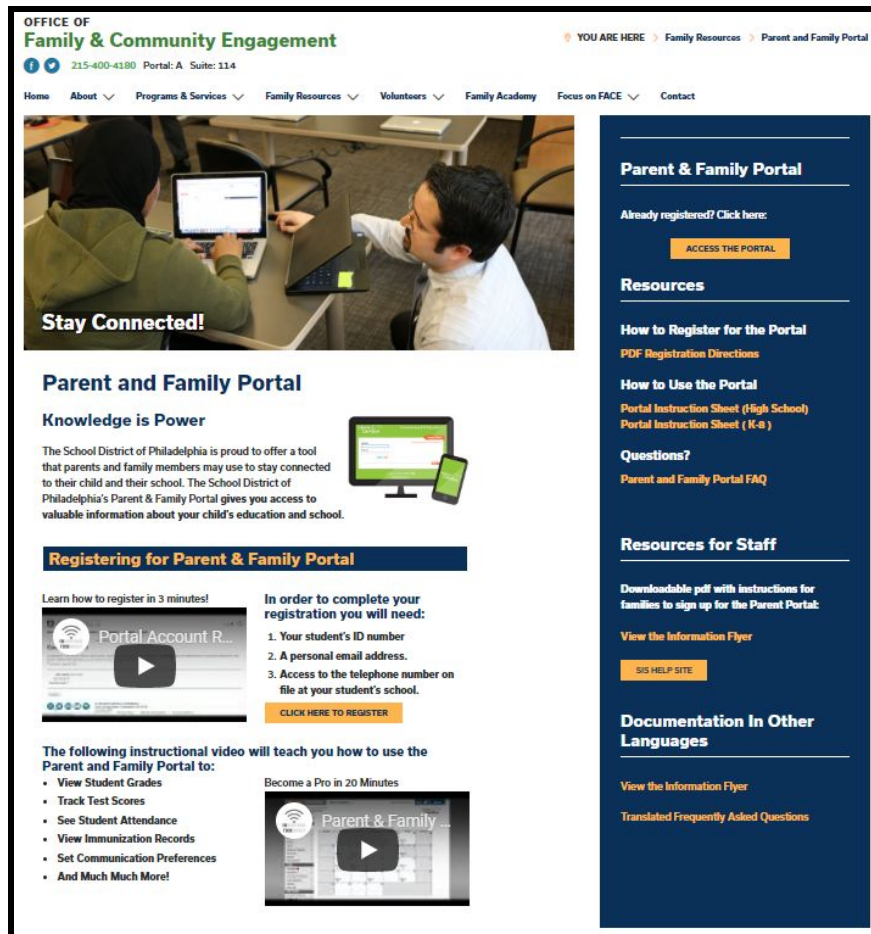


# Philadelphia SIS Project: Campus Parent

## Accessing Campus Parent

1. Using the Mozilla Firefox internet browser, navigate to <http://philasd.org/pfportal>. If you are registering for the first time, scroll down and click “Click Here to Register.” If you have already registered, click on Access the Portal on the right hand side of the screen. Select the button that says “Click Here to Access the Portal” on the right hand side of the screen.



2. Enter the parent's district Username and Password. Click **Login**.

### Enter your Username and Password

Username:

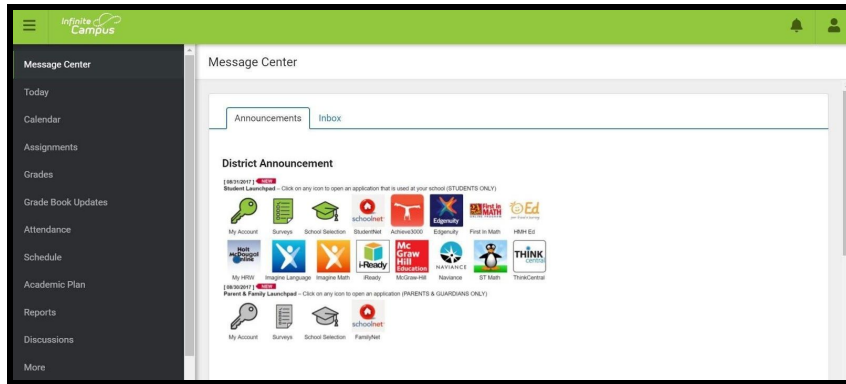
Password:

[Forgot Your Password?](#)

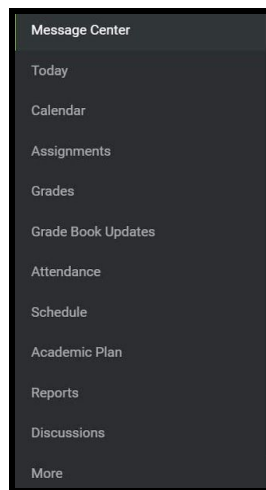
IT USE ONLY  
Requested Service:

## Viewing Information in Campus Parent

1. Once logged in, the Campus Parent home screen will be viewable. The home screen defaults to the Message Center. Here, users will be able to view Announcements and access their Campus Parent Inbox. Announcements can be categorized as either District Announcements or School Announcements. If a user has students in multiple schools, announcements from each individual school will appear on this screen.



2. A list of tools within Campus Parent will display on the left side of the screen. A description of each of these tools is included on the following page.



3. Users with multiple students can toggle between individual student records within each tool. A drop-down menu will display in the top right hand side of the screen. Expanding this menu will allow users to select which student's information they wish to view.



## **Tool Overview**

<b>Notification Settings</b>	<b>Page 6</b>
The Notifications Settings section will allow parents to select which topics they receive notifications for in Campus Parent.	
<b>Contact Preferences</b>	<b>Page 7</b>
The Contact Preferences tool will allow parents to update how they receive communication from their students' schools.	
<b>Language Settings</b>	<b>Page 9</b>
The Language section allows users to select the language for Campus Parent.	
<b>Message Center</b>	<b>Page 10</b>
The Message Center tool allows families to access the Parent & Family Launchpad, as well as read messages and announcements from school staff.	
<b>Today</b>	<b>Page 12</b>
The Today tool provides an overview of the student's day, including their schedule and assignments due today or tomorrow.	
<b>Calendar</b>	<b>Page 14</b>
The Calendar tool of Campus Parent allows users to view Assignment, Schedule and Attendance information for a student. It will display the selected month's calendar with all assignment due dates and attendance events marked on the appropriate days of that month, and includes weekly and daily views.	
<b>Assignments</b>	<b>Page 16</b>
The Assignments tool allows users to view assignments for the current day, current term, year or missing assignments, as well as due dates, scores and comments.	

**Grades**

**Page 17**

The Grades tool will show In-Progress averages for all courses for the current and future marking periods (terms) and posted report card grades for all previous terms. It will also display assignment grades, due dates, and comments posted by the teacher.

**Grade Book Updates**

**Page 18**

The Grade Book Updates tool lists all assignments that have been scored or updated in the last fourteen days.

**Attendance**

**Page 20**

The Attendance tool will show the attendance record for the student, including days the student was marked absent, tardy, or early release. It will also display whether these attendance events were excused or unexcused.

**Schedule**  
**22**

**Page**

The Schedule tool will show the courses that the student is taking for all four marking periods (terms).

**Reports**

**Page 24**

The Reports tool will display any available reports in Campus Parent.

**Address Information**

**Page 25**

The Address Information tool will allow parents to view their household data, as well as update their household phone number in the system.

**Demographics**

**Page 26**

The Demographics tool will display demographic and emergency contact information for the student.

**Family Information**

**Page 27**

The Family Information tool will display information regarding each of the student's family members, including names, contact information, and relationship to the student.

**Health**

**Page 28**

The Health tool will show the immunization record for the student.

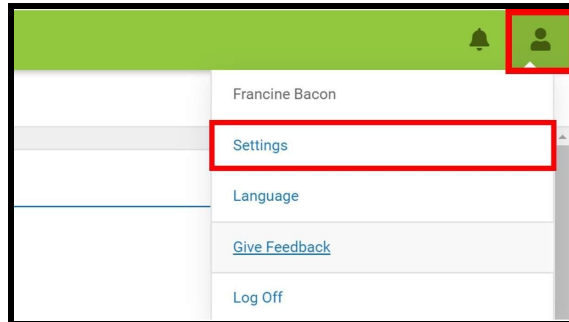
**Transportation**  
**29**

**Page**

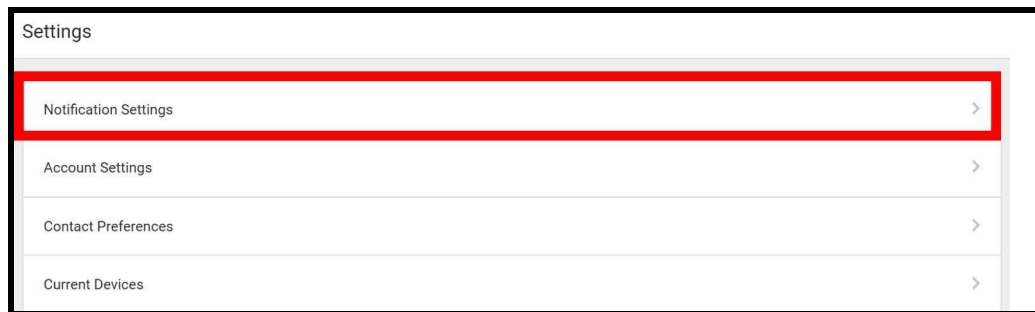
The Transportation tool will show the transportation record for the student.

## Updating Notification Settings in Campus Parent

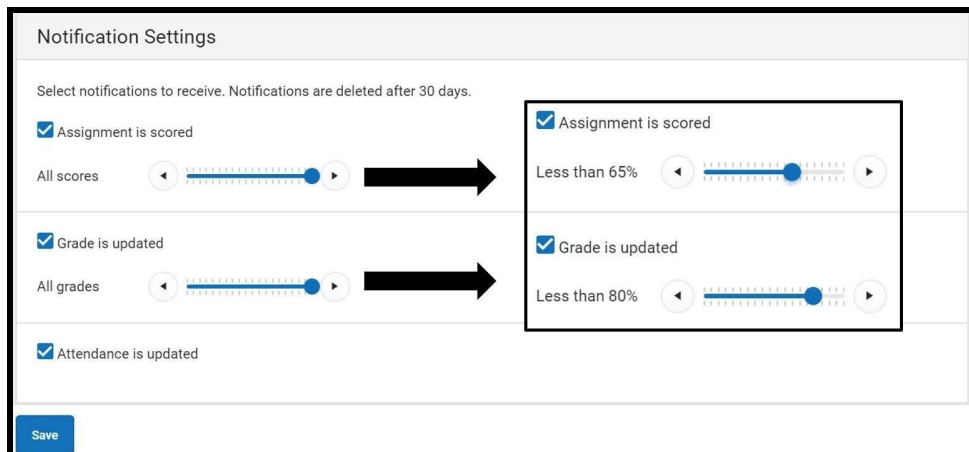
1. On the top right side of the screen, click on the person icon to access the **User Menu**, then click **Settings**.



2. Click on **Notification Settings**.



3. Select which notifications you would like to receive. Users can elect to receive all scores/grades when updated, or can use the sliding scale to adjust their notification threshold (for example, receive notifications for all assignments scored under 65%). Click **Save** when complete.

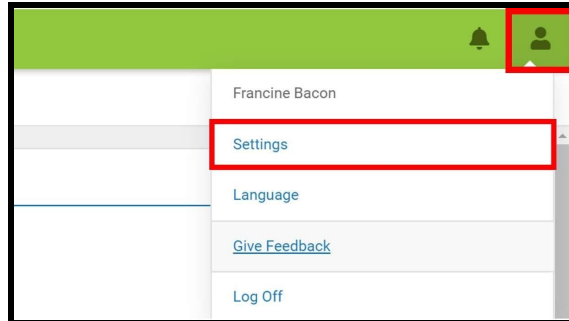


**Note:** Notifications will appear in the top right corner of the screen, next to the bell icon. Click on the bell icon to view notifications.



## Updating Contact Preferences in Campus Parent

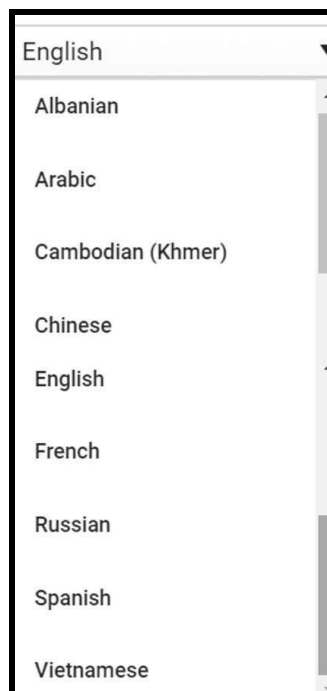
1. On the top right side of the screen, click on the person icon to access the **User Menu**, then click **Settings**.



2. Click on **Contact Preferences**.



3. Users can update their *Preferred Language* if school messages should be sent using a language besides English. Users can select the appropriate language from the drop-down menu.



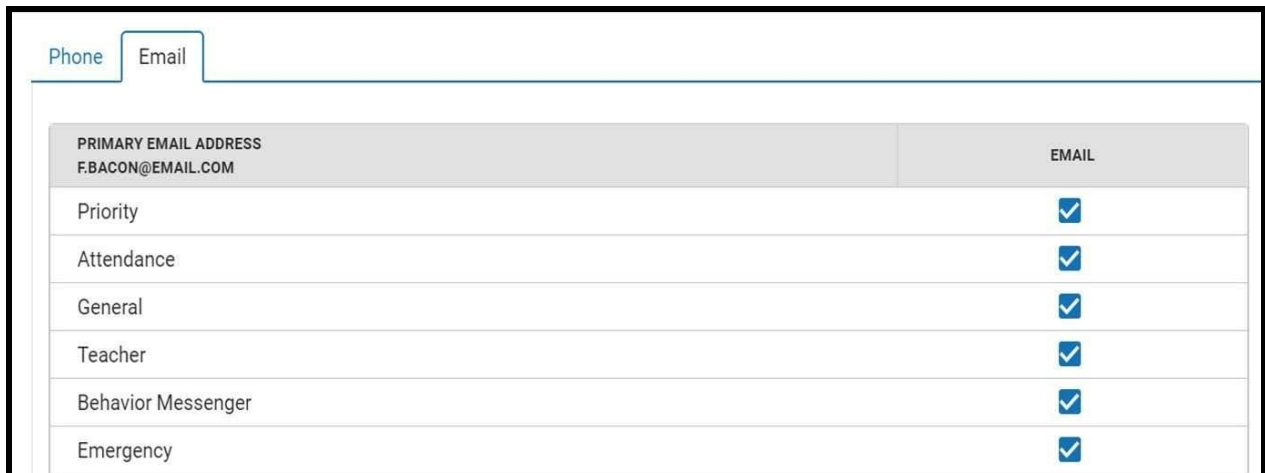
4. *Phone Preferences*: Users will be able to update which messages to receive from the school and how they prefer to receive them by checking the appropriate boxes for each phone number tied to their account.



The screenshot shows a user interface for managing phone preferences. At the top, there are two tabs: 'Phone' and 'Email'. The 'Phone' tab is active. Below the tabs, there is a table with a header row for 'BACON HOUSEHOLD PHONE (555)123-1234' and a sub-header 'VOICE'. The table lists five categories with checkboxes:

BACON HOUSEHOLD PHONE (555)123-1234	VOICE
Priority	<input checked="" type="checkbox"/>
Attendance	<input type="checkbox"/>
General	<input checked="" type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>

5. *Email Preferences*: Users will be able to update which messages to receive from the school and how they prefer to receive them by checking the appropriate boxes for each phone number tied to their account.



The screenshot shows a user interface for managing email preferences. At the top, there are two tabs: 'Phone' and 'Email'. The 'Email' tab is active. Below the tabs, there is a table with a header row for 'PRIMARY EMAIL ADDRESS FBACON@EMAIL.COM' and a sub-header 'EMAIL'. The table lists six categories with checkboxes:

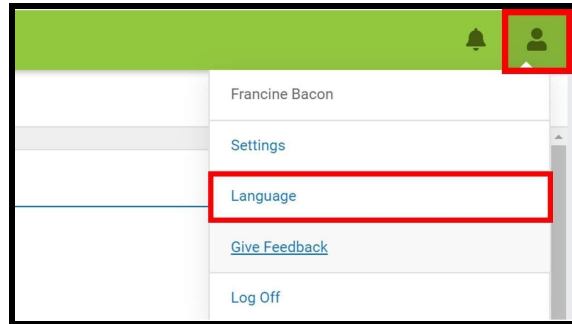
PRIMARY EMAIL ADDRESS FBACON@EMAIL.COM	EMAIL
Priority	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>
Teacher	<input checked="" type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>

6. When all of the desired updates have been made, click **Save**.

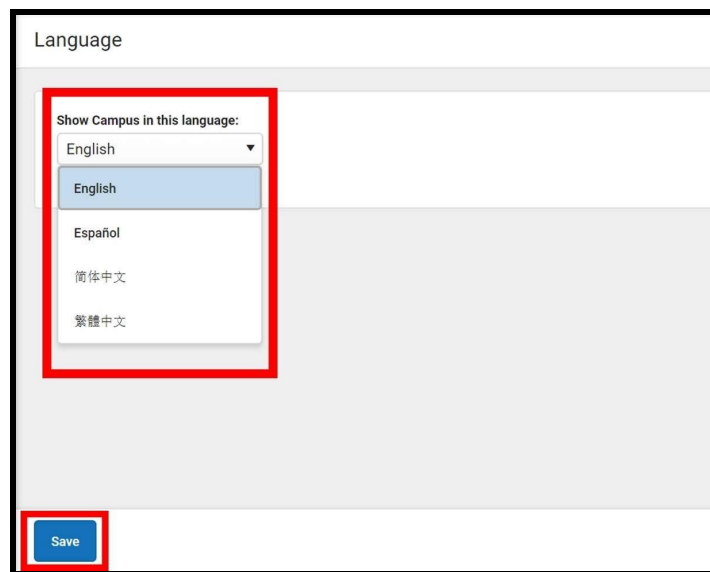


## Changing the Language Setting in Campus Parent

1. On the top right side of the screen, click on the person icon to access the **User Menu**, then click **Language**.



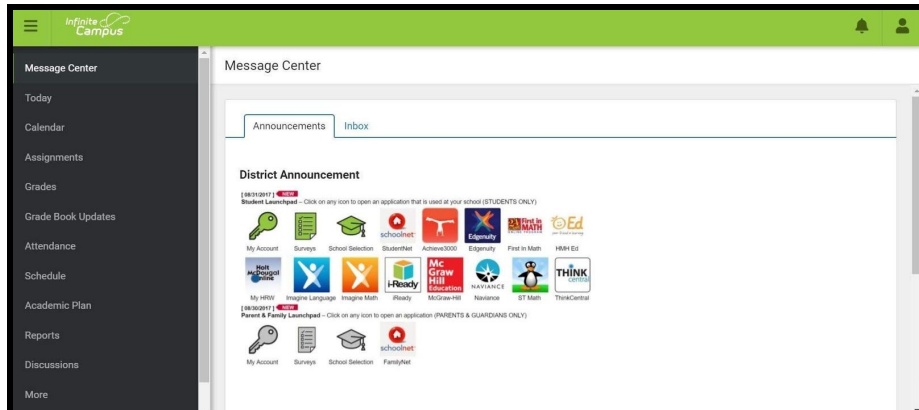
2. Use the drop-down menu to select which language to view Campus Parent. When your selection is finalized, click **Save**.



3. Information in Campus Parent will now display in the selected language.

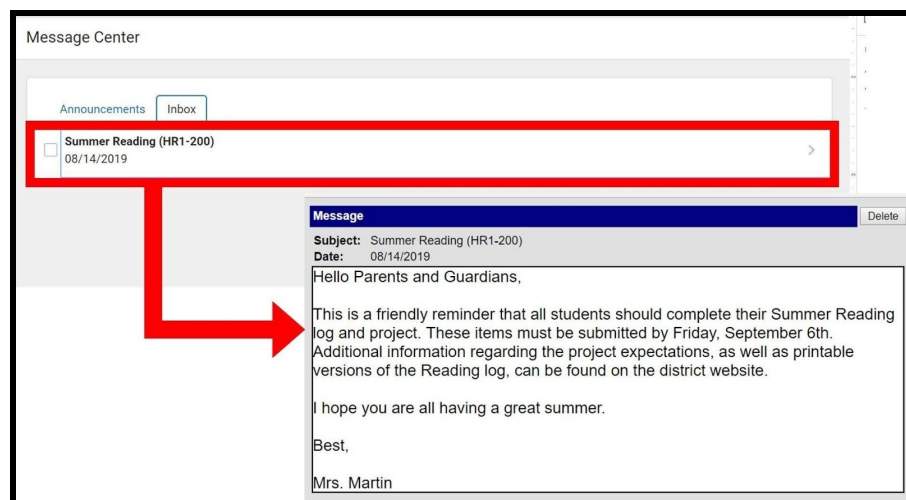
## Viewing Information in the Message Center

1. From the left hand side of the screen, click on **Message Center**.
2. Here, users will be able to view Announcements and access their Campus Parent Inbox. In the **Announcements tab**, you can view either District Announcements or School Announcements. Student and Family Launchpad icons will appear in the District announcement section.

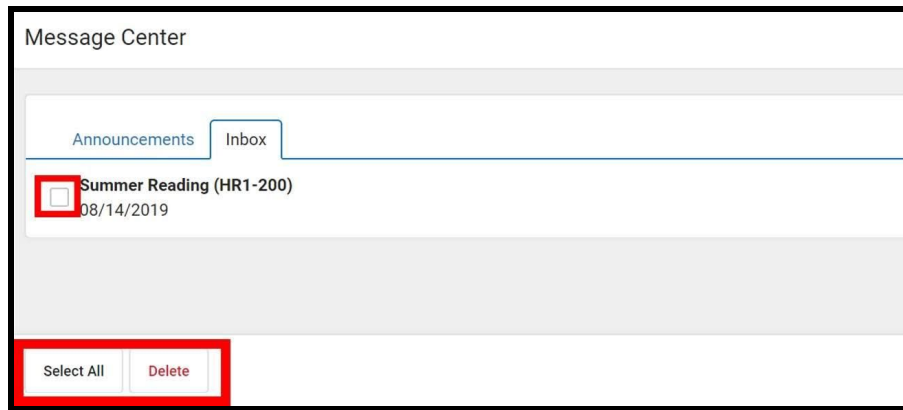


**Note:** *If a user has students in multiple schools, announcements from each individual school will appear on this screen.*

3. Click on the **Inbox tab** to view messages sent directly to the parent or guardian from a teacher. To read a message, click on the message name.



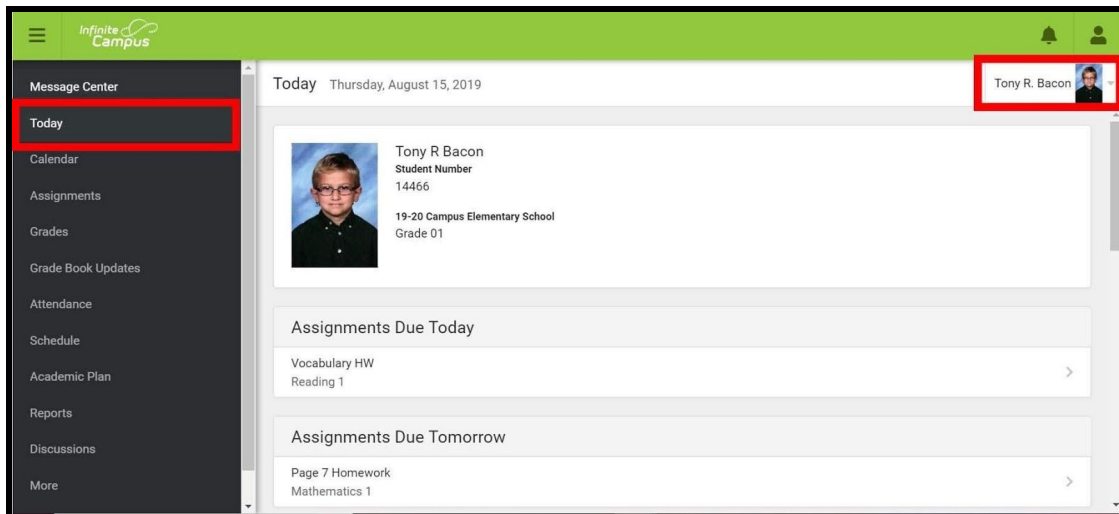
- Users can delete messages from their Inbox by clicking on the check box before the message name to select that message, then clicking **Delete**. Users can delete all messages by clicking **Select All**, then **Delete**.



## Using the Today tool in Campus Parent

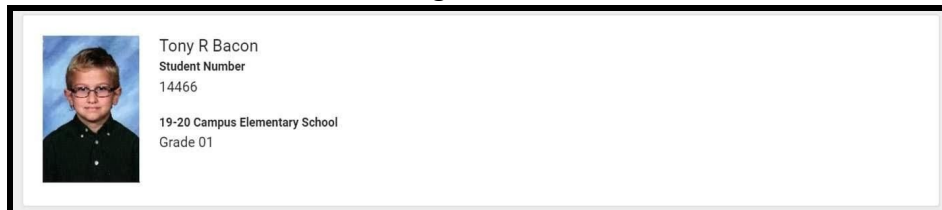
The Today tool provides an overview of the student's day, including their schedule and assignments due today or tomorrow.

1. On the left hand side of the screen, click on **Today**.



**Note:** Users can use the drop down menu in the top right hand side of the screen to select which student's information they'd like to view.

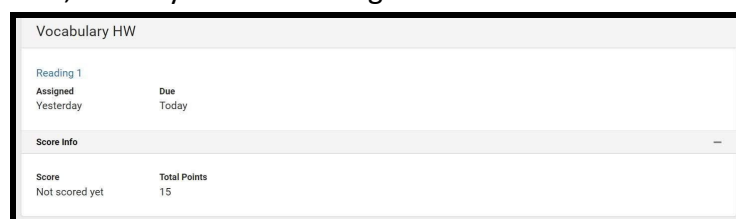
2. The first section of this screen will include identifying student information, including name, student number, school location and grade.



3. The next section, *Assignments Due Today*, lists all assignments due on the current date.



4. Clicking on an assignment will give you more information about the date it was assigned, the date it is due, and any related scoring information.



5. The next section is the *Assignments Due Tomorrow* section. Here, you can view a list of all assignments due on the following day.

Assignments Due Tomorrow

---

Page 7 Homework  
Mathematics 1 >

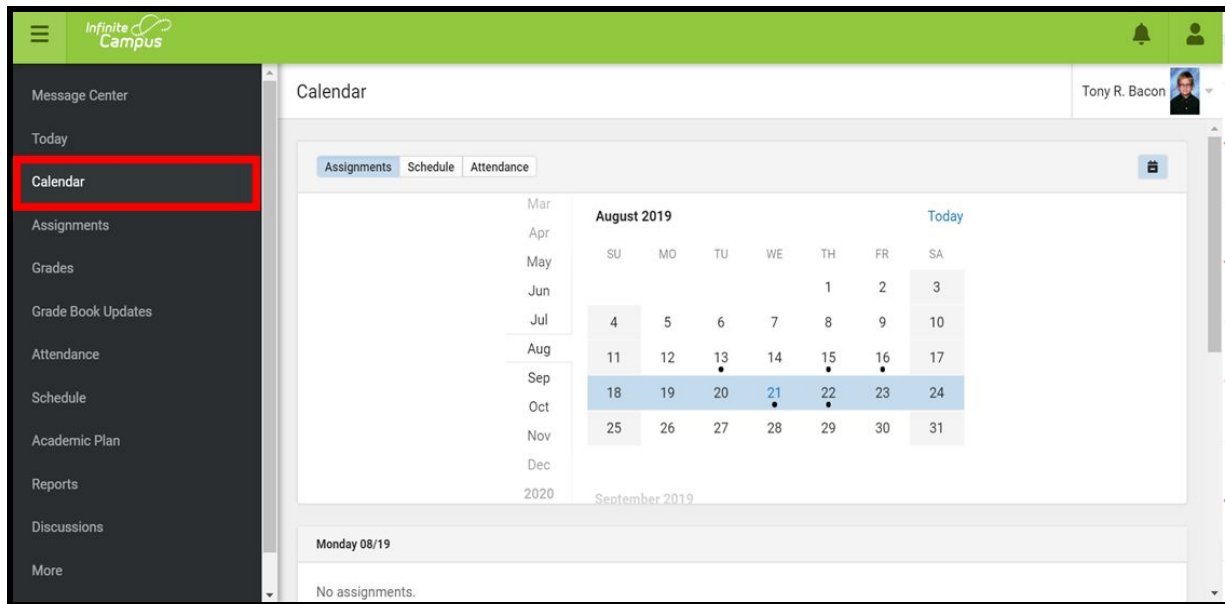
6. The last section on this page shows the student's schedule for the day. Above the schedule you can view the current Marking Period (MP) as well as the start and end dates for that term.

MP1 (07/01 - 10/28)		
<b>AM</b>	Homeroom01 8:00 AM - 11:00 AM	Martin, Janet Rm: 200 Start: 07/08/2019
<b>PM</b>	Homeroom01 11:00 AM - 3:00 PM	Martin, Janet Rm: 200 Start: 07/08/2019
<b>Class</b>	Reading 1	Martin, Janet Rm: 200 Start: 07/08/2019
<b>Class</b>	Writing 1	Martin, Janet Rm: 200 Start: 07/08/2019
<b>Class</b>	Social Studies 1	Martin, Janet Rm: 200 Start: 07/08/2019
<b>Class</b>	Mathematics 1	Martin, Janet Rm: 200 Start: 07/08/2019
<b>Class</b>	Science 1	Martin, Janet Rm: 200 Start: 07/08/2019
<b>Class</b>	Health 1	Martin, Janet Rm: 200 Start: 07/08/2019
<b>Class</b>	Visual Art 1	Martin, Janet Rm: 200 Start: 07/08/2019

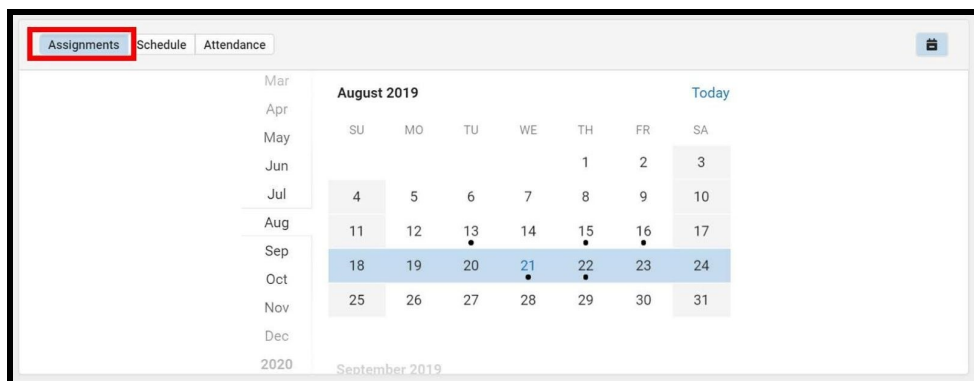
## **Viewing the Calendar Tool in Campus Parent**


The Calendar tool allows users to view Assignment, Schedule and Attendance information for a student. It will display the selected month's calendar with all assignment due dates and attendance events marked on the appropriate days of that month, and includes weekly and daily views.

1. On the left hand side of the screen, click on **Calendar**. This will bring the user to the calendar view. The calendar will appear as a monthly, at-a-glance overview. Any date on the calendar that has information will be identified with a bullet point.



2. Users can select to view assignment information, attendance information, or a schedule view for a specific day. To view assignment information, click on **Assignments**.

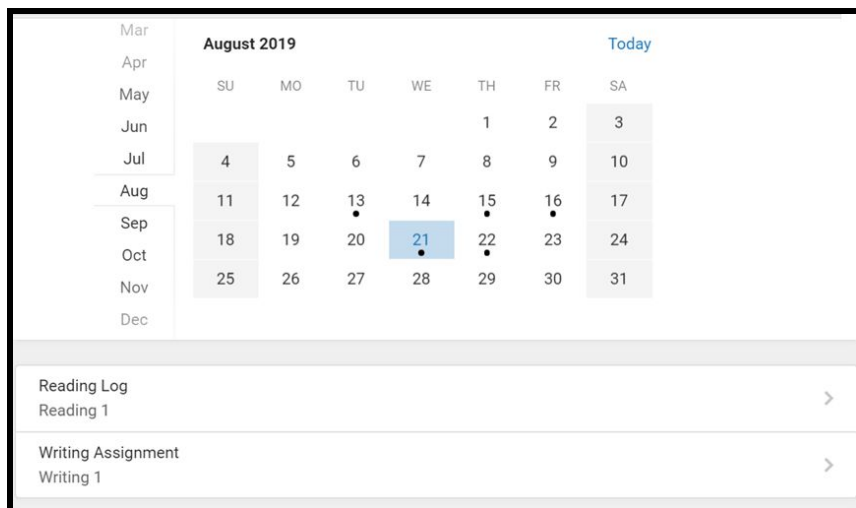


**Note:** Clicking on “Today” will only display selected data for the current day. Clicking on the calendar icon  will toggle the data between a weekly and daily view.

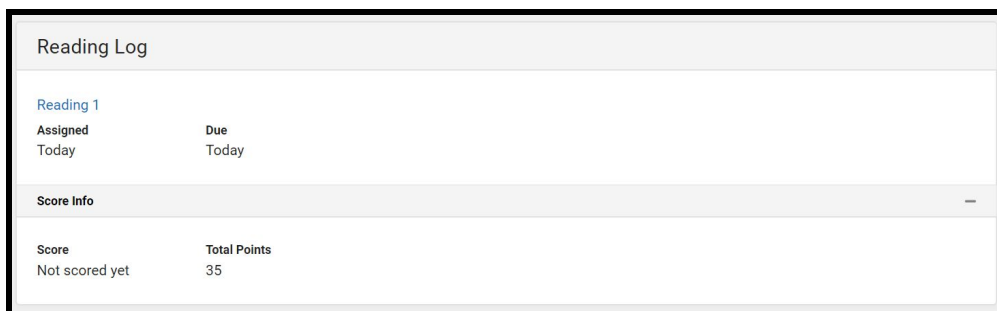
- The calendar will show the current month. To navigate to a different month, scroll to click on the desired month.



- Click on any date that appears with a bullet point to view assignment information for that date. The assignments will appear below the calendar.



- Click on an assignment to get additional information.

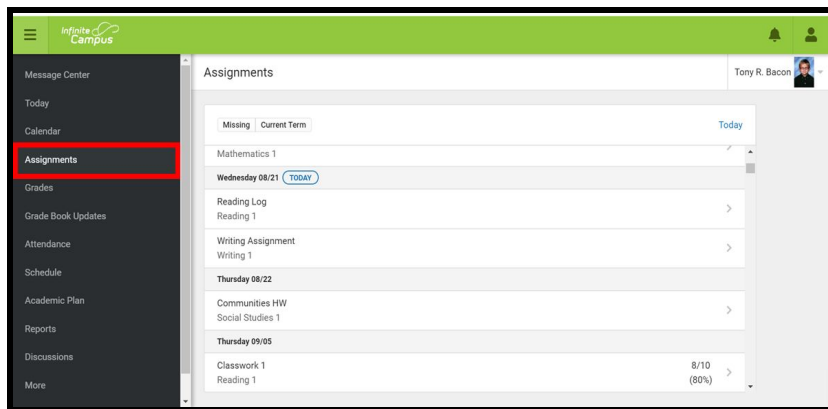


- Repeat this process to view attendance information or schedule information by clicking on *Attendance* or *Schedule* above the calendar.

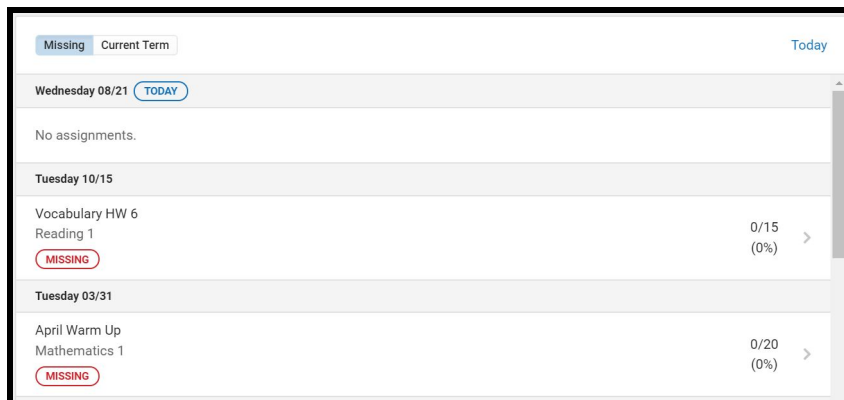
## **Viewing Assignments in Campus Parent**

*The Assignments Tool allows users to view all assignments, and filter assignments to view: missing assignments, assignments for the current term, or only assignments for the current day. Parents/guardians can also view score information and comments for individual assignments.*

1. On the left hand side of the screen, click on **Assignments**. This will bring you to the Assignments screen.



2. The Assignments list will default to show all assignments that have been recorded in their teacher's grade book. This includes both graded and not yet graded assignments. It may also include future assignments, if those have been entered into the grade book.
3. Users can apply filters by clicking on either *Missing*, *Current Term*, or *Today* to view assignments which fall into those categories.



*In this image, the Missing assignment filter has been applied, to only show a list of missing assignments.*

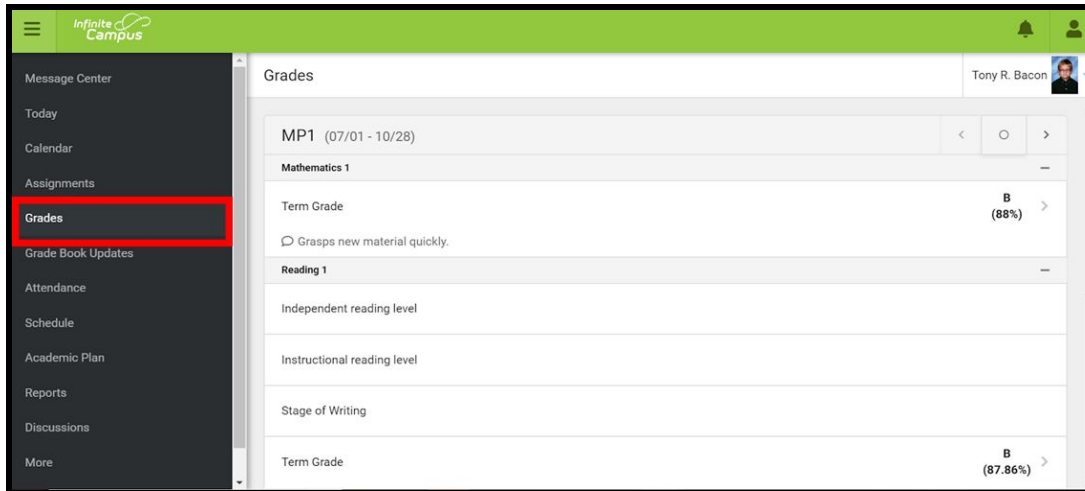
4. Users can click on an assignment name to view more information for that particular assignment.



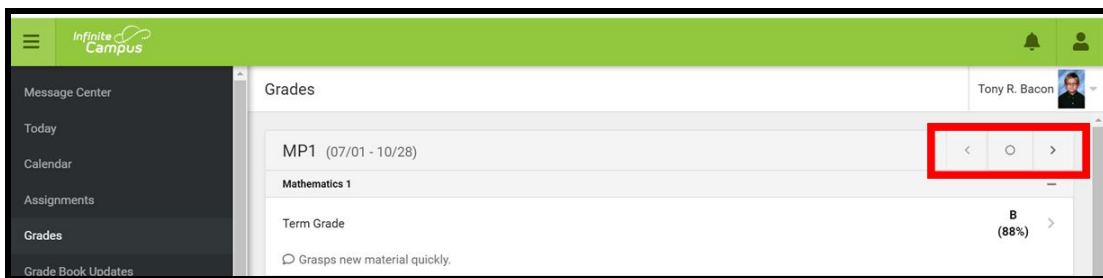
## Accessing Grades in Campus Parent

The Grades tool will show In-Progress averages for all courses for the current and future marking periods (terms) and posted report card grades for all previous terms. It will also display assignment grades, due dates, and comments posted by the teacher.

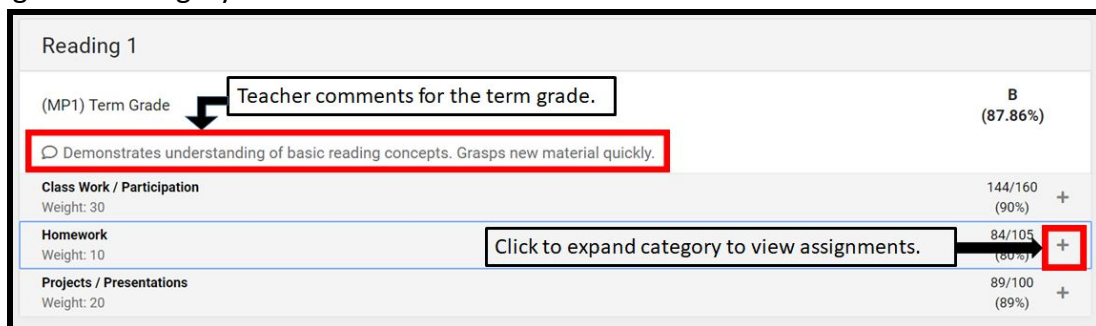
1. On the left hand side of the screen, click on **Grades**. This will bring you to the Grades screen.



2. The screen will default to the current marking period. Use the arrows to navigate to previous or future marking periods, if desired. To return to the current marking period, click the circle.



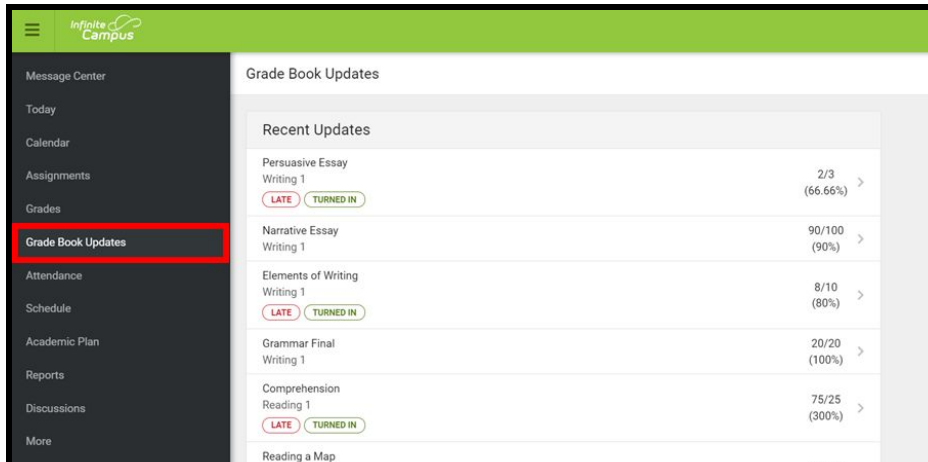
3. Clicking on any of the Term Grades will bring you to a listing of all assignments for that course which have been included in that grade. Each assignment is organized by the assignment category.



## Viewing Grade Book Updates

The Grade Book Updates section lists all assignments that have been scored or updated in the last fourteen days.

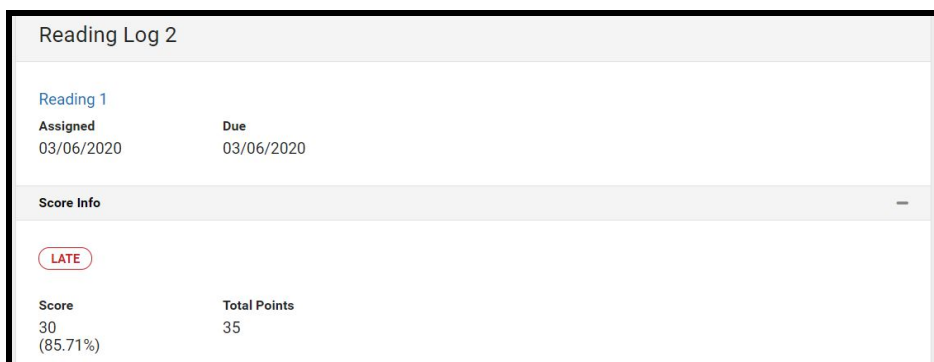
1. On the left hand side of the screen, click on **Grade Book Updates**. This will bring you to the Grade Book Updates screen.



2. The screen will list recently updated assignments, including scores, percentages and comments, if indicated by the teacher.



3. Clicking on any assignment will provide additional information.



4. Clicking on the [blue](#) assignment name (in the above image, [Reading 1](#)) will provide users with additional course information, including a link to email the teacher for that course. This screen will also display any relevant upcoming assignments for that course.

Reading 1

---

**Teacher Information**  
Martin, Janet  
[jmartin@email.com](mailto:jmartin@email.com)

**Course - Section Number**  
X0100.1Y - 200

**Period**  
Class

**Room**  
200

**Team**  
200

---

Upcoming Assignments

Thursday 09/05

Classwork 1	8/10	>
Reading 1	(80%)	>

## **Accessing Attendance Data in Campus Parent**

The Attendance tool will show the attendance record for the student, including days the student was marked absent, tardy, or early release. It will also display whether these attendance events were excused or unexcused.

1. On the left hand side of the screen, click on **Attendance**. This will bring you to the Attendance screen.

The screenshot shows the Infinite Campus interface. On the left, a navigation menu lists various features, with 'Attendance' highlighted in a red box. The main area is titled 'Attendance' and contains instructions for viewing the student's record. Below the instructions is a table showing attendance data for the period MP1 (07/01 - 10/28). The table has columns for 'COURSE', 'ABSENT', 'TARDY', and 'EARLY RELEASE'. The data row shows 'Homeroom01' with 6 absences, 1 tardy, and 1 early release. A 'Totals' row at the bottom shows 6 absences, 1 tardy, and 1 early release. Navigation buttons for 'Previous', 'Current', and 'Next' are also visible.

COURSE	ABSENT	TARDY	EARLY RELEASE
Homeroom01	6	1	1
<b>Totals</b>	<b>6</b>	<b>1</b>	<b>1</b>

2. The Attendance Tool description includes a link for absence excuse note templates in multiple languages. The options for these templates are included below.

- [Absence Excuse Notes - English](#)
- [Absence Excuse Notes - Albanian](#)
- [Absence Excuse Notes - Arabic](#)
- [Absence Excuse Notes - Chinese](#)
- [Absence Excuse Notes - French](#)
- [Absence Excuse Notes - Khmer](#)
- [Absence Excuse Notes - Russian](#)
- [Absence Excuse Notes - Spanish](#)
- [Absence Excuse Notes - Vietnamese](#)

3. Users can view attendance events by marking period. The Summary table includes a count of each absent, tardy and early release included on their record by course. Totals are calculated for each column in the final row.

MP1 (07/01 - 10/28)			
COURSE	ABSENT	TARDY	EARLY RELEASE
Homeroom01	6	1	1
<b>Totals</b>	<b>6</b>	<b>1</b>	<b>1</b>

4. Clicking on a course will provide greater detail regarding the absence record associated with that class.

Homeroom01			
	ABSENT	TARDY	EARLY RELEASE
Excused	2	0	1
Unexcused	4	1	0
Exempt	0	0	0
Unknown	0	0	0

Absences	
Friday 09/13/2019 Illness	EXCUSED
Friday 09/13/2019 Illness	EXCUSED
Friday 08/30/2019 Unexcused Absence	UNEXCUSED
Friday 08/30/2019 Unexcused Absence	UNEXCUSED
Monday 07/15/2019 Unexcused Absence	UNEXCUSED
Monday 07/15/2019 Unexcused Absence	UNEXCUSED

Tardies	
Thursday 09/26/2019 Unexcused Lateness	UNEXCUSED

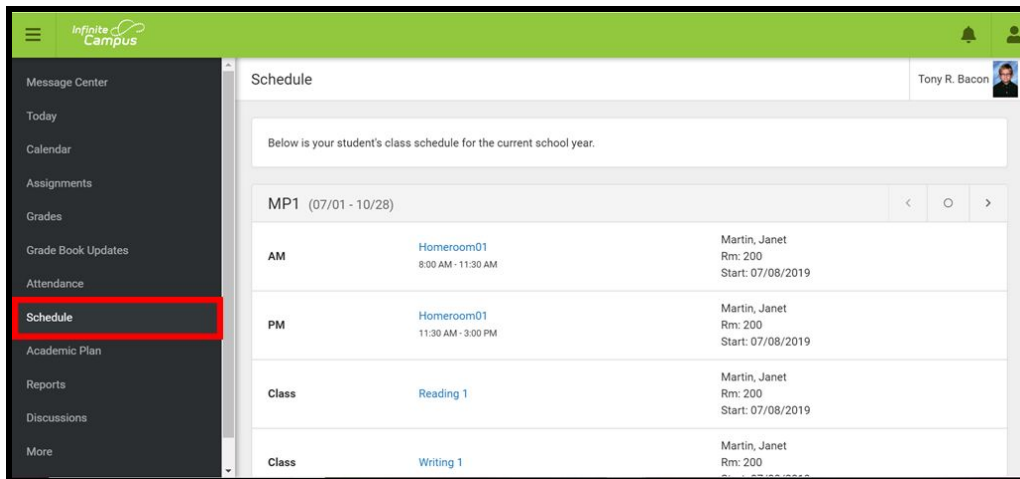
Early Releases	
Monday 08/26/2019 Excused Early Dismissal	EXCUSED

**Note:** Questions or concerns regarding a student's attendance record should be directed to the school.

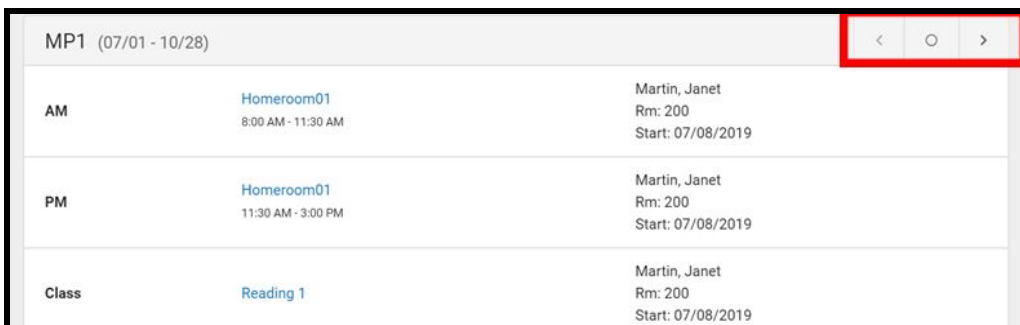
## Viewing a Schedule in Campus Parent

The Schedule tool will show the courses that the student is taking for all four marking periods (terms).

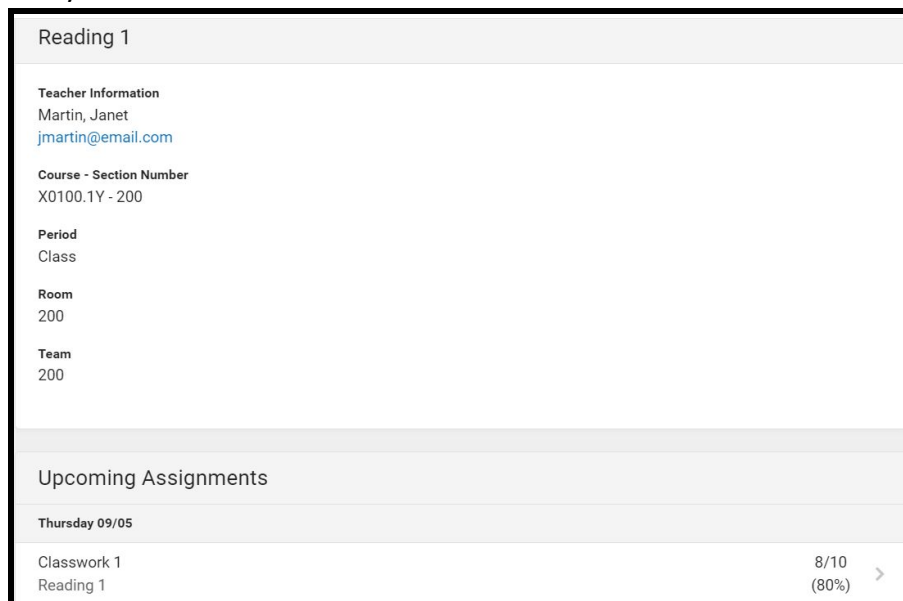
1. On the left hand side of the screen, click on **Schedule**. This will bring you to the Schedule screen.



2. Users can view the schedule by marking period. Use the arrows to navigate between marking periods. Click on the circle to return to the current marking period.



3. Click on any course name to view additional information for that course.

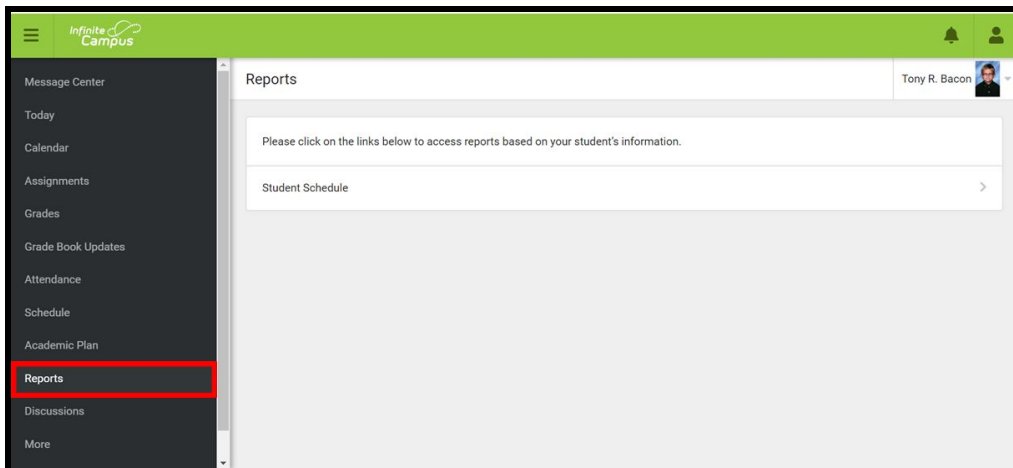


**Academic Plan**

*The academic plan tool is utilized for high school students during the course selection window. This feature is not enabled for K8 schools.*

## **Accessing Reports in Campus Parent**

1. On the left hand side of the screen, click on Reports. This will bring you to the Reports screen. Currently, the only available Report is a printable version of your student's schedule. Click Student Schedule to view a printable version of the schedule for the selected student.

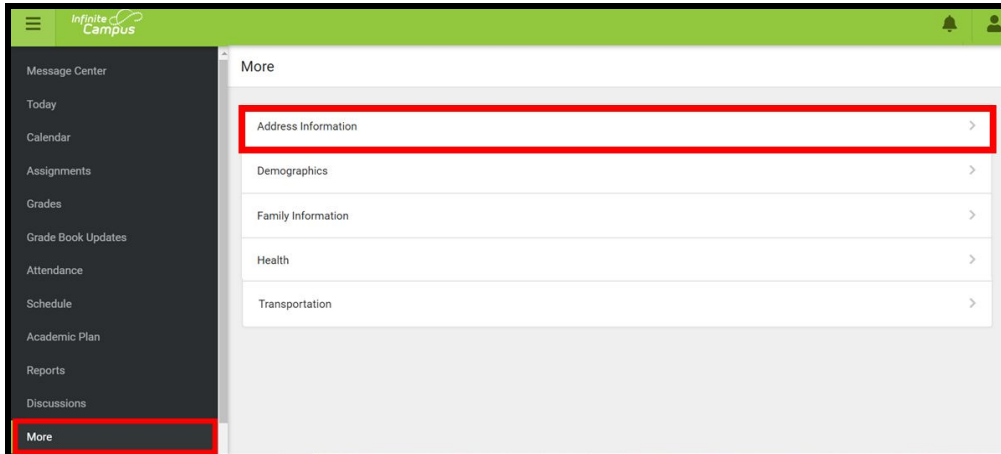




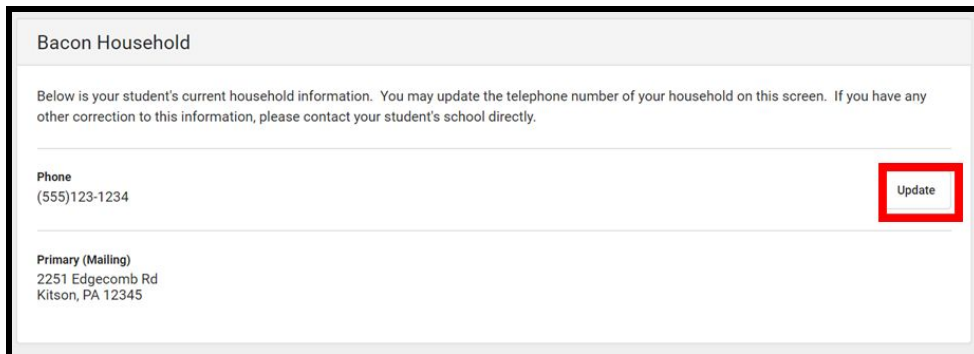
## **Viewing Address Information**

The Address Information tool allows users to view their Household data in the Student Information System, as well as update their Household phone number through Campus Parent.

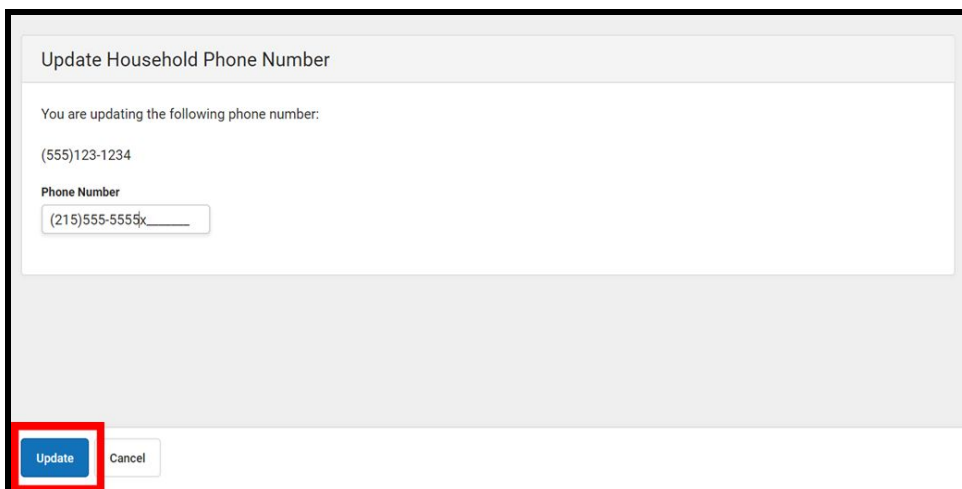
1. On the left hand side of the screen, click **More**. Then click **Address Information**.



2. Here, you can view Household information for the student. Users can update the telephone number of the household on this screen. If there is any other information on this screen that needs updating, contact your student's school directly. To update a Household phone number, click **Update**.



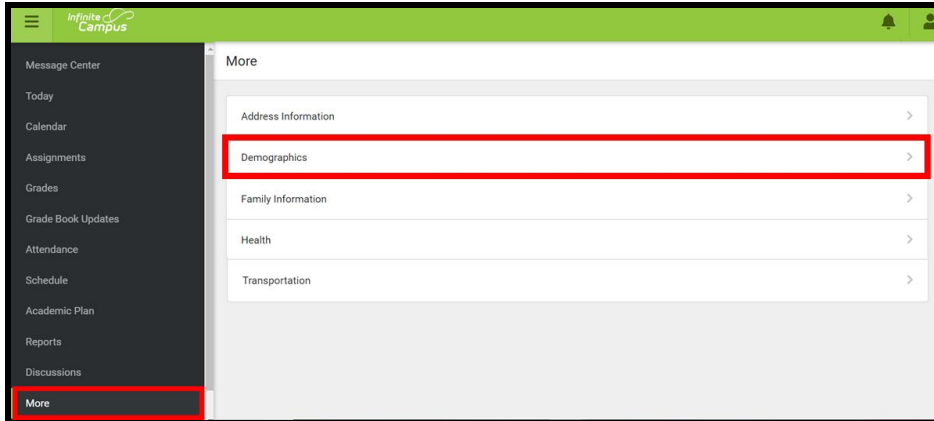
3. After updating the Household Phone Number, click **Update**.



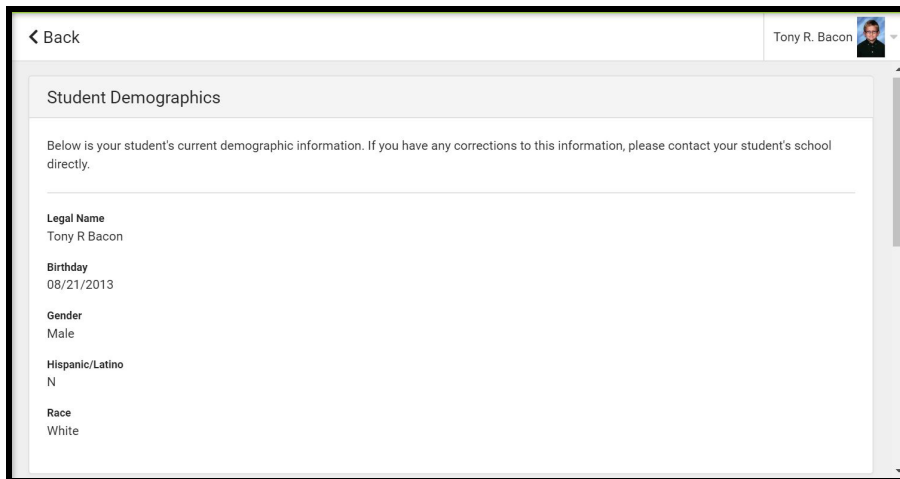
## Viewing Demographic Information

The Demographics tool will display demographic and emergency contact information for the student.

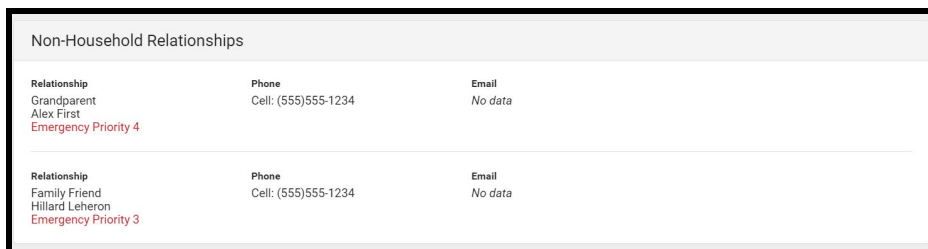
1. On the left hand side of the screen, click **More**. Then, click **Demographics**.



2. The first section of this screen includes demographic information for the selected student. If any information needs to be corrected, contact your student's school directly.



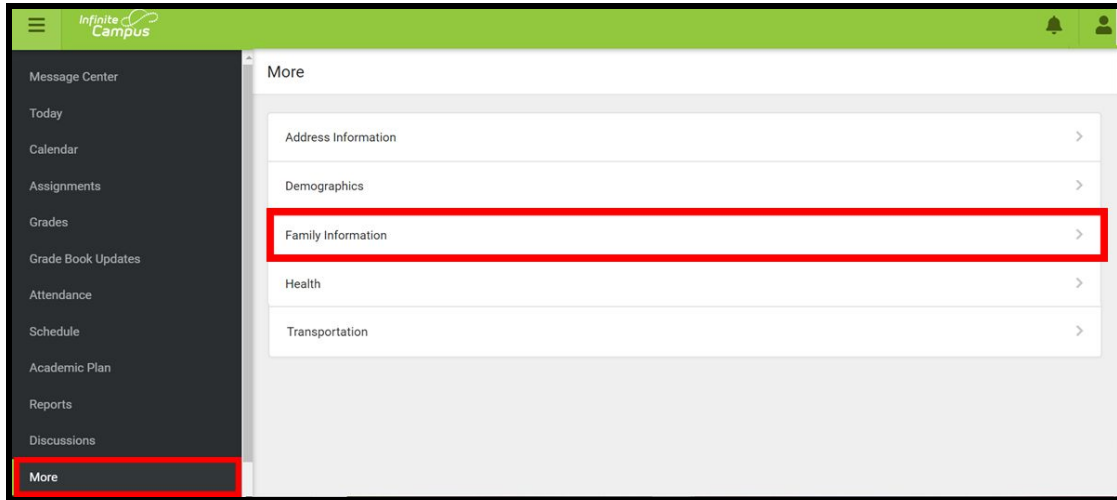
3. The second section of this screen contains information for your student's identified emergency contacts, known in the system as Non-Household relationships. If any of this information needs to be corrected, contact your student's school directly.



## **Viewing Family Information in Campus Parent**

*The Family Information tool will display information for each individual in the Household, including names, contact information, and the identified relationship to the student.*

1. On the left hand side of the screen, click on **More**. Then, click on **Family Information**.



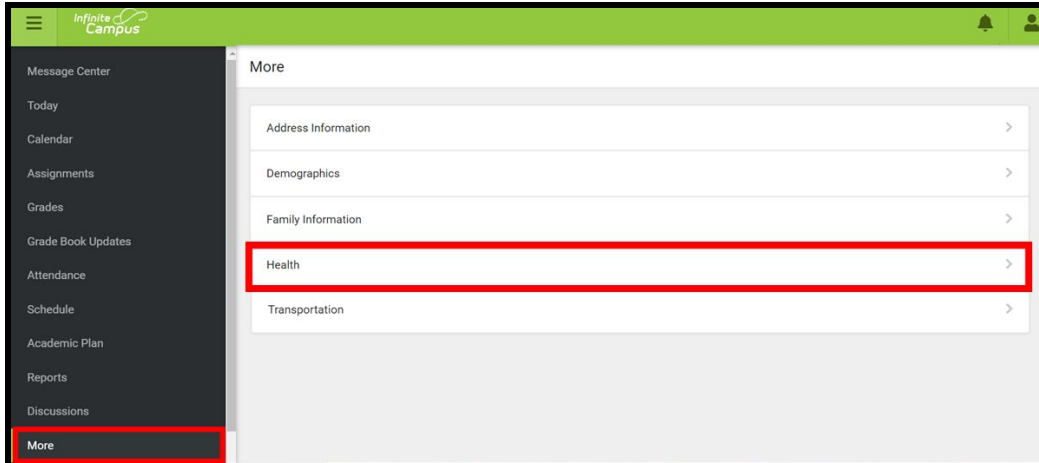
2. On the Family Information screen, you can view your student's current family and relationship information. If you have multiple students, they are all included on this page with their own unique section. If any corrections need to be made to this information, contact the school directly.

Bacon Information		
Below is your student's current family and relationship information. If you have any corrections to this information, please contact your student's school directly.		
<b>Edward S Bacon</b>		
<b>Contact Information</b>		
<b>Phone</b> Cell: (555)555-1234	<b>Email</b> E.Arthur@Kitson.org	
<b>Relationships</b>		
<b>Relationship</b> Mother Francine Bacon (Guardian) Emergency Priority 1	<b>Phone</b> Cell: (555)555-1234 Work: (555)555-555x1234 Other: (555)555-6789	<b>Email</b> F.Bacon@email.com
<b>Relationship</b> Father James Bacon (Guardian) Emergency Priority 2	<b>Phone</b> Cell: (555)555-1234 Work: (555)555-1234 Other: (555)555-6789	<b>Email</b> C.Bacon@email.com
<b>Relationship</b> Sibling Tony R Bacon	<b>Phone</b> Cell: (555)555-1234	<b>Email</b> TBacon@Kitson.org
<b>Relationship</b> Sibling Aya Bacon	<b>Phone</b> No data	<b>Email</b> No data

## Viewing Health Information in Campus Parent

The Health Tool will show the immunization record for that student.

1. On the left hand side of the screen, click on **More**. Then, click on **Health**.



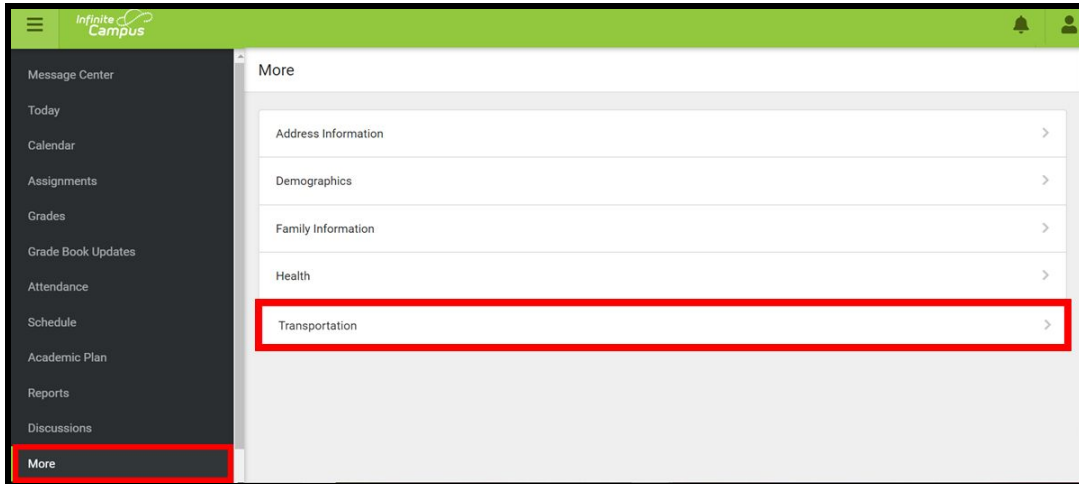
2. This will bring you to the Health screen. On this screen you can view your student's immunization record.

Immunizations		
VACCINE	COMPLIANCE STATUS	DOSES
Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	COMPLIANT	07/13/2006 09/22/2006 12/15/2006 09/27/2007 01/14/2011 08/09/2016
Hepatitis B [Hep B]	COMPLIANT	05/18/2006 07/13/2006 12/15/2006
Measles-Mumps Rubella [MMR]	COMPLIANT	05/18/2007 05/21/2010
Meningococcal	COMPLIANT	09/15/2017
Polio [IPV, OPV]	COMPLIANT	07/13/2006 09/22/2006 12/15/2006 01/14/2011
Tetanus, Diphtheria and Acellular Pertussis [Tdap]	COMPLIANT	05/11/2017
Varicella	COMPLIANT	05/18/2007

## Viewing Transportation Information in Campus Parent

The Transportation Tool will show the student's transportation record.

1. On the left side of the screen, click on **More**. Then, click on **Transportation**.



2. Here, you can view the student's transportation details. A description of the information included on the Transportation section will appear at the top. The student's current method of transportation will be displayed. District Transportation services include: *Vehicle (Bus/Cab)*, *Transpass*, or *Ineligible (No Service Assigned)*.

### Transportation

**Transportation Definitions**  
**In Bus:** Type of transportation assigned. Possible options are:

- Vehicle (for example, bus)
- Transpass
- Ineligible (Indicates the student is not eligible for transportation)

**In Time:** The time the student is picked up by the vehicle  
**In Bus Stop:** The location where the student is picked up by the vehicle (e.g. 3rd and Main)  
**Route Number:** Route name/number of vehicle (e.g. Route 2446 AM)  
**Depot:** Company or garage providing the vehicle route (e.g. Passyunk Garage)

If you have any questions regarding transportation service, please contact the Office of Transportation. See contact information below.

## Viewing Vehicle Information

1. If a student's method of transportation is a **Vehicle (Cab/Bus)**, the Campus Parent will display the Route information under **Bus Detail**. Blank fields are not being used at this time.

Bus Detail	
In Bus: Vehicle	Out Bus:
In Time: 07:39 AM	Out Time:
In Bus Stop: 409 BYBERRY RD	Out Bus Stop:
Late Bus:	Miles Transported:

- The **Other Transportation Information** section will show the *Route Number* and *Depot* (Garage Name).

Other Transportation Information	
Route Number: 0965 AM	Depot: YELLOWBIRD0827
Contact Phone: 215-400-4350	Contact Email: <a href="mailto:transoperations@philasd.org">transoperations@philasd.org</a>

**NOTE:** Any changes made to a student's method of transportation in the Compass Transportation System will be reflected in the Parent & Family Portal the next day.

### Viewing Transpass Information

- If a student's method of transportation is **Transpass**, the Campus Parent will display the following:

Bus Detail	
In Bus: Transpass	Out Bus:
In Time:	Out Time:
In Bus Stop:	Out Bus Stop:
Late Bus:	Miles Transported:
Parking Detail	
Make:	Model:
Color:	Plate Number:
Parking Permit:	
Other Transportation Information	
Route Number:	Depot:
Contact Phone: 215-400-4350	Contact Email: <a href="mailto:transoperations@philasd.org">transoperations@philasd.org</a>

### Viewing Ineligible Information

If a student's method of transportation is **Ineligible**, the Campus Parent will display the following:

Bus Detail	
In Bus: Ineligible	Out Bus:
In Time:	Out Time:
In Bus Stop:	Out Bus Stop:
Late Bus:	Miles Transported:
Parking Detail	
Make:	Model:
Color:	Plate Number:
Parking Permit:	
Other Transportation Information	
Route Number:	Depot:
Contact Phone: 215-400-4350	Contact Email: <a href="mailto:transoperations@philasd.org">transoperations@philasd.org</a>