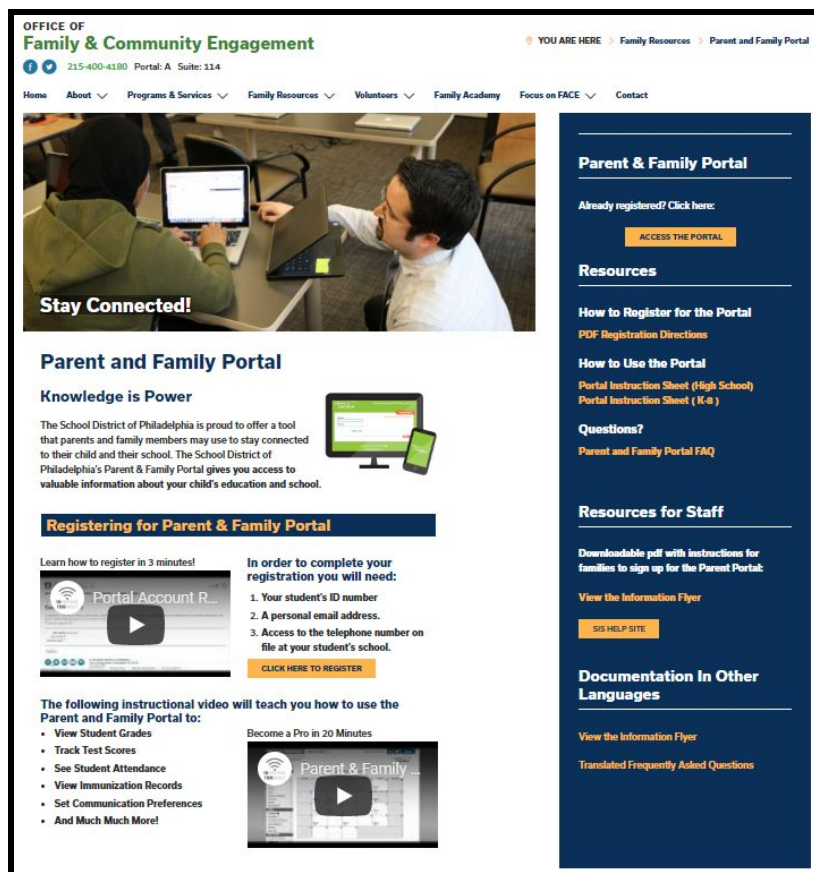


Philadelphia SIS Project: Campus Parent

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:

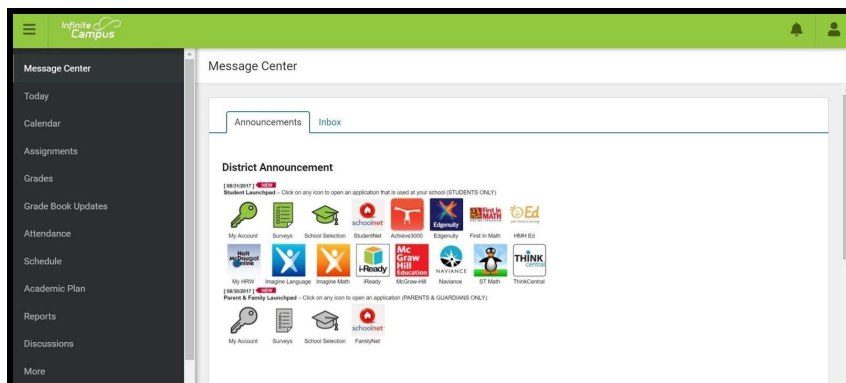
Password:

[Forgot Your Password?](#)

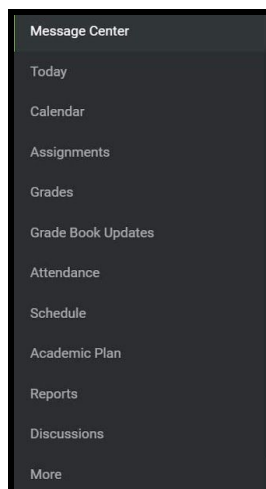
IT USE ONLY
Requested Service:

Viewing Information in Campus Parent

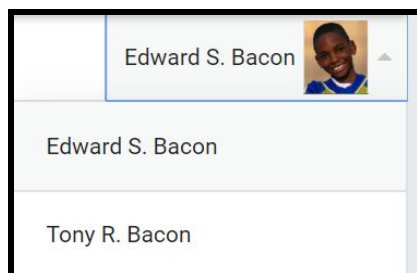
1. Once logged in, the Campus Parent home screen will be viewable. The home screen defaults to the Message Center. Here, users will be able to view Announcements and access their Campus Parent Inbox. Announcements can be categorized as either District Announcements or School Announcements. If a user 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

Notification Settings

Page 6

The Notifications Settings section will allow parents to select which topics they receive notifications for in Campus Parent.

Contact Preferences

Page 7

The Contact Preferences tool will allow parents to update how they receive communication from their students' schools.

Language Settings

Page 9

The Language section allows users to select the language for Campus Parent.

Message Center

Page 10

The Message Center tool allows families to access the Parent & Family Launchpad, as well as read messages and announcements from school staff.

Today

Page 12

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

Calendar

Page 14

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.

Assignments

Page 16

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

Page 22

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

Academic Plan

Page 23

The Academic Plan tool will allow users to view a student's progress towards graduation.

Reports

Page 25

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

Address Information

Page 26

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 27

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

Family Information

Page 28

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 29

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

Transportation

Page 30

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

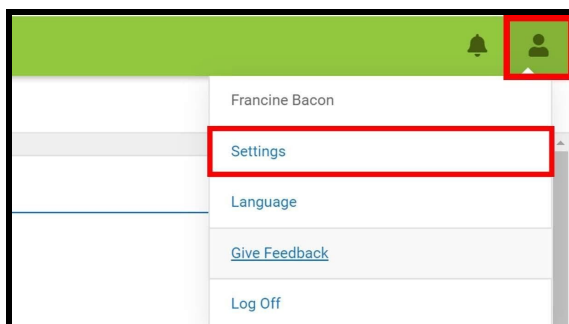
Remote Learning - Viewing Participation

Page 32

The section provides an overview of how to view student-submitted participation information during remote learning.

Updating Notification Settings in Campus Parent

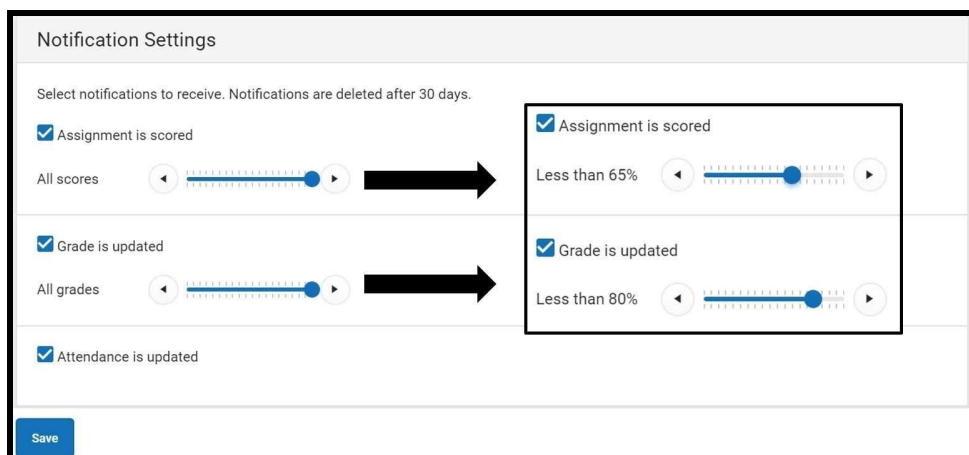
1. On the top right side of the screen, click on the person icon to access the **User Menu**, then click **Settings**.



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.

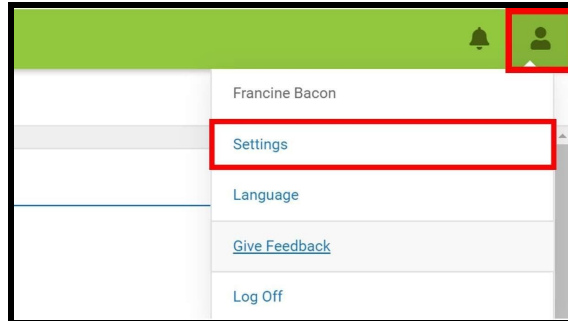


Note: Notifications will appear in the top right corner of the screen, next to the bell icon. Click on the bell icon to view notifications.



Updating Contact Preferences in Campus Parent

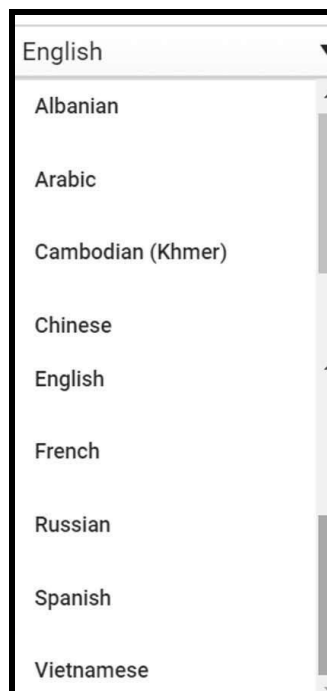
1. On the top right side of the screen, click on the person icon to access the **User Menu**, then click **Settings**.



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. They can indicate if they want notifications via voice (phone call) or text (SMS message).

Phone

Email

CHRISMER HOUSEHOLD PHONE (610)348-7785	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<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.

Phone

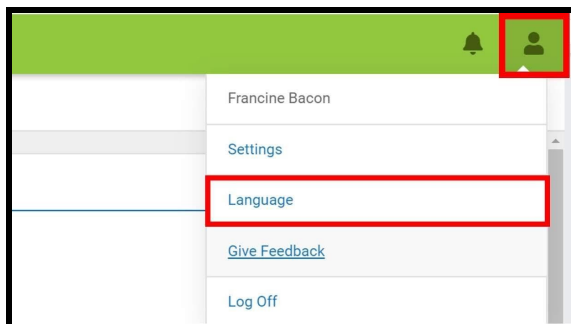
Email

PRIMARY EMAIL ADDRESS F.BACON@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"/>

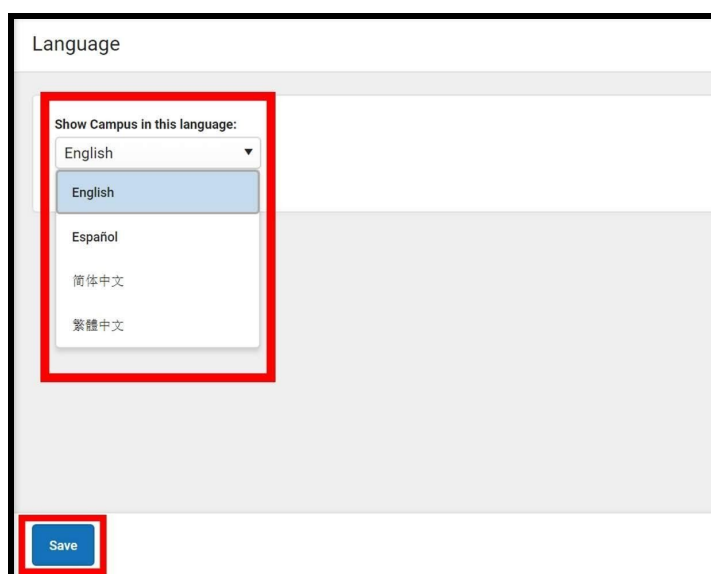
6. When all of the desired updates have been made, click **Save**.

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**.



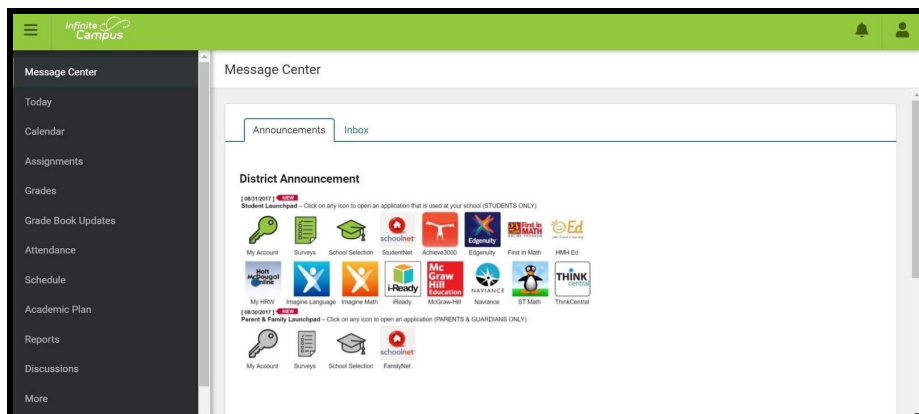
2. Use the drop-down menu to select which language to view Campus Parent. When your selection is finalized, click **Save**.



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

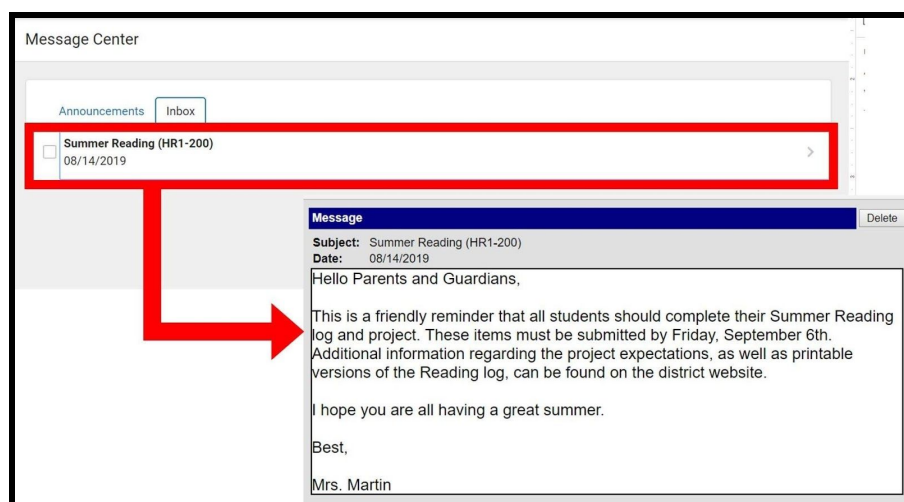
Viewing Information in the Message Center

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.

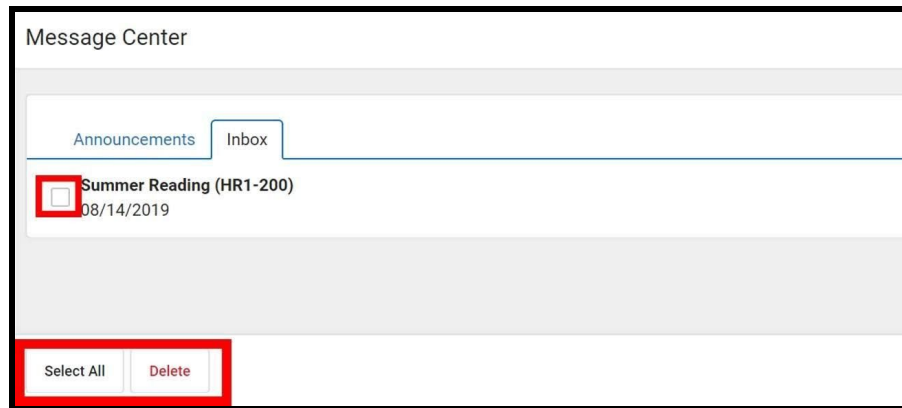


Note: If a user has students in multiple schools, announcements from each individual school will appear on this screen.

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.



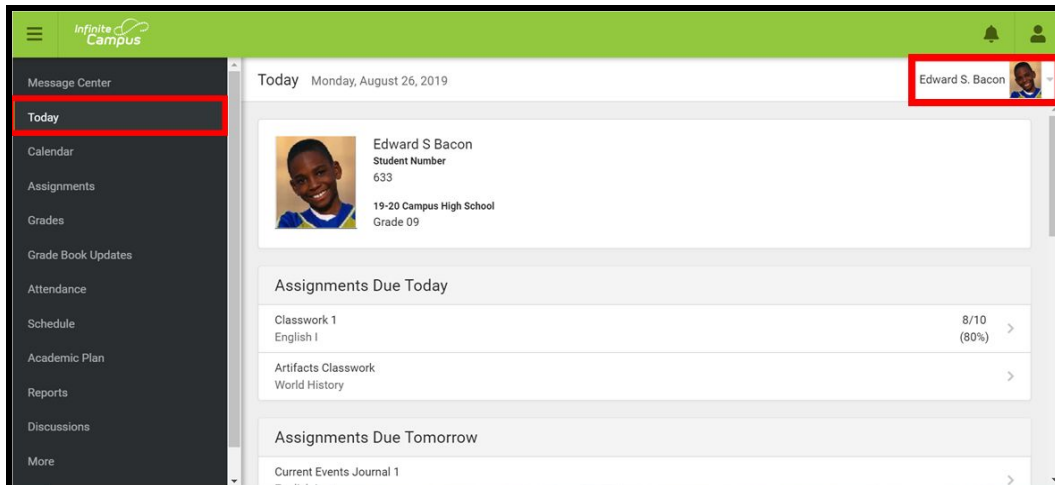
4. Users can delete messages from their Inbox by clicking on the check box before the message name to select that message, then clicking **Delete**. Users can delete all messages by clicking **Select All**, then **Delete**.



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**.

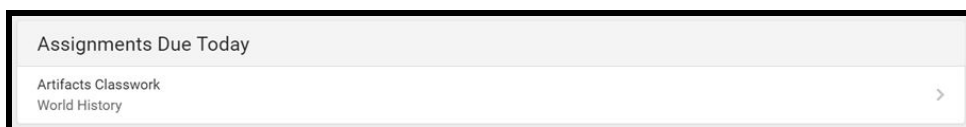


Note: Users can use the drop down menu in the top right hand side of the screen to select which student's information they'd like to view.

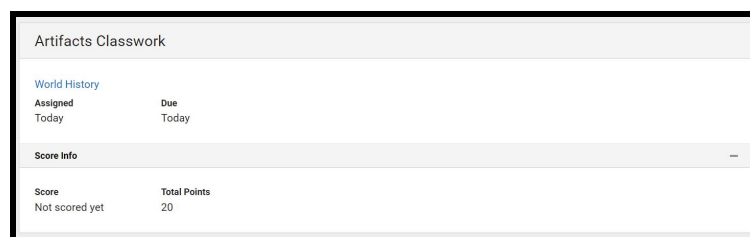
2. The first section of this screen will include identifying student information, including name, student number, school location and grade.



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	
Current Events Journal 1 English I	>
Artifacts HW World History	>

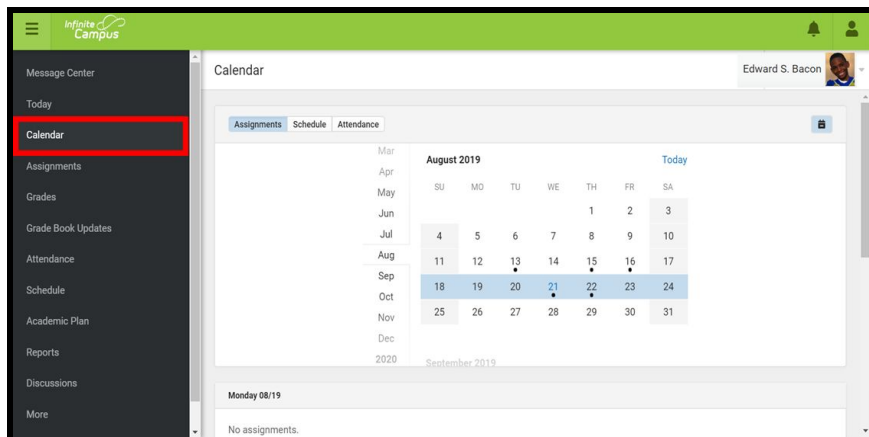
6. The last section on this page shows the student's schedule for the day. Above the schedule you can view the current Marking Period (MP) as well as the start and end dates for that term.

1 (07/01 - 10/25)		
DAY: A		
1a	English I 7:51 AM - 8:46 AM	Simcoe, James Rm: 101 Start: 08/01/2019
1b	English I 8:46 AM - 9:28 AM	Simcoe, James Rm: 101 Start: 08/01/2019
2	World History 9:31 AM - 10:16 AM	Buck, Annette Rm: 101 Start: 08/01/2019
2/3	World History 10:19 AM - 11:01 AM	Buck, Annette Rm: 101 Start: 08/01/2019
3	Algebra I 11:04 AM - 11:49 AM	Bryant, Braylen Rm: 101 Start: 08/01/2019
3	US STUDIES 11:04 AM - 11:49 AM	Carnes, Kandace Rm: 111
3/4	Algebra I 11:52 AM - 12:34 PM	Bryant, Braylen Rm: 101 Start: 08/01/2019
4	HEALTH 12:37 PM - 1:22 PM	Monique Hileman-Devoe Rm: 210 Start: 08/01/2019

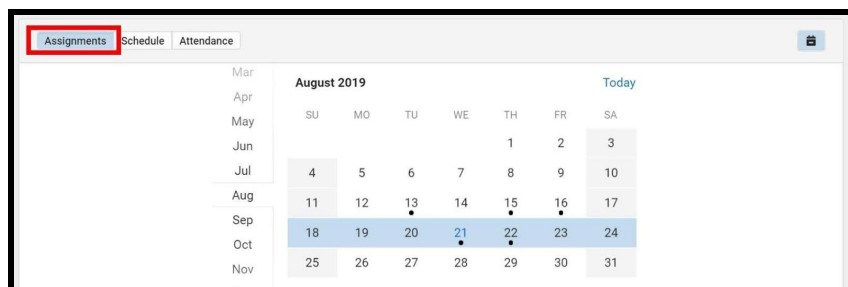
Viewing the Calendar Tool in Campus Parent


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.

3. 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.

Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2020

August 2019 Today

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

Current Events Journal 1
English I >

Artifacts HW
World History >

- Click on an assignment to get additional information.

Artifacts Classwork

[World History](#)

Assigned Today Due Today

Score Info —

Score	Total Points
Not scored yet	20

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

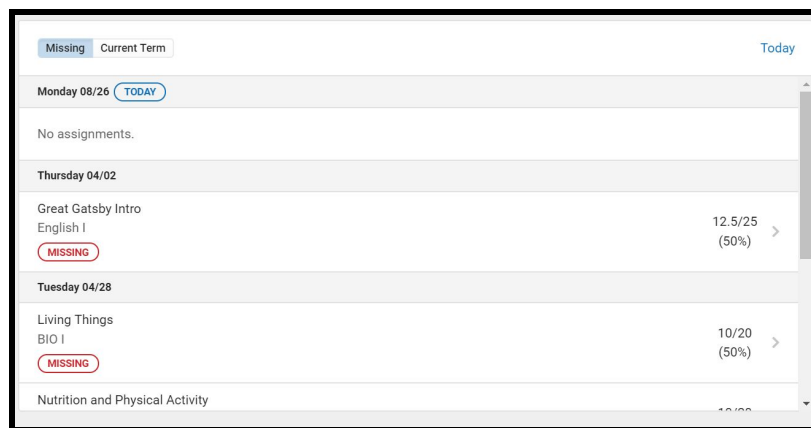
Viewing Assignments in Campus Parent

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.



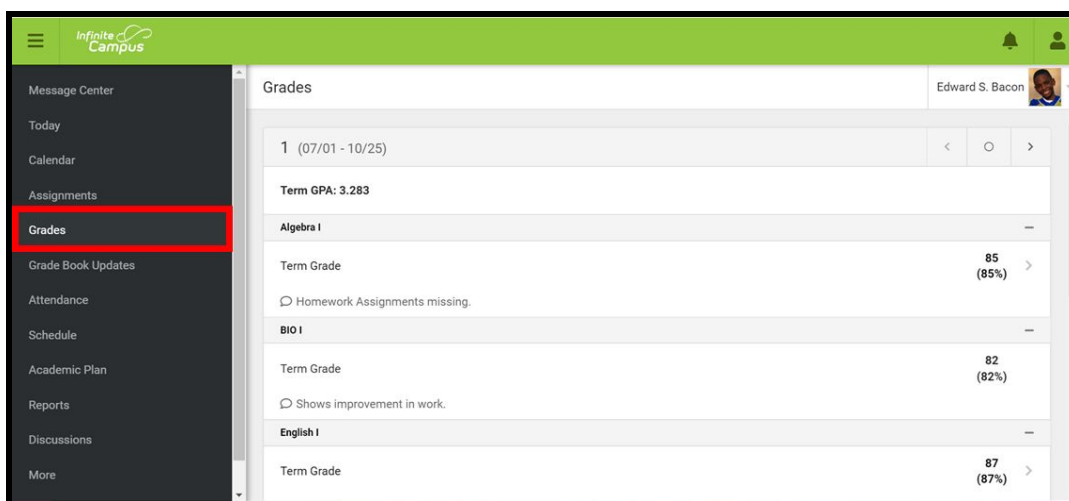
In this image, the Missing assignment filter has been applied, to only show a list of missing assignments.

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.

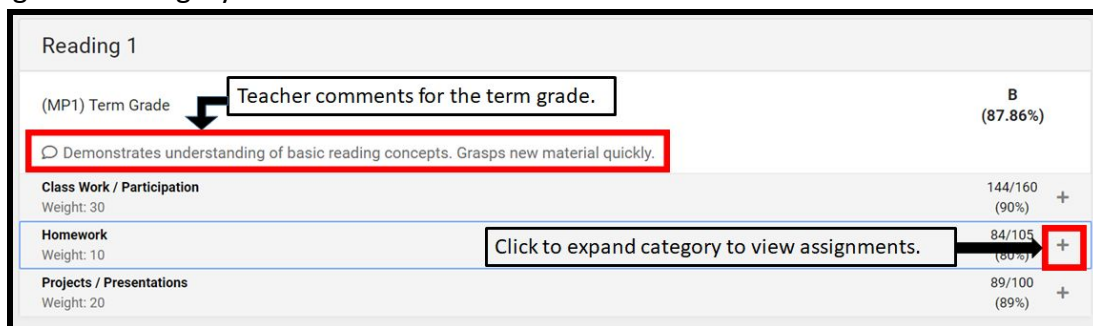
1. On the left hand side of the screen, click on **Grades**. This will bring you to the Grades screen.



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.



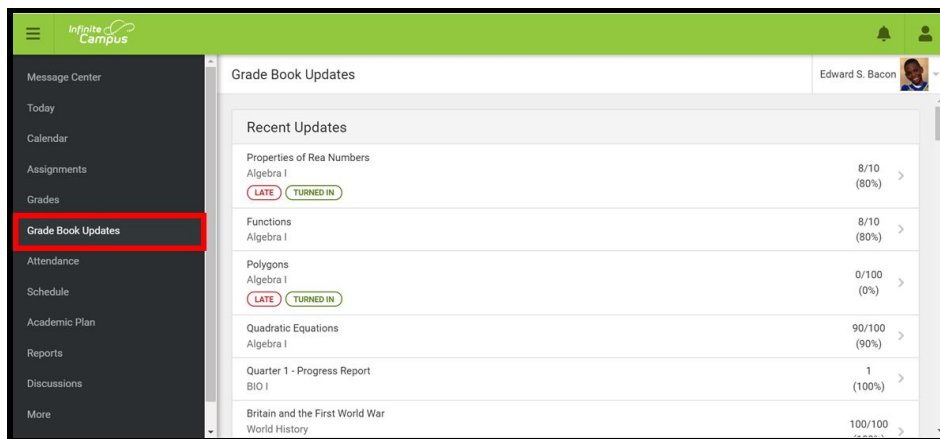
3. Clicking on any of the Term Grades will bring you to a listing of all assignments for that course which have been included in that grade. Each assignment is organized by the assignment category.



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.

Recent Updates		
Properties of Real Numbers Algebra I	8/10 (80%)	>
LATE TURNED IN		
Functions Algebra I	8/10 (80%)	>
Polygons Algebra I	0/100 (0%)	>
LATE TURNED IN		
Quadratic Equations Algebra I	90/100 (90%)	>
Quarter 1 - Progress Report BIO I	1 (100%)	>
Britain and the First World War World History	100/100 (100%)	>

3. Clicking on any assignment will provide additional information.

Artifacts Classwork	
World History	
Assigned Today	Due Today
Score Info	
Score Not scored yet	Total Points 20

4. Clicking on the [blue](#) assignment name (in the above image, [World History](#)) 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.

World History	
Teacher Information	
Buck, Annette	
Course - Section Number	
1000G.1Y - 101	
Periods	
A: 2, A: 2/3, B: 2, B: 2/3	
Room	
101	
Upcoming Assignments	
Monday 08/26	
Artifacts Classwork	
World History	>

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.

COURSE	ABSENT	TARDY	EARLY RELEASE
Algebra I	3	0	0
BIO I	1	0	0
English I	3	1	0
GLOBAL ST CP	1	0	1
HEALTH	0	0	0
US STUDIES	2	0	0
World History	2	0	0
Totals	12	1	1

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](#)

- 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.

1 (07/01 - 10/25)				< Previous	<input type="radio"/> Current	Next >
COURSE	ABSENT	TARDY	EARLY RELEASE			
Algebra I	3	0	0	>		
BIO I	1	0	0	>		
English I	3	1	0	>		
GLOBAL ST CP	1	0	1	>		
HEALTH	0	0	0			
US STUDIES	2	0	0	>		
World History	2	0	0	>		
Totals	12	1	1			

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

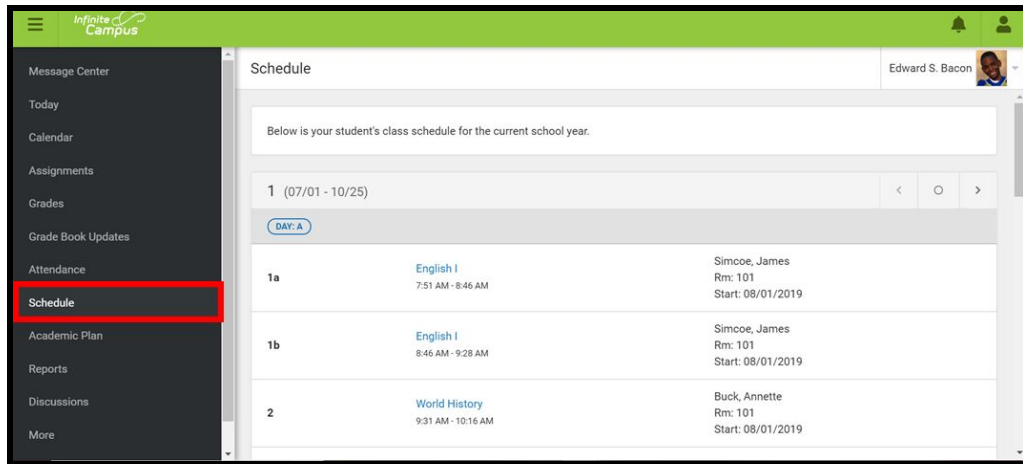
English I		
	ABSENT	TARDY
Excused	0	1
Unexcused	3	0
Exempt	0	0
Unknown	0	0
Absences		
Monday 09/23/2019 Unexcused Absence		UNEXCUSED
Friday 09/06/2019 Unexcused Absence		UNEXCUSED
Friday 09/06/2019 Unexcused Absence		UNEXCUSED
Tardies		
Monday 08/19/2019 Excused Lateness		EXCUSED

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

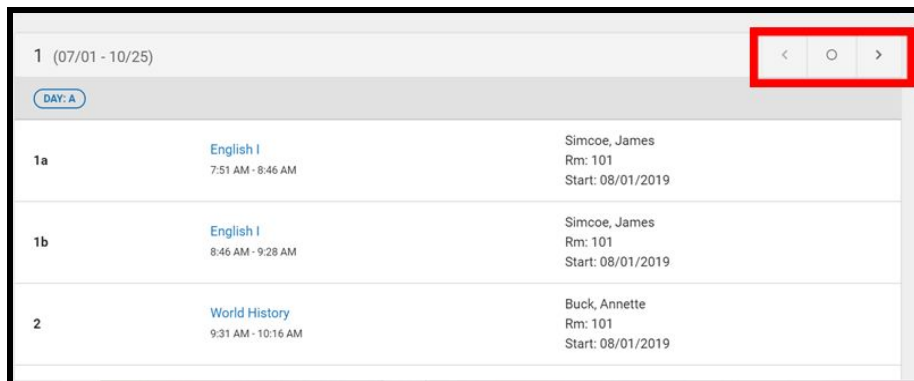
Viewing a Schedule in Campus Parent

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

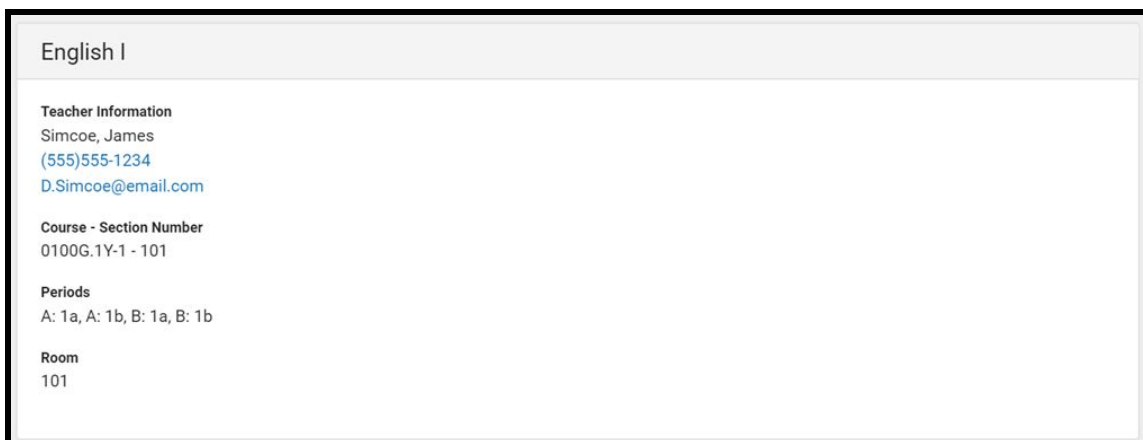
1. On the left hand side of the screen, click on **Schedule**. This will bring you to the Schedule screen.



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.



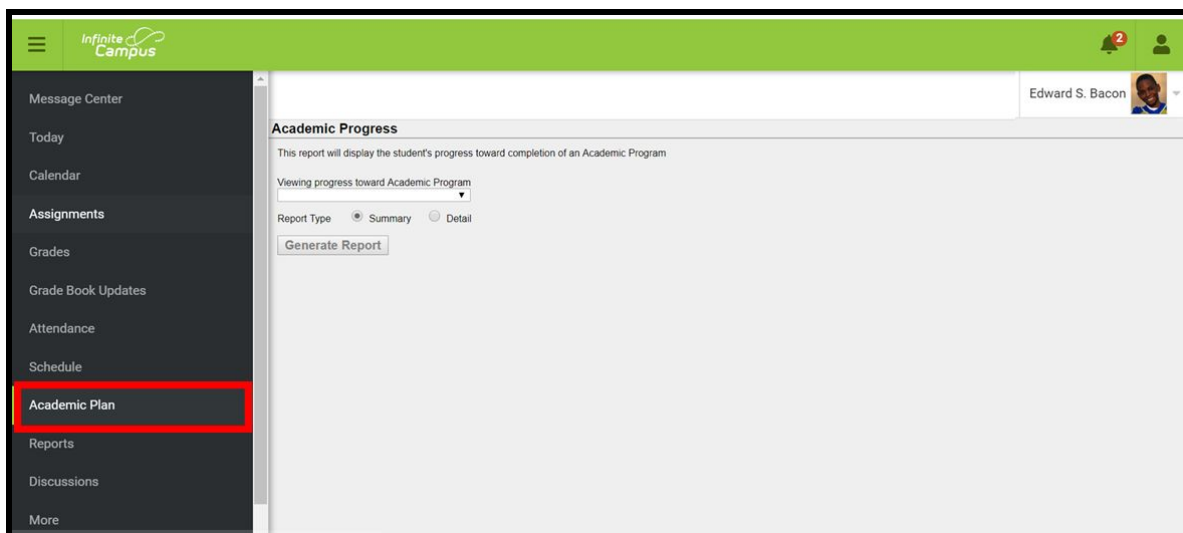
3. Click on any course name to view additional information for that course.



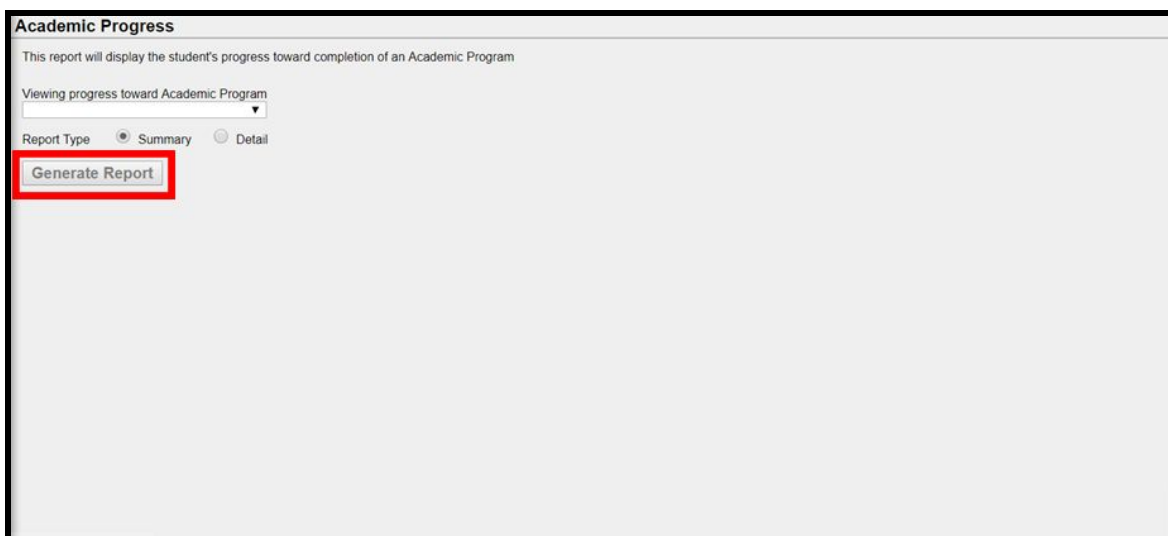
Academic Plan

The academic plan tool is utilized for high school students during the course selection window. This feature is not enabled for K8 schools. This tool will only be available for use when the course selection window is open!

1. On the left hand side of the screen, click on **Academic Plan**. This will take you to the Academic Plan screen.



2. Here, parents/guardians can generate a report that will review the selected student's progress towards graduation, based on credits accrued. Users can select the appropriate parameters via the available drop-down menu, and then click **Generate Report**.

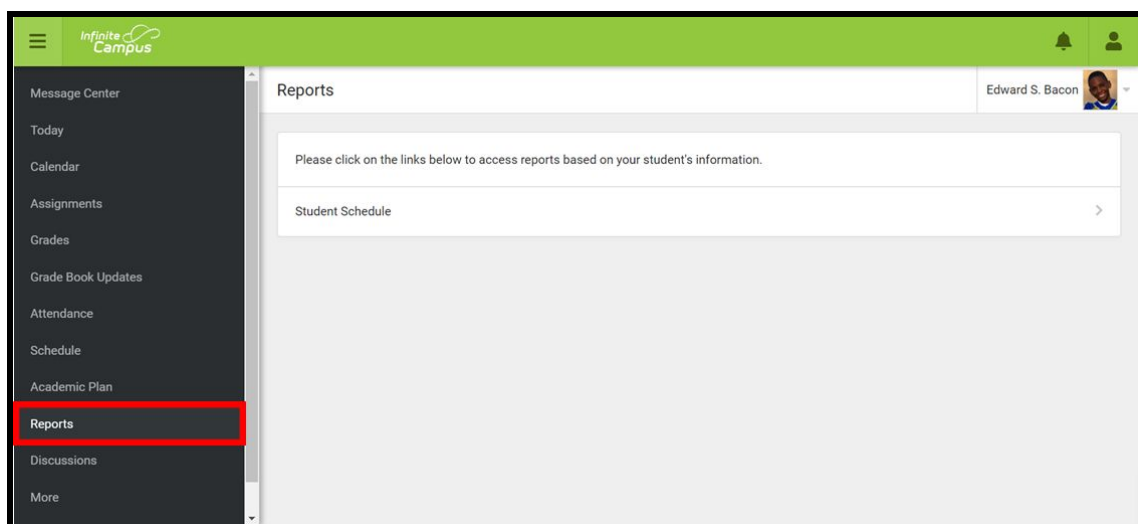


3. The report will open in a new window. Credit totals displaying in green will indicate that the student is on track for their Graduation program. Credit totals highlighted in red will indicate the student is behind.

19-20				Academic Plan Progress Report					
* Asterisks indicate student does not meet requirement									
Credit Type	09	10	11	12	Credit Status			Overflow	Total
					ER	IP	PL		
English	1.0 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0	1.0			*1.0 / 4.0
Social Studies	1.0 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0	1.0			*1.0 / 4.0
Math	1.0 / 1.0	0.0 / 1.0	0.0 / 1.0		0.0	1.0			*1.0 / 3.0
Science	0.0 / 1.0	0.0 / 1.0	0.0 / 1.0		0.0				*0.0 / 3.0
Math/Sci or AP/IB	1.0 / 0.0			0.0 / 1.0	0.0	1.0			1.0 / 1.0
World Language	1.0 / 1.0	0.0 / 1.0			0.0	1.0			*1.0 / 2.0
Career Tech Education									0.0 / 0.0
Health			0.0 / 0.5		0.0				*0.0 / 0.5
Physical Education			0.0 / 1.0		0.0				*0.0 / 1.0
Arts and Humanities	2.0 / 2.0				0.0	2.0			2.0 / 2.0
Electives	0.5 / 0.5	0.0 / 1.5	0.0 / 1.5	0.0 / 2.5	0.0	0.5			*0.5 / 6.0
Independent Project									0.0 / 0.0
Total	7.5 / 7.5	0.0 / 6.5	0.0 / 7.0	0.0 / 5.5	0.0	7.5			*7.5 / 26.5
Course Requirements				Progress					
English 1				1.0 / 1.0					
English 2				*0.0 / 1.0					
English 3 or Equivalent				*0.0 / 1.0					
English 4 or Equivalent				*0.0 / 1.0					
World History				1.0 / 1.0					
African American History				*0.0 / 1.0					
US History or Equivalent				*0.0 / 1.0					
Social Science or Equivalent				*0.0 / 1.0					
Biology				*0.0 / 1.0					
Physics				*0.0 / 1.0					
Chemistry				*0.0 / 1.0					
Arts & Humanities				2.0 / 2.0					
Compound Requirements				Progress					
Students must take multiple courses in the same world language.				*Not Complete					

Accessing Reports in Campus Parent

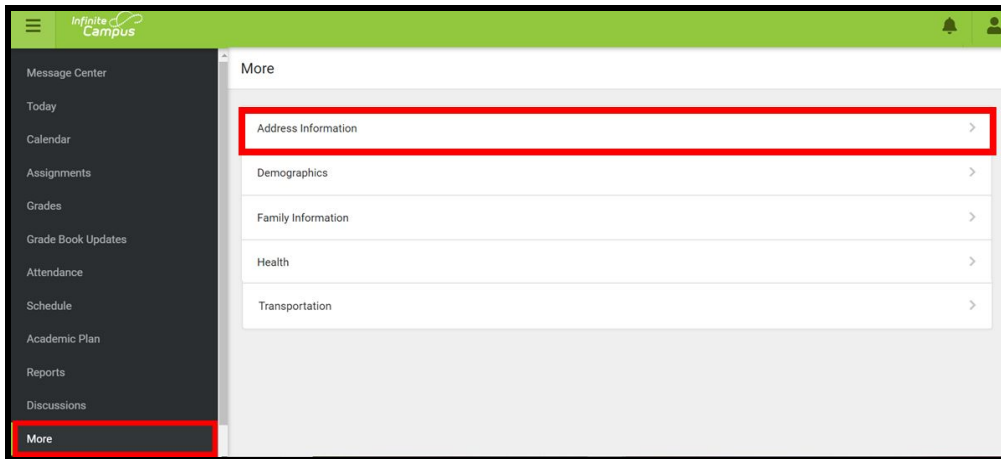
1. On the left hand side of the screen, click on Reports. This will bring you to the Reports screen. Currently, the only available Report is a printable version of your student's schedule. Click Student Schedule to view a printable version of the schedule for the selected student.



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**.

A screenshot of the 'Bacon Household' page in the Infinite Campus system. The page title is 'Bacon Household'. Below the title is a message: 'Below is your student's current household information. You may update the telephone number of your household on this screen. If you have any other correction to this information, please contact your student's school directly.' There are two sections of information. The first section is labeled 'Phone' and shows '(555)123-1234'. To the right of this section is a red 'Update' button. The second section is labeled 'Primary (Mailing)' and shows the address '2251 Edgecomb Rd, Kitson, PA 12345'.

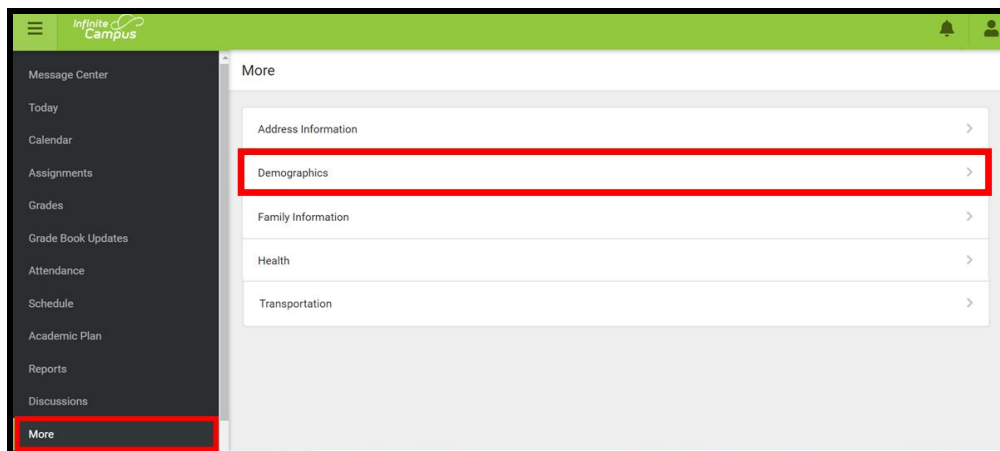
3. After updating the Household Phone Number, click **Update**.

A screenshot of the 'Update Household Phone Number' confirmation screen. The title is 'Update Household Phone Number'. Below the title is a message: 'You are updating the following phone number:'. The phone number '(555)123-1234' is displayed. Below this is a text input field labeled 'Phone Number' containing '(215)555-5555x_____'. At the bottom of the screen are two buttons: a blue 'Update' button and a white 'Cancel' button. The 'Update' button is highlighted with a red rectangle.

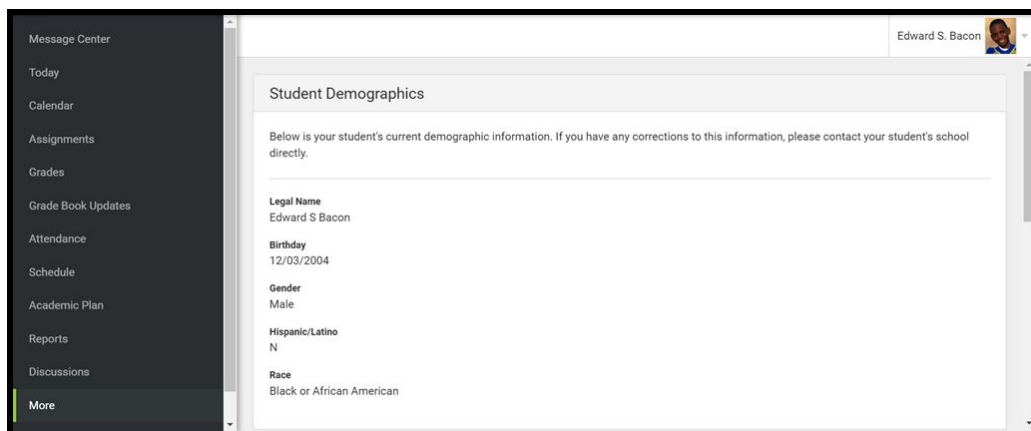
Viewing Demographic Information

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.



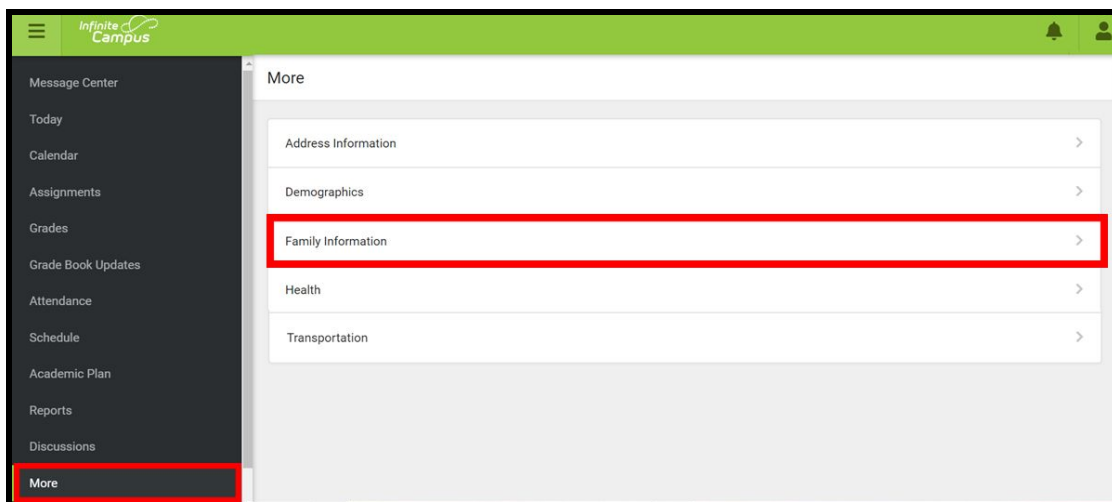
3. The second section of this screen contains information for your student's identified emergency contacts, known in the system as Non-Household relationships. If any of this information needs to be corrected, contact your student's school directly.

Non-Household Relationships		
Relationship Grandparent Alex First Emergency Priority 4	Phone Cell: (555)555-1234	Email No data
Relationship Family Friend Hillard Leheron Emergency Priority 3	Phone Cell: (555)555-1234	Email No data

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**.



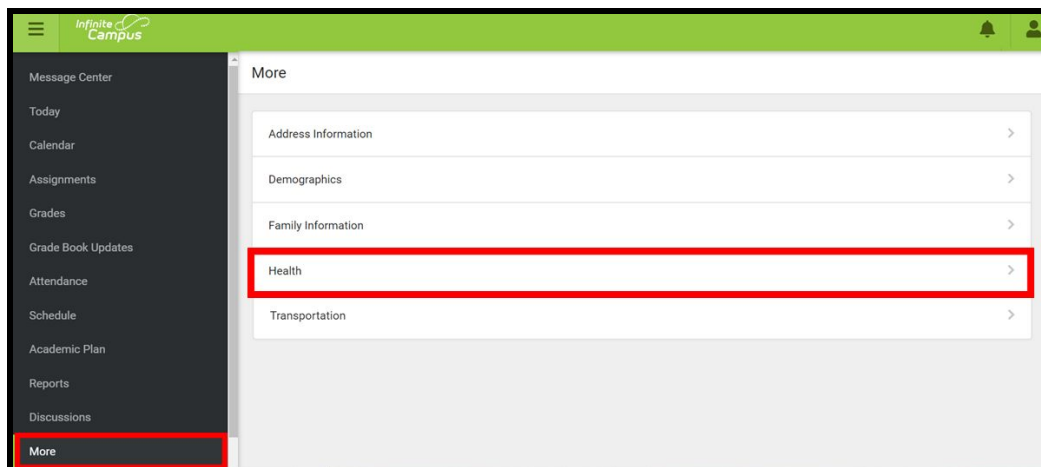
2. On the Family Information screen, you can view your student's current family and relationship information. If you have multiple students, they are all included on this page with their own unique section. If any corrections need to be made to this information, contact the school directly.

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.		
Edward S Bacon		
Contact Information		
Phone Cell: (555)555-1234	Email EArthur@Kitson.org	
Relationships		
Relationship Mother Francine Bacon (Guardian) Emergency Priority 1	Phone Cell: (555)555-1234 Work: (555)555-555x1234 Other: (555)555-6789	Email F.Bacon@email.com
Relationship Father James Bacon (Guardian) Emergency Priority 2	Phone Cell: (555)555-1234 Work: (555)555-1234 Other: (555)555-6789	Email C.Bacon@email.com
Relationship Sibling Tony R Bacon	Phone Cell: (555)555-1234	Email TBacon@Kitson.org
Relationship Sibling Aya Bacon	Phone No data	Email 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**.



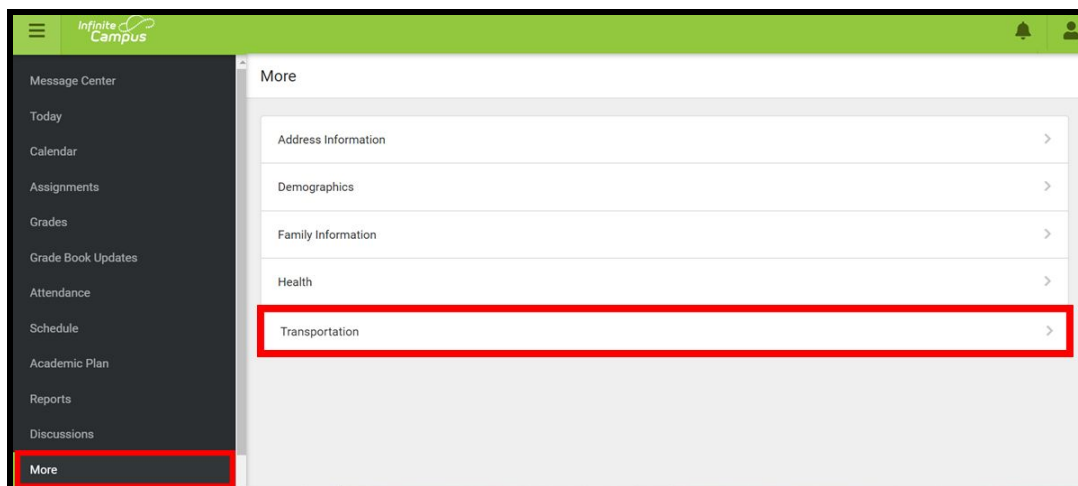
2. This will bring you to the Health screen. On this screen you can view your student's immunization record.

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: transoperations@philasd.org

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: transoperations@philasd.org

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: transoperations@philasd.org

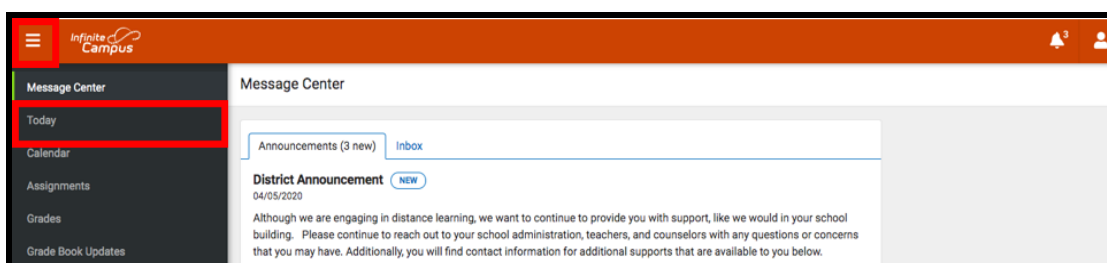
Viewing Your Middle or High School Student's Remote Learning Participation in the Portal

Students are expected to participate in remote learning and do so to the greatest extent possible. **Student participation can mean:** checking in with a teacher during office hours; corresponding with a teacher via email, phone, or text; participating in a Google Meet; or submitting work via Google Classroom. **You or your student should reach out to your teachers with any questions you may have about how to participate in Remote Learning.**

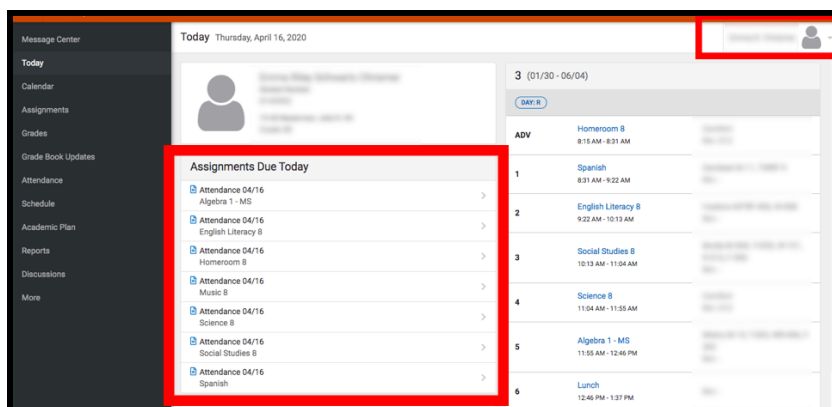
Students enrolled in grades 9-12, a true middle school (i.e., a 5-8 or 6-8 school), Engineering & Sciences HS, Penn Treaty HS, Hill Freedman Academy, GAMP and Masterman should log into the Student Portal each school day and navigate to “Assignments Due Today” to mark their participation in each attendance bearing course scheduled for that day. **Students can only submit participation for the current day.** In addition to submitting participation via the portal, students should participate in other ways, based on their teacher’s instructions.

Parents/Guardians will be able to view participation assignments for the current day in the Portal, as well as receive notifications that their student received participation credit.

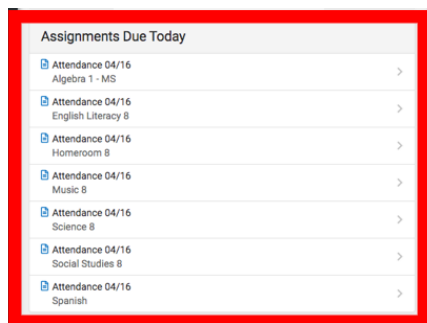
1. When you log in to **Campus Parent**. Click on **Today** on the left-hand side of the screen. If you do not see **Today**, click on the stacked bar icon in the top left side of the screen to open the *Index*.



2. On the **Today** screen, you will see a snapshot of your student's current school day. This includes their schedule for the day, as well as **Assignments Due Today**. In the top left corner, you will see your student's name. *If you have multiple students enrolled in the District, open the drop down menu to select another student to view their information.*

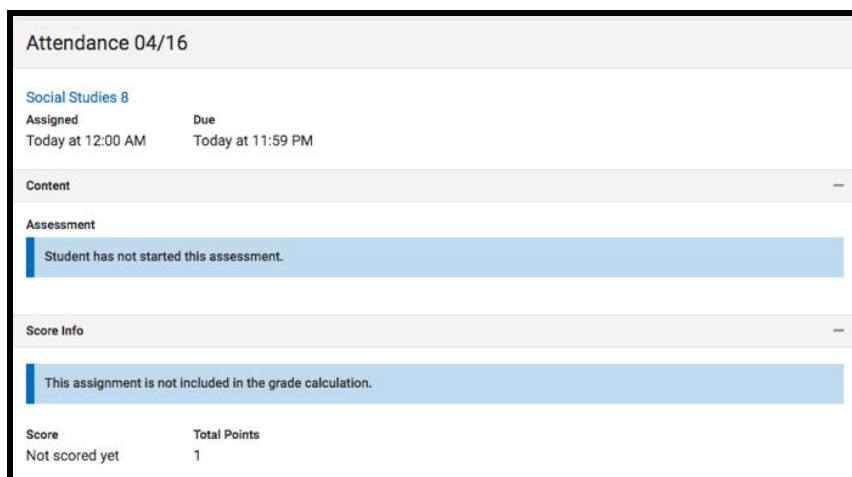


3. The **Assignments Due Today** section will list an **Attendance Assignment** for every attendance-bearing class per your student's schedule for the current day. When your student is logged in to the Student Portal, they will click on an **Attendance Assignment** to say that they were present for that class.

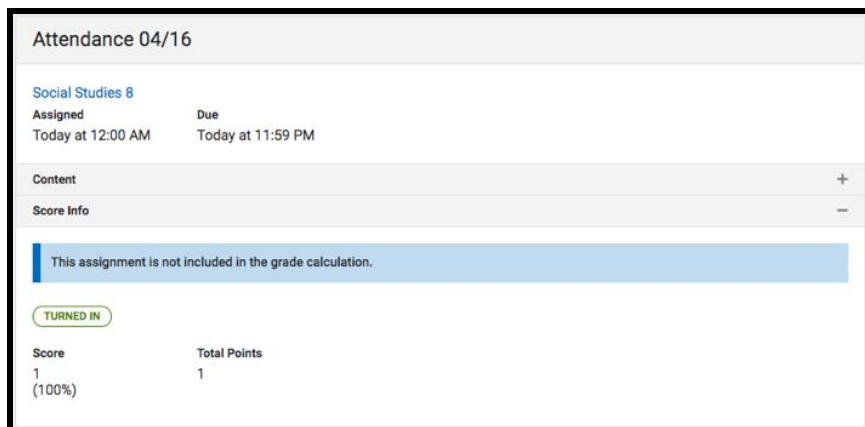


Viewing Your Student's Participation Status for Individual Classes

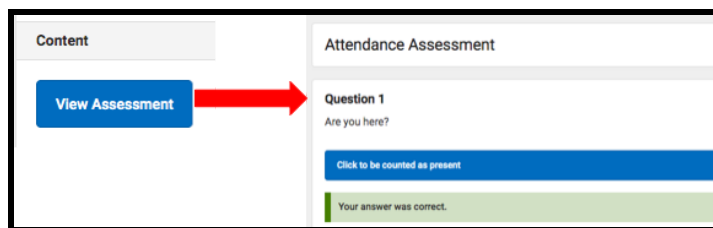
1. Click on an **Attendance Assignment** listed under **Assignments Due Today**. You will see more information regarding your student's participation status for this assignment.
 - a. **If your student has not submitted their participation for this class for the current day**, you will see two blue text boxes. The first says *"Student has not started this assessment."* The second says *"This assignment is not included in the grade calculation."*



- b. If your student has submitted their participation for this class for the current day, you will see only one blue text box, stating *"This assignment is not included in the grade calculation."* You will also see a green "Turned In" flag beneath the blue text box, and a Score of 1 (100%) out of a Total Points of 1 for this assignment.

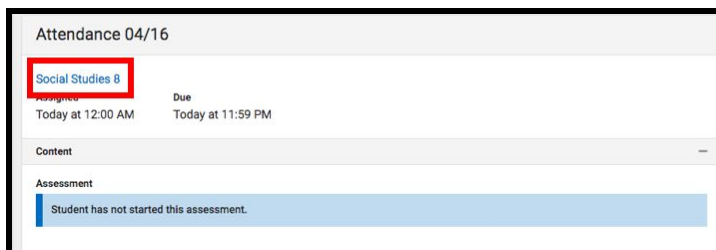


Note: You can click on the plus sign on the line labeled Content to view the "View Assessment" screen. Here you will see the Question your student answered in the portal to submit their participation for this day for this course.



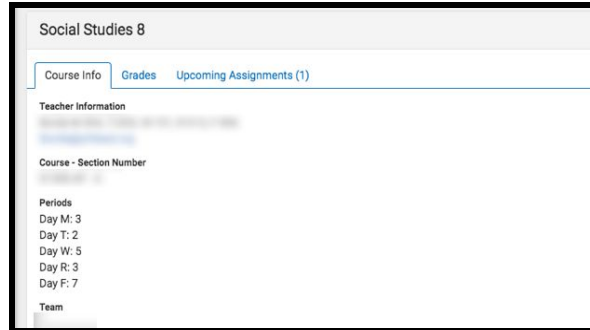
Viewing Section Information

1. From an **Attendance Assignment** screen, you can view additional information for the class by clicking on the blue Section Title towards the top of the screen.

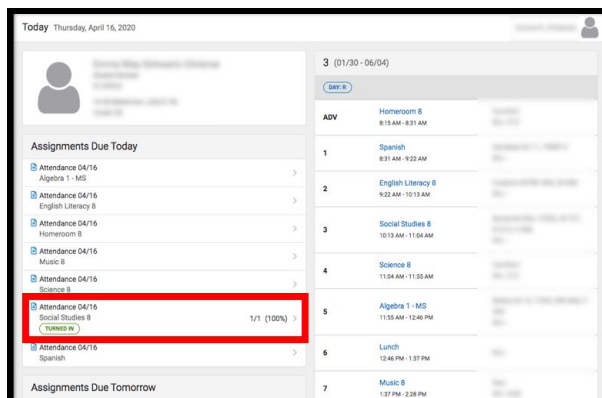


2. Three tabs will appear on the screen. These tabs are:
 - a. **Course Info:** This tab includes Teacher Information (including name and email address), as well as days the section meets per your student's schedule, the Course-Section Number, Period and Team info for this section.

- b. **Grades:** This tab provides an overview of your student's term grades for this course, and breaks down each term grade by category weight. It also includes a section summarizing COVID-19 Participation assignments for your student.
- c. **Upcoming Assignments:** This section will include the COVID-19 Participation assignment for the current day, and may also contain upcoming assignments included by your student's teacher in their Grade Book.



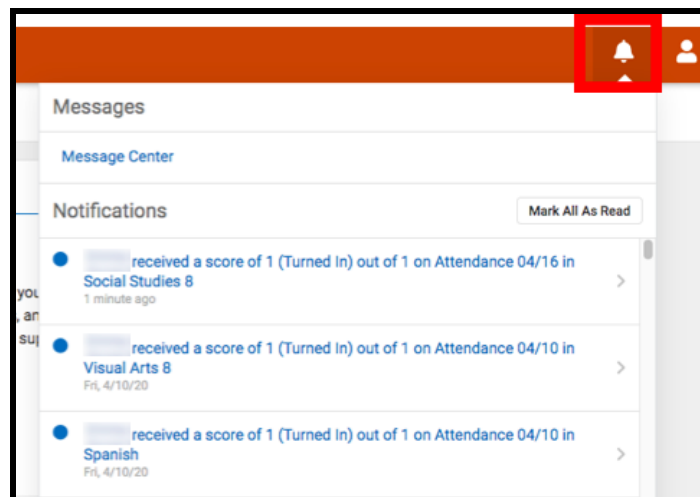
3. Click the **Back** button at the top of the screen to return to the **Today** page. When your student has submitted their participation, you will see the “*Turned In*” flag and a score for that assignment in the **Assignments Due Today** section of the screen.



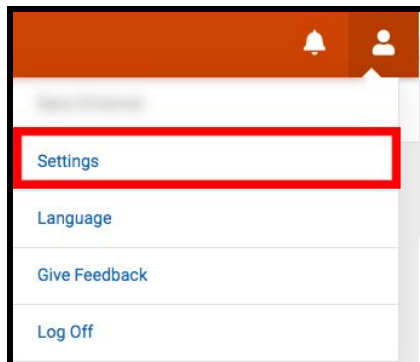
Note: Your student should submit their participation for every course on their schedule, each day.

Viewing and Managing Notifications

1. Click on the **Bell icon** in the top right of the screen to view notifications for your account. You will receive a Notification each time an **Attendance Assignment** is scored for your student.



2. If you do not see Notifications for these assignments, you may need to update your **Notification Settings**. Click on the **Person icon** in the top right, then click **Settings**.



3. Click Notification Settings, then adjust the Assignment notification settings to match the image below. Check the box before the statement "Assignment is scored" and adjust the sliding scale to indicate All Scores.

