## **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*.

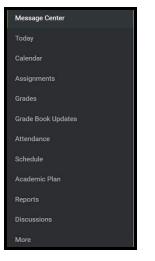
Enter you	r Username and Password
Username:	
Password:	
Forgot Your	Password?
LOGIN	CLEAR
IT USE ONLY Requested Se	

## 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.

E Infinite C Campus		-
Message Center	Message Center	
Today		-
Calendar	Announcements Inbox	
Assignments		
Grades	District Announcement (essant) Control Control (Control Control Control (Children Control (Children Control Control (Children Control	
Grade Book Updates	🔎 🔳 🚓 🝳 🌄 💥 🕮 🗰 🖯 Ed	
Attendance	My Account Surveys School Studenthet Active/S000 Esgenaty Find In Math Hill Held	
Schedule		
Academic Plan	My HRW Imagine Language Imagine Mann Ready McGraw-Hill Navianos ST Math ThirsCentral [148/2007] ***** Parent & Family Langhoph - Clock on any scon to open an application (PMERTS & GUARD/ANS ChLY)	
Reports		
Discussions	My Account Burveys School Belecton FamilyNet	
More		

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.



## <u>Tool Overview</u>

#### Notification Settings

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

#### Contact Preferences

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

#### Language Settings

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

#### Message Center

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

#### <u>Today</u>

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

#### <u>Calendar</u>

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.

#### <u>Assignments</u>

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.

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#### <u>Grades</u>

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

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

#### **Attendance**

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**

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

#### Academic Plan

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

#### **Reports**

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

#### Address Information

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

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#### **Demographics**

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

#### Family Information

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

# HealthPage 29The Health tool will show the immunization record for the student.

#### **Transportation**

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

#### Remote Learning - Viewing Participation

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

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## **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**.

÷ .	
Francine Bacon	
Settings	*
 Language	
Give Feedback	
Log Off	

2. Click on *Notification Settings*.

Settings		
Notification Settings	>	
Account Settings	>	
Contact Preferences	>	
Current Devices	>	

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.

Notification Settings	
Select notifications to receive. Notifications are deleted after 30 days.  All scores	Assignment is scored
Crade is updated All grades	Grade is updated
Attendance is updated	
Save	

<u>Note</u>: 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*.

÷ 4	
Francine Bacon	
Settings	*
 Language	
<u>Give Feedback</u>	
Log Off	

2. Click on *Contact Preferences*.

Settings	
Notification Settings	>
Account Settings	>
Contact Preferences	>
Current Devices	>

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.

English	
Albanian	4
Arabic	l
Cambodian (Khmer)	
Chinese	
English	-
French	
Russian	į.
Spanish	
Vietnamese	

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).

one Email		
CHRISMER HOUSEHOLD PHONE (610)348-7785	VOICE	TEXT (SMS)
Priority		
Attendance		
General		
Behavior Messenger	$\checkmark$	
Emergency		

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	
Attendance	
General	
Teacher	
Behavior Messenger	
Emergency	

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*.

÷ .	
Francine Bacon	
Settings	
 Language	
<u>Give Feedback</u>	
Log Off	

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

Show Campus in th		1			
English English	•				
Español					
简体中文					
繁體中文					
		<u>ا</u>			
Save					

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

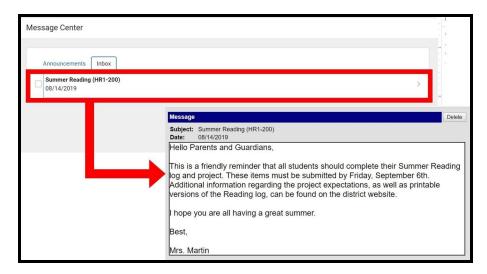
## Viewing Information in the Message Center

- 1. From the left hand side of the screen, click on **Message Center**.
- 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.

	*
Message Center Message Center	
Today	-
Calendar Announcements Inbox	- 1
Assignments	
Grades District Announcement (answer) (************************************	
Grade Book Updates 🖉 👔 🌚 🔐 🏹 🐹 🕅	
Attendance My Account Surveys School Selection Budentiler Acheevico Bude	
Schedule 🛛 🖉 💥 🔀 🕵 🎼 🖉	1
Academic Plan Ury HWI Insupiru Laggage Inagire Mun Ready McGrae-Hill Naviance ST Man TheixCentral (estabular) Click on any London on any London to spen an application (HMEINTS & GUMCUNIS ONLY)	
Reports	
Discussions My Account Surveys School Selection FamilyNet	
More	

<u>Note:</u> 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*.

Message Center
Announcements Inbox
Summer Reading (HR1-200) 08/14/2019
Select All 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**.

E Infinite Campus			
Message Center	Today Monday, August 26, 2019	Edward S. Bacor	
Today			Î
Calendar	Edward S Bacon Student Number		
Assignments	633		
Grades	19-20 Campus High School Grade 09		
Grade Book Updates			
Attendance	Assignments Due Today		
Schedule	Classwork 1 English I	8/10 (80%)	>
Academic Plan	Artifacts Classwork		
Reports	World History		>
Discussions	Assignments Due Tomorrow		
More	Current Events Journal 1		> -

<u>Note:</u> 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.

Artifacts Classwo	ork	
World History Assigned Today	Due Today	
Score Info		-
Score Not scored yet	Total Points 20	

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.

DAY: A		
	English I	Simcoe, James
1a	7:51 AM - 8:46 AM	Rm: 101
	7.51 AM - 6.40 AM	Start: 08/01/2019
	Franklah I	Simcoe, James
1b	English I	Rm: 101
	8:46 AM - 9:28 AM	Start: 08/01/2019
	World History	Buck, Annette
2	World History 9:31 AM - 10:16 AM	Rm: 101
	9:31 AM - 10:16 AM	Start: 08/01/2019
	March 1 Frances	Buck, Annette
2/3	World History	Rm: 101
	10:19 AM - 11:01 AM	Start: 08/01/2019
	Algebra I	Bryant, Braylen
3	Argebra 1 11:04 AM - 11:49 AM	Rm: 101
	.11:04 AM - 11:49 AM	Start: 08/01/2019
	US STUDIES	Carnes, Kandace
3	11:04 AM - 11:49 AM	Rm: 111
	Alexhand	Bryant, Braylen
3/4	Algebra I	Rm: 101
	11:52 AM - 12:34 PM	Start: 08/01/2019
2.2	HEALTH	Monique Hileman-Devoe
4		Rm: 210
	12:37 PM - 1:22 PM	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.

E Infinite Campus			* ±
Message Center	Calendar	Edward S	. Bacon 🕵 -
Today			-
Calendar	Assignments Schedule Attendance		8
Assignments	Mar August 2019 Apr	Today	
Grades	May SU MO T	U WE TH FR SA	
Grade Book Updates	Jun	1 2 3	
	Jul 4 5 6	6 7 8 9 10	
Attendance	Aug 11 12 1 Sep	3 14 15 16 17	
Schedule	0ct 18 19 2	10 21 22 23 24	
Academic Plan	Nov 25 26 2	7 28 29 30 31	
Reports	Dec		
Discussions	2020 September 2019		
	Monday 08/19		
More	No assignments.		•

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 **\equiv** 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.

September 2019								
SU	MO	TU	WE	TH	FR	SA		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15		17	-	-	20	21		
22	23	24		26	27	28		
29	30	•	•	•	•			
27	00							
	SU 1 8 15 22 29	SU MO 1 2 8 9 15 16 22 23	SU         MO         TU           1         2         3           8         9         10           15         16         17           22         23         24           29         30         30	SU         MO         TU         WE           1         2         3         4           8         9         10         11           15         16         17         18           22         23         24         25           29         30         30         30	SU     MO     TU     WE     TH       1     2     3     4     5       8     9     10     11     12       15     16     17     18     19       22     23     24     25     26       29     30     30     30     30	SU     MO     TU     WE     TH     FR       1     2     3     4     5     6       8     9     10     11     12     13       15     16     17     18     19     20       22     23     24     25     26     27       29     30		

4. 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	August	2019					Today	
	Apr May	SU	M0	TU	WE	ТН	FR	SA	
	Jun Jul					1	2	3	
	Aug	4	5	6	7	8	9	10	
	Sep	11	12	13	14	15	16	17	
	Oct	18	19	20	21	22	23	24	
	Nov Dec	25	26 •	27 •	28	29	30 •	31	
	2020								
Current Events Journal 1 English I									
Artifacts HW World History									

5. Click on an assignment to get additional information.

Artifacts Classwo	ork		
World History Assigned Today	<b>Due</b> Today		
Score Info			-
Score Not scored yet	Total Points 20		

6. 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.

				+
Message Center	Assignments	Edward	S. Bacon	9
Today				
Calendar	Missing Current Term	Today		
Assignments	Monday 08/05			
Grades	Syllabus Hunt 15/15 World History (100%)			
Grade Book Updates	Tuesday 08/13			
Attendance	Classwork 1 US STUDIES	>		
Schedule	Tuesday 08/20			
Academic Plan	Communities HW 13/15			
Reports	World History (86.66%	s) >		
Discussions	Wednesday 08/21			
More	Properties of Rea Numbers 8/10 Algebra I (anti-)	>	•	

- 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.

Missing Current Term		Today	
Monday 08/26 TODAY			-
No assignments.			
Thursday 04/02			
Great Gatsby Intro English I (MISSING)	12.5/25 (50%)	>	
Tuesday 04/28			
Living Things BIO I (MISSING)	10/20 (50%)	>	
Nutrition and Physical Activity	10/00		•

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.

≡	Infinite Campus		1	٩.	-
Messa	age Center	Grades	Edward S. Ba	con	<b>Q</b>
Today Calen		1 (07/01 - 10/25)	< 0	>	Î
	nments	Term GPA: 3.283			
Grade	s	Algebra I		-	
Grade	Book Updates	Term Grade	85 (85%)	>	
Attend	lance	D Homework Assignments missing.			
Sched	ule	BIOI		-	
Acade	mic Plan	Term Grade	82 (82%)		
Repor	ts	Ø Shows improvement in work.			
Discu	ssions	English I		-	
More	-	Term Grade	87 (87%)	>	

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.

Ξ	Infinite Campus			•
-	Campus			
Messa	age Center	Grades	Edward S. Bacon	
Today	8			
Calend	dar	MP1 (07/01 - 10/28)	< 0	>
		Mathematics 1		-
Assign	nments	Term Grade	В	
Grade	s	Term Grade	(88%)	·
Grade	Book Undates	O Grasps new material quickly.		

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.

Reading 1		
(MP1) Term Grade Teacher comments	s for the term grade. cepts. Grasps new material quickly.	B (87.86%)
Class Work / Participation Weight: 30		144/160 (90%) +
Homework Weight: 10	Click to expand category to view assignments.	84/105 +
Projects / Presentations Weight: 20		89/100 (89%) +

## 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.

Message Center	Grade Book Updates	Edward S. Baco	n 💽 🗸
Today			-
Calendar	Recent Updates		
Assignments	Properties of Rea Numbers Algebra I	8/10 (80%)	>
Grades	(LATE) (TURNED IN)	(00.0)	
Grade Book Updates	Functions Algebra I	8/10 (80%)	>
Attendance	Polygons	0/100	
Schedule	Algebra I LATE (TURNED IN)	(0%)	>
Academic Plan	Quadratic Equations	90/100	
Reports	Algebra I	(90%)	<u></u>
Discussions	Quarter 1 - Progress Report BIO I	1 (100%)	>
More	Britain and the First World War World History	100/100	> •

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

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

3. Clicking on any assignment will provide additional information.

Artifacts Classwo	prk	
World History Assigned Today	<b>Due</b> 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.

Message Center	Attendance						1	Edward S. Baco
Today Calendar	Below is your student's attend student's school for more info		hool year. If you have	e any questions, p	lease contact yo	ur		
Assignments	1 (07/01 - 10/25)			< Previous	O Current	Next >		
Grades	COURSE	ABSENT	TARDY	EARLY	RELEASE			
Grade Book Updates	Algebra I	3	0	0		>		
Attendance	BIOI	1	0	0		>		
Schedule	English I	3	1	0		>		
Academic Plan	GLOBAL ST CP	1	0	1		>		
Reports	HEALTH	0	0	0				
Discussions	US STUDIES	2	0	0		>		
More	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

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.

1 (07/01 - 10/25)			< Previous O Co	urrent Next )
COURSE	ABSENT	TARDY	EARLY RELEASE	
Algebra I	3	0	0	>
BIO I	1	0	0	;
English I	3	1	0	3
GLOBAL ST CP	1	0	1	2
HEALTH	0	0	0	
US STUDIES	2	0	0	Ś
World History	2	0	0	;
Totals	12	1	1	

4. 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.

E Infinite Con Campus						-
Message Center	Schedule			Edwar	d S. Baco	an 🧕 -
Today						- i
Calendar	Below is your student's clas	ss schedule for the current school year.				
Assignments	1 (07/01 - 10/25)			<	0	>
Grades	(DAY: A)					
Grade Book Updates			Simcoe, James			
Attendance	1a	English I 7:51 AM - 8:46 AM	Rm: 101 Start: 08/01/2019			
Schedule			Simcoe, James			
Academic Plan	1b	English I 8:46 AM - 9:28 AM	Rm: 101 Start: 08/01/2019			
Reports			Buck, Annette			
Discussions More	2	World History 9:31 AM - 10:16 AM	Rm: 101 Start: 08/01/2019			
More						-

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.

1 (07/01 - 10/	25)	< 0	>
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	

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

English I	
Teacher Information Simcoe, James (555)555-1234 D.Simcoe@email.com Course - Section Number 0100G.1Y-1 - 101	
Periods A: 1a, A: 1b, B: 1a, B: 1b Room 101	

## <u>Academic Plan</u>

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

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

E Infinite C Campus		<b>*</b>
Message Center		Edward S. Bacon 🕵 👻
Today	Academic Progress	
38. 	This report will display the student's progress toward completion of an Academic Program	
Calendar	Viewing progress toward Academic Program	
Assignments	Report Type    Summary   Detail	
Grades	Generate Report	
Grade Book Updates		
Attendance		
Schedule		
Academic Plan		
Reports		
Discussions		
More		

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**.

Academic Progress			
This report will display the student's progress toward completion of an Academ	nic Program		
Viewing progress toward Academic Program			
Report Type 💿 Summary 💿 Detail			
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	9-20			Academ	ic Pla	in Progre	ss Report	
* Asterisks indicate student does	s not meet requ	irement	-					
Credit Type	09	10	11	12	Cre	dit Status	Overflow	Total
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 cou	urses in the sam	e world language		"Not Compl	ete			

## 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.

≡	Infinite Campus			4
Messa	age Center	Reports	Edward S. Bacon	9
Today	1			
Calen	dar	Please click on the links below to access reports based on your student's information.		
Assig	nments	Student Schedule		>
Grade	s			
Grade	Book Updates			
Attend	lance			
Sched	lule			
Acade	mic Plan			
Repor	ts			
Discu	ssions			
More				

## 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**.

E Infinite Campus		÷ 1
Message Center	More	
Today		_
Calendar	Address Information	>
Assignments	Demographics	>
Grades	Family Information	>:
Grade Book Updates		
Attendance	Health	>
Schedule	Transportation	>
Academic Plan		
Reports		
Discussions		
More		

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**.

Bacon Household	
Below is your student's current household information. You may update the telephone number of your household on this screen. If the correction to this information, please contact your student's school directly.	you have any
Phone 555)123-1234	Update
Primary (Malling) 2251 Edgecomb Rd Kitson, PA 12345	

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

Phone Number	Update Household	Phone Number		
Phone Number	You are updating the follow	wing phone number:		
	(555)123-1234			
(215)555-555\$x	Phone Number			
	(215)555-55555x			

## 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**.

		<b>A A</b>
Message Center	More	
Today		
Calendar	Address Information	> .
Assignments	Demographics	2
Grades	Family Information	>
Grade Book Updates	Health	5
Attendance		
Schedule	Transportation	>
Academic Plan		
Reports		
Discussions		
More		

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.

Message Center	Edward S, Bacon	4
Today		^
Calendar	Student Demographics	
Assignments	Below is your student's current demographic information. If you have any corrections to this information, please contact your student's school directly.	
Grades		
Grade Book Updates	Legal Name Edward S Bacon	
Attendance	Birthday	
Schedule	12/03/2004	
	Gender	
Academic Plan	Male	
Reports	Hispanic/Latino	
Reporto	N	
Discussions	Race	
More	Black or African American	+

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 Relation	onships		
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.

E Infinite Campus			-
Message Center	More		
Today			
Calendar	Address Information	2	
Assignments	Demographics	>	
Grades	Family Information	>	Т
Grade Book Updates	Health	>	
Attendance			
Schedule Academic Plan	Transportation	,	
Reports			
Discussions			
More			

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	<b>Email</b> EArthur@Kitson.org			
Relationships				
Relationship Mother Francine Bacon (Guardian) Emergency Priority 1	Phone Cell: (555)555-1234 Work: (555)555-5555x1234 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		
<b>Relationship</b> 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**.

		<b>A</b>
Message Center	More	
Today		
Calendar	Address Information	> ;
Assignments	Demographics	>
Grades	Family Information	> :
Grade Book Updates		
Attendance	Health	
Schedule	Transportation	>
Academic Plan		
Reports		
Discussions		
More		

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**.

E Infinite Campus		۰	-
Message Center	More		
Today			
Calendar	Address Information	3	> :
Assignments	Demographics	1	>
Grades	Family Information	i i	>
Grade Book Updates			_
Attendance	Health		<u> </u>
Schedule	Transportation	1	>
Academic Plan			
Reports			
Discussions			
More			

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:	
<ul> <li>Vehicle (for example, bus)</li> <li>Transpass</li> <li>Ineligible (Indicates the student is not eligible for transportation)</li> </ul>	
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:	

2. 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 <u>the next day</u>.

#### **Viewing Transpass Information**

1. 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

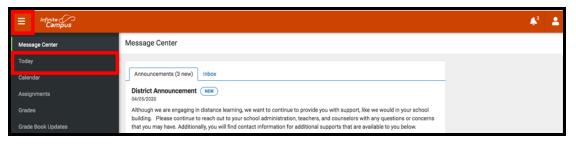
## <u>Viewing Your Middle or High School Student's Remote Learning</u> <u>Participation in the Portal</u>

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.** 

<u>Students enrolled in grades 9-12, a true middle school (i.e., a 5-8 or 6-8 school), Engineering &</u> <u>Sciences HS, Penn Treaty HS, Hill Freedman Academy, GAMP and Masterman</u> 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*.

Message Center	Today Thursday, April 16, 2020			· · · · · ·	
Today	and the second second		3 (01/30	- 06/04)	
Calendar			(DAY: R)		
Assignments Grades			ADV	Homeroom 8 8:15 AM - 8:31 AM	
Grade Book Updates Attendance	Assignments Due Today		1	Spanish 831 AM - 9.22 AM	100000-0000
Schedule	Attendance 04/16 Algebra 1 - MS	>		English Literacy 8	
Academic Plan	Attendance 04/16 English Literacy 8	>	2	9.22 AM - 10:13 AM	-
Reports	Attendance 04/16 Homeroom 8	>	3	Social Studies 8 10:13 AM - 11:04 AM	
Discussions	Attendance 04/16 Music 8	>		Science 8	
	Attendance 04/16 Science 8	>	4	11:04 AM - 11:55 AM	10.11
	Attendance 04/16 Social Studies 8	>	5	Algebra 1 - MS 11:55 AM - 12:46 PM	
	Attendance 04/16 Spanish	>	6	Lunch 12:45 PM - 1:37 PM	-

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.

Assignments Due Today	
Attendance 04/16 Algebra 1 - MS	>
Attendance 04/16 English Literacy 8	>
Attendance 04/16 Homeroom 8	>
Attendance 04/16 Music 8	>
Attendance 04/16 Science 8	>
Attendance 04/16 Social Studies 8	>
Attendance 04/16 Spanish	>

## Viewing Your Student's Participation Status for Individual

## <u>Classes</u>

- 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."

Attendance 04/1	16	
Social Studies 8 Assigned Today at 12:00 AM	Due Today at 11:59 PM	
Content		-
Assessment Student has not starte	ed this assessment.	
Score Info		-
This assignment is no	t included in the grade calculation.	
Score Not scored yet	Total Points 1	

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.

Attendance 04/16			
Social Studies 8			
Assigned	Due		
Today at 12:00 AM	Today at 11:59 PM		
Content		+	
Score Info		-	
This assignment is n	ot included in the grade calculation.		
TURNED IN			
Score	Total Points		
1 (100%)	1		

<u>Note</u>: 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.

Content	Attendance Assessment
View Assessment	Question 1 Are you here?
	Click to be counted as present
	Your answer was correct.

## 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.

Attendance 04/7	6	
Social Studies 8 Assigned Today at 12:00 AM	Due Today at 11:59 PM	
Content		-
Assessment		
Student has not starte	d this assessment.	

- 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.

Course Info	Grades	Upcoming Assignments (1)	
Teacher Inform	ation		
Course - Sectio	a Number		
Course - Sectio	n Number		
Periods			
Periods Day M: 3			
Day M: 3			
Day M: 3 Day T: 2			

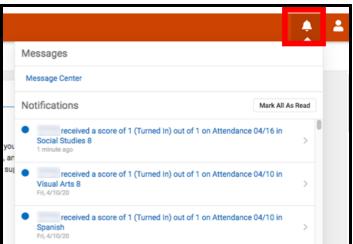
3. Click the **Back** button at the top of the screen to return to the **Today** page. When your student has submitted their participation, you will see the "Turned In" flag and a score for that assignment in the Assignments Due Today section of the screen.

oday Thursday, April 16, 2020				
And the local data of the loca		3 (01/30	- 06/04)	
		DAY: R		
1000		ADV	Homeroom 8 8:15 AM - 8:31 AM	1000
Assignments Due Today		1	Spanish 8:31 AM - 9:22 AM	
Attendance 04/16 Algebra 1 - MS	>		English Literacy 8	
Attendance 04/16 English Literacy 8	>	2	9:22 AM - 10:13 AM	-
Attendance 04/16 Homeroom 8	>	з	Social Studies 8 10:13 AM - 11:04 AM	
Attendance 04/16 Music 8	>		Science 8	
Attendance 04/16 Science 8	5	4	11:04 AM - 11:55 AM	
Аttendance 04/16     Social Studies 8     1/1 (100'     Тиянер м)	s) >	5	Algebra 1 - MS 11:55 AM - 12:46 PM	
Attendance 04/16 Spanish	2	6	Lunch 12:46 PM - 1:37 PM	
Assignments Due Tomorrow		7	Music 8 1:37 PM-2:28 PM	-

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**.

	•
Section 1	
Settings	
Language	
Give Feedback	
Log Off	

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.

Settings	
Notification Settings	
Account Settings	>
Contact Preferences	>
Current Devices	Notification Settings
	Select notifications to receive. Notifications are deleted after 30 days.
	Assignment is scored
	All scores