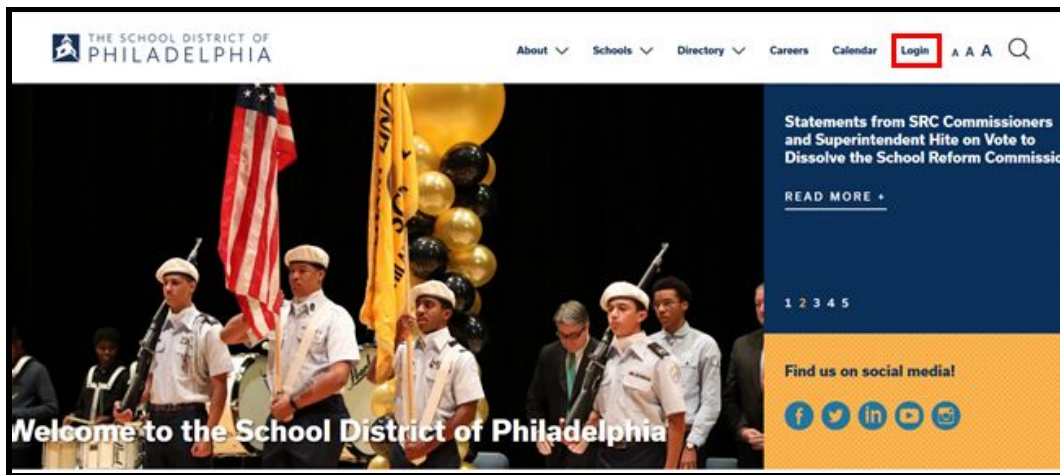


Philadelphia SIS Project: Viewing Student Information in the Student Portal

Accessing the Student Portal

1. Navigate to <http://www.philasd.org>. Select the **Login** button in the top right corner.



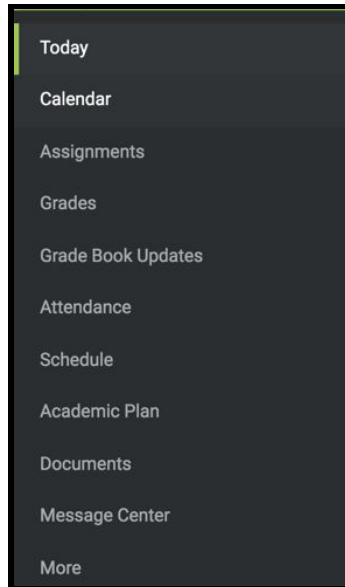
2. Enter the student's district Username and Password. Click **Login**.

A login form titled 'Enter your Username and Password'. It contains two input fields: 'Username:' and 'Password:'. Below the password field is a link that says 'Forgot your password?'. At the bottom of the form is a green button with the text 'LOGIN' in white, which is highlighted with a red border.

3. Logging in will direct the user to **Campus Student**.

Viewing Information in the Student Portal

1. Once logged in, a list of tools within the Student Portal will display on the left side of the screen. Please see below for information regarding each section of the Student Portal.



Today

[Page 5](#)

The Today view shows the student's schedule for the current day and lists any assignments due today or tomorrow. The schedule shows the times of the periods during the day and the student's courses, with the teacher's name and room assigned.

Calendar

[Page 6](#)

The Calendar section of the Student Portal will display in three different modes, *Assignments*, *Schedule*, and *Attendance*. For *Assignments* and *Attendance*, dots display below dates that have data. In *Assignments* mode, a button displays to show the *Weekly Overview*, which shows all assignments for the selected week.

Assignments

[Page 7](#)

The Assignments tool collects all of the student's assignments with the focus on today. Click assignments to view details and scroll to see previous and future assignments. Use the **Missing** and **Current Term** buttons at the top to filter assignments.

Grades

[Page 8](#)

The Grades tool shows all of the grades earned by the student for all tasks and standards. Posted grades are displayed in bold, with In-Progress grades indicated as “In-progress.”

Grade Book Updates

[Page 9](#)

Grade Book Updates lists all of the assignments that have been scored or otherwise updated in the last 14 days.

Attendance

[Page 10](#)

The Attendance tool will show the attendance record for the student, including days the student was marked absent or tardy, as well as whether these attendance events were excused or unexcused.

Schedule

[Page 11](#)

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

Documents

[Page 12](#)

The Documents tool collects files relevant to the student, such as the student’s schedule, learning documents, and forms.

Message Center

[Page 13](#)

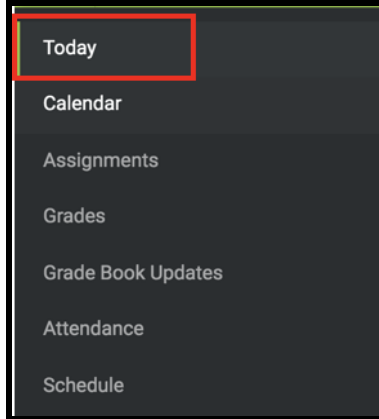
The Message Center includes announcements posted at a school or district level. They will also be able to access several online instructional resources from this section, including, *Student Launchpad*, *Google G-Suite for Education*, and the *Parent & Family Launchpad*.

The More tab displays additional information relevant to the student, including:

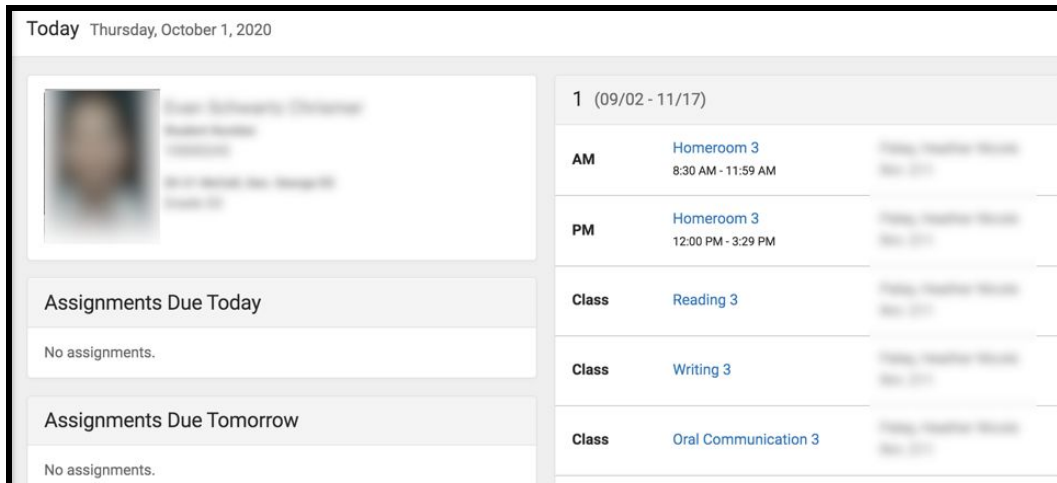
- **Address Information** for the student's household(s).
- **Demographics** information for the student and any non-household relationships.
- **Family Information**, including contact information for family members.
- **Health Information**, including recorded vaccinations, immunizations and daily health screenings.
- **Important Dates** such as holidays, late starts, and other school calendar events.
- **Transportation** information including busing information and parking permits.
- **Placement** information about School Placement, if applicable.
- **Backpack** key documents will be located here such as Report Cards.

Using the Today Section of the Student Portal

1. On the left side of the screen, select **Today**.



2. The student's schedule for the current day will be displayed along with any assignments that are due today or tomorrow.



Today Thursday, October 1, 2020

Assignments Due Today
No assignments.

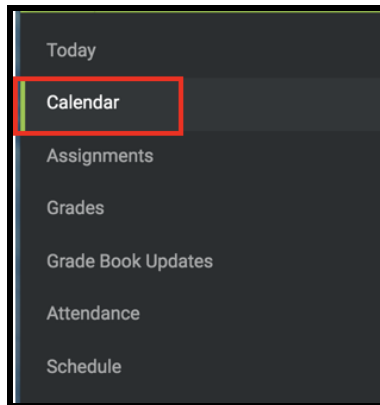
Assignments Due Tomorrow
No assignments.

1 (09/02 - 11/17)

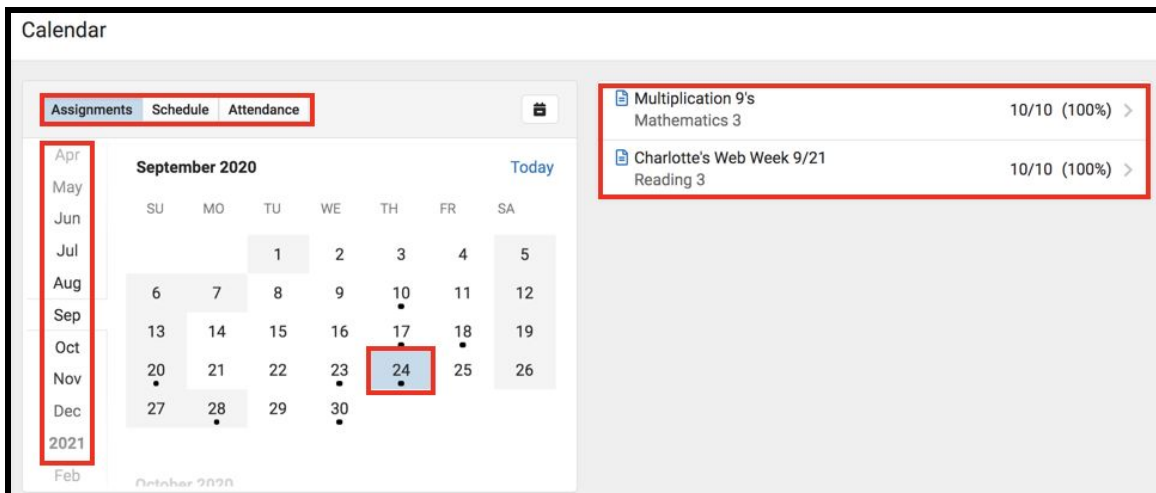
AM	Homeroom 3 8:30 AM - 11:59 AM	
PM	Homeroom 3 12:00 PM - 3:29 PM	
Class	Reading 3	
Class	Writing 3	
Class	Oral Communication 3	

Using the Calendar Section of the Student Portal

1. On the left side of the screen, select **Calendar**.



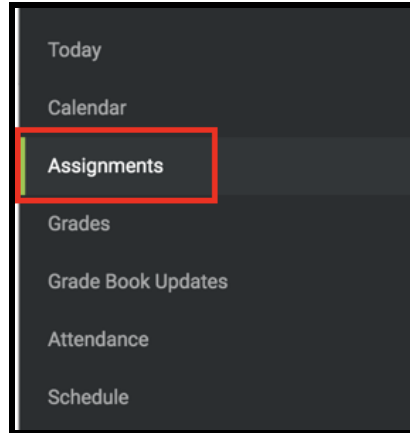
2. A calendar will display with dots below dates that have data. Select a mode (*Assignment*, *Schedule*, or *Attendance*) and date to view data for that day. The calendar will show the current month. To navigate to a different month, click on the month listed on the left side.



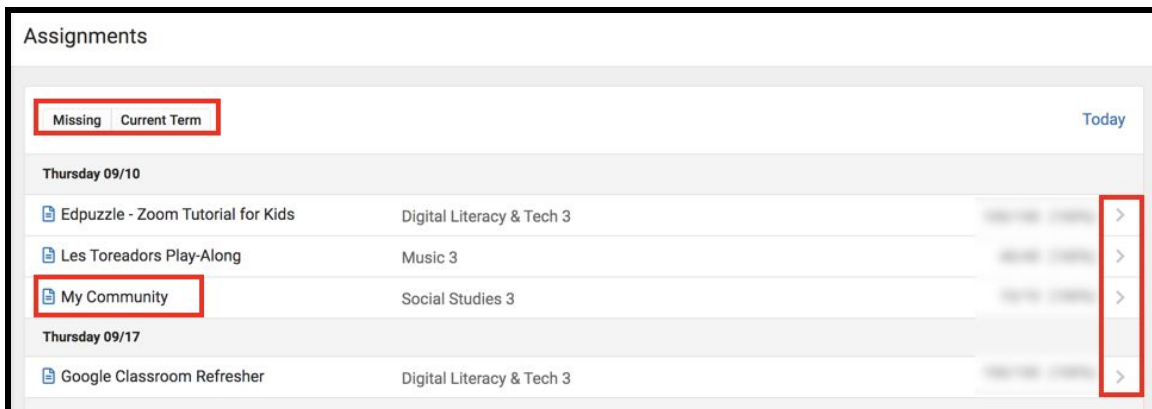
3. For additional information on a specific assignment, click on the arrow next to the assignment.

Using the Assignments Section of the Student Portal

1. On the left side of the screen, select **Assignments**.



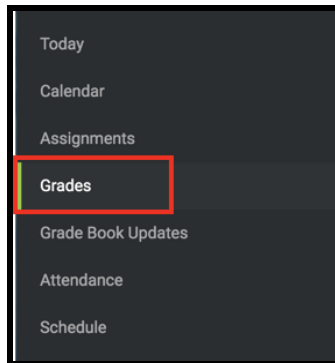
2. A list of the student's assignments with the focus on today will be displayed. Click assignments to view details or click on the arrow on the right. Scroll to see previous and future assignments.



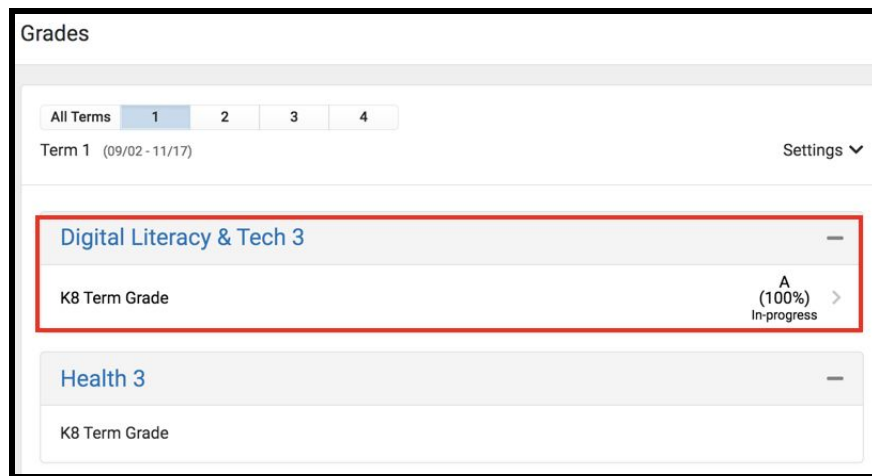
3. Use the **Missing** and **Current Term** buttons at the top to filter assignments.

Using the Grades Section of the Student Portal

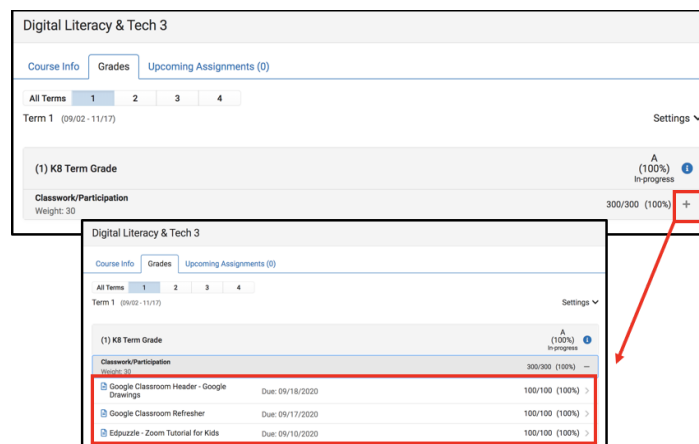
1. On the left side of the screen, select **Grades**.



2. A list of the student's current courses will appear showing in-progress grades. For more information click on the name of the course or the arrow next to the score.

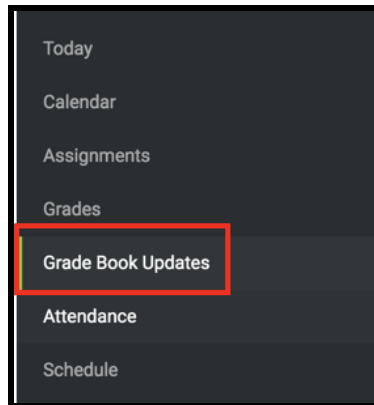


3. For additional information on the current marking period's assignments, click on the + symbol to the right of each category.






Using the Grade Book Updates Section of the Student Portal

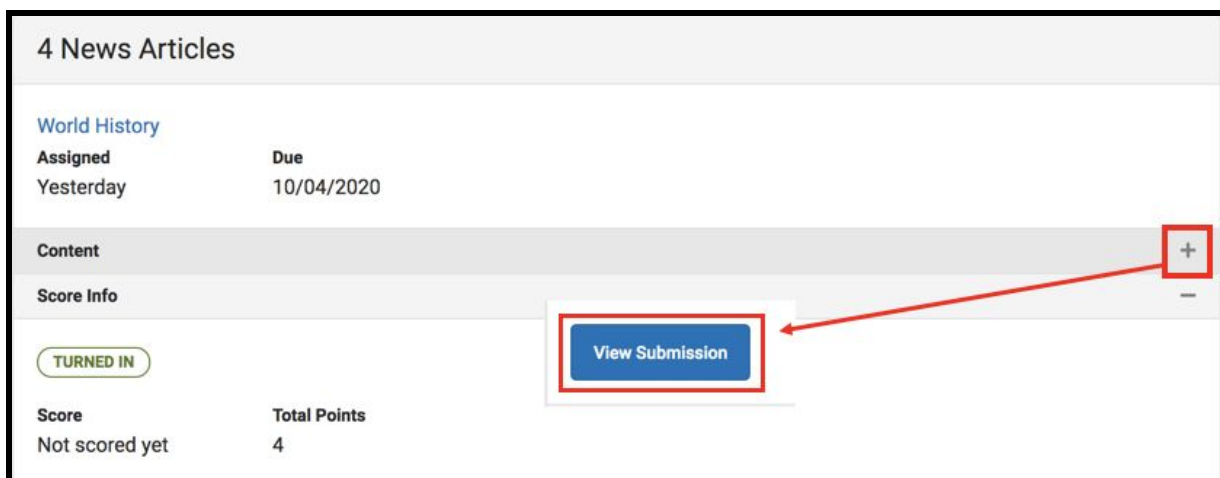
1. On the left side of the screen, select **Grade Book Updates**.



2. Listed are all of the assignments that have been scored or updated within the last 14 days. Click on the assignment or the course name to view details.

Grade Book Updates		
Recent Updates		
 Area Game	Mathematics 3	10/10 (100%) >
 Puerto Rico Music and Culture	Music 3	40/40 (100%) >
 Fitness Journal 3	Physical Education 3	10/10 (100%) >

3. If you submitted work, click on the + sign to see your submission.



4 News Articles

World History
Assigned: Yesterday Due: 10/04/2020

Content +

Score Info -

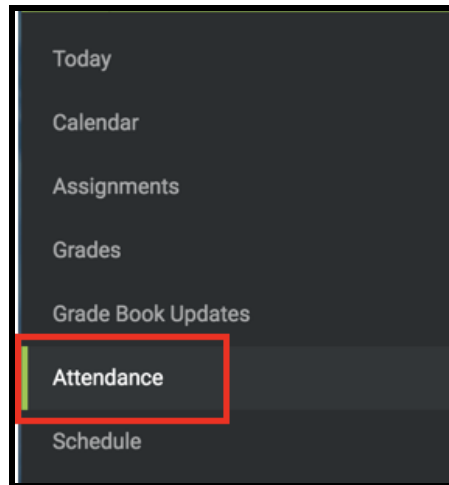
TURNED IN

View Submission (button highlighted with a red box, with a red arrow pointing to it from the '+' sign)

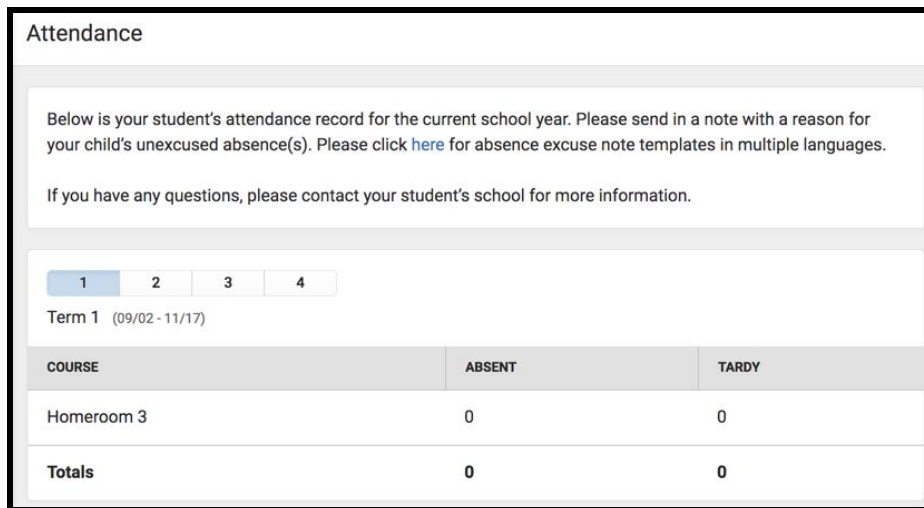
Score **Total Points**
Not scored yet 4

Using the Attendance Section of the Student Portal

1. On the left side of the screen, select **Attendance**.



2. The Attendance tool lists the absences and tardies for attendance taking periods in the selected term. Navigate between terms using the options at the top.

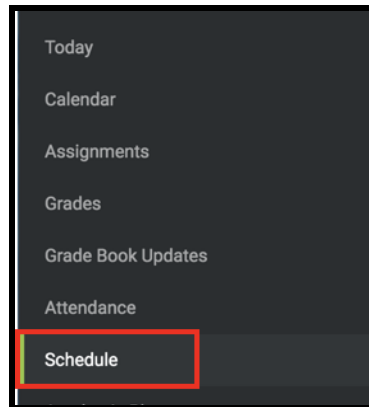
The screenshot shows the 'Attendance' tool interface. At the top, there is a title 'Attendance' and a paragraph of instructions: 'Below is your student's attendance record for the current school year. Please send in a note with a reason for your child's unexcused absence(s). Please click [here](#) for absence excuse note templates in multiple languages. If you have any questions, please contact your student's school for more information.' Below this is a navigation bar with four buttons labeled '1', '2', '3', and '4'. The first button '1' is selected. Underneath, it says 'Term 1 (09/02 - 11/17)'. The main part of the interface is a table with three columns: 'COURSE', 'ABSENT', and 'TARDY'. The table has two rows: one for 'Homeroom 3' and one for 'Totals'.

COURSE	ABSENT	TARDY
Homeroom 3	0	0
Totals	0	0

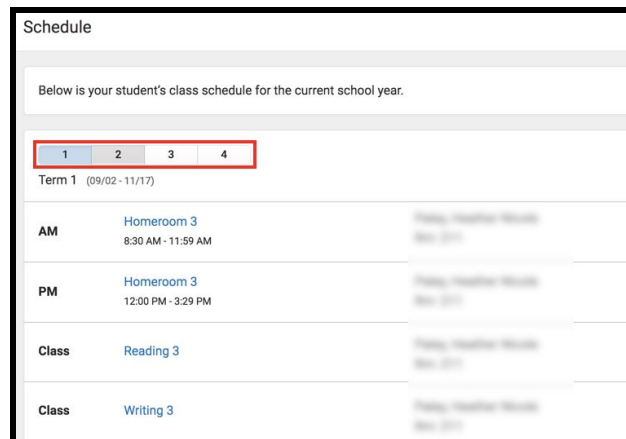
3. Click on a period to view details. On the detail view, absences and tardies are divided by type (excused, unexcused, exempt, or unknown), with all absences and tardies listed below. **Contact the school for any questions or concerns regarding attendance.**

Using the Schedule Section of the Student Portal

1. On the left side of the screen, select **Schedule**.



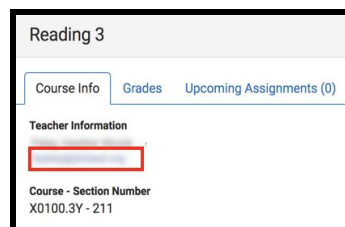
2. The student's course schedule for the current term will display in the center of the screen. Select the term number to see a different term..



3. For information regarding assignments or grades for a particular class, click on the blue hyperlink title of the class..

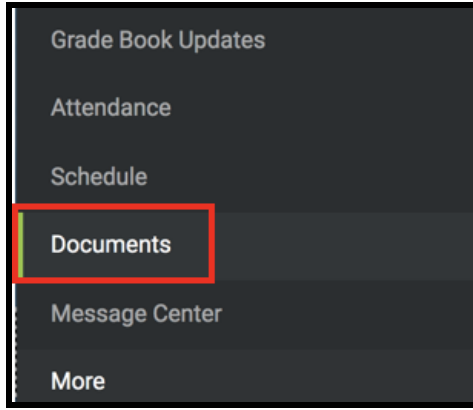


4. To send an email directly to the teacher, , click on the teacher's email address below the teacher's name.

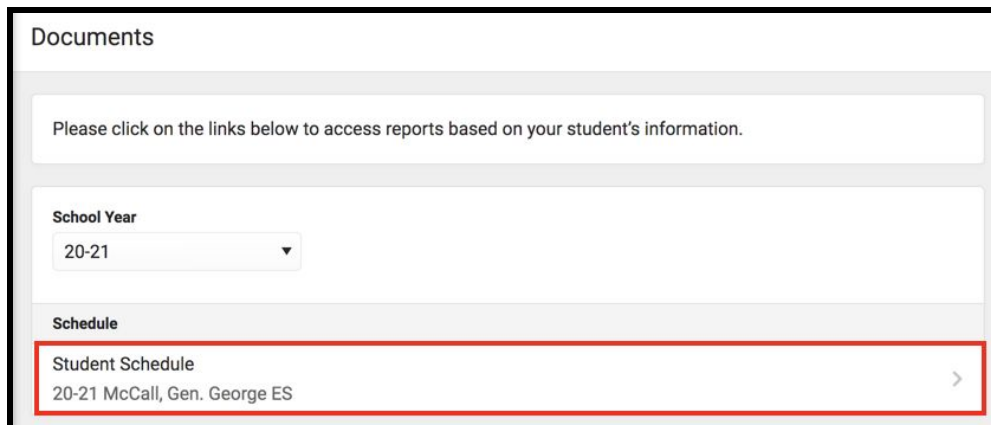


Using the Documents Section of the Student Portal

1. On the left side of the screen, select **Documents**.

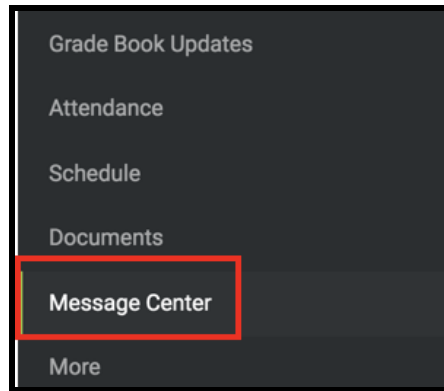


2. The Documents tool collects files relevant to the student, such as the student's schedule, learning documents, and forms.

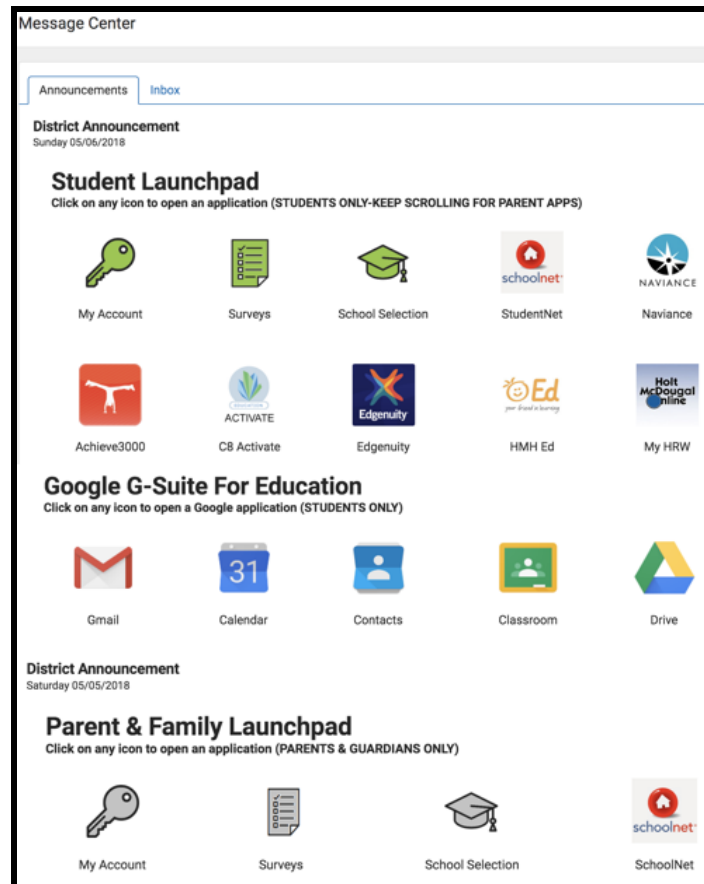


Using the Message Center Section of the Student Portal

1. On the left side of the screen, select **Message Center**.



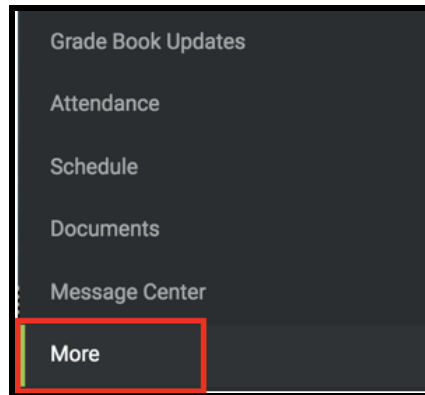
2. A list of online instructional resources will appear in the *District Announcements* section. Click on the icon for the desired resource to access that application. Scroll down for all options.



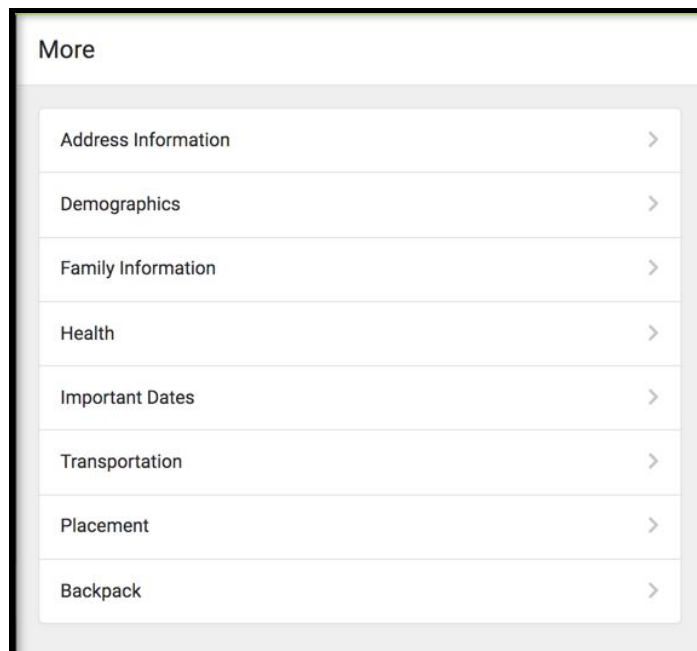
3. Messages sent directly to the student from teachers will appear in the *Inbox*.

Using the More Section of the Student Portal

1. On the left side of the screen, select **More**.



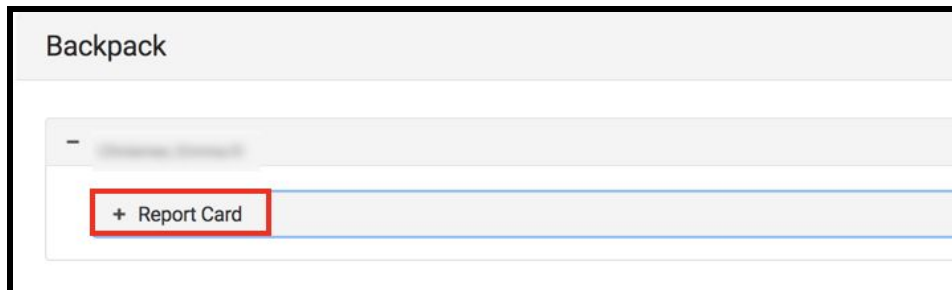
2. The More tab displays additional information relevant to the student, including:



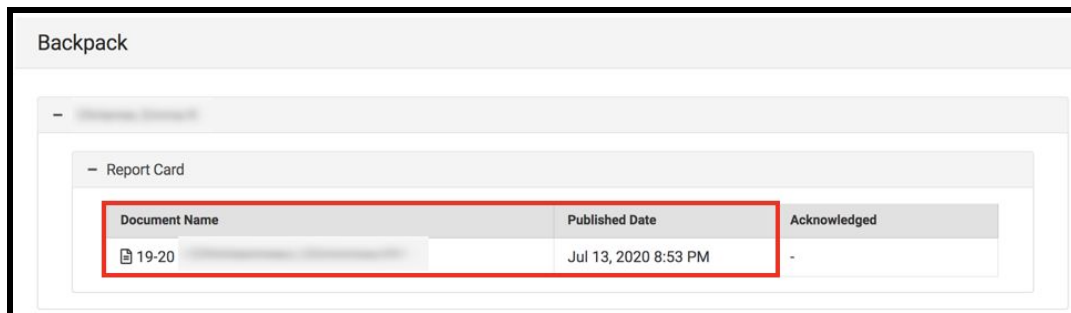
- **Address Information** for the student's household(s).
- **Demographics** information for the student and any non-household relationships.
- **Family Information**, including contact information for family members.
- **Health Information**, including recorded vaccinations, immunizations and daily health screenings.
- **Important Dates** such as holidays, late starts, and other school calendar events.
- **Transportation** information including busing information and parking permits.
- **Placement** information about School Placement, if applicable.
- **Backpack** key documents will be located here such as Report Cards.

Backpack

1. You will see your name, and then a subheading beneath your name that says “*Report Card.*” Click the plus sign before *Report Card.*



2. You will see a table with three columns - *Document Name*, *Published Date*, and *Acknowledged*. Under the *Document Name* column, you will see a document titled “19-20 (Insert School Name Here) Report Card.” Click on this document to view the report card.



Note: The *Published Date* column will include a timestamp for when the Report Card was last generated by the system. The *Acknowledged* column is not utilized by the District at this time.

3. The **Report Card** will generate in a new window. In the upper right side of this window, you may notice the following icons.
 - **Full size screen icon:** The icon with arrows pointing in four different directions will toggle the view to a full screen view.
 - **Printing icon:** Users can begin the process to print the Report Card by clicking on the Printer icon.
 - **Download icon:** The icon of a piece of paper with a downward pointing arrow will allow the user to save the Report Card.

