

A GUIDE TO TECHNOLOGY SYSTEMS & SERVICES

For administrators, principals,
teachers, students, and families



Version II

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The School District of Philadelphia
Office of Information Technology and Data Management

A Guide to Technology Systems & Services

The Office of Information Technology and Data Management's Technology Systems & Services Guide provides an overview of the systems, applications, and technology available to School District of Philadelphia employees. These tools and services are organized by category with a graphic legend that shows which stakeholders will most likely use the tool or service.

Tools contained within this guide can be accessed via philasd.org/login unless otherwise specified.

LEGEND:



= Principals



= Administrators



= Teachers



= Students

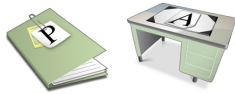


= Parents

Business Operations

Advantage Finance, H/R & Payroll Systems

The Advantage Finance program manages the budget and monitors spending, including the purchases of goods and services, and personal property management. The Advantage HR/Payroll system tracks employee payroll information.



Used by:

Contact the Technology Help Desk at 215-400-5555

Advantage Reports

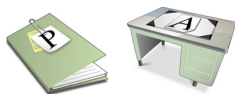
Principals and other office leaders use Advantage Reports to access key financial, employee, and property data. The system is updated each week night to ensure the reports are current.



Used by:

SRC Resolutions

This workflow application allows users to craft a resolution which will appear before the School Reform Commission during a regular meeting. After being created, the resolution is tracked as it moves through the appropriate approval or rejection process. Previous resolutions are available for viewing for appropriate offices.



Used by:

LEGEND:



Employee Management and Services

Applicant Tracking

The Office of Talent uses this online tracking system to follow applicants as they move through the application, interviewing, and hiring process. Candidates also use the system to submit all requested documentation.



Used by:

Educator Development Suite (IMS Module)

EDS collects student observation data from school leaders and contains student learning objective scores (SLOs) for teachers and connectedness scores for principals. It also displays the final ratings — Multiple Measures Scoring (MMS) — for principals, assistant principals, teachers and non-teaching professionals (NTE).



Used by:

Employee Payroll Information

Employees use this application to view all direct deposit payroll stubs and W2 forms. The application also tracks leave balances, allowing employees to see both a summary and a detailed view of their leave accruals and usages.



Used by:

Employee Summer Programs Time Entry

Employees access this application to apply for summer program work and to list their preferred summer assignments. The Office of Talent then assigns positions and tracks time worked. This information is relayed to the Advantage HR/Payroll application for employees to receive payment.



Used by:

LEGEND:



Employee Transfer Request

Current teachers seeking any type of transfer — including *voluntary transfer*, *right to return*, and/or *right to follow* — use this application to file their requests. The application also tracks an employee’s transfer request choices and demographic information, making it easier for administrators to follow movement and placement.



Used by:

PDE Building Level Score (School Performance Profile)

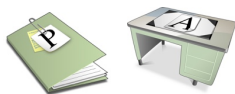
Teachers can review their School Performance Profile (SPP) — a score based on a designated time frame and previous appointments — via this application.



Used by:

School Progress Report (SPR) Calculator

The School Progress Report (SPR) Calculator is a web application that translates SPR scores and helps principals set future goals. It contains a tool allowing users to make changes in each metric to see how a school’s overall and domain scores could change. It is important to note that these simulated reports are only approximate



Used by:

Site Selection Tracking

Employees use this application to indicate where they would like to work. The collected data helps administrators monitor movement and placement.



Used by:

LEGEND:



Staffing Management System (SMS)

SMS helps principals manage and create budgets, and determine staffing needs. Principals work with an Assistant Superintendent, the Office of Talent (HR), Grants Compliance, and the Office of Management and Budget (OMB) to ensure their school's needs are met. After a school's budget is approved, the Talent Office will use this tool to determine staffing needs.



Used by:

Time and Attendance Sheets

Administrators can print time and attendance sign-in sheets (TPERS) here. The documents are updated on a bi-weekly basis. TPERS for the upcoming bi-weekly pay period are available during the last week of the current bi-weekly pay period.

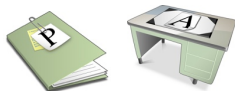


Used by:

Student Management Systems

COMPASS Transportation Management System

COMPASS is a web-based transportation management system used by the District and non-public and private schools. All transportation requests should be submitted online via the TAR (Transportation Access Request) module. Transportation reports — including ROR (Request for Routes/Bus Assignments), Transpass Assignments, and Special Education Ridership Logs — can also be accessed using COMPASS.



Used by:

DHS Student Sharing

Principals and counselors use this application to review data from the city's Department of Human Services (DHS). The information is updated four times per academic year after each report card cycle.



Used by:

LEGEND:



Early Childhood Education Applications

The District uses two applications to sort early childhood education information. Early Care and Education Interview (ECEI) collects information about best practices for Kindergarten students. COPA allows pre-K teachers to manage basic student data.



Used by:

Contact the Office of Early Childhood Education at 215-400-4270

Food Service Point-of-Sale System (POS)

All school cafeterias have a Point-of-Sale system (POS) to track how many students receive meals each day.



Used by:

Contact the Food Services Manager in your building or the Office of Food Services at 215-400-Food

Instructional Management System (IMS)

IMS is a repository for instructional supports including online curriculum (known as the *Curriculum Engine*), textbooks, digital resources, and classroom data. It also provides customized reports for teachers and administrators using multiple years of available data. Rating officers use the system's Educator Development Suite (EDS) to record informal and formal observations and other information. Teachers use it to get annual and semi-annual rating forms and to track and plan professional development.



Used by:

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Online School Selection

Parents and students use this online system to apply to District elementary, middle, and high schools for the next school year.



Used by:

Access at <https://www.schoolselect.philasd.org>

Naviance

Naviance is a web-based college-and-career readiness tool. Students in grades 6 to 12 enter their interests and abilities and the program's algorithm uses the data to suggest careers or higher learning options. Naviance helps students and parents plan for the future. It is a tool counselors can use as they assist students making post-graduation plans. Administrators use the system to monitor students post high school experiences.



Used by:

ScholarChip Smart Card Attendance

All high schools and some large middle schools use student ID cards with embedded smart card technology track which students scan upon entering the building. The data is synced with the new Student Information System, which collects period level attendance.

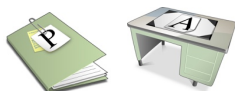


Used by:

Access at <https://idserv.scholarchip.com/login>

Serious Incident Management System (SIMS)

All serious incidents that occur in schools or on District property are reported via the SIMS system. SIMS makes record keeping and tracking easier while also ensuring forms are properly filed. Principals can use the application at their own schools.



Used by:

LEGEND:



Special Education Management System (Easy IEP System)

The Special Education Management System allows schools to create and track Individualized Education Plans (IEPs) and other associated documentation as well as 504 plans and Gifted IEPs.



Used by:

Student Information System (Infinite Campus)

The new SIS is the primary source of data for student information including, enrollment, registration, attendance, student health tracking, scheduling and rostering. The system offers 24/7 online access, and will be accessible to students, guardians, educators, and administrators.



Used by:

Textbook Storage System

This online system allows schools to track textbooks and instructional materials through the ISBN number.



Used by:

Parent and Family Management Systems

Parent & Family Portal

This online system allows families to access their child's progress data, grades, attendance, test scores and instructional resources.



Used by:

LEGEND:



Parental Notification System

This automated telephone notification service can deliver customized messages to student homes. Automated absentee and lateness messages are automatic; individual schools can also choose to customize message. Schools can also create custom messages to be sent to each student's home. Parental contact information can be updated via the *Parent and Family Portal*.



Used by:

School Finder

Parents can use this online map to find their child's designated neighborhood school. School-Finder does not display citywide or special admission schools, but does show Renaissance charter schools as options.



Used by:

Access at https://webapps.philasd.org/school_finder/

LEGEND:



SCRIBBLES Record Request System (Former Students Only)

Former students can request copies of their school records or official transcripts using the SCRIBBLES Record Request System. Requests are broken down into the following categories:

- Former students requesting an official transcript to be delivered directly to schools and universities;
- Former students requesting a copy of their records to be mailed to their home; and
- Former graduates ordering a replacement diploma.



Used by:

Access at <https://philasd.scribborder.com/> (link also accessible via the Office of Student Records webpage)

Technology Support

Antivirus Software

All District-owned computers have licensed commercial software and are protected using antivirus software. District-owned software cannot be installed on personal computers; all District computers should have pre-installed antivirus software. Software can be loaded using the *Antivirus Download* web application,



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Email and Calendaring

The District encourages collaboration across schools and disciplines. Employees must use their assigned District email address when using one of the collaboration tools. Zimbra is a self-contained collaboration suite of tools. The Google Suite (G-Suite) allows for web-based collaboration and productivity applications. Students also have official District email accounts and access to G-Suite.



Used by:

Access at <https://mail.philasd.org> (Zimbra Collaboration Suite)

Access at <https://mail.google.com> (G-Suite)

Internet Filtering

In accordance with the Federal Children's Internet Protection Act and the District's Acceptable Use Policy, District computers cannot access inappropriate websites. The Internet Filtering System automatically blocks certain websites. Teachers and staff can request that certain websites blocked by the system be reclassified.



Used by:

Internet and Wi-Fi Services

All District properties have high-speed wired or wireless access to the Internet and Internet 2. Principals who want to institute a Bring-Your-Own-Device (BYOD) policy for staff and students should contact the Office of Information Technology & Data Management. All network use is subject to the District's Acceptable Use Policy. The network is provided for exclusive use by District staff and students for instructional and District business only. Unauthorized use by external agencies or non-District entities is forbidden. To report problems or issues with the network, Wi-Fi access, or Internet services, contact the Technology Help Desk.



Used by:

Contact the Technology Help Desk at 215-400-5555

LEGEND:



Purchasing Computers and Technology

The District has several District-wide contracts for purchasing computers, peripherals and other technology hardware and software. Current vendors include Apple, Dell and SMART Technologies. Every school has an assigned Instructional Technology Specialist who should be consulted about technology purchasing decisions and professional development needs.



Used by:

Access at <http://webgui.phila.k12.pa.us/offices/e/etg>

Role Access Delegation

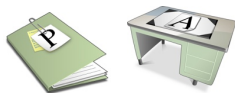
Principals use the Role Access Delegation software to designate/assign school staff to roles and responsibilities within their schools. The application has detailed descriptions of roles that must be assigned at each school, including photocopier point of contact, mobile device coordinator, parental notification system authorized users, personal property designee, student records manager, technology teacher leader, transportation route operations report distribution, school website publisher, and wireless (Wi-Fi) access manager.



Used by:

Technology Access Request

Principals and administrators can apply for either Student Information System (SIS) or Enterprise HR/Payroll/Finance System (Advantage) access. User accounts on the Advantage systems are different from the standard School District username and password used to access email, the employee portal, and most other web-based systems.



Used by:

LEGEND:



Technology Help Desk

When in doubt, call or email the Information Technology Help Desk. Dial 215-400-5555 during normal business hours or email helpdesk@philasd.org. A self-service portal is also available to employees using a computer connected to the District's network in a school or administrative building.



Used by:

Access at <http://webgui.phila.k12.pa.us/offices/h/helpdesk>

Telecommunications

Report problems with any telephone-related services or public address and school paging systems via the Telecommunications web application or by calling 215-400-4450.



Used by:

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