

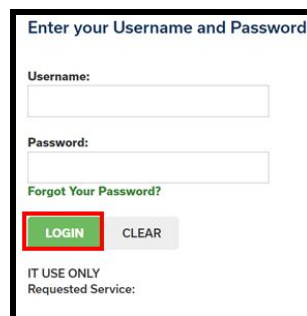
Philadelphia SIS Project: Viewing Student Information in the Student Portal

Accessing the Student Portal

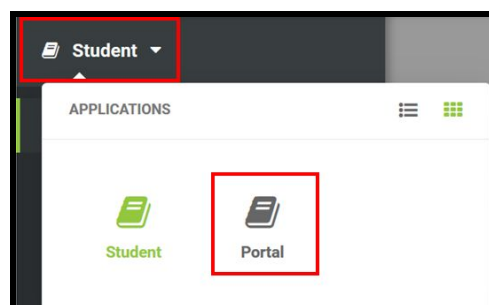
1. Using the Mozilla Firefox internet browser, navigate to <http://www.philasd.org>. Select the **Login** button in the top right corner.



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



3. Logging in will direct the user to **Campus Student**. To access the portal view, click on **Student** in the top left corner of the screen. In the pop-up menu select **Portal**.



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 Student Portal section.



Calendar

Page 4

The Calendar section of the Student Portal will display the selected month's calendar with all assignment due dates and attendance events marked on the appropriate days of that month.

Schedule

Page 5

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

Attendance

Page 6

The Attendance section 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.

Grades

Page 8

The Grades section will show In-Progress averages for all of the student's 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.

Health

Page 10

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

Academic Progress

Page 11

The Academic Progress section will allow students to track the course credits they have earned and will need to earn in the future in order to graduate.

To Do List

Page 13

The To Do List section will show a list of upcoming assignments as well as due dates for each assignment and a count of how many days the student has left to complete each assignment.

Reports

Page 14

The Reports section will display several reports that the student can run in relation to information found in the portal.

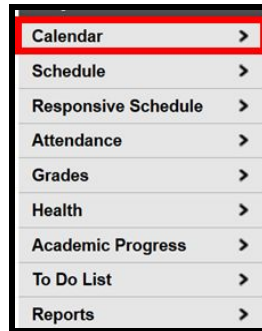
Messages

Page 15

The Messages section will allow students to read messages and announcements from school staff. They will also be able to access several online instructional resources from this section.

Using the Calendar Section of the Student Portal

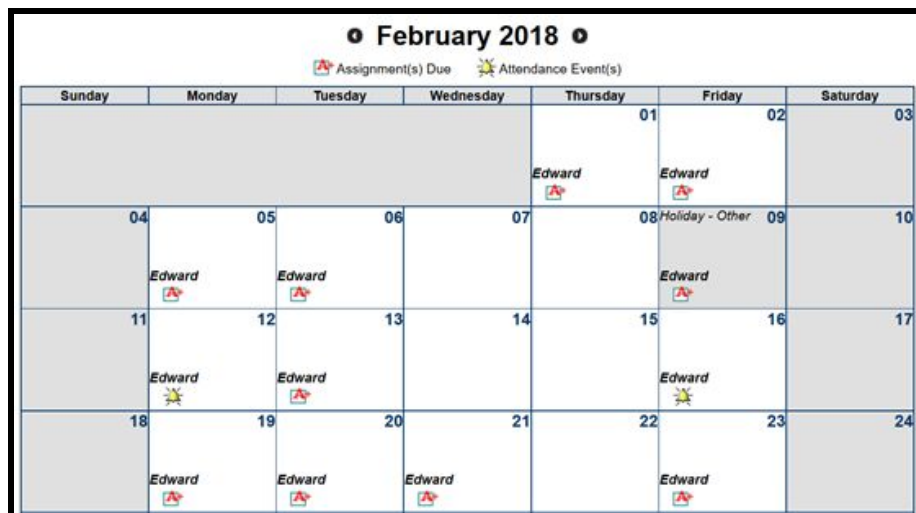
1. On the left side of the screen, select **Calendar**.



2. The calendar will show the current month. To navigate to a different month, use either the forward or back arrows.



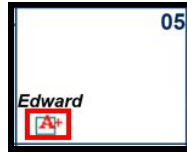
3. A calendar will display with icons to indicate all dates with either an assignment due or an attendance event.



A calendar for February 2018. The header shows 'February 2018' with navigation arrows. Below the header are two legends: 'Assignment(s) Due' with a red 'A' icon and 'Attendance Event(s)' with a yellow star icon. The calendar grid shows days from Sunday to Saturday. Events are marked with icons: red 'A' for assignments and yellow stars for attendance events. The name 'Edward' is associated with several events.

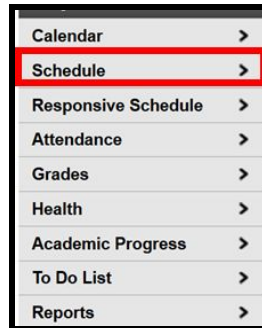
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				01 Edward A	02 Edward A	03
	04 Edward A	05 Edward A	06	07	08 Holiday - Other	09 Edward A
	11 Edward A	12 Edward A	13	14	15 Edward A	16 Edward A
	18 Edward A	19 Edward A	20 Edward A	21	22 Edward A	23 Edward A
						24

4. For additional information on a specific assignment or attendance event, click on the icon for the appropriate day.



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 all four terms will be displayed in the center of the screen.

Course Schedule				
	Term 1 (07/03/17-10/27/17)	Term 2 (10/30/17-01/26/18)	Term 3 (01/29/18-04/20/18)	Term 4 (04/23/18-06/29/18)
1a	0100G.1Y-1-1 English I Schuester, William Start: 09/05/2017	0100G.1Y-1-1 English I Schuester, William	0100G.1Y-1-1 English I Schuester, William	0100G.1Y-1-1 English I Schuester, William
1b				
2	1000G.1Y-2 World History Rooney, Edward Start: 09/05/2017	1000G.1Y-2 World History Rooney, Edward	1000G.1Y-2 World History Rooney, Edward	1000G.1Y-2 World History Rooney, Edward
2/3				
3	2000G.1Y-3 Algebra I Frizzle, Valerie Start: 09/05/2017	2000G.1Y-3 Algebra I Frizzle, Valerie	2000G.1Y-3 Algebra I Frizzle, Valerie	2000G.1Y-3 Algebra I Frizzle, Valerie
3/4				
4	H233-9 HEALTH (Day A) Monique Hileman-Devoe Rm: 210 Start: 09/05/2017	H233-9 HEALTH (Day A) Monique Hileman-Devoe Rm: 210	H233-9 HEALTH (Day A) Monique Hileman-Devoe Rm: 210	H233-9 HEALTH (Day A) Monique Hileman-Devoe Rm: 210
	H421-4 BIO I (Day B) Tea, Cher Rm: 168 Start: 09/05/2017	H421-4 BIO I (Day B) Tea, Cher Rm: 168	H421-4 BIO I (Day B) Tea, Cher Rm: 168	H421-4 BIO I (Day B) Tea, Cher Rm: 168

3. For information regarding assignments or grades for a particular class, click on the notebook icon.

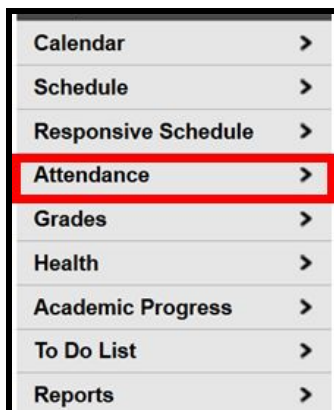


4. To send an email directly to the teacher, , click on the envelope icon next to the teacher's name.

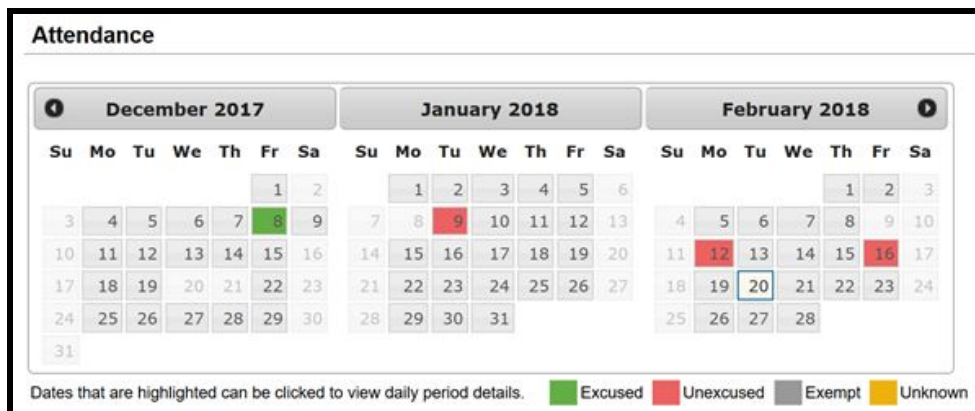


Using the Attendance Section of the Student Portal

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



2. The student's attendance information will appear in the center of the screen. Days on the calendar highlighted in **red** will indicate an unexcused absence/tardy, and days highlighted in **green** will indicate an excused absence/tardy, and days highlighted in **dark gray** indicate attendance exemptions.



3. Click on the specific day of the attendance event to view additional information. **Contact the school for any questions or concerns regarding attendance.**

The screenshot shows a calendar for December 2017 with the 8th highlighted. An 'Attendance Details' window is open for Friday, December 8, 2017, showing a list of absences for Term 2. Each absence is marked as '05:Illness' with the comment 'Doctor's Note Provided'.

Period	Course	Time	Description	Comments
1a	0100G.1Y-1 English I	07:51 AM - 08:46 AM	05:Illness	Doctor's Note Provided
1b	0100G.1Y-1 English I	08:46 AM - 09:28 AM	05:Illness	Doctor's Note Provided
2	1000G.1Y World History	09:31 AM - 10:16 AM	05:Illness	Doctor's Note Provided
2/3	1000G.1Y World History	10:19 AM - 11:01 AM	05:Illness	Doctor's Note Provided
3	2000G.1Y Algebra I	11:04 AM - 11:49 AM	05:Illness	Doctor's Note Provided
3/4	2000G.1Y Algebra I	11:52 AM - 12:34 PM	05:Illness	Doctor's Note Provided
4	H421 BIO I	12:37 PM - 01:22 PM	05:Illness	Doctor's Note Provided

4. Scroll down to see absences and tardies sorted by **Course, Period, Day, and Term.**

The image displays four overlapping screenshots of the HS Student Portal's attendance summary section, each with a different filter selected and highlighted in a red box:

- Course View:** Shows a table of attendance by course. The 'Course' filter is selected.
- Period View:** Shows a table of attendance by period. The 'Period' filter is selected.
- Day View:** Shows a calendar-style grid of attendance by day. The 'Day' filter is selected.
- Term View:** Shows a table of attendance by term. The 'Term' filter is selected.

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy
▶ 0100G.1Y-1 English I	Schuester, William	6	1
▶ 1000G.1Y World History	Rooney, Edward	9	0
▶ 2000G.1Y Algebra I	Frizzle, Valerie	6	0
▶ H233 HEALTH	Monique Hillman-Davon	1	0
		0	0
			1

Attendance Summary by Period

Term: 3
01/29/2018 - 04/20/2018

Period	Absent	Tardy
▶ 1a (07:51 AM-08:46 AM)	0	1
1b (08:46 AM-09:28 AM)	0	0
▶ 2 (09:31 AM-10:16 AM)	1	0
▶ 2/3 (10:19 AM-11:01 AM)	1	0
3 (11:04 AM-11:49 AM)	0	0
3/4 (11:52 AM-12:34 PM)	0	0
4 (12:37 PM-01:22 PM)	0	0
Total	2	1

Attendance Summary by Day

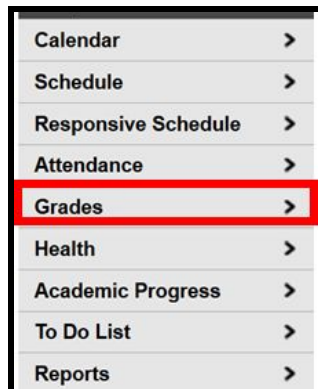
Date	1a	1b	2	2/3	3	3/4	4	4/5	5	?
06/25/2018 Mon			A							
02/16/2018 Fri	T									
02/12/2018 Mon			A	A						
01/09/2018 Tue	A	A	A	A	A	A	A			
12/08/2017 Fri	A	A	A	A	A	A	A			
11/01/2017 Wed	A	A	A	A	A	A				
Absent Totals	3	3	5	4	3	3	2	0	0	0
Tardy Totals										

Attendance Summary by Term

Term	Days Absent	Periods Absent	Tardy
1 (07/03/2017-10/27/2017)	0	0	0
▶ 2 (10/30/2017-01/26/2018)	3	20	0
▶ 3 (01/29/2018-04/20/2018)	0	2	1
▶ 4 (04/23/2018-06/29/2018)	0	1	0
Total	3	23	1

Using the Grades Section of the Student Portal

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



2. A list of recently graded assignments will appear at the top of the screen. For more information on a particular assignment, click on the name of the assignment.

Grades

Recently Graded Assignments

Posted	Course	Assignment	Score	Total	Percent
3 days ago	H421 - BIO I	Cells Quiz	45	50	90%
3 days ago	H421 - BIO I	Writing Assignment *Missing	0	50	0%
3 days ago	H421 - BIO I	Cell Diagram	24	25	96%
3 days ago	H233 - HEALTH	Anatomy Quiz	42	45	93%
3 days ago	2000G.1Y - Algebra I	Page 42 Homework *Missing	0	15	0%

3. Scroll down to see previous marking period grades and current marking period averages.

Grades By Course

Expand All Collapse All In-Progress Grade Final Grade

	1	2	3	4
2000G.1Y-3 Algebra I - Frizzle, Valerie				
Term Grade	88.00% 88	93.00% 93	76.80% 77	
Final Grade				85.93% 86
H421-4 BIO I - Tea, Cher				
Term Grade	82.00% 82	83.00% 83		
Final Grade				
0100G.1Y-1-1 English I - Schuester, William				
Term Grade	91.00% 91	89.00% 89	89.80% 90	
Final Grade				89.93% 90

4. For additional information on the current marking period's assignments, click on the name of the course.

Grades By Course

Expand All Collapse All

In-Progress Grade Final Grade

2000G.1Y-3 Algebra I Frizzle, Valerie

	1	2	3	4
Term Grade	88.00% 88	93.00% 93	76.80% 77	
Final Grade				85.93% 86

6. Additional information, including individual assignment scores and comments, will appear.

Grade Book Assignments for 2000G.1Y-3 Algebra I

Teacher's comments about Edward:

2000G.1Y-3 Algebra I
Teacher: Frizzle, Valerie

Grading Task Summary

Legend: Final Grade In-Progress Grade Future In-Progress Grade Grade Not Available Yet

Grading Task	Marking Period 1	Marking Period 2	Marking Period 3	Marking Period 4
Term Grade	88	93	77	
Final Grade	88%	93%	76.8%	86 85.93%

Term 1 Term Grade Detail

Projects (weight: 30.0)

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score %	Turned In	Comments
Framing	08/31/2017	08/29/2017	10.0	10			
Projects Totals							
Term 1 Term Grade Totals						88%	88

Term 3 Term Grade Detail

Test (weight: 40.0)

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score %	Turned In	Comments
Unit 3 Test	02/06/2018	02/06/2018	1.0	100	96	96	
Test Totals					100	96	96%

Homework (weight: 10.0)

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score %	Turned In	Comments
Page 42 Homework	02/13/2018	02/12/2018	1.0	15	0	0	*Missing
Homework Totals					15	0	0%

Term 3 Term Grade Totals

Term 4 Final Grade Detail

Using the Health Section of the Student Portal

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

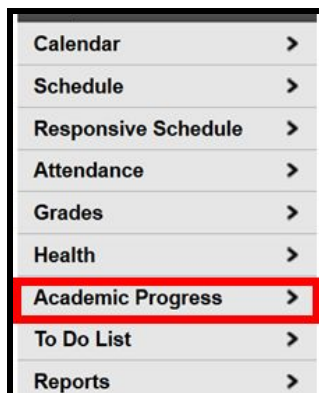
Calendar	>
Schedule	>
Responsive Schedule	>
Attendance	>
Grades	>
Health	>
Academic Progress	>
To Do List	>
Reports	>

2. The student's immunization record will display on the screen.

Health			
Immunizations			
* Vaccines with no Compliance Status are not mandatory or they contribute to the Compliance Status of another vaccine.			
Vaccine	Compliance Status	Doses	
		1	2
Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	Non-Compliant		
Hepatitis B [Hep B]	Non-Compliant		
Measles-Mumps Rubella [MMR]	Non-Compliant		
Meningococcal	No Requirement		
Polio [IPV, OPV]	Non-Compliant		
Tetanus, Diphtheria and Acellular Pertussis [Tdap]	No Requirement		
Varicella	Non-Compliant	07/13/2010	06/26/2014

Using the Academic Progress Section of the Student Portal

1. On the left side of the screen, select **Academic Progress**.



2. A table will display in the center of the screen showing how many credits the student has earned toward their designated Graduation Program.

Academic Progress									
Assigned Graduation Program: Graduation									
Viewing progress towards Academic Program: Graduation (Graduation)									
* Asterisks indicate student does not meet requirement									
Credit Type	09	10	11	12	Credit Status			Overflow	Total
					ER	IP	PL		
+ English	3.0 / 0.0	1.0 / 0.0	3.0 / 0.0	1.0 / 4.0	7.0	1.0		-4.0	4.0 / 4.0
+ Social Studies	1.5 / 0.0	2.5 / 0.0	3.0 / 0.0	1.0 / 4.0	7.0	1.0		-4.0	4.0 / 4.0
+ Math	1.0 / 0.0	2.0 / 0.0	1.0 / 0.0	0.0 / 3.0	4.0			-1.0	3.0 / 3.0
+ Science	1.0 / 0.0	3.0 / 0.0	1.0 / 0.0	0.0 / 3.0	5.0			-2.0	3.0 / 3.0
+ Math/Sci or AP/IB		0.0 / 0.0	0.0 / 0.0	1.0 / 1.0	0.0	1.0			1.0 / 1.0
+ World Language	1.0 / 0.0	1.0 / 0.0		0.0 / 2.0	2.0				2.0 / 2.0
Career Tech Education									0.0 / 0.0
+ Health	1.5 / 0.0	0.5 / 0.0	0.5 / 0.0	0.0 / 0.5	2.5			-2.0	0.5 / 0.5
+ Physical Education	2.0 / 0.0		1.25 / 0.0	0.0 / 1.0	3.25			-2.25	1.0 / 1.0
+ Arts and Humanities	1.0 / 0.0	2.0 / 0.0	2.5 / 0.0	2.0 / 2.0	5.5	2.0		-5.5	2.0 / 2.0
+ Electives	0.75 / 0.0	0.25 / 0.0	2.5 / 0.0	1.25 / 3.0	3.5	1.25		20.75	25.5 / 3.0
Independent Project									0.0 / 0.0
Total	12.75 / 0.0	12.25 / 0.0	14.75 / 0.0	6.25 / 23.5	39.75	6.25			46.0 / 23.5
Course Requirements					Progress				
+ African American History					3.0 / 1.0				

Academic Plan Progress Report

Note: Credit totals displaying in **green** will indicate that the student is on track for their Graduation program. Credit totals highlighted in **red** will indicate that the student is behind.

3. To see additional information on the courses taken in a particular department, click on the + next to that department's name.



4. Scores and number of credits earned will display for each course.

[-] World Language					1.0 / 0.0	1.0 / 0.0	0.0 / 2.0
Grade	Course	Status	Score	Credit toward Academic Program			
09	4000:08 SPANISH 1	Earned	84	1.0			
10	4014:01 SPANISH 2	Earned	83	1.0			

5. To view a detailed report suitable for printing, click on **Academic Plan Progress Report**.



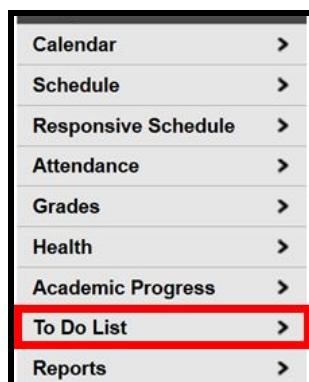
6. In the pop-up window, choose *Detail* for the Report Type and *Select All* options. Then click **Generate Report**.

7. A detailed report including all earned, in progress, and planned courses will generate.

Credit Type		09	10	11	12	Credit Status			Overflow	Total
						ER	IP	PL		
English		3.0 / 0.0	1.0 / 0.0	3.0 / 0.0	1.0 / 4.0	7.0	1.0		-4.0	4.0 / 4.0
Grade	Course	Status	Score	Credit toward Academic Program		Credit Explanation				
09	0130.02 ENGLISH 1	Earned	85	1.0						
09	2030.01 ALGEBRA 1	Earned	89	1.0		1.0 credit overflow to Electives				
09	7200.06 PHYSICAL EDUCATION CORE CURRICULUM	Earned	90	1.0						
10	0230.02 ENGLISH 2	Earned	91	1.0		1.0 credit overflow to Electives				
11	0300.01 ENGLISH 3	Earned	98	1.0						
11	1300.05 AFRICAN AMERICAN HISTORY	Earned	95	2.0		2.0 credit overflow to Electives				
12	0400G.1Y English 4	In-Progress	98 98.05%	1.0						
Social Studies		1.5 / 0.0	2.5 / 0.0	3.0 / 0.0	1.0 / 4.0	7.0	1.0		-4.0	4.0 / 4.0
Grade	Course	Status	Score	Credit toward Academic Program		Credit Explanation				
09	1000.06 WORLD HISTORY	Earned	78	0.5						
09	1000.06 WORLD HISTORY	Earned	78	1.0						
10	1100.07 AMERICAN HISTORY	Earned	88	1.0		1.0 credit overflow to Electives				
10	4014.01 SPANISH 2	Earned	83	1.0		1.0 credit overflow to Electives				
10	9150.01 INTEREST SEMINAR - 10th grade	Earned	95	0.5		0.5 credit overflow to Electives				
11	1300.05 AFRICAN AMERICAN	Earned	95	1.0						

Using the To Do List Section of the Student Portal

1. On the left side of the screen, select **To Do List**.



2. A list of upcoming and past due assignments will appear. Upcoming assignments will display in black with a count of how many days the student has until the due date. Past due assignments will display in red with a count of how many days have passed since the due date.

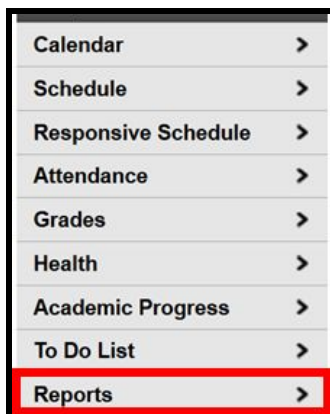
Edward's To Do List

Filter by Date Print

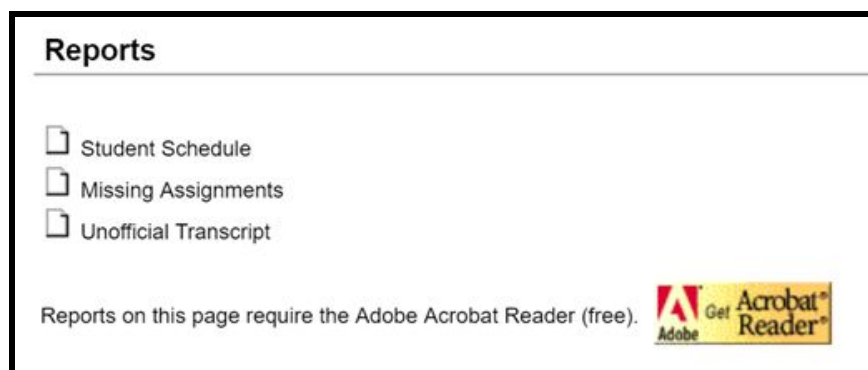
Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdue
0100G.1Y-1-1 English I	Essay 2	02/16/2018	02/23/2018	3
H233-9 HEALTH	Healthy Diet Project	02/02/2018	02/23/2018	3
H421-4 BIO I	Writing Assignment	02/16/2018	02/21/2018	1
1000G.1Y-2 World History	Renaissance Writing Assignment	02/13/2018	02/20/2018	0
2000G.1Y-3 Algebra I	Page 42 Homework	02/12/2018	02/13/2018	-5
0100G.1Y-1-1 English I	Test 1	01/12/2018	01/12/2018	-26

Using the Reports Section of the Student Portal

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

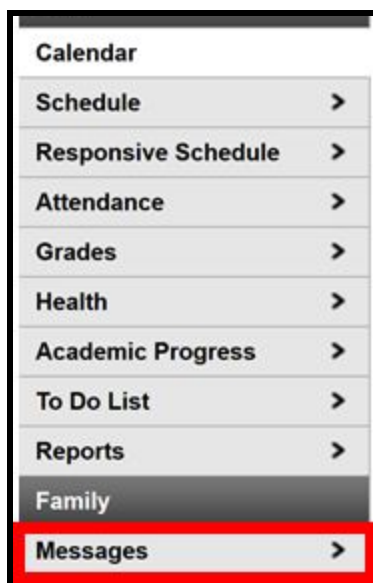


2. A list of available reports will appear. To run a report, click on the name of that report.

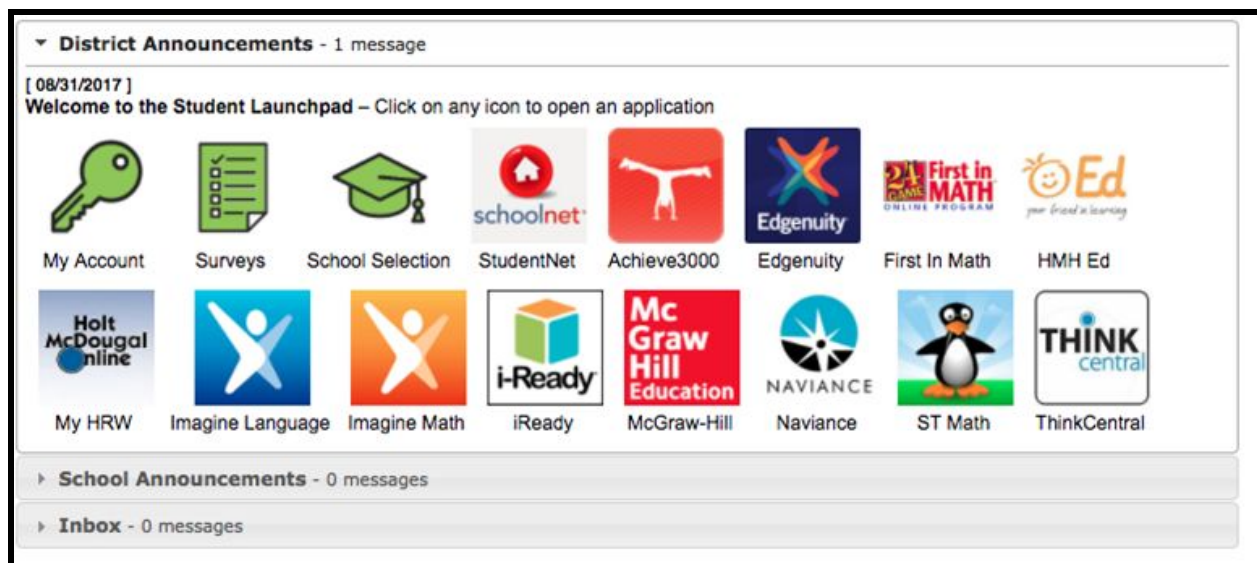


Using the Messages Section of the Student Portal

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



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.



3. School specific announcements will appear in the *School Announcements* section and messages sent directly to the student from teachers will appear in the *Inbox*.