

Submitting Your Participation in the Student Portal

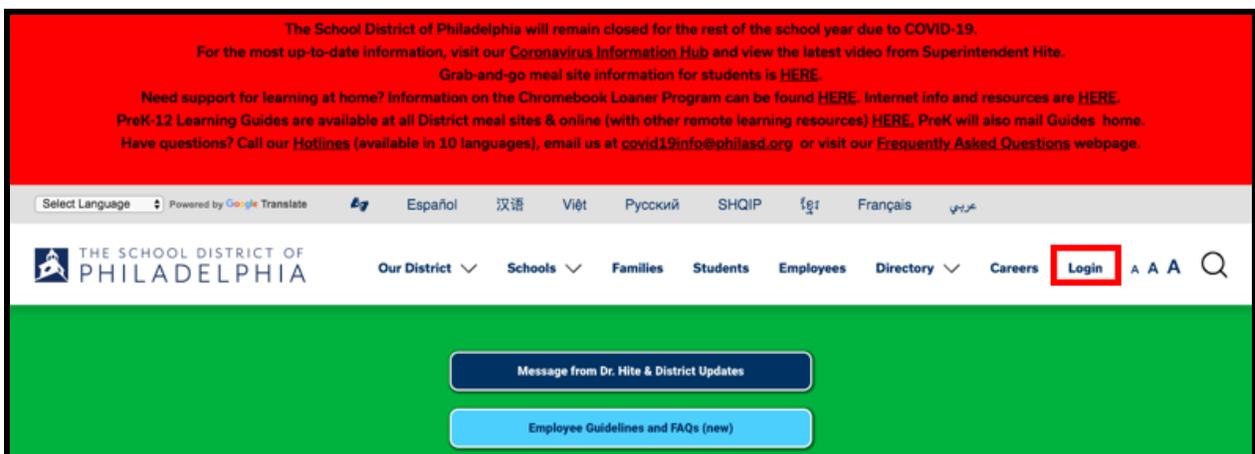
All students are expected to participate in remote learning and do so to the greatest extent possible.

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

In addition to submitting participation via the portal, students should participate in other ways, based on their teacher’s instructions. **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. **Reach out to your teachers with any questions you may have about how to participate in Remote Learning.**

Accessing the Student Portal

1. Navigate to <http://www.philasd.org>. Select the **Login** button on the right hand side of the screen, beneath the COVID-19 Announcement banner at the top of the page..



2. Enter your district Username and Password. Click **Login**.

Enter your Username and Password

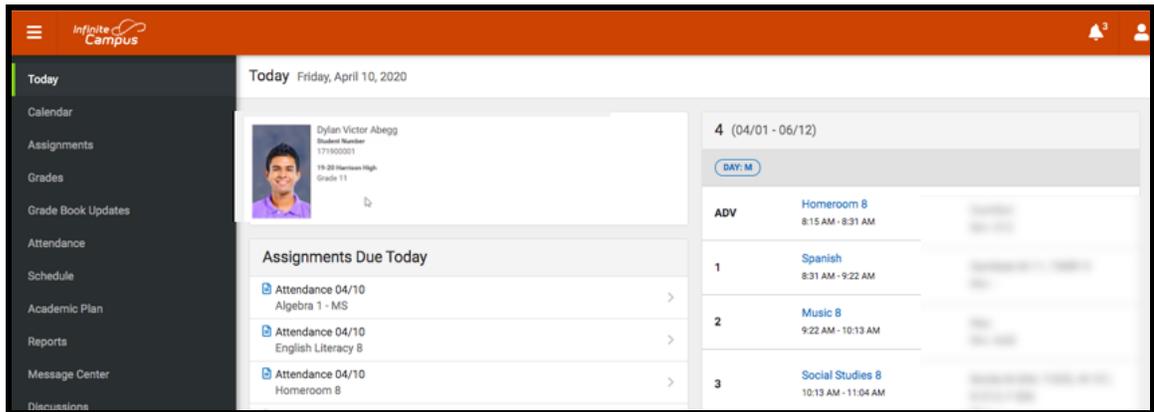
Username:

Password:

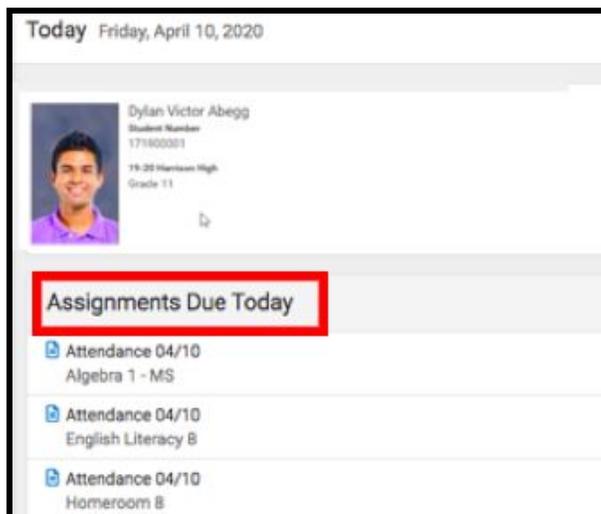
[Forgot Your Password?](#)

IT USE ONLY
Requested Service:

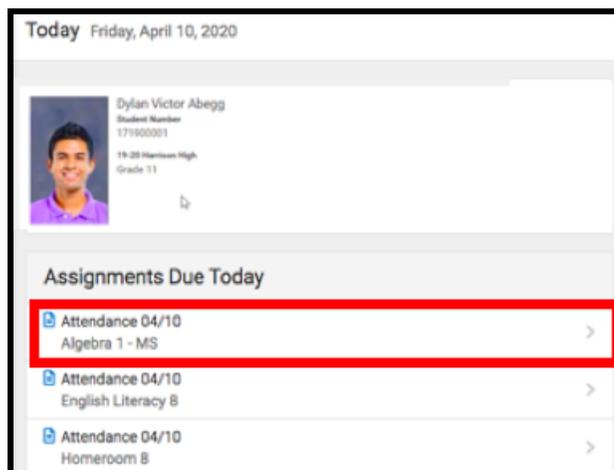
3. When you log in, you will open **Campus Student**.



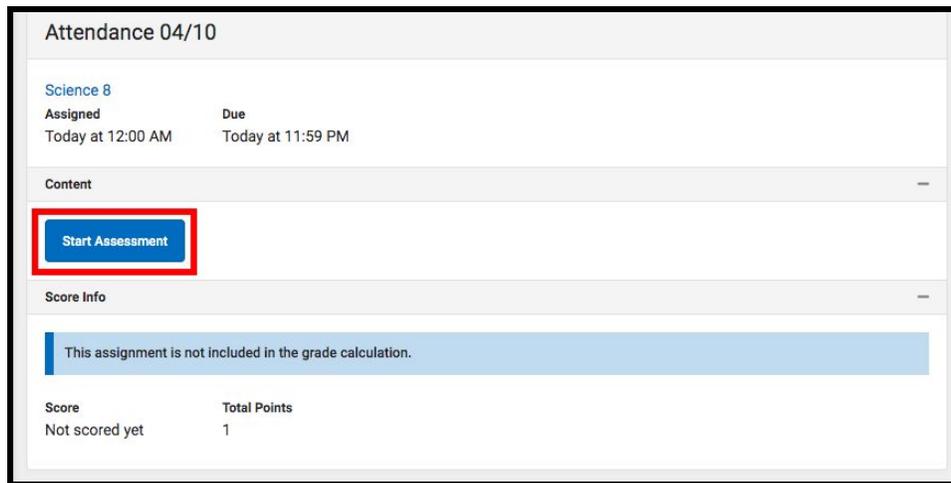
4. You will see a section of the screen labeled **Assignments Due Today**.



5. There will be an **Attendance Assignment** listed for every attendance-bearing class per your schedule. These **Attendance Assignments** are titled "Attendance - [Today's Date]". Click on an **Attendance Assignment** to say that you were present for this class.

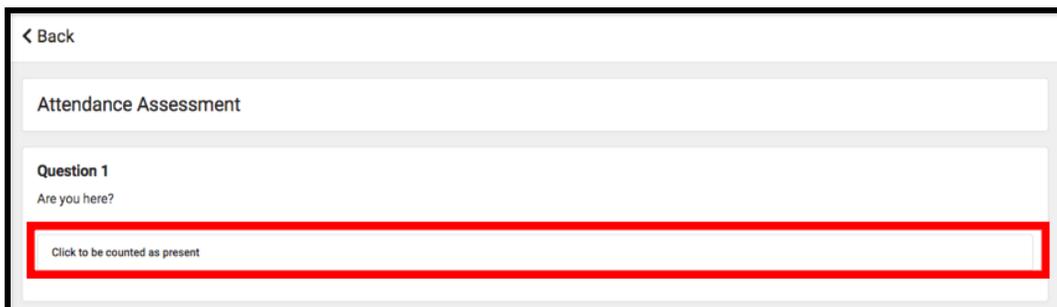


6. Then, click on the **Start Assessment** button.

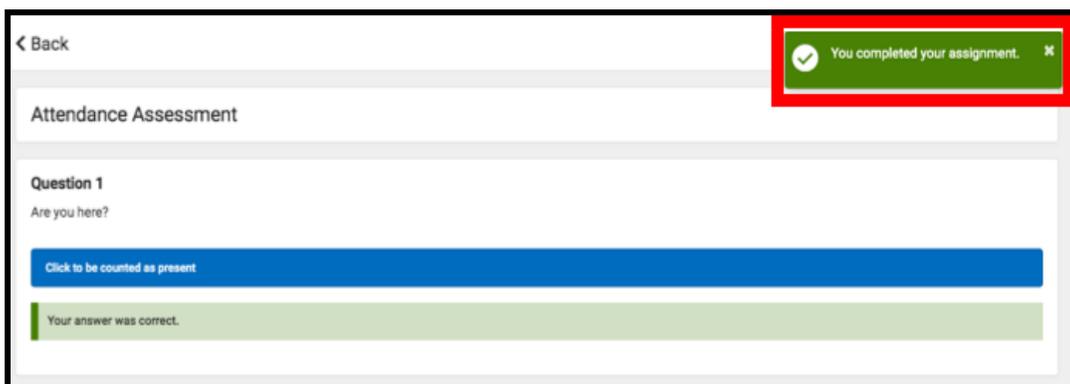


Note: The button you see may say **Start Assessment** or **Continue Assessment**. Either one is fine! Click either **Start Assessment** or **Continue Assessment** to get to the screen where you submit your participation.

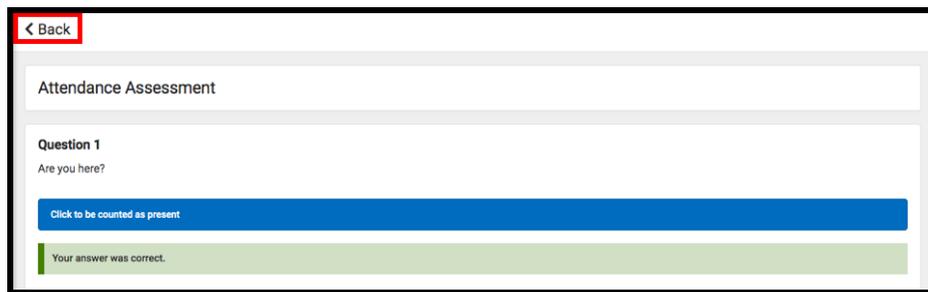
7. You will see the question: *Are you here?* There is only one answer choice, **Click to be counted as present**. Click on **Click to be counted as present**. Then, click the blue **Submit** button at the bottom of the screen.



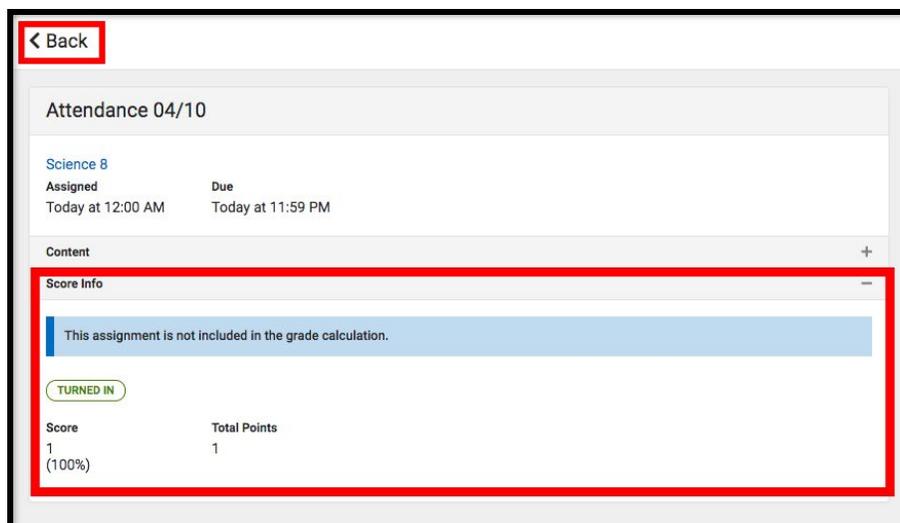
8. A pop up window will appear in the top right corner of the screen, saying "You completed your assignment." A statement will also appear beneath your answer choice, saying "Your answer was correct." This means your participation was counted in the Portal.



9. Click the **Back** button at the top of this screen.



10. You are now back on the Assignment screen for this section. The Score Info will update to show the assignment has been Turned In. **Remember, this submission is only capturing your participation for this class, for this day. Follow instructions from your teacher to complete assignments for your class.** Click the **Back** button at the top of this screen.



11. **Repeat the steps above for every class on your schedule.** When you have finished submitting your participation for the day for each class, you should see the *Turned In* flag for each class on your roster in the **Assignments Due Today** section of the **Campus Student** home screen.

Assignments Due Today		
Attendance 04/10 Algebra 1 - MS TURNED IN	1/1	(100%) >
Attendance 04/10 English Literacy 8 TURNED IN	1/1	(100%) >
Attendance 04/10 Homeroom 8 TURNED IN	1/1	(100%) >
Attendance 04/10 Music 8 TURNED IN	1/1	(100%) >
Attendance 04/10 Science 8 TURNED IN	1/1	(100%) >
Attendance 04/10 Social Studies 8 TURNED IN	1/1	(100%) >
Attendance 04/10 Spanish TURNED IN	1/1	(100%) >

Remember to submit your participation for your classes every day!