SIS: Campus Student

The Campus Student Portal enables students to view their progress. The system will provide access to detailed information including: [Calendar](), [Schedule](), [Attendance](), [Grades](), [Assignments](), [District Apps](), and many other resources.
Please go to the Message Center to access the Parent and Family Launchpad where you will find all the District apps.
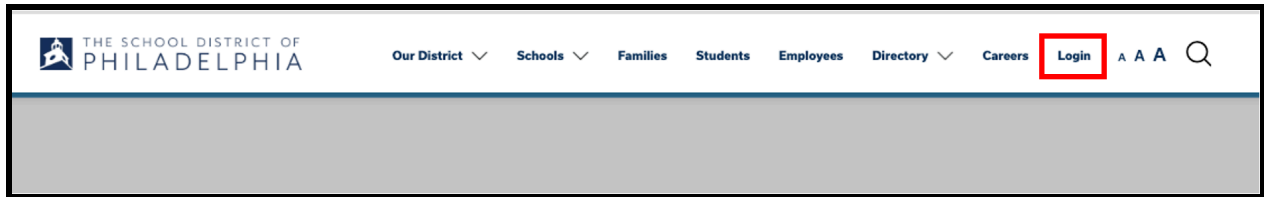
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Accessing the Student Portal

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*.


3. Once logged in, the Campus Student home screen will be viewable. The home screen defaults to **Home**. Here, students will be able to view Announcements, access their Inbox, view their schedule, Assignments due, Updated Grades, and Attendance updates.
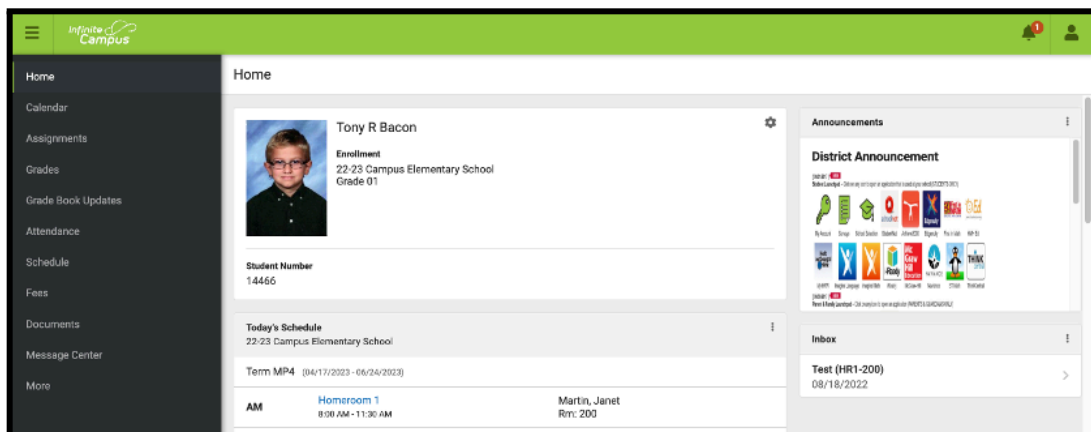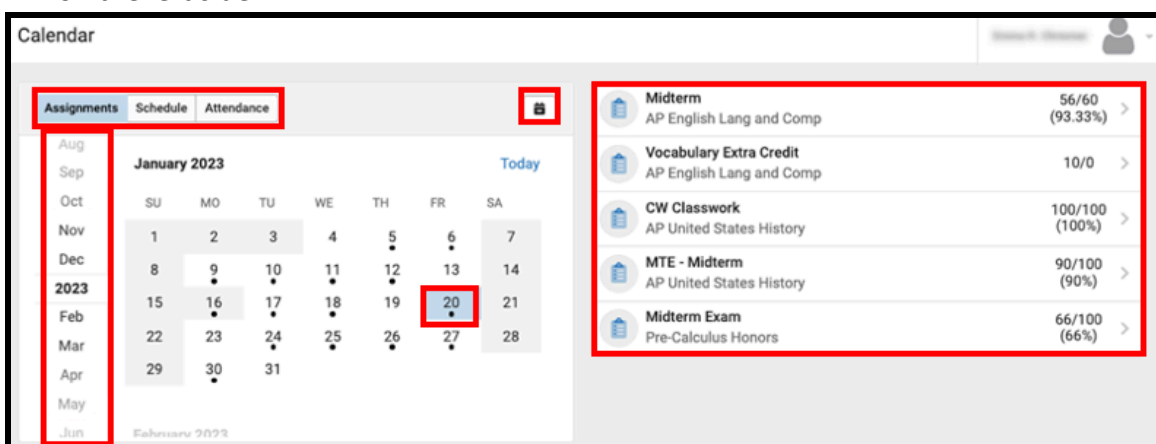
Calendar

*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.*

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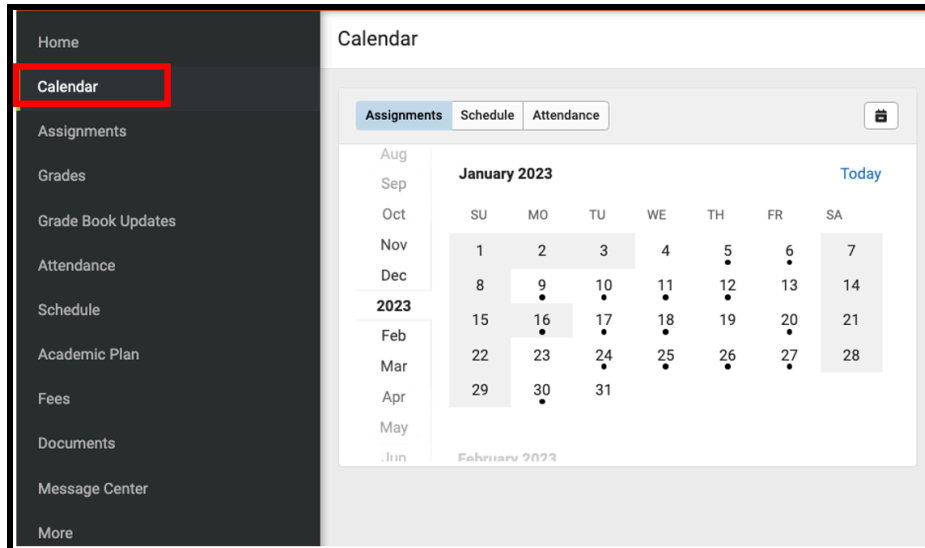
2. A calendar will display with dots below dates that have data. Select a mode (***Assignment***, ***Schedule***, or ***Attendance***) and date to view data for that day. The calendar will show the current month. To navigate to a different month, click on the month listed on the left side.


NOTE: *Clicking on "Today" will only display selected data for the current day. Clicking on the calendar icon* 📅 *will toggle the data between a weekly and daily view.*

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

Assignments

*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.*

1. On the left hand side of the screen, click on **Assignments**. This will bring you to the *Assignments* screen.
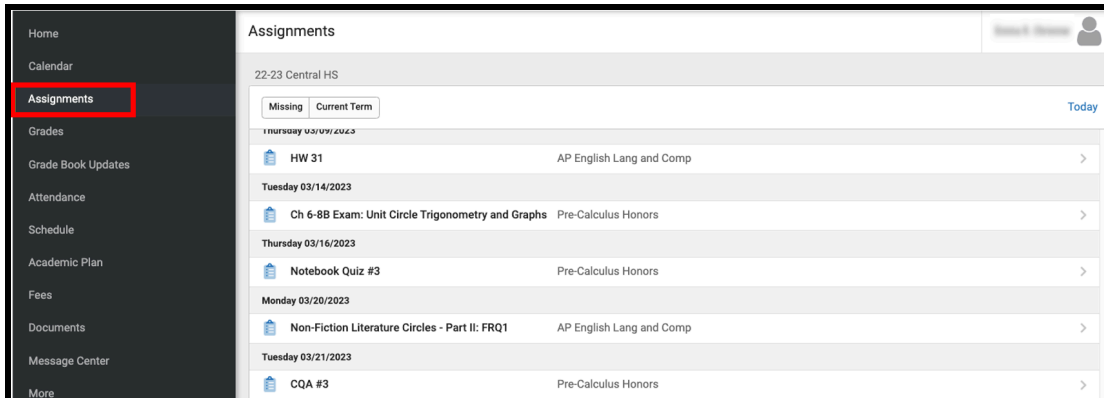
2. A list of the student's assignments with the focus on today will be displayed. Click assignments to view details or click the arrow on the right. Scroll to see previous and future assignments.
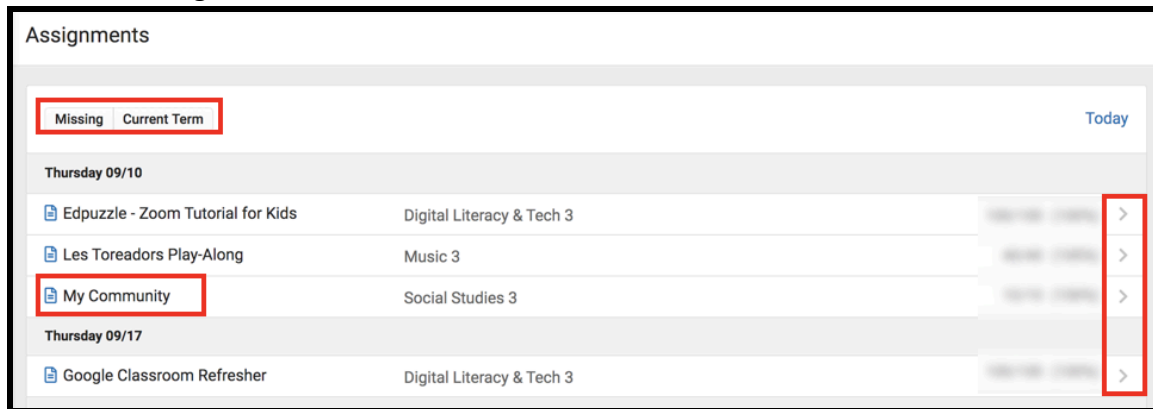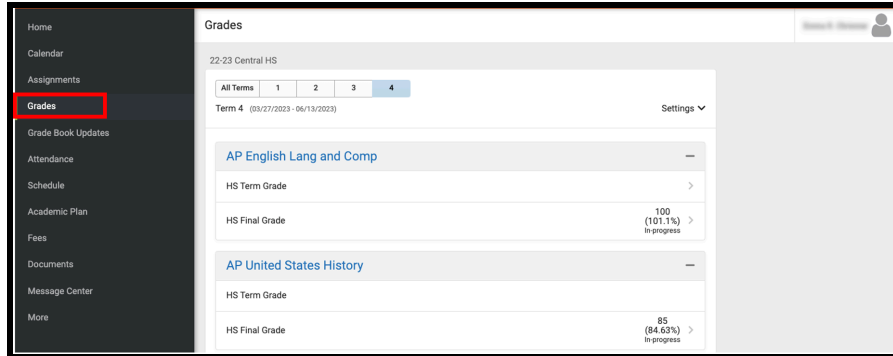

3. Use the ***Missing*** and ***Current Term*** buttons at the top to filter assignments.
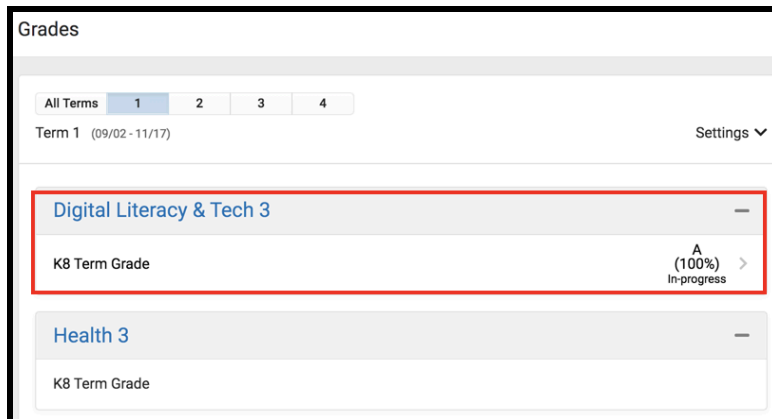
Grades

*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."
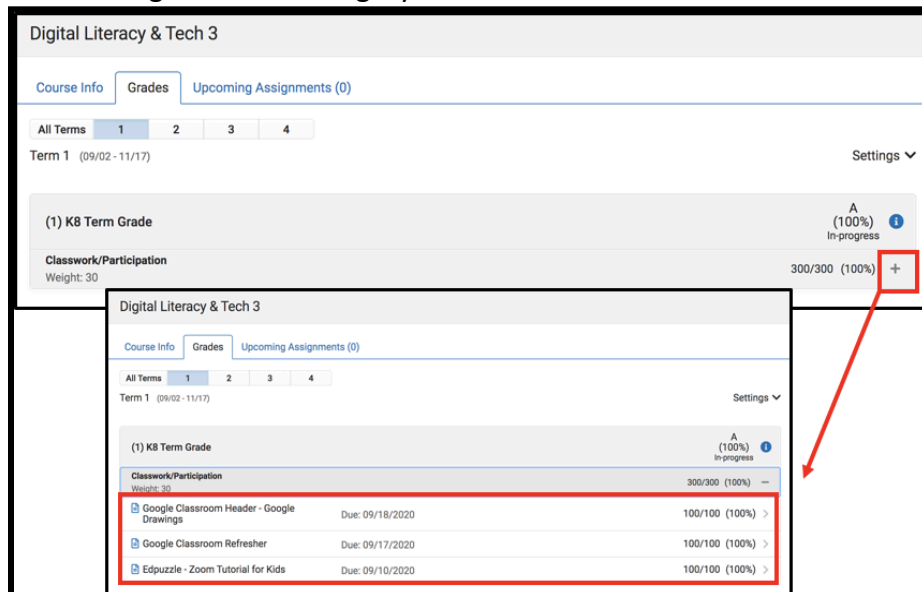
1. On the left side of the screen, select **Grades**. This will bring you to the **Grades** screen.

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.
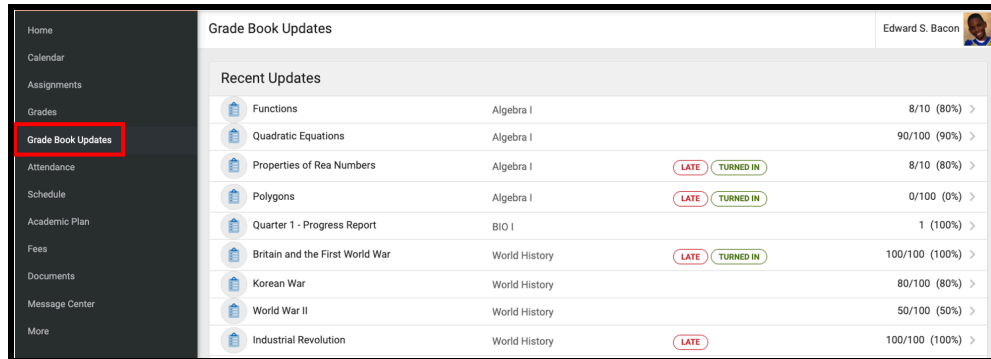

3. For additional information on the current marking period's assignments, click on the **+** symbol to the right of each category.

Grade Book Updates

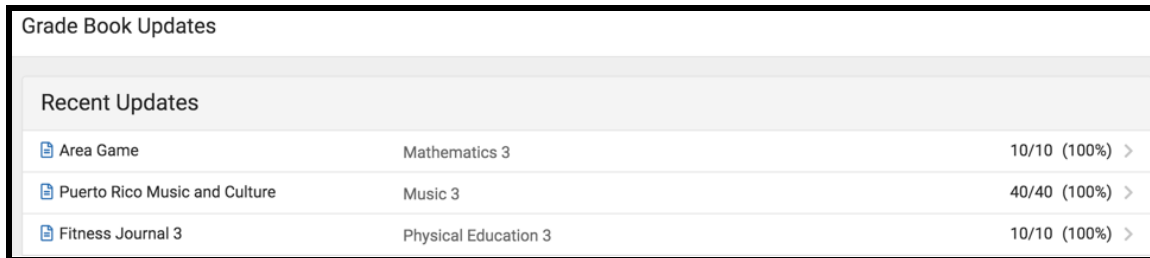***Grade Book Updates*** *lists all of the assignments that have been scored or otherwise updated in the last 14 days.*

1. On the left side of the screen, click **Grade Book Updates**. This will bring you to the *Grade Book Updates* screen.
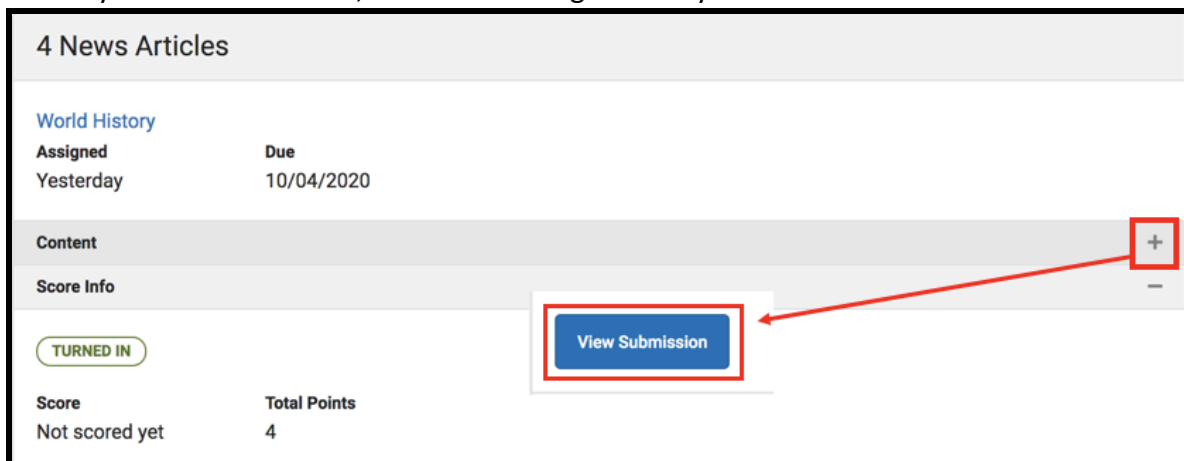

2. Listed are all of the assignments that have been scored or updated within the last 14 days. Click on the assignment or the course name to view details.

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

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.*

1. On the left side of the screen, select **Attendance**. This will bring you to the *Attendance* screen.
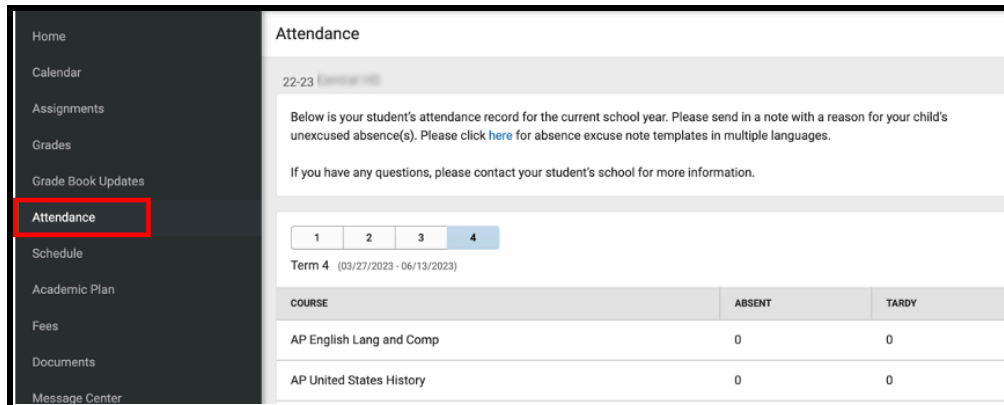
2. Clicking on a course will provide greater detail regarding the absence record associated with that class.

NOTE: Questions or concerns regarding a student's attendance record should be directed to the school.

Schedule

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

1. On the left side of the screen, select **Schedule**. This will bring you to the *Schedule* screen.
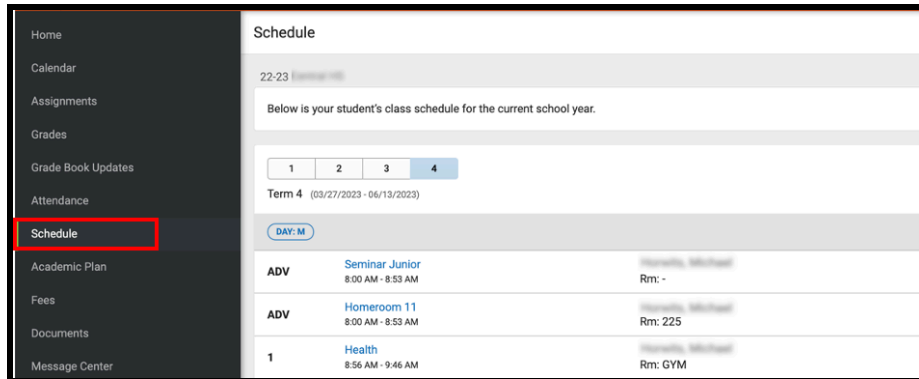
2. The student's course schedule for the current term will display in the center of the screen. Select the term number to see a different term.
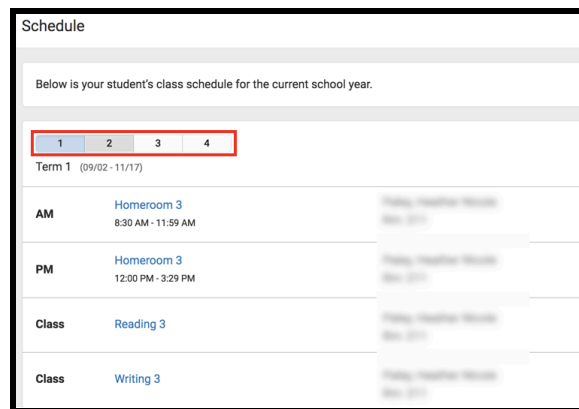
3. For information regarding assignments or grades for a particular class, click on the blue hyperlink title of the class.

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

Academic Plan

*The **Academic Plan** displays the student's assigned Academic Program and the courses the student has planned to take in each school year. The Academic Plan is only available for high school students.*
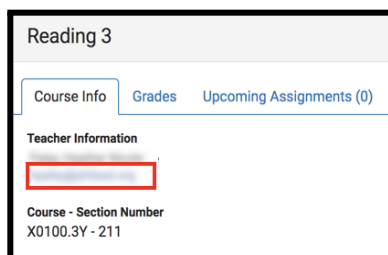
1. On the left hand side of the screen, click on **Academic Plan.** This will bring you to the *Academic Plan* screen.
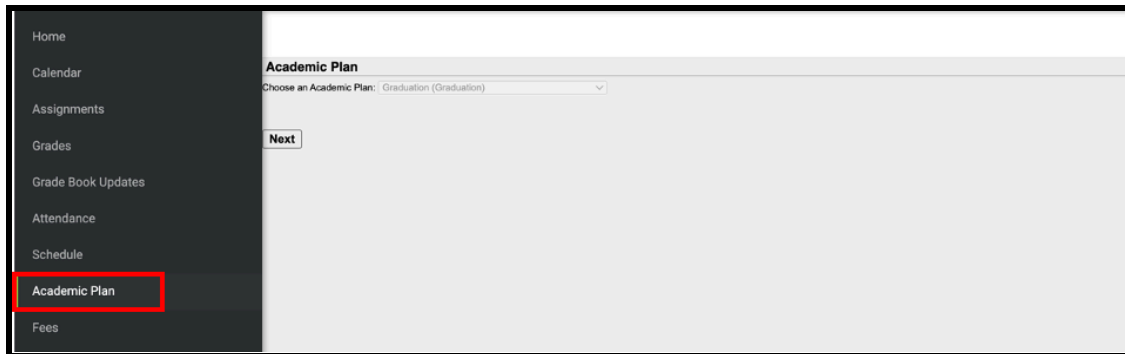
2. After you click on **Next**, the **Academic Plan** will display showing the courses the student is enrolled to meet the graduation requirements.
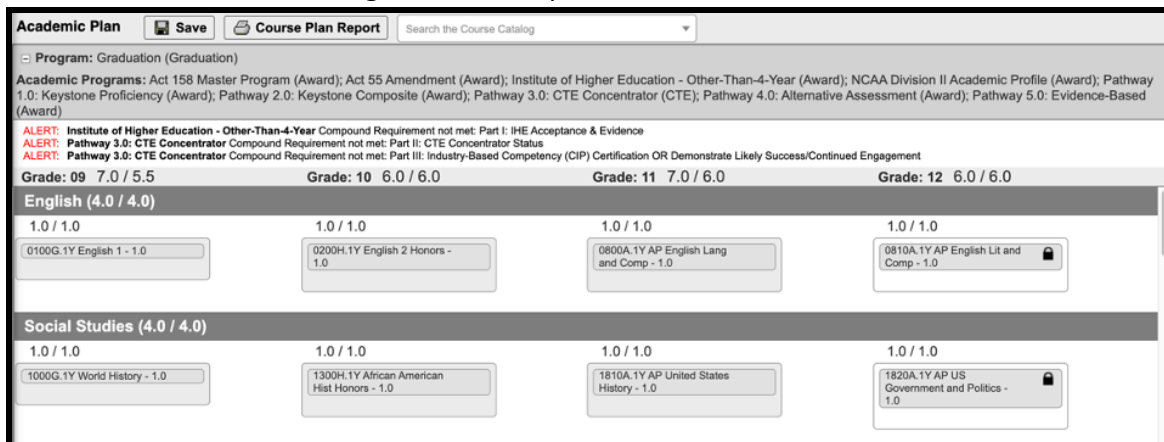
Documents

*The **Documents** tool collects files relevant to the student, such as the student's schedule, Academic Plan Progress Report and Unofficial Transcript.*

1. On the left side of the screen, select **Documents**. This will bring you to the *Documents* screen. Click ***Student Schedule***, ***Portal Unofficial Transcript,*** and/or ***Academic Plan Progress Report*** to view a printable version for the selected student.


NOTE: The **Academic Plan Progress Report** is only available for high school students.

Message Center

*The **Message Center** includes announcements posted at a school or district level. You 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.*

1. On the left side of the screen, select **Message Center**. This will open the *Message Center* screen.
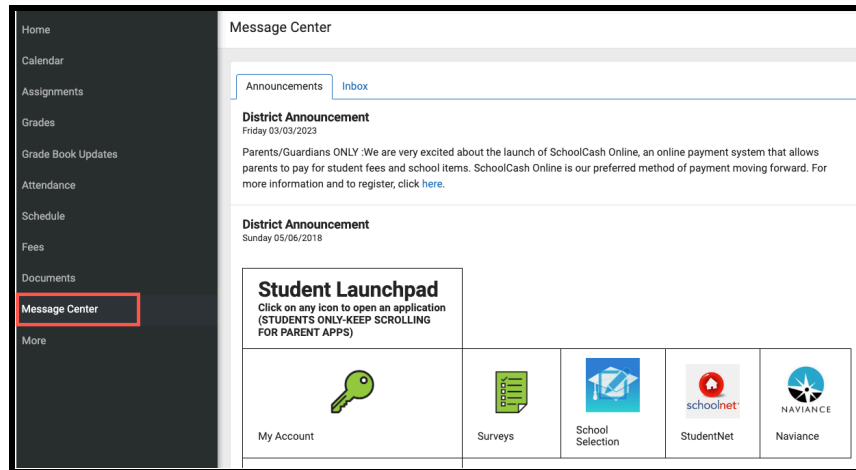
2. A list of online instructional resources will appear in the *District Announcements* section. Click on the icon for the desired resource to access that application. Scroll down for all options.
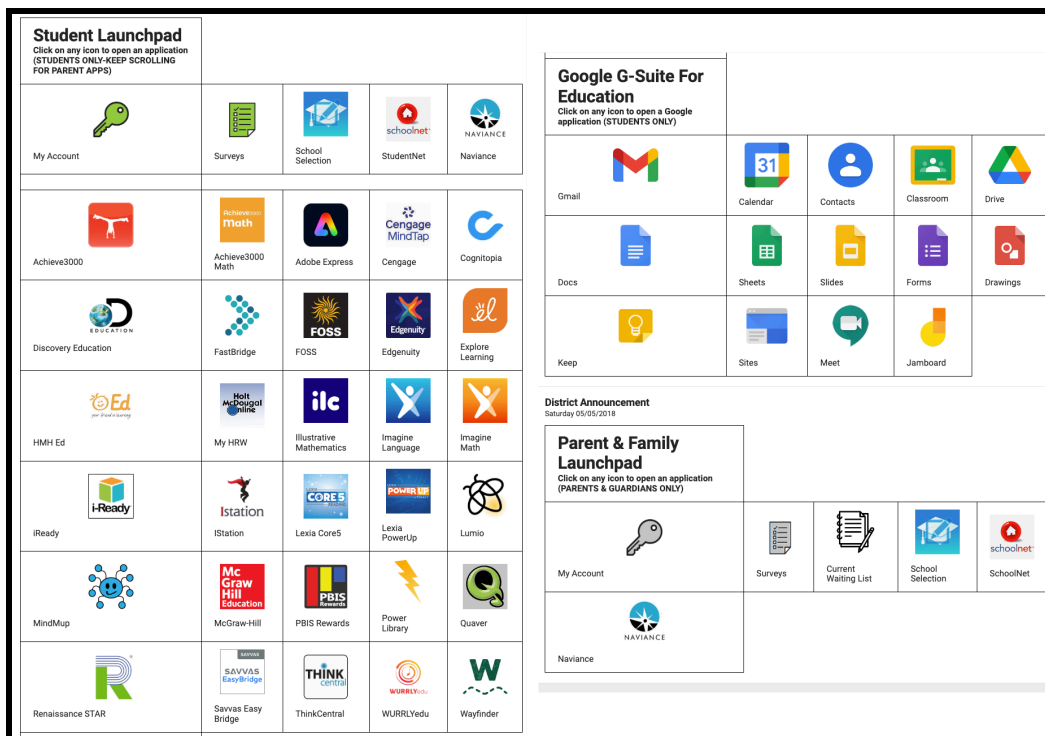
3. Messages sent directly to the student from teachers will appear in the *Inbox*.

More

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

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

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

   ● **Address Information** for the student's household(s).
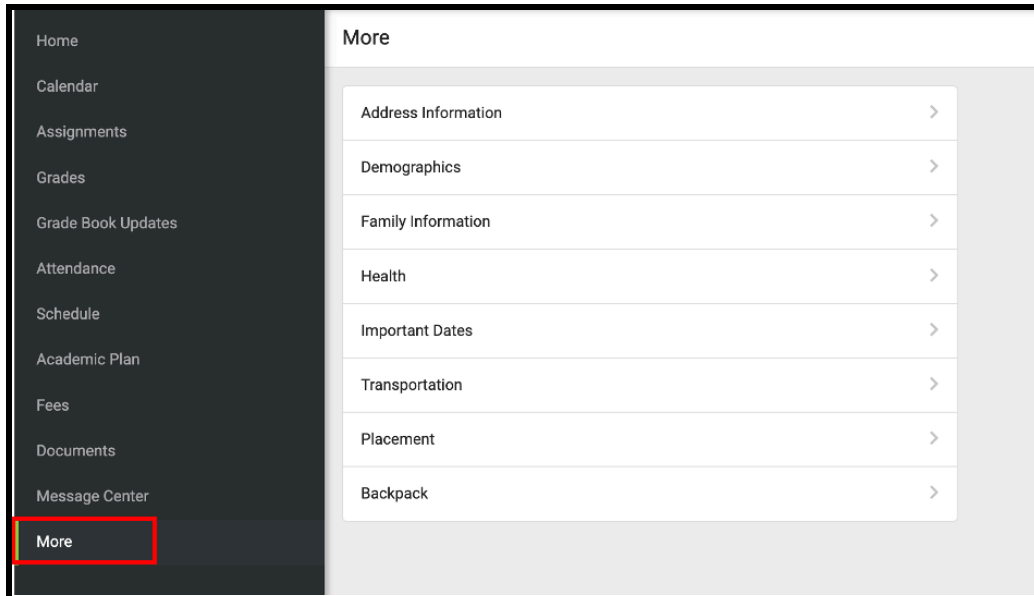   ● **Demographics** information for the student and any non-household relationships.
   ● **Family Information**, including contact information for family members.
   ● **Health Information**, including recorded vaccinations, immunizations, and daily health screenings.
   ● **Important Dates** such as 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

*The **Backpack** tool will display Report Cards, Check and Reflect, and FERPA information.*

1. You will see your name, and then subheadings beneath your name. Click on the plus sign next to a subheading to access documents.
   a. *Current Year* - Report Cards and Check and Reflect for current year
   b. *Previous Years* - Report Cards and Check and Reflect for previous years
   c. *FERPA* - documents protecting student privacy
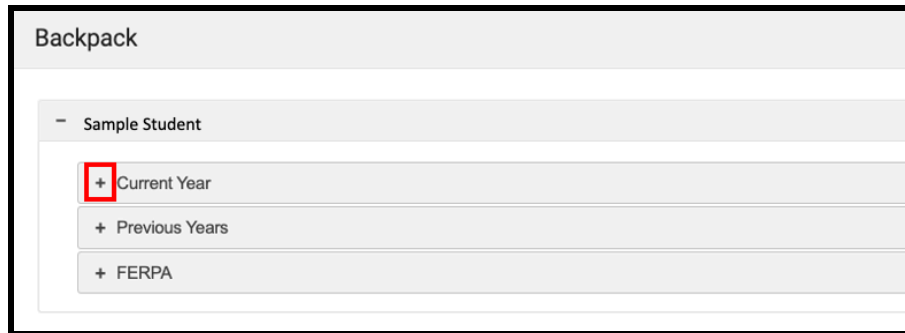
2. When you open a subheading, you will see a table with three columns: *Document Name, Published Date*, and *Acknowledged*.

   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. When you click on a document, it 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.