Philly 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

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

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

Attendance

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.
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<td>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.</td>
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<td>The Health section will show the immunization record for the student.</td>
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<td>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.</td>
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<td>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.</td>
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<td>Reports</td>
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<td>The Reports section will display several reports that the student can run in relation to information found in the portal.</td>
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<td>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.</td>
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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.

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.

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

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

4. For additional information on the current marking period’s assignments, click on the name of the course.
6. Additional information, including individual assignment scores and comments, will appear.

Using the Health Section of the Student Portal
1. On the left side of the screen, select **Health**.

![Health menu](image)

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

![Immunization record](image)

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**Using the Academic Progress Section of the Student Portal**
1. On the left side of the screen, select **Academic Progress**.

![Academic Progress](image1)

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 Table](image2)

**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.

![World Language](image3)

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

![World Language Scores](image4)
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.
Using the To Do List Section of the Student Portal

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

![To Do List Section](image)

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](image)
Using the Reports Section of the Student Portal

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

   ![Report Menu]

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

   ![Report List]

   Reports on this page require the Adobe Acrobat Reader (free).
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.