# **Philadelphia SIS Project: Campus Parent**

## **Accessing Campus Parent**

1. Using the Mozilla Firefox internet browser, navigate to http://philasd.org/pfportal. If you are registering for the first time, scroll down and click "Click Here to Register." If you have already registered, click on Access the Portal on the right hand side of the screen. Select the button that says "Click Here to Access the Portal" on the right hand side of the screen.



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

Enter you	r Username and Password
Username:	
Password:	
Forgot Your	Password?
LOGIN	CLEAR
IT USE ONLY Requested Se	ervice:

## Viewing Information in Campus Parent

1. Once logged in, the Campus Parent home screen will be viewable. The home screen defaults to the Message Center. Here, users will be able to view Announcements and access their Campus Parent Inbox. Announcements can be categorized as either District Announcements or School Announcements. If a user has students in multiple schools, announcements from each individual school will appear on this screen.

E Infinite Campus		-
Message Center	Message Center	
Today		-
Calendar	Announcements Inbox	
Assignments		
Grades	District Announcement (#37397)	
Grade Book Updates	🔎 🗐 🚓 🝳 🌄 💥 🛤 🖬 🗇 Ed	
Attendance	My Account Surveys School Selection Studenties Actives 2000 Espensity First In Main Hitter Ed	
Schedule	🗰 🗙 🔀 🛤 🗱 🗱 👷 🖧 THÌNK	
Academic Plan	My HRW Imagine Language Imagine Math Ready McGraw-Hit Naviance ST Math ThrekCentral (awaxeen) Control Control (Control and Control (Control (Contr	
Reports		
Discussions	My Account Surveys School Belecton FamilyNet	
More		

2. A list of tools within Campus Parent will display on the left side of the screen. A description of each of these tools is included on the following page.



3. Users with multiple students can toggle between individual student records within each tool. A drop-down menu will display in the top right hand side of the screen. Expanding this menu will allow users to select which student's information they wish to view.



## **Tool Overview**

#### **Notification Settings**

The Notifications Settings section will allow parents to select which topics they receive notifications for in Campus Parent.

#### **Contact Preferences**

The Contact Preferences tool will allow parents to update how they receive communication from their students' schools.

#### Language Settings

The Language section allows users to select the language for Campus Parent.

#### **Message Center**

The Message Center tool allows families to access the Parent & Family Launchpad, as well as read messages and announcements from school staff.

#### **Today**

The Today tool provides an overview of the student's day, including their schedule and assignments due today or tomorrow.

#### Calendar

The Calendar tool of Campus Parent allows users to view Assignment, Schedule and Attendance information for a student. It will display the selected month's calendar with all assignment due dates and attendance events marked on the appropriate days of that month, and includes weekly and daily views.

#### **Assignments**

The Assignments tool allows users to view assignments for the current day, current term, year or missing assignments, as well as due dates, scores and comments.

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## <u>Grades</u>

The Grades tool will show In-Progress averages for all 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.

#### Grade Book Updates

The Grade Book Updates tool lists all assignments that have been scored or updated in the last fourteen days.

#### <u>Attendance</u>

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.

#### <u>Schedule</u>

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

#### <u>Academic Plan</u>

The Academic Plan tool will allow users to view a student's progress towards graduation.

#### <u>Reports</u>

The Reports tool will display any available reports in Campus Parent.

#### Address Information

The Address Information tool will allow parents to view their household data, as well as update their household phone number in the system.

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#### **Demographics**

The Demographics tool will display demographic and emergency contact information for the student.

#### **Family Information**

The Family Information tool will display information regarding each of the student's family members, including names, contact information, and relationship to the student.

# HealthPage 29The Health tool will show the immunization record for the student.

#### **Transportation**

The Transportation tool will show the transportation record for the student.

#### Backpack

The Backpack tool will display report cards for the student.

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## **Updating Notification Settings in Campus Parent**

1. On the top right side of the screen, click on the person icon to access the **User Menu**, then click *Settings*.

÷ .	
Francine Bacon	
Settings	*
 Language	
Give Feedback	
Log Off	

2. Click on *Notification Settings*.

Settings	
Notification Settings	>
Account Settings	>
Contact Preferences	>
Current Devices	>

3. Select which notifications you would like to receive. Users can elect to receive all scores/grades when updated, or can use the sliding scale to adjust their notification threshold (for example, receive notifications for all assignments scored under 65%). Click *Save* when complete.

Notification Settings	
Select notifications to receive. Notifications are deleted after 30 days.  All scores	Assignment is scored
Grade is updated	Grade is updated
Attendance is updated	
Save	

<u>Note</u>: Notifications will appear in the top right corner of the screen, next to the bell icon. Click on the bell icon to view notifications.



## Updating Contact Preferences in Campus Parent

1. On the top right side of the screen, click on the person icon to access the **User Menu**, then click *Settings*.

* <u>*</u>	
Francine Bacon	
Settings	*
 Language	
Give Feedback	
Log Off	

2. Click on *Contact Preferences*.

Settings	
Notification Settings	>
Account Settings	>
Contact Preferences	>
Current Devices	>

3. Users can update their *Preferred Language* if school messages should be sent using a language besides English. Users can select the appropriate language from the drop-down menu.

English	
Albanian	4
Arabic	l
Cambodian (Khmer)	
Chinese	
English	4
French	
Russian	i.
Spanish	
Vietnamese	

4. *Phone Preferences*: Users will be able to update which messages to receive from the school and how they prefer to receive them by checking the appropriate boxes for each phone number tied to their account. They can indicate if they want notifications via voice (phone call) or text (SMS message).

one Email		
CHRISMER HOUSEHOLD PHONE (610)348-7785	VOICE	TEXT (SMS)
Priority		
Attendance		
General		
Behavior Messenger		
Emergency		

5. *Email Preferences*: Users will be able to update which messages to receive from the school and how they prefer to receive them by checking the appropriate boxes for each phone number tied to their account.

one Email	
PRIMARY EMAIL ADDRESS F.BACON@EMAIL.COM	EMAIL
Priority	
Attendance	
General	
Teacher	
Behavior Messenger	
Emergency	

6. When all of the desired updates have been made, click *Save*.

## Changing the Language Setting in Campus Parent

1. On the top right side of the screen, click on the person icon to access the **User Menu**, then click *Language*.

÷ .	
Francine Bacon	
Settings	*
 Language	
<u>Give Feedback</u>	
Log Off	

2. Use the drop-down menu to select which language to view Campus Parent. When your selection is finalized, click *Save*.

3. Information in Campus Parent will now display in the selected language.

## Viewing Information in the Message Center

- 1. From the left hand side of the screen, click on **Message Center**.
- Here, users will be able to view Announcements and access their Campus Parent Inbox. In the *Announcements* tab, you can view either District Announcements or School Announcements. Student and Family Launchpad icons will appear in the District announcement section.

	-
Message Center Message Center	
Today	*
Calendar Announcements Inbox	 _
Assignments	
Grades District Announcement	
Grade Book Updates	
Attendance My Account Surveys School Selection Selection School School Selection School School Selection School School Selection School School Selection School School Selection School S	
schedule 🛛 🖉 🔀 🔀 🕅 Schedule	
Academic Plan Ny HW magne Language Imagine Main Ready McGaze-Hill Navience 31 Main TheinCentral [14:00:0011] [14:00:0011] [14:00:0011] [14:00:001] [14	
Reports 🖉 🖉 🗐 🥎 🛱	
Discussions My Account Surveys School Selection FamilyNet	
More	

<u>Note:</u> If a user has students in multiple schools, announcements from each individual school will appear on this screen.

3. Click on the *Inbox* tab to view messages sent directly to the parent or guardian from a teacher. To read a message, click on the message name.



4. Users can delete messages from their Inbox by clicking on the check box before the message name to select that message, then clicking *Delete*. Users can delete all messages by clicking *Select All*, then *Delete*.

Message Center
Announcements Inbox
Summer Reading (HR1-200) 08/14/2019
Select All Delete

## Using the Today tool in Campus Parent

The Today tool provides an overview of the student's day, including their schedule and assignments due today or tomorrow.

1. On the left hand side of the screen, click on **Today**.

E Infinite Campus			
Message Center	Today Monday, August 26, 2019	Edward S. Bacor	
Today			Î
Calendar	Edward S Bacon Student Number		
Assignments	633		
Grades	19-20 Campus High School Grade 09		
Grade Book Updates			
Attendance	Assignments Due Today		
Schedule	Classwork 1 English I	8/10 (80%)	>
Academic Plan	Artifacts Classwork		
Reports	World History		>
Discussions	Assignments Due Tomorrow		
More	Current Events Journal 1		> -

<u>Note:</u> Users can use the drop down menu in the top right hand side of the screen to select which student's information they'd like to view.

2. The first section of this screen will include identifying student information, including name, student number, school location and grade.



3. The next section, Assignments Due Today, lists all assignments due on the current date.



4. Clicking on an assignment will give you more information about the date it was assigned, the date it is due, and any related scoring information.

Artifacts Classwo	ork	
World History Assigned Today	Due Today	
Score Info		-
Score Not scored yet	Total Points 20	

5. The next section is the *Assignments Due Tomorrow* section. Here, you can view a list of all assignments due on the following day.

Assignments Due Tomorrow	
Current Events Journal 1 English I	>
Artifacts HW World History	>

6. The last section on this page shows the student's schedule for the day. Above the schedule you can view the current Marking Period (MP) as well as the start and end dates for that term.

DAY: A		
	English	Simcoe, James
a	7:51 AM - 8:46 AM	Rm: 101
	for the set of	Start: 08/01/2019
	English	Simcoe, James
lb	Cirginal 1	Rm: 101
	8340 AM - 5:28 AM	Start: 08/01/2019
	World History	Buck, Annette
2	World History	Rm: 101
	9041 AMI * 10:10 AMI	Start: 08/01/2019
	World History	Buck, Annette
2/3	World History	Rm: 101
	10:19 AM - 11:01 AM	Start: 08/01/2019
	Alashar I	Bryant, Braylen
3	Algebra I	Rm: 101
	.11:04 AM - 11:49 AM	Start: 08/01/2019
L.	US STUDIES	Carnes, Kandace
3	11:04 AM - 11:49 AM	Rm: 111
	Alexber 1	Bryant, Braylen
3/4	Algebra I	Rm: 101
	11:52 AM - 12:34 PM	Start: 08/01/2019
	NEALTH	Monique Hileman-Devoe
4	DEALIN 1907 DM 400 DM	Rm: 210
	12:37 PM - 1:22 PM	Start: 08/01/2019

## Viewing the Calendar Tool in Campus Parent

The Calendar tool allows users to view Assignment, Schedule and Attendance information for a student. It will display the selected month's calendar with all assignment due dates and attendance events marked on the appropriate days of that month, and includes weekly and daily views.

1. On the left hand side of the screen, click on **Calendar**. This will bring the user 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.

E Infinite Campus		<b>* *</b>
▲ Message Center	Calendar	Edward S. Bacon
Today		
Calendar	Assignments Schedule Attendance	8
Assignments	Mar August 2019 Today	
Grades	May SU MO TU WE TH FR SA	
	Jun 1 2 3	
Grade book Opdates	Jul 4 5 6 7 8 9 10	
Attendance	Aug 11 12 13 14 15 16 17	
Schedule	Oct 18 19 20 21 22 23 24	
Academic Plan	Nov 25 26 27 28 29 30 31	
Reports	Dec	
, Discussions		
Discussions	Monday 08/19	
More	No assignments.	

2. Users can select to view assignment information, attendance information, or a schedule view for a specific day. To view assignment information, click on *Assignments*.



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

3. The calendar will show the current month. To navigate to a different month, scroll to click on the desired month.

Apr	Septem	ber 2019					Today
May	SU	MO	TU	WE	TH	FR	SA
Jul	1	2	3	4	5	6	7
Aug	8	9	10	11	12	13	14
Sep	15	16	17	18	19	20	21
Oct	22	23	24	25	26	27	28
Dec	29	30					
2020							
Feb	October	2019					

4. Click on any date that appears with a bullet point to view assignment information for that date. The assignments will appear below the calendar.

Mar	August	August 2019 To					Today		
Apr May	SU	M0	TU	WE	ТН	FR	SA		
Jun					1	2	3		
Aug	4	5	6	7	8	9	10		
Sep	11	12	13	14	15	16	17		
Oct	18	19	20	21	22	23	24		
Nov	25	26	27	28	29	30 •	31		
2020									
Current Events Journal 1 English I									>
Artifacts HW World History									>

5. Click on an assignment to get additional information.

Artifacts Classwo	ork	
World History Assigned Today	<b>Due</b> Today	
Score Info		-
Score Not scored yet	Total Points 20	

6. Repeat this process to view attendance information or schedule information by clicking on *Attendance* or *Schedule* above the calendar.

## Viewing Assignments in Campus Parent

The Assignments Tool allows users to view all assignments, and filter assignments to view: missing assignments, assignments for the current term, or only assignments for the current day. Parents/guardians can also view score information and comments for individual assignments.

1. On the left hand side of the screen, click on **Assignments**. This will bring you to the Assignments screen.

E Infinite Campus				-
Message Center	Assignments	Edward	S. Bacon	
Today				
Calendar	Missing Current Term	Today		
Assignments	Monday 08/05	i.	•	
Grades	Syllabus Hunt 15/15 World History (100%	>		
Grade Book Updates	Tuesday 08/13			
Attendance	Classwork 1 US STUDIES	>		
Schedule	Tuesday 08/20			
Academic Plan	Communities HW 13/15			
Reports	World History (86.66%	6)		
Discussions	Wednesday 08/21			
More	Properties of Rea Numbers 8/10 Algebra i roman	>	•	

- 2. The Assignments list will default to show all assignments that have been recorded in their teacher's grade book. This includes both graded and not yet graded assignments. It may also include future assignments, if those have been entered into the grade book.
- 3. Users can apply filters by clicking on either *Missing, Current Term*, or *Today* to view assignments which fall into those categories.

Missing Current Term		Today	
Monday 08/26 TODAY			-
No assignments.			
Thursday 04/02			
Great Gatsby Intro English I (MISSING)	12.5/25 (50%)	>	
Tuesday 04/28			
Living Things BIO I (MISSING)	10/20 (50%)	>	
Nutrition and Physical Activity	10/00		•

In this image, the Missing assignment filter has been applied, to only show a list of missing assignments.

4. Users can click on an assignment name to view more information for that particular assignment.

## Accessing Grades in Campus Parent

The Grades tool will show In-Progress averages for all 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.

1. On the left hand side of the screen, click on **Grades**. This will bring you to the Grades screen.

≡	Infinite Campus		4	
Messa	nge Center	Grades	Edward S. Baco	on 🧕
Today Calen	dar	1 (07/01 - 10/25)	< 0	>
Assig	nments	Term GPA: 3.283		- 11
Grade	s	Algebra I		-
Grade	Book Updates	Term Grade	85 (85%)	>
Attend	lance	O Homework Assignments missing.		
Sched	ule	BIOI		-
Acade	mic Plan	Term Grade	82 (82%)	
Repor	ts	Ø Shows improvement in work.		
Discu	ssions	English I		-
More		Term Grade	87 (87%)	> .

2. The screen will default to the current marking period. Use the arrows to navigate to previous or future marking periods, if desired. To return to the current marking period, click the circle.

Message Center	Grades	Edward S. Bacon 🕵 👻
Today	MP1 (07/01 - 10/28)	< 0 >
Calendar	Mathematics 1	
Grades	Term Grade	B (88%)
Crade Rook Undates	Ø Grasps new material quickly.	

3. Clicking on any of the Term Grades will bring you to a listing of all assignments for that course which have been included in that grade. Each assignment is organized by the assignment category.

(MP1) Term Grade	omments for the term grade.	B (87.86%)
${\cal O}$ Demonstrates understanding of basic r	reading concepts. Grasps new material quickly.	
Class Work / Participation Weight: 30		144/160 (90%) +
Homework Weight: 10	Click to expand category to view	assignments.
Projects / Presentations Weight: 20		89/100 (89%) +

## Viewing Grade Book Updates

The Grade Book Updates section lists all assignments that have been scored or updated in the last fourteen days.

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

Ξ	Infinite Campus			-	
Mess	sage Center	Grade Book Updates	Edward S. Bacon		-
Toda	у				-
	ndar	Recent Updates			J
Assiç	gnments	Properties of Rea Numbers Algebra I	8/10 (80%)	>	
Grad	es	LATE (TURNED IN)	(44-4)		
Grad	e Book Updates	Functions Algebra I	8/10 (80%)	>	
Atten	ndance	Polygons	0/100		
Sche	dule		(0%)	`	
Acad	lemic Plan	Quadratic Equations	90/100	>	
Repo	rts	Algebra I	(90%)		
	ussions	Quarter 1 - Progress Report BIO I	1 (100%)	>	
More		Britain and the First World War World History	100/100	,	

2. The screen will list recently updated assignments, including scores, percentages and comments, if indicated by the teacher.

Recent Updates	
Properties of Rea Numbers Algebra I (LATE) (TURNED IN)	8/10 (80%) >
Functions Algebra I	8/10 (80%) >
Polygons Algebra I LATE (TURNED IN)	0/100 (0%) >
Quadratic Equations Algebra I	90/100 (90%) >
Quarter 1 - Progress Report BIO I	1 (100%)
Britain and the First World War World History	100/100

3. Clicking on any assignment will provide additional information.

Artifacts Classwork						
World History Assigned Today	<b>Due</b> Today					
Score Info			-			
Score Not scored yet	Total Points 20					

4. Clicking on the blue assignment name (in the above image, World History) will provide users with additional course information, including a link to email the teacher for that course. This screen will also display any relevant upcoming assignments for that course.

World History	
Teacher Information Buck, Annette	
Course - Section Number 1000G.1Y - 101	
Periods A: 2, A: 2/3, B: 2, B: 2/3	
Room 101	
Upcoming Assignments	
Monday 08/26	
Artifacts Classwork World History	>

## Accessing Attendance Data in Campus Parent

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 hand side of the screen, click on **Attendance**. This will bring you to the Attendance screen.

						<b>*</b> -
Message Center	Attendance					Edward S. Bacon
Today Calendar	Below is your student's attendar student's school for more inform	nce record for the current sch nation.	hool year. If you hav	e any questions, please co	ntact your	
Assignments	<b>1</b> (07/01 - 10/25)			< Previous O Co	arrent Next >	
Grades	COURSE	ABSENT	TARDY	EARLY RELEASE		
Grade Book Updates	Algebra I	3	0	0	>	
Attendance	BIOI	1	0	0	>	
Schedule	English I	3	1	0	>	
Academic Plan	GLOBAL ST CP	1	0	1	>	
Reports	HEALTH	0	0	0		
Discussions	US STUDIES	2	0	0	>	
More	World History	2	0	0	>	
	Totals	12	1	1		

2. The Attendance Tool description includes a link for absence excuse note templates in multiple languages. The options for these templates are included below.

Absence Excuse Notes – English Absence Excuse Notes – Albanian Absence Excuse Notes – Arabic Absence Excuse Notes - Chinese Absence Excuse Notes – French Absence Excuse Notes – Khmer Absence Excuse Notes – Russian Absence Excuse Notes – Spanish Absence Excuse Notes – Vietnamese

3. Users can view attendance events by marking period. The Summary table includes a count of each absent, tardy and early release included on their record by course. Totals are calculated for each column in the final row.

1 (07/01 - 10/25)			C Previous O Cur	rent Next
COURSE	ABSENT	TARDY	EARLY RELEASE	
Algebra I	3	0	0	2
BIO I	1	0	0	2
English I	3	1	0	3
GLOBAL ST CP	1	0	1	2
HEALTH	0	0	0	
US STUDIES	2	0	0	3
World History	2	0	0	2
Totals	12	1	1	

4. Clicking on a course will provide greater detail regarding the absence record associated with that class.

English I		
	ABSENT	TARDY
Excused	0	1
Unexcused	3	0
Exempt	0	0
Unknown	0	0
Absences		
Monday 09/23/2019 Unexcused Absence		UNEXCUSED
Friday 09/06/2019 Unexcused Absence		UNEXCUSED
Friday 09/06/2019 Unexcused Absence		UNEXCUSED
Tardies		
Monday 08/19/2019 Excused Lateness		EXCUSED

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

## Viewing a Schedule in Campus Parent

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

1. On the left hand side of the screen, click on **Schedule.** This will bring you to the Schedule screen.

E Infinite Con Campus						-
Message Center	Schedule			Edwar	d S. Baco	an 🧕 -
Today						- i
Calendar	Below is your student's clas	ss schedule for the current school year.				
Assignments	1 (07/01 - 10/25)			<	0	>
Grades						
Grade Book Updates			Simone James			
Attendance	1a	English I 7:51 AM - 8:46 AM	Rm: 101 Start: 08/01/2019			
Schedule			Simone James			
Academic Plan	1b	English I 8:46 AM - 9:28 AM	Rm: 101 Start: 08/01/2019			
Reports			Buck Annette			
Discussions	2	World History 9:31 AM - 10:16 AM	Rm: 101 Start: 08/01/2019			
More						

2. Users can view the schedule by marking period. Use the arrows to navigate between marking periods. Click on the circle to return to the current marking period.

1 (07/01 - 10/2	5)		< 0 >
(DAY: A)			
1a	English I 7:51 AM - 8:46 AM	Simcoe, James Rm: 101 Start: 08/01/2019	
1b	English I 8:46 AM - 9:28 AM	Simcoe, James Rm: 101 Start: 08/01/2019	
2	World History 9:31 AM - 10:16 AM	Buck, Annette Rm: 101 Start: 08/01/2019	

3. Click on any course name to view additional information for that course.

inglish I	En
eacher Information	Tead
Imcoe, James 555)555-1234	(55)
.Simcoe@email.com	D.Si
ourse - Section Number	Cou
100G.1Y-1 - 101	010
eriods	Peri
: 1a, A: 1b, B: 1a, B: 1b	A: 1
oom	Roo
01	101

## <u>Academic Plan</u>

The academic plan tool is utilized for high school students during the course selection window. This feature is not enabled for K8 schools. <u>This tool will only be available for use when the</u> <u>course selection window is open!</u>

1. On the left hand side of the screen, click on **Academic Plan**. This will take you to the Academic Plan screen.

E Infinite C Campus		<b>*</b>
Message Center		Edward S. Bacon 🕵 👻
Today	Academic Progress	
	This report will display the student's progress toward completion of an Academic Program	
Calendar	Viewing progress toward Academic Program	
Assignments	Report Type    Summary   Detail	
Grades	Generate Report	
Grade Book Updates		
Attendance		
Schedule		
Academic Plan		
Reports		
Discussions		
More		

2. Here, parents/guardians can generate a report that will review the selected student's progress towards graduation, based on credits accrued. Users can select the appropriate parameters via the available drop-down menu, and then click **Generate Report**.

Academic Progress			
This report will display the student's progress toward completion of an Academ	nic Program		
Viewing progress toward Academic Program			
Report Type 💿 Summary 💿 Detail			
Generate Report			

3. The report will open in a new window. Credit totals displaying in green will indicate that the student is on track for their Graduation program. Credit totals highlighted in red will indicate the student is behind.

19-20		1	Academic Plan Progress Repo				ss Report	rt	
* Asterisks indicate student do	es not meet requ	irement							
Credit Type	09	10	11	12	Cre	dit Sta	PL	Overflow	Total
English	1.0 / 1.0	0.0 / 1.0	0.0/1.0	0.0/1.0	0.0	1.0			*1.0 / 4.0
Social Studies	1.0/1.0	0.0/1.0	0.0/1.0	0.0/1.0	0.0	1.0			*1.0/4.0
Math	1.0/1.0	0.0/1.0	0.0/1.0		0.0	1.0			*1.0/3.0
Science	0.0/1.0	0.0/1.0	0.0/1.0		0.0				*0.0/3.0
Math/Sci or AP/IB	1.0/0.0			0.0/1.0	0.0	1.0			1.0 / 1.0
World Language	1.0/1.0	0.0 / 1.0			0.0	1.0			*1.0 / 2.0
Career Tech Education									0.0/0.0
Health			0.0/0.5		0.0				*0.0 / 0.5
Physical Education			0.0/1.0		0.0				*0.0/1.0
Arts and Humanities	2.0/2.0				0.0	2.0			2.0/2.0
Electives	0.5/0.5	0.0 / 1.5	0.0/1.5	0.0/2.5	0.0	0.5			*0.5 / 6.0
Independent Project									0.0/0.0
Total	7.5/7.5	0.0 / 6.5	0.0 / 7.0	0.0 / 5.5	0.0	7.5			*7.5 / 26.5
Course Requirements				Progress					
English 1				1.0 / 1.0					
English 2				*0.0 / 1.0					
English 3 or Equivalent				*0.0 / 1.0					
English 4 or Equivalent				*0.0 / 1.0					
World History				1.0 / 1.0					
African American History				*0.0 / 1.0					
US History or Equivalent				*0.0 / 1.0					
Social Science or Equivalent				*0.0 / 1.0					
Biology				*0.0 / 1.0					
Physics				*0.0 / 1.0					
Chemistry				*0.0 / 1.0					
Arts & Humanities				2.0 / 2.0					
Compound Requirements				Progress					

## **Accessing Reports in Campus Parent**

1. On the left hand side of the screen, click on Reports. This will bring you to the Reports screen. Currently, the only available Report is a printable version of your student's schedule. Click Student Schedule to view a printable version of the schedule for the selected student.

≡	Infinite Campus		۰	+
Messa	age Center	Reports	Edward S. Bacon	8
Today	ļ.			
Calen	dar	Please click on the links below to access reports based on your student's information.		
Assig	nments	Student Schedule		>
Grade	s			- 1
Grade	Book Updates			
Attend	lance			
Sched	ule			
Acade	mic Plan			
Repor	ts			
Discu	ssions			
More				

## Viewing Address Information

The Address Information tool allows users to view their Household data in the Student Information System, as well as update their Household phone number through Campus Parent.

1. On the left hand side of the screen, click **More**. Then click **Address Information**.

E Infinite Campus		÷ 1
Aessage Center	More	
Today		_
Calendar	Address Information	>
Assignments	Demographics	>
Grades	Family Information	>
Grade Book Updates		
Attendance	Health	
Schedule	Transportation	>
Academic Plan		
Reports		
Discussions		
More		

2. Here, you can view Household information for the student. Users can update the telephone number of the household on this screen. If there is any other information on this screen that needs updating, contact your student's school directly. To update a Household phone number, click **Update**.

Bacon Household	
Below is your student's current household information. You may update the telephone number of your household on this screen. If the correction to this information, please contact your student's school directly.	you have any
<sup>Phone</sup> (555)123-1234	Update
Primary (Malling) 2251 Edgecomb Rd Kitson, PA 12345	

3. After updating the Household Phone Number, click *Update*.

You are updating the following phone number: 555)123-1234 hone Number (215)555-5555\$x	Jpdate Househol	Phone Number		
555)123-1234 hone Number (215)555-5555\$x	ou are updating the foll	wing phone number:		
hone Number (215)555-555\$x	555)123-1234			
(215)555-5555\$x	hone Number			
	(215)555-55555x			

## Viewing Demographic Information

The Demographics tool will display demographic and emergency contact information for the student.

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

		<b>A A</b>
Message Center	More	
Today		
Calendar	Address Information	> .
Assignments	Demographics	2
Grades	Family Information	>
Grade Book Updates	Health	5
Attendance		
Schedule	Transportation	>
Academic Plan		
Reports		
Discussions		
More	]	

2. The first section of this screen includes demographic information for the selected student. If any information needs to be corrected, contact your student's school directly.

Message Center	Edward S, Bacon	4
Today		^
Calendar	Student Demographics	
Assignments	Below is your student's current demographic information. If you have any corrections to this information, please contact your student's school directly.	
Grades		
Grade Book Updates	Legal Name Edward S Bacon	
Attendance	Birthday	
Schedule	12/03/2004	
	Gender	
Academic Plan	Male	
Reporte	Hispanic/Latino	
Reporto	N	
Discussions	Race	
More	Black or African American	*

3. The second section of this screen contains information for your student's identified emergency contacts, known in the system as Non-Household relationships. If any of this information needs to be corrected, contact your student's school directly.

Non-Household Relation	onships		
Relationship Grandparent Alex First Emergency Priority 4	Phone Cell: (555)555-1234	<b>Email</b> No data	
Relationship Family Friend Hillard Leheron Emergency Priority 3	Phone Cell: (555)555-1234	Email No data	

## Viewing Family Information in Campus Parent

The Family Information tool will display information for each individual in the Household, including names, contact information, and the identified relationship to the student.

E Infinite Campus			-
Message Center	More		
Тодау			
Calendar	Address Information	>	
Assignments	Demographics	>	
Grades	Family Information	>	
Grade Book Updates	Use Me		
Attendance	Health		
Schedule	Transportation	>	
Academic Plan			
Reports			
Discussions			
More			

1. On the left hand side of the screen, click on **More**. Then, click on **Family Information**.

2. On the Family Information screen, you can view your student's current family and relationship information. If you have multiple students, they are all included on this page with their own unique section. If any corrections need to be made to this information, contact the school directly.

Bacon Information		
Below is your student's current family an	d relationship information. If you have any cor	rections to this information, please contact your student's school directly.
Edward S Bacon		
Contact Information		
Phone Cell: (555)555-1234	<b>Email</b> EArthur@Kitson.org	
Relationships		
Relationship Mother Francine Bacon (Guardian) Emergency Priority 1	Phone Cell: (555)555-1234 Work: (555)555-5555x1234 Other: (555)555-6789	Email F.Bacon@email.com
Relationship Father James Bacon (Guardian) Emergency Priority 2	Phone Cell: (555)555-1234 Work: (555)555-1234 Other: (555)555-6789	Email C.Bacon@email.com
Relationship Sibling Tony R Bacon	Phone Cell: (555)555-1234	Email TBacon@Kitson.org
Relationship Sibling Aya Bacon	Phone No data	Email No data

## Viewing Health Information in Campus Parent

The Health Tool will show the immunization record for that student.

1. On the left hand side of the screen, click on **More**. Then, click on **Health**.

		<b>A</b>
Message Center	More	
Today		
Calendar	Address Information	>
Assignments	Demographics	ž
Grades	Family Information	> :
Grade Book Updates		
Attendance	Health	
Schedule	Transportation	>
Academic Plan		
Reports		
Discussions		
More		

2. This will bring you to the Health screen. On this screen you can view your student's immunization record.

Immunizations		
VACCINE	COMPLIANCE STATUS	DOSES
Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	COMPLIANT	07/13/2006 09/22/2006 12/15/2006 09/27/2007 01/14/2011 08/09/2016
Hepatitis B [Hep B]	COMPLIANT	05/18/2006 07/13/2006 12/15/2006
Measles-Mumps Rubella [MMR]	COMPLIANT	05/18/2007 05/21/2010
Meningococcal	COMPLIANT	09/15/2017
Polio [IPV, OPV]	COMPLIANT	07/13/2006 09/22/2006 12/15/2006 01/14/2011
Tetanus, Diphtheria and Acellular Pertussis [Tdap]	COMPLIANT	05/11/2017
Varicella	( COMPLIANT )	05/18/2007

## Viewing Transportation Information in Campus Parent

The Transportation Tool will show the student's transportation record.

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

E Infinite Campus		•	-
Message Center	More		
Today			
Calendar	Address Information		>
Assignments	Demographics		>
Grades	Family Information		>
Grade Book Updates	1		
Attendance	Health		
Schedule	Transportation		>_
Academic Plan			
Reports			
Discussions			
More			

2. Here, you can view the student's transportation details. A description of the information included on the Transportation section will appear at the top. The student's current method of transportation will be displayed. District Transportation services include: *Vehicle (Bus/Cab), Transpass, or Ineligible (No Service Assigned)*.

#### Transportation

Transportation Definitions In Bus: Type of transportation assigned. Possible options are:	
<ul> <li>Vehicle (for example, bus)</li> <li>Transpass</li> <li>Ineligible (Indicates the student is not eligible for transportation)</li> </ul>	
In Time: The time the student is picked up by the vehicle In Bus Stop: The location where the student is picked up by the vehicle (e.g. 3rd and Main) Route Number: Route name/number of vehicle (e.g. Route 2446 AM) Depot: Company or garage providing the vehicle route (e.g. Passyunk Garage)	
If you have any questions regarding transportation service, please contact the Office of Transportation. See contact information below.	

#### Viewing Vehicle Information

1. If a student's method of transportation is a **Vehicle** (Cab/Bus), the Campus Parent will display the Route information under **Bus Detail**. Blank fields are not being used at this time.

Bus Detail	
In Bus: Vehicle	Out Bus:
In Time: 07:39 AM	Out Time:
In Bus Stop: 409 BYBERRY RD	Out Bus Stop:
Late Bus:	Miles Transported:

2. The **Other Transportation Information** section will show the *Route Number* and *Depot* (Garage Name).

Other Transportation Information	
Route Number: 0965 AM	Depot: YELLOWBIRD0827
Contact Phone: 215-400-4350	Contact Email: transoperations@philasd.org

**NOTE**: Any changes made to a student's method of transportation in the Compass Transportation System will be reflected in the Parent & Family Portal <u>the next day</u>.

#### **Viewing Transpass Information**

1. If a student's method of transportation is **Transpass**, the Campus Parent will display the following:

Bus Detail	
In Bus: Transpass	Out Bus:
In Time:	Out Time:
In Bus Stop:	Out Bus Stop:
Late Bus:	Miles Transported:
Parking Detail	
Make:	Model:
Color:	Plate Number:
Parking Permit:	
Other Transportation Information	
Route Number:	Depot:
Contact Phone: 215-400-4350	Contact Email: transoperations@philasd.org

#### **Viewing Ineligible Information**

If a student's method of transportation is **Ineligible**, the Campus Parent will display the following:

Bus Detail	
In Bus: Ineligible	Out Bus:
In Time:	Out Time:
In Bus Stop:	Out Bus Stop:
Late Bus:	Miles Transported:
Parking Detail	
Make:	Model:
Color:	Plate Number:
Parking Permit:	
Other Transportation Information	
Route Number:	Depot:
Contact Phone: 215-400-4350	Contact Email: transoperations@philasd.org

## Viewing the Report Card in Backpack

1. Click on **More** on the left side of the screen, in the *Index*.



2. Your workspace will change to show additional tools available in **Campus Parent**. Click on the last tool in the list, *Backpack*.

Message Center	More	
Today		
Calendar	Address Information	>
Assignments	Demographics	>
Grades	Family Information	>
Grade Book Updates	Health	>
Attendance	Important Dates	>
Schedule	Transportation	>
Academic Plan		
Reports	Placement	>
Discussions	Backpack	>
More		

3. You should see a section for each student that your **Campus Parent** account is associated with. Click on the plus sign next to a student's name to expand their section.

< Back	
Backpack	
+ample Student 1 0	
+ Sample Student 20	
+ Sample Student 3	

4. Beneath the student's name, you will see a subheading *Report Card.* Click on the plus sign to open this section. This will reveal a table with three columns - *Document Name, Published Date,* and *Acknowledged*. Under the *Document Name* column, you will see a document titled "19-20 (Insert School Name Here) Report Card." Click on this document to view the report card.

ck				
ackpack				
-Sample Student 1				
- eport Card 🕚				
Document Name		Published Date	Acknowledged	
19-20	HS Report Card	Jun 3, 2020 9:06 PM	47	

<u>Note</u>: 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.

- 5. The **Report Card** 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.



## Sample Report Cards

High School Sample Report Card

						Ter	m 4: 0	6/12/2020 -	06/12/2020						
Subject/Teacher	1st	One 2nd	des 3rd		Final Grade	Credit Earned			Com	ients				Period	Late
English 1	93	85	88		89	1.0								0	2
World History	90	85	86		88	1.0								0	1
Algebra 1	93	86	89		90	1.0								0	1
Riology	90	80	90		86	1.0								0	0
Spanish 1	82	82	82		82	1.0								3	0
Visual Arts 1	98	95	90		97	1.0								0	2
Seminar Freshman	100	100			100	0.3								2	2
	-	-	_	-			-				_		Grading	Scale	
												A+ 100-97	A 96	-93	A- 92-90
Atlendance - Total Days YTD	47	.91	160	161							- [	B+ 89-87	8.86	-83	B- 82-80
Days Present YTD	47.0	89.0	120.0								[	C+79-77	C 76-73		C-72-70
Days Absent YTD	0.0	1.0	1.0								[	D+ 69-67	D 66-63		D- 62-60
Unexcused Absences (of Total)	0.0	0.0	0.0								[	F - less than 60		shan 60	
Times Late YTD	0.0	0.0	0.0									I - Incompl	ete	N/A - N	ot Schedule
						Pro	oress 1	Towards Gra	duation Requirements						
			- 1	C	tegory	E	arned	Required	Category	Earned	Require	d		Promotio	n Policy
Cumulative GPA				E	inglish		-	4.00	World Language		2.00		0	oben	Credits
Weighted				Socia	i Studie	15	-	4.00	Health		0.50			9th	0-4.5
Ilmeinhed				Math	hematic	8	-	3.00	Physical Ed		1.00		1	l0th	5-10.5
Univergence .			- 1	Science			*	3.00	Arts / Humanities	**	2.00		1	1th	11-17
				Math	SoliAP	B	-	1.00	Electives		3.00	-	1	121h	17.5+
									Tetal		23.60	100	10.7		