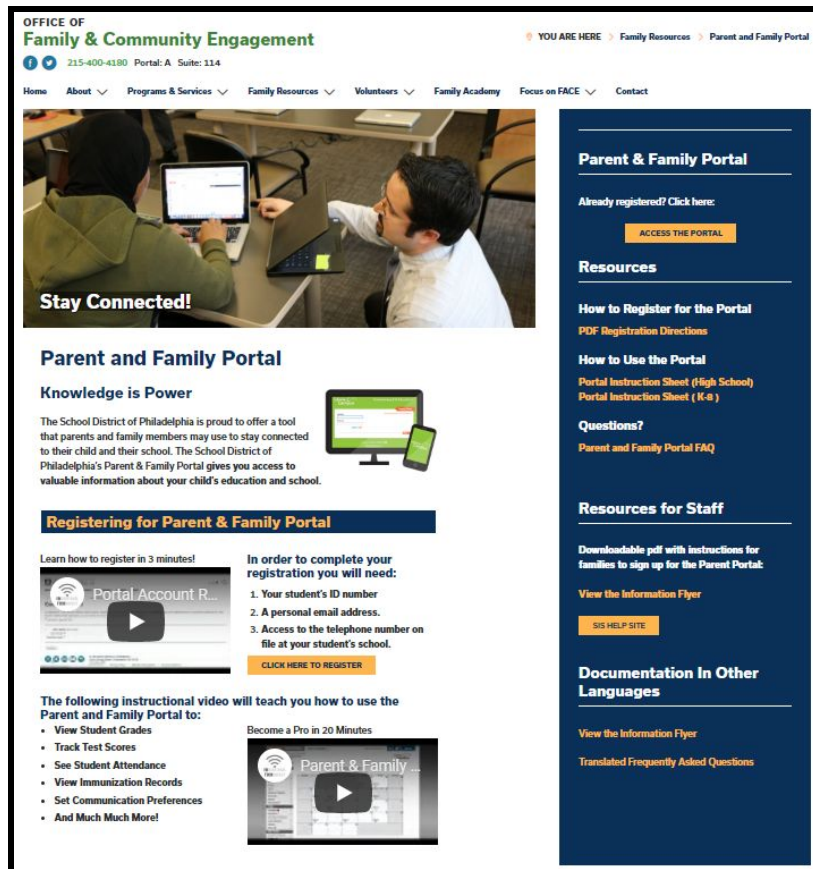


Philadelphia SIS Project: Campus Parent

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 your Username and Password

Username:

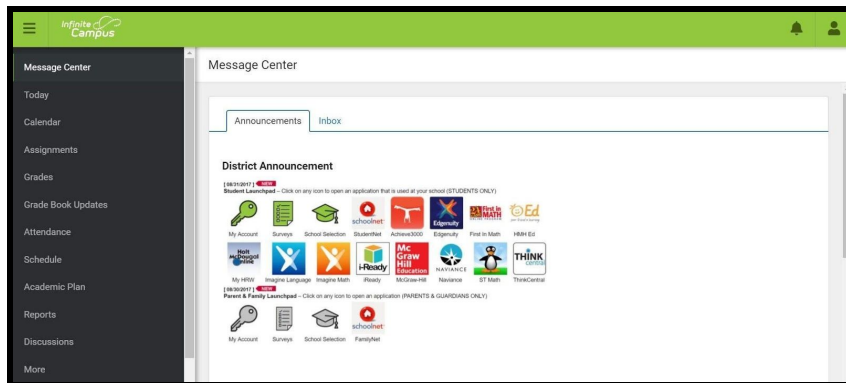
Password:

[Forgot Your Password?](#)

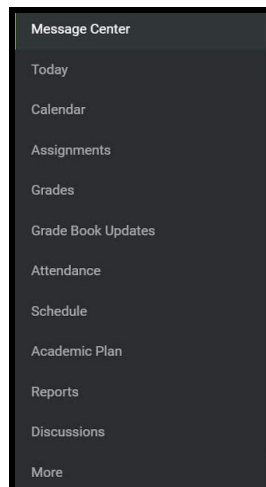
IT USE ONLY
Requested Service:

Viewing Information in Campus Parent

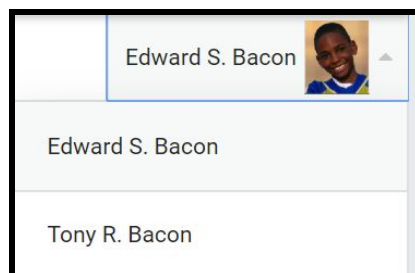
1. Once logged in, the Campus Parent home screen will be viewable. The home screen defaults to the Message Center. Here, users will be able to view Announcements and access their Campus Parent Inbox. Announcements can be categorized as either District Announcements or School Announcements. If a user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



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.



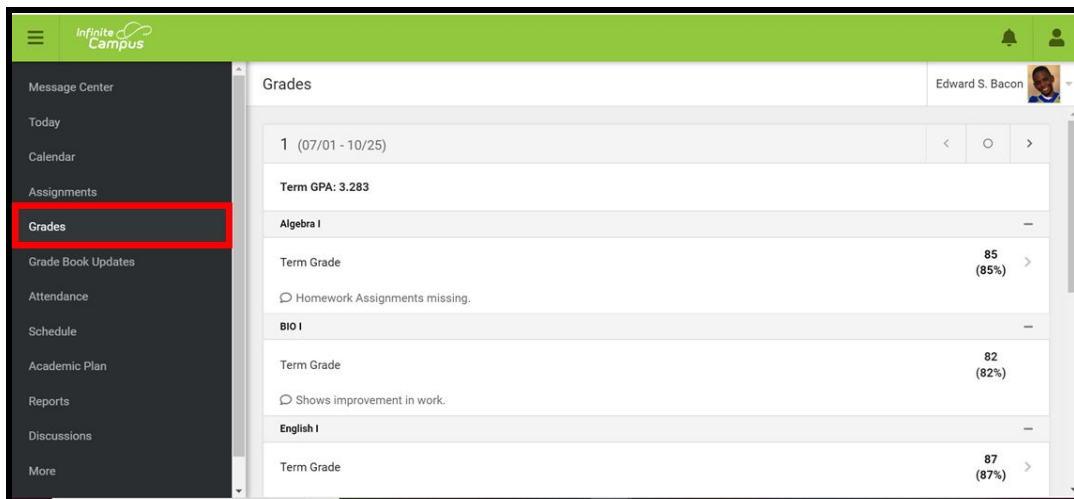
3. Users with multiple students can toggle between individual student records within each tool. A drop-down menu will display in the top right hand side of the screen. Expanding this menu will allow users to select which student's information they wish to view.



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.

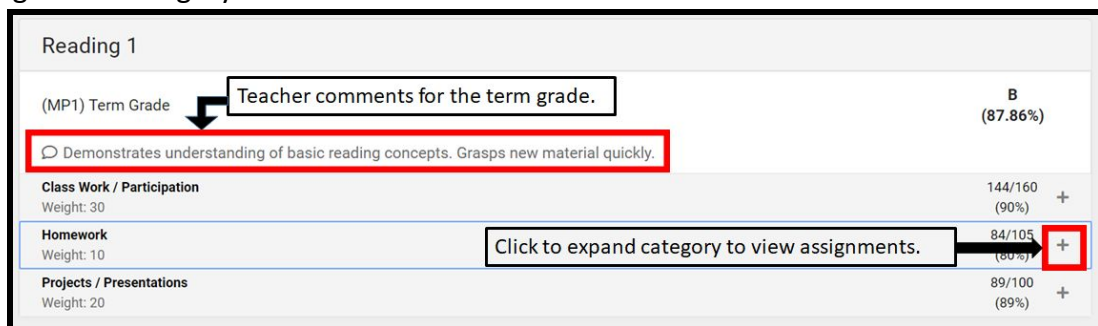
1. On the left hand side of the screen, click on **Grades**. This will bring you to the Grades screen.



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.



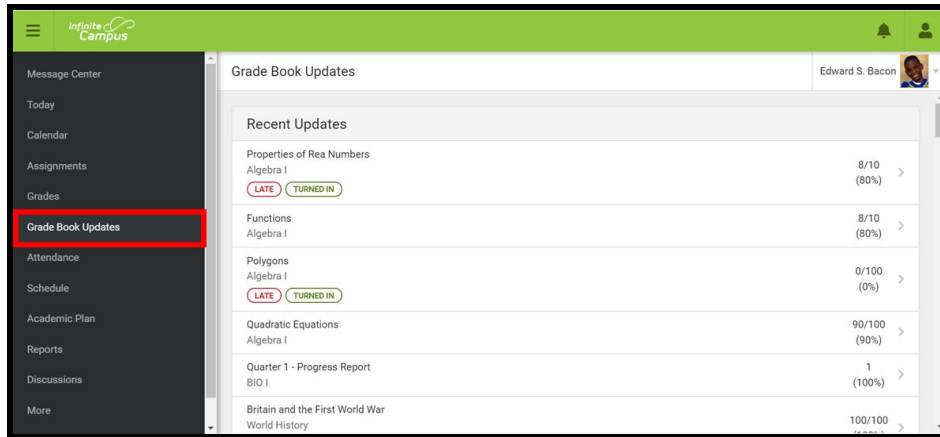
3. Clicking on any of the Term Grades will bring you to a listing of all assignments for that course which have been included in that grade. Each assignment is organized by the assignment category.



Viewing Grade Book Updates

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

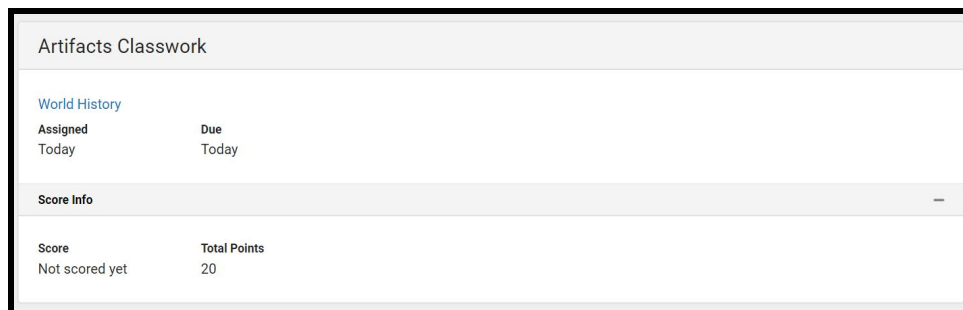
1. On the left hand side of the screen, click on **Grade Book Updates**. This will bring you to the Grade Book Updates screen.



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



3. Clicking on any assignment will provide additional information.



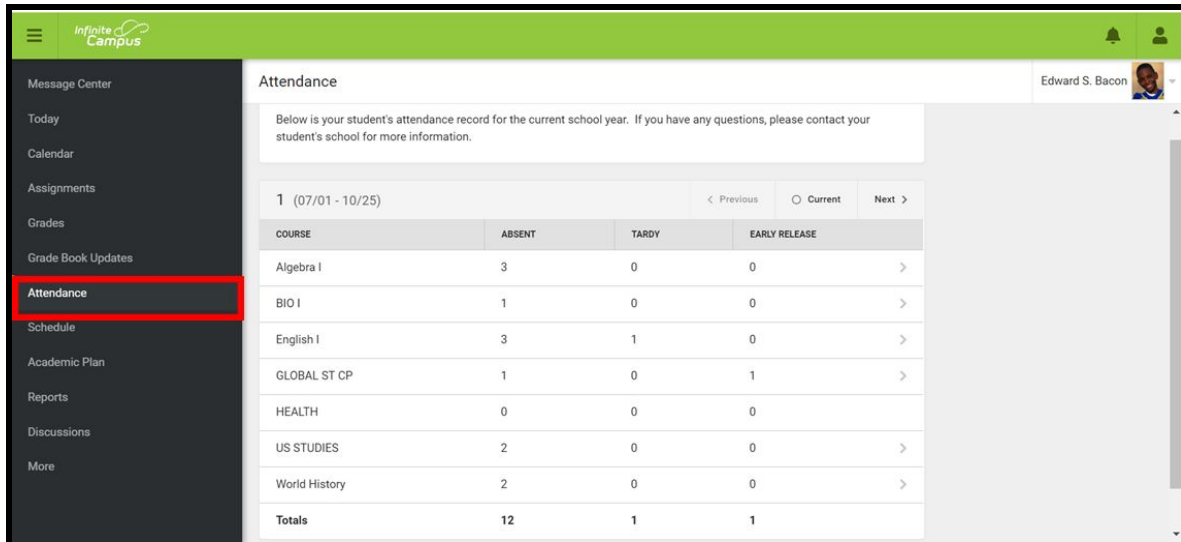
4. Clicking on the [blue](#) assignment name (in the above image, [World History](#)) will provide users with additional course information, including a link to email the teacher for that course. This screen will also display any relevant upcoming assignments for that course.

The screenshot shows a mobile application interface for a course. At the top, the course name "World History" is displayed in a light gray header. Below this, the "Teacher Information" section lists "Buck, Annette". The "Course - Section Number" is "1000G.1Y - 101". The "Periods" section lists "A: 2, A: 2/3, B: 2, B: 2/3". The "Room" is "101". A horizontal separator line follows. Below the separator, the "Upcoming Assignments" section is shown. Under the date "Monday 08/26", there is an assignment entry for "Artifacts Classwork" under the course "World History". A right-pointing chevron icon is located to the right of the assignment name.

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.



Below is your student's attendance record for the current school year. If you have any questions, please contact your student's school for more information.

1 (07/01 - 10/25) < Previous Current Next >

COURSE	ABSENT	TARDY	EARLY RELEASE	
Algebra I	3	0	0	>
BIO I	1	0	0	>
English I	3	1	0	>
GLOBAL ST CP	1	0	1	>
HEALTH	0	0	0	
US STUDIES	2	0	0	>
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)				< Previous	○ Current	Next >
COURSE	ABSENT	TARDY	EARLY RELEASE			
Algebra I	3	0	0	>		
BIO I	1	0	0	>		
English I	3	1	0	>		
GLOBAL ST CP	1	0	1	>		
HEALTH	0	0	0			
US STUDIES	2	0	0	>		
World History	2	0	0	>		
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.