

# **The Sapphire Community Portal**

## **A Guide for Parents and Students**



Since 2002, Sapphire Software has provided exceptional software application solutions for school districts' needs. To prepare students for success in our technology dependent world, schools must help students, staff, and communities better manage information. The objective is "schools without walls" where knowledge is readily available to both student and teacher. It's a concept that hinges on optimizing and integrating technology within the school community.

Sapphire Software recognizes a need in school districts for a new way to manage and disseminate information. Sapphire Software provides K-12 schools with scalable, secure, and customizable community portal software that increases productivity and improves communication for teachers, administrators, parents, and students. It provides for a "paperless" environment for the school to transmit and for the parent to view any documents related to their child's education.

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The names and information portrayed in this guide are used in a fictitious manner. No identification with actual persons is intended or should be inferred.

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# The New Sapphire Community Portal

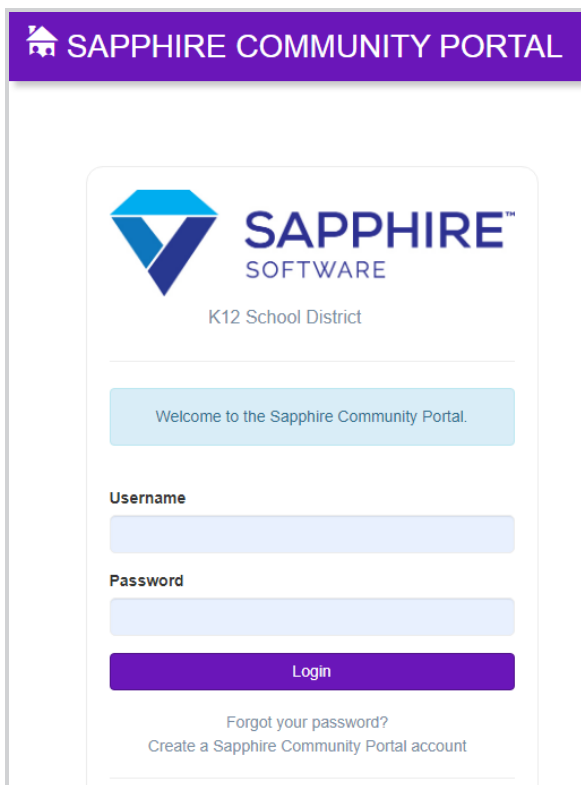
The new Sapphire Community Portal is here! The new Community Portal is easier to navigate and can now be accessed from any internet-connected device, including tablets and mobile phones.

After you log in with your existing Username, Password, and PIN, you will be prompted to update your Password, and in some cases, your Username. Students will continue to use the same Password and Username. After that, PINs are no longer needed.

If you have an account, enter your **Username**, **Password**, and **PIN**, and click **Login**.



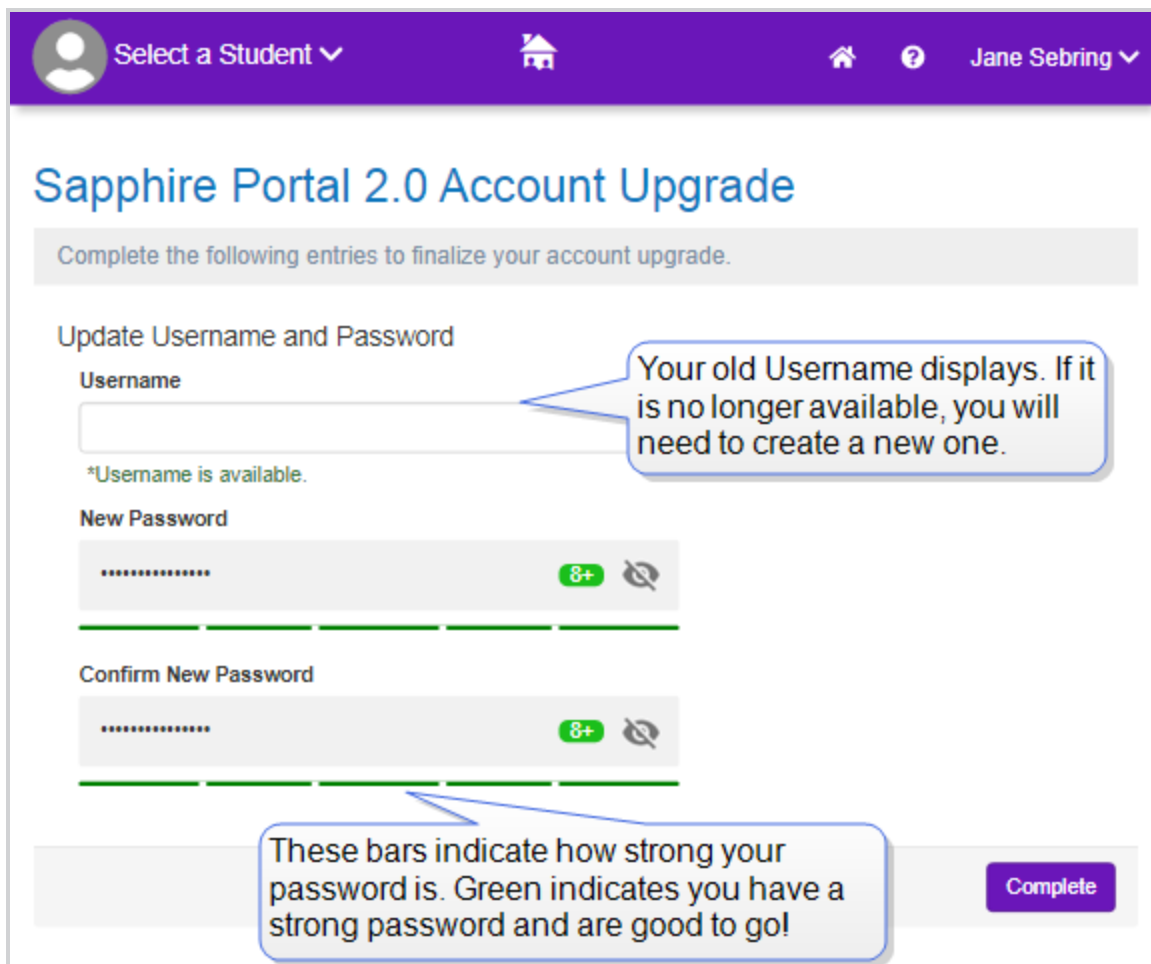
**Note:** If you forget your password, click the **Forgot your password** link and type in your Username, PIN, and answer to your security question. A new password will be emailed to your email address.



The screenshot shows the Sapphire Community Portal login interface. At the top is a purple header with a house icon and the text 'SAPPHIRE COMMUNITY PORTAL'. Below this is a white login box containing the Sapphire Software logo and 'K12 School District'. A light blue message box says 'Welcome to the Sapphire Community Portal.' Below that are input fields for 'Username' and 'Password', followed by a purple 'Login' button. At the bottom of the login box are links for 'Forgot your password?' and 'Create a Sapphire Community Portal account'.

1. The **Sapphire Portal Account Upgrade** screen opens. Your **Username** displays, and a message indicates if it is available. For security reasons, some users may have to create a new Username. If the message below the field reads **Username is not available**, enter a new **Username**.

2. Parents must create a **New Password**. Your Password must be a combination of at least eight letters and numbers and cannot be one that you used before. The color of the bars at the bottom of the field indicates the strength of the password. If red, the password will not be accepted. If yellow, it will be accepted but could be stronger. If green, your password is strong.
3. Enter the new password again in the **Confirm New Password** field.
4. Click **Complete**. You are logged into **Sapphire Portal**. You will also receive an automated email notifying you that your account was upgraded and your password changed.



## Applying for an Account


If you do not have an account, you must apply for one. Usually, the application process is done once for each user and does not have to be repeated each year.

You can apply for up to six students at a time per account, even if the students are in different buildings. Families may have more than one account. To apply for a parent account:

1. Click **Create a Sapphire Community Portal Account**.
2. Enter your district's keyword. If you do not know your keyword, contact your district to obtain it.
3. Read the **User Agreement**. If you agree to the terms and policies, check the **I have read and agree to the above policies** box and click **Continue**.
4. Fill out the application and click **Save Form** and **Continue**. The information entered helps the district verify that you are entitled to access the student's information. You can choose your user name and password.
5. Print and sign the resulting form and return it to your district. Some school districts may require you to present the signed form along with a photo ID for verification.

## Security and Browser Information

The Sapphire Community Portal follows strict security guidelines for your safety and privacy. Please choose a password that is difficult to guess. Keep your password private and do not store it where others may find it.

When using the Portal you can click  to **Log Out** at the top right of any screen. Use this every time you are finished using the Portal. Closing the browser window does not mean you have logged off. The Portal has a built-in security system that logs you off the system if it has seen no activity for 60 minutes. Inactivity is defined as not saving or navigating to a different screen. Changes made after this time out are not saved. If the system logs off due to inactivity, any action you take within an open window will send you back to the login screen.

Security is handled in a number of ways. One is through the use of cookies. If you have trouble logging in, check to make sure that you have cookies enabled.

The Portal occasionally has to open new browser windows to display certain information (reports, for example). For this reason, please turn off any pop-up blocking software while using Sapphire Software sites or allow the site as an exception.

When moving between screens, avoid using the browser's back button, and instead use the provided navigation.

Sapphire Software is certified for use with many browsers. Use the latest version of a modern browser, such as Firefox, Chrome, Safari, or Edge.




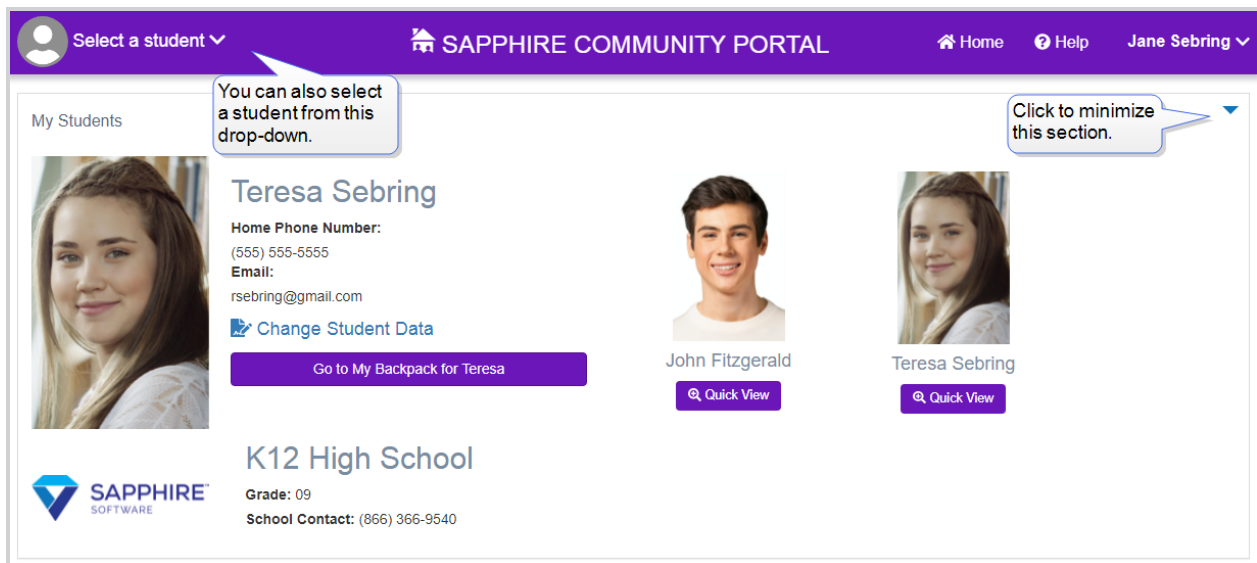
**Note:** Beta browsers will not be supported until after they are officially released and have been fully tested with Sapphire Products.

# Home Screen

After you log in, if you are a parent or guardian with access to multiple students, they all display on the home screen. The oldest student displays in the forefront. If you do not have access to multiple students, your student's home screen opens.

## Parent Home Screen with Multiple Students

1. Click  **Quick View** beneath any of the students to view a summary of their school information and access the [Change Student Data](#) screen.
2. Click the **Go to My Backpack** button to access the student's backpack.
3. The student's home screen opens with Announcements, Upcoming Assignments, and other current information. Click **Home** on any of the other screens in the Portal to come back to this screen. Click the **Select a student** drop-down to change to a different student.



Most of the information that a parent and student can view is the same, with these differences:

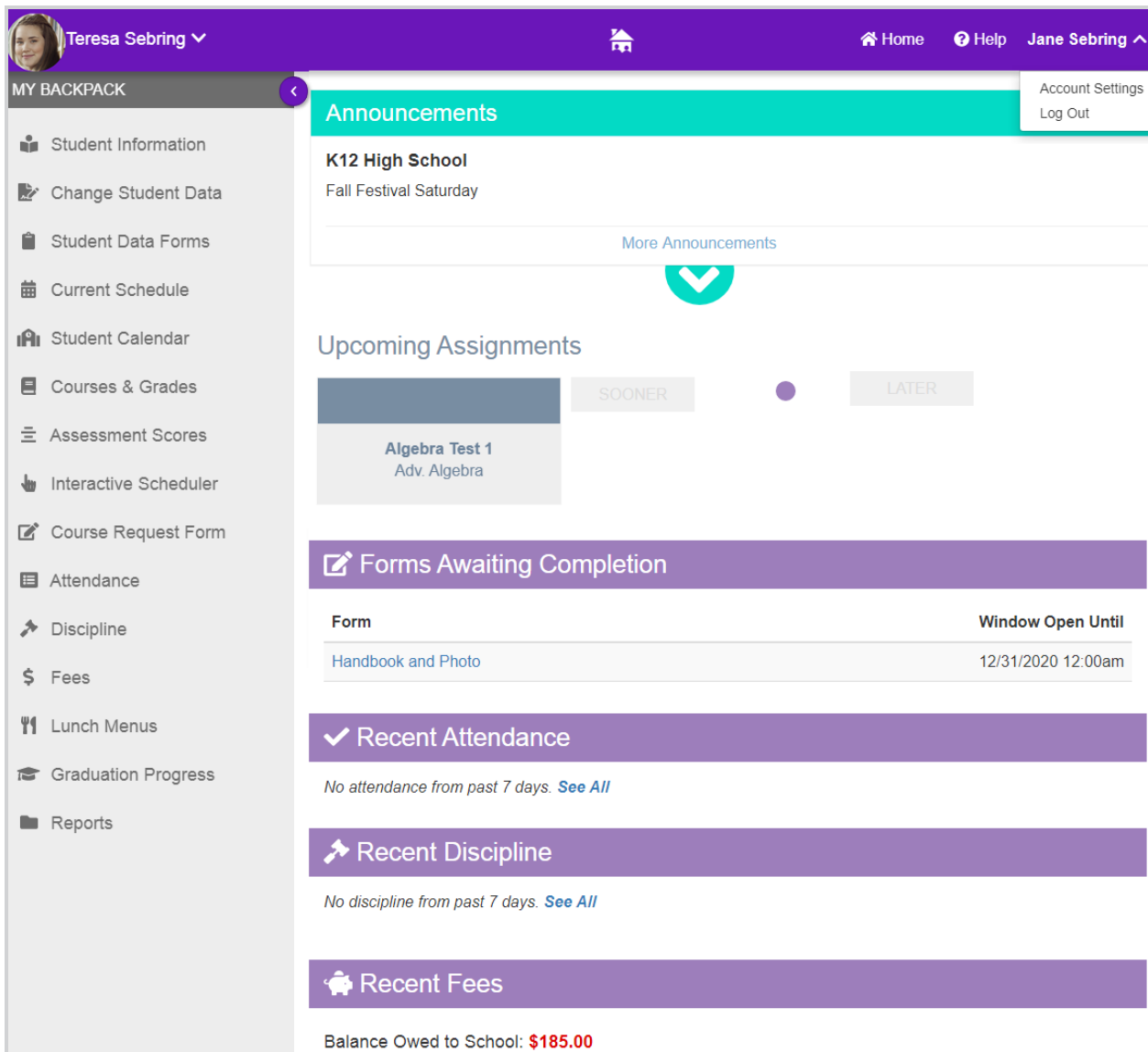
- A parent account can have access to multiple students; a student account only has access to their own information.
- Parents may be able to see some documents in the Student Document Center that students cannot.
- Students may be able to view and contribute to Class Forums, while parents may not have access.
- In most cases, only students will have access to online tests.



## Student Home Screen

The student's home screen may include school and district-wide announcements, lunch menus, and notices specific to your student, such as forms awaiting completion, school fees, and upcoming assignments.

To navigate to another student, click the drop-down arrow next to the student's name, and other options become available. Click your name in the top right corner to access **Account Settings** or **Log Out** of the Community Portal.



The screenshot displays the Student Home Screen interface. At the top, a purple navigation bar shows the user's profile (Teresa Sebring) and navigation links (Home, Help, Jane Sebring). Below this, a sidebar on the left lists various student-related options under the heading "MY BACKPACK". The main content area is divided into several sections: "Announcements" (featuring a K12 High School announcement about a Fall Festival), "Upcoming Assignments" (showing an Algebra Test 1), "Forms Awaiting Completion" (listing a Handbook and Photo form), "Recent Attendance" (indicating no attendance in the past 7 days), "Recent Discipline" (indicating no discipline in the past 7 days), and "Recent Fees" (showing a balance owed to the school of \$185.00).

**MY BACKPACK**

- Student Information
- Change Student Data
- Student Data Forms
- Current Schedule
- Student Calendar
- Courses & Grades
- Assessment Scores
- Interactive Scheduler
- Course Request Form
- Attendance
- Discipline
- Fees
- Lunch Menus
- Graduation Progress
- Reports

**Announcements**

**K12 High School**  
Fall Festival Saturday

[More Announcements](#)

**Upcoming Assignments**

SOONER **Algebra Test 1** Adv. Algebra LATER

**Forms Awaiting Completion**

Form	Window Open Until
<a href="#">Handbook and Photo</a>	12/31/2020 12:00am

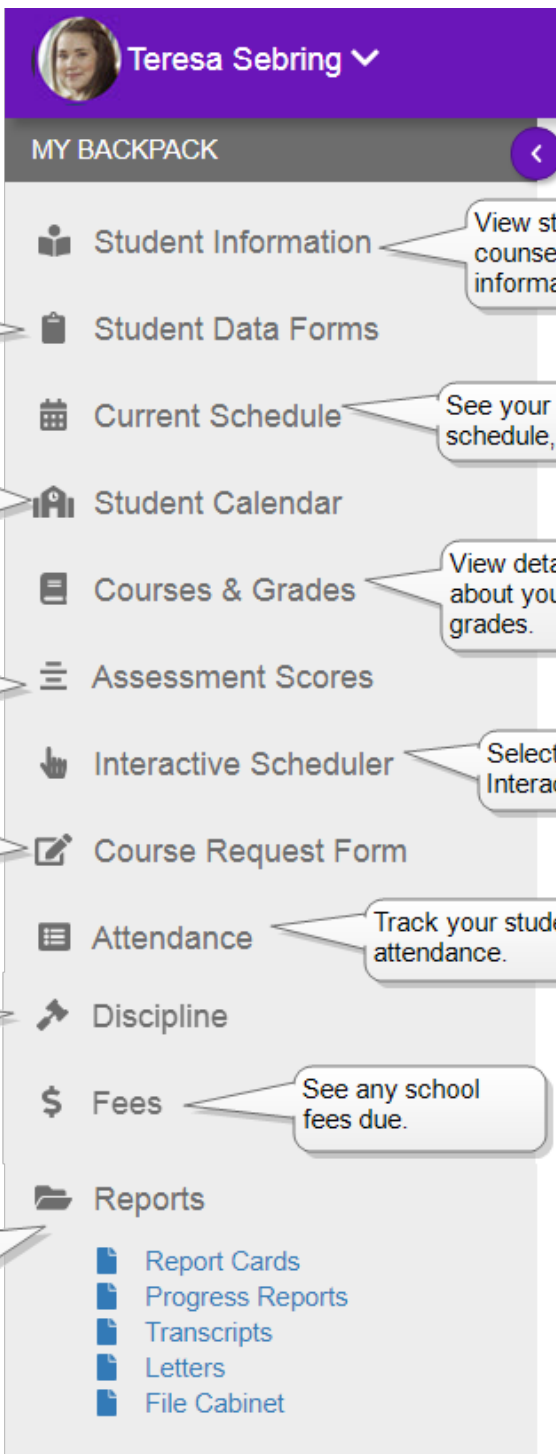
**Recent Attendance**  
No attendance from past 7 days. [See All](#)

**Recent Discipline**  
No discipline from past 7 days. [See All](#)

**Recent Fees**  
Balance Owed to School: **\$185.00**

# Navigation

You can navigate the Community Portal using the left menu and internal links. Below is an example of how the left menu, or **MY BACKPACK**, might look. Each school determines the items available, and if you have multiple students, each student's left menu may be different.



**Teresa Sebring** ▼


**MY BACKPACK** <


- Student Information** – View student's school, counselor, and bus information.
- Student Data Forms** – Complete and submit student data forms online.
- Current Schedule** – See your student's schedule, in grid form.
- Student Calendar** – Access your student's calendar, including assignments and school events.
- Courses & Grades** – View detailed information about your student's grades.
- Assessment Scores** – View your student's assessment scores, such as Keystone and SAT results, if available.
- Interactive Scheduler** – Select courses using the Interactive Scheduler.
- Course Request Form** – Select courses for next year.
- Attendance** – Track your student's attendance.
- Discipline** – See any discipline incidents.
- Fees** – See any school fees due.
- Reports**
  - Report Cards
  - Progress Reports
  - Transcripts
  - Letters
  - File Cabinet


Open any of the folders in Reports to view and download documents the school has available for your student.

Hyperlinks appear as blue text. If you click a hyperlink, another screen or a new window opens.


Recent Grade Updates	
Showing grade updates from past 7 days	
Grade Marking Period	Class
93 A (MP4)	ADVANCED SCIENCE
Recent Discipline	
No discipline from past 7 days. <a href="#">See All</a>	


After you select a student, their student information and photo displays at the top of the screen. If you have accounts for multiple students in the district, you can click  to change to a different student.

At the top right corner of the screen, click  next to your name to access **Account Settings** or **Log Out**.

Click  to change to a different student.


# Student Information

 **Student Information** is the first item in the **MY BACKPACK** list. Click it to open a screen with general information about the student, such as their **Homeroom**, **Learning Group**, **Transportation**, and **School**.


**SAPPHIRE COMMUNITY PORTAL**
















[Home](#)
[Help](#)
[Jane Sebring ▾](#)


SEBRING, TERESA ROSE



Grade: 09  
 K12 High School

MY BACKPACK

 Student Information
   
 Change Student Data
   
 Student Data Forms
   
 Current Schedule
   
 Student Calendar
   
 Courses & Grades
   
 Assessment Scores
   
 Interactive Scheduler
   
 Course Request Form
   
 Attendance
   
 Discipline
   
 Fees
   
 Lunch Menus
   
 Graduation Progress
   
 Reports


**Student Information**

Sebring, Teresa Rose (334)

K12 High School - Grade: 09

Counselor:  
Nelson Abasta

Homeroom:  
6

Teacher:  
Mr. Case

Learning Group:  
Tuesday and Thursday In Person Learning Group

Locker:  
10

Location:  
Science Hall

Combination:  
2-14-46

Busing Status:  
Transported on District Bus

Busing Notes:

AM Bus:	Stop:	Time:
30	7	07:20 AM

PM Bus:	Stop:	Time:
30	7	02:55 PM

Parking Information:

Permit:

Location:

Car Information:

Building Information

Phone:  
(866) 366-9540


Fax:  
(610) 366-9017

Address:  
1123 Jefferson Ave  
Allentown, PA  
18123-3211

Principal:  
Dr. Joe Walowitz


Assistant Principal:  
Mrs. Toklas




# Current Schedule

Click  **Current Schedule** from **MY BACKPACK** to see your student's schedule, including class name, teacher, location, and duration (semester or year-long).

The current week displays by default. Click  **Previous** or **Next**  to see a different week.

To see what time the class meets, click **Show Course Times**. Click **Show Course-Section** to see course numbers and **Show Color** to display a colored schedule, which can be helpful for younger students. To view details of a class, click on the title.

 **Current Schedule**

 Previous
 Week of: **Monday, October 5, 2020** 
 Next

☐ Show Course Section
 ☐ Show Color
 ☒ Show Course Times

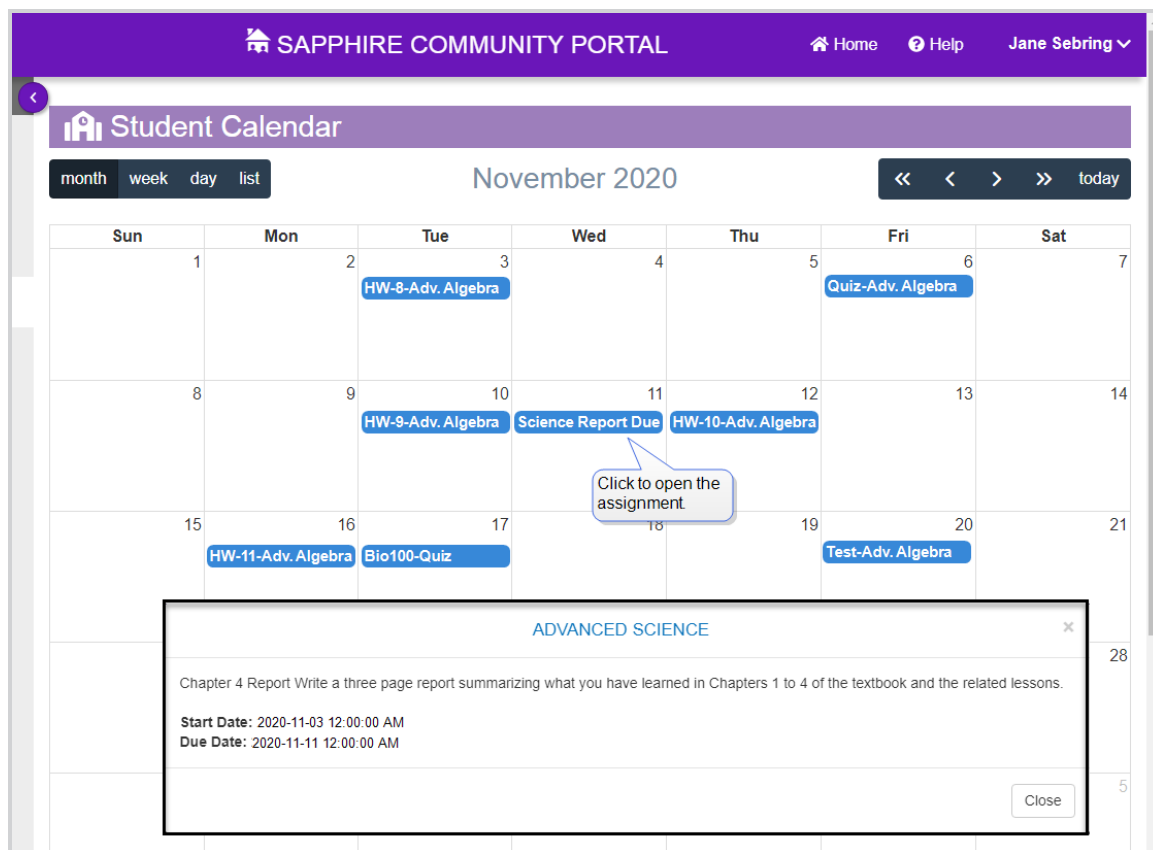
K12 High School

	<b>Monday</b> 10/05/2020	<b>Tuesday</b> 10/06/2020	<b>Wednesday</b> 10/07/2020	<b>Thursday</b> 10/08/2020	<b>Friday</b> 10/09/2020
<b>1</b>	<b>Intro to Computer Science</b> Mr. Conner RM 6 YearLong 7:15 AM - 8:00 AM	<b>Intro to Computer Science</b> Mr. Conner RM 6 YearLong 7:15 AM - 8:00 AM	<b>Intro to Computer Science</b> Mr. Conner RM 6 YearLong 7:15 AM - 8:00 AM	<b>Intro to Computer Science</b> Mr. Conner RM 6 YearLong 7:15 AM - 8:00 AM	<b>Intro to Computer Science</b> Mr. Conner RM 6 YearLong 7:15 AM - 8:00 AM
<b>2</b>	<b>French 1</b> Mr. Pontes RM 102 YearLong 8:10 AM - 8:55 AM	<b>French 1</b> Mr. Pontes RM 102 YearLong 8:10 AM - 8:55 AM	<b>French 1</b> Mr. Pontes RM 102 YearLong 8:10 AM - 8:55 AM	<b>French 1</b> Mr. Pontes RM 102 YearLong 8:10 AM - 8:55 AM	<b>French 1</b> Mr. Pontes RM 102 YearLong 8:10 AM - 8:55 AM
<b>3</b>	<b>English 9</b> Ms. Harris RM 102 YearLong 9:05 AM - 9:50 AM	<b>English 9</b> Ms. Harris RM 102 YearLong 9:05 AM - 9:50 AM	<b>English 9</b> Ms. Harris RM 102 YearLong 9:05 AM - 9:50 AM	<b>English 9</b> Ms. Harris RM 102 YearLong 9:05 AM - 9:50 AM	<b>English 9</b> Ms. Harris RM 102 YearLong 9:05 AM - 9:50 AM

# Student Calendar

Click  **Student Calendar** from **MY BACKPACK** to view assignments on the student's calendar.

Click an assignment, and a window opens with details about that assignment.



**SAPPHIRE COMMUNITY PORTAL** Home Help Jane Sebring ▾

**Student Calendar**

month week day list November 2020 << < > >> today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 HW-8-Adv. Algebra	4	5	6 Quiz-Adv. Algebra	7
8	9	10 HW-9-Adv. Algebra	11 Science Report Due	12 HW-10-Adv. Algebra	13	14
15	16 HW-11-Adv. Algebra	17 Bio100-Quiz	18	19	20 Test-Adv. Algebra	21
						28
						5

**ADVANCED SCIENCE** ✕


Chapter 4 Report Write a three page report summarizing what you have learned in Chapters 1 to 4 of the textbook and the related lessons.

**Start Date:** 2020-11-03 12:00:00 AM  
**Due Date:** 2020-11-11 12:00:00 AM

Close

# Courses & Grades

This is one of the most commonly visited screens.

Click  **Courses & Grades** from **MY BACKPACK** to display the course title, teacher, period and days, room, duration (semester or year long), and current grade for each class on the student's schedule.



**Note:** A **Current Grade** may display as a percentage, letter grade, both, or blank depending on the teacher's preference.

SAPPHIRE COMMUNITY PORTAL						Home	Help	Account
Courses & Grades								
K12 High School						Show Non-Graded Classes <input checked="" type="checkbox"/>		
Course Title	Teacher	Per.(Days)	Room	Dur.	Current Grade			
<a href="#">SOCIAL STUDIES</a>	Mrs. Green	3 (MTWRF)	219	S2	93			
<a href="#">ENGLISH 10</a>	Miss Garnet	7 (MTWRF)	10	Y	89(B+)			
<a href="#">Meteorology</a>	Mrs. Lawrence	6 (MTWRF)	102	Y				
<a href="#">Meteorology Lab</a>	Mrs. Lawrence	0 (MTWRF)	205	Y	90			
<a href="#">Intro to Computer Science</a>	Mr. Plant	1 (MTWRF)	6	Y	89(B+)			
<a href="#">Creative Writing</a>	Mr. Bryant	2 (MTWRF)	10	Y	86			
<a href="#">Adv. Algebra</a>	Mrs. Theron	5 (MTWRF)	219	Y	83 (B)			
<a href="#">Fishing 101</a>	Mr. Howard	CY (MTWRF)		Y				

## Student Class Page Details

To view details of a class, click the title. The course screen opens. Depending on your district's configuration and what the teacher has added, this may display grades, assignments, and course information, such as teacher contact information, announcements, and a class forum where teachers and students can post information and questions.

If a marking period grade displays as a hyperlink (blue, underlined text), you can click it to display a Student Grade Report. It lists each assignment affecting the grade. At the teacher's discretion, it may also contain information such as possible extra credit, assigned and due dates, assignment comments and descriptions, and categories.

If \*\* appears below the grade, then the grade shown will be reported on the report card and transcript.

When students view this screen, they can access additional information, such as Class Forums, Online Tests, and Assignments.



# Assessment Scores

Click [Assessment Scores](#) from **MY BACKPACK**, if available, to view **Assessment Scores** for tests such as Keystone, PSSA, and SAT.

SAPPHIRE COMMUNITY PORTAL

Home

Help

Jane Sebring


<

Assessment Scores

Keystone





Assessment	Grade	Date	Score	Proficiency	Proficient
Keystone Algebra I					
Keystone Algebra 1 2020-2021	09	December 1, 2020	1483	2	N
Keystone Biology					
Keystone Biology 2020-2021	09	December 2, 2020	1428	1	N
Keystone Literature					
Keystone Literature 2020-2021	09	December 3, 2020	1500	3	Y


# Attendance

Click  **Attendance** from **MY BACKPACK** to view attendance records from the current school year. **Attendance Descriptions** vary depending on each school's setup.



**Note:** If a student is under age 18, an Unexcused absence is marked as Unlawful. After a student turns 18, an Unexcused absence is marked as Unexcused.

 **SAPPHIRE COMMUNITY PORTAL**
 Home
  Help
 Account 

 **Attendance**

**Absences**

1

DAYS

Excused:	0 days
Unexcused:	0 days
Unlawful:	1 days

**Tardy / Early Dismissal**

4 / 135

TARDY MIN

Excused:	2 tardy / 135 min
Unexcused:	2 tardy /

**K12 High School**

Date	Day	Attendance Description
10/14/2020	Wed	ET - Excused Tardy
09/17/2020	Thu	ET - Excused Tardy
09/10/2020	Thu	UN - Unlawful

# Discipline

Click  **Discipline** from **MY BACKPACK** to open the **Discipline** screen.

A list of **Dates**, **Infractions**, and **Actions Taken**, if any, displays.

SAPPHIRE COMMUNITY PORTAL			
		Home	Help Jane Sebring
Discipline			
K12 Junior High			
Date	Infractions	Actions Taken	
04/30/2019 - 08:12 AM	<ul style="list-style-type: none"> <li>fighting</li> </ul>	<ul style="list-style-type: none"> <li>ISS Day</li> </ul>	ISS Day (05/10/2019)
04/15/2019 - 09:45 AM	<ul style="list-style-type: none"> <li>misbehave for substitute</li> </ul>	<ul style="list-style-type: none"> <li>Detention</li> </ul>	
K12 High School			
Date	Infractions	Actions Taken	
10/30/2020 - 08:12 AM	<ul style="list-style-type: none"> <li>left class w/o permission</li> </ul>		
10/29/2020 - 09:25 AM	<ul style="list-style-type: none"> <li>cut class</li> </ul>	<ul style="list-style-type: none"> <li>Detention</li> </ul>	(10/30/2020)
10/10/2020 - 03:00 PM	<ul style="list-style-type: none"> <li>fighting</li> </ul>	<ul style="list-style-type: none"> <li>Warning</li> </ul>	
09/15/2020 - 11:00 AM	<ul style="list-style-type: none"> <li>food/drink violation</li> <li>cut class</li> </ul>	<ul style="list-style-type: none"> <li>Detention</li> </ul>	(09/20/2020)

# Fees


Click **\$ Fees** from **MY BACKPACK** to view school **Fees**.


The **Balance Owed To School** displays, along with a list of each **Fee**, **Date**, **Type**, and **Balance Owed**.


If an amount in the **Fee** column is a negative number in parentheses, for example (-\$100.00), it is a payment or credit.


SAPPHIRE COMMUNITY PORTAL			
		Home	Help Jane Sebring
\$ Fees			
Balance Owed To School: <b>\$185.00</b>			
Date	Type	Fee	Balance Owed
09/15/2020	Sports - Golf		\$185.00
09/10/2020	Science Lab	(-\$100.00)	\$185.00
09/10/2020	Sports - Cheerleading	\$150.00	\$285.00
09/09/2020	Science Lab	\$100.00	\$135.00
09/02/2020	Text books	\$35.00	\$35.00
09/01/2020	Library	(-\$15.00)	
09/01/2020	Library	\$15.00	\$15.00


# Graduation Progress

If **Graduation Progress** is an option, click  **Graduation Progress** from **MY BACKPACK**. This screen displays course requirements that are needed, met, or in progress, including the number of credits.

Click  to expand a department to see details for that department. Scroll down to see a **Summary** of all the graduation requirements for your student's program.

 **SAPPHIRE COMMUNITY PORTAL**
Home Help Jane Sebring



 **Graduation Progress**

Science

Technology

English

Math

History

Click to expand and view the requirements for this department.

Summary

Total Credits Requirement

School Year: 2021

Total Credits Needed: 25.000

Course	Grade	Final Grade	Credits
ENGLISH 9	09	100	1.000

Credits Earned

1.000

CREDITS

Credits In-Progress

6.000

CREDITS


Credits Still Needed

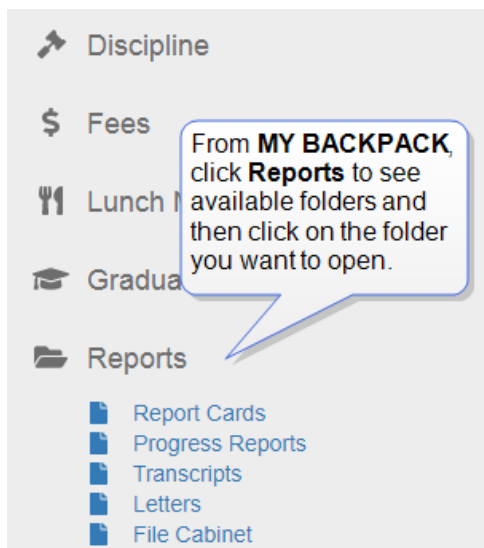
24.000

CREDITS

## Reports: Grades, Letters, and the File Cabinet




The **Reports** screen provides online document management and storage for student records. It creates an archive of your student's career to date, including Report Cards, Progress Reports, Transcripts, Attendance and Discipline letters, and more. This section allows you to access documents typically sent to and from school during the school year.

Click  **Reports** from **MY BACKPACK** and **Reports** opens with folders for **Report Cards**, **Progress Reports**, **Transcripts**, **Letters**, and the **File Cabinet**.



Click any of these items, and a list of available documents displays. You can open, download, or print any of these for your records. The school district determines what types of documents are available.

Click the **Report Cards**, **Progress Reports**, and **Transcripts** links to display documents related to your student's current and past grades. These usually display in PDF form.

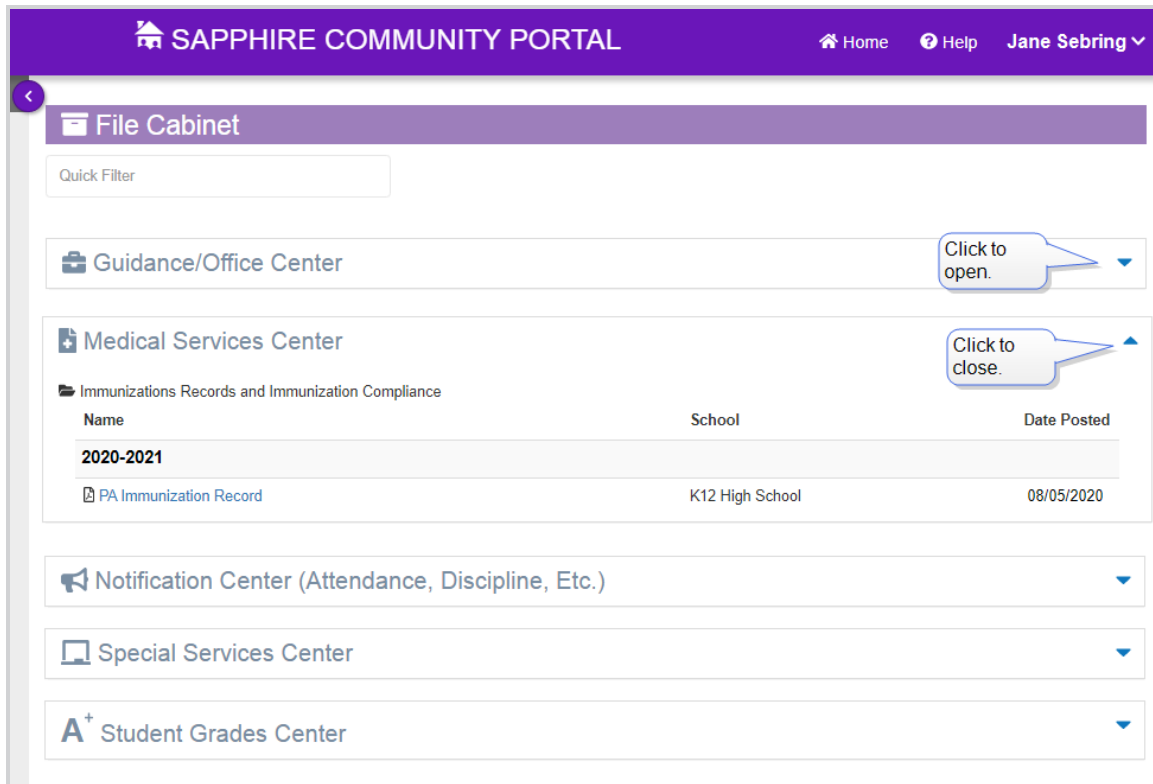
SAPPHIRE COMMUNITY PORTAL		
 Home	 Help	Jane Sebring ▾
Progress Reports		
Name	School	Date Posted
2020-2021		
 Interim Progress Report - MP1	K12 High School	09/15/2020

Click the **Letters** link to access letters sent from the school to the parents or student.

Click the **File Cabinet** link to access all documents available for this student. Use the **Quick Filter** at the top of the screen to search for specific documents.

The **File Cabinet** is organized into different folders or **Centers**. These may include:

- **Guidance/Office Center:** notes to parents, letters of recommendation for colleges or jobs
- **Medical Services Center:** immunization and other school medical records
- **Notification Center:** notifications to the student, discipline and attendance letters to parents
- **Special Services Center:** any official student services documents, such as the student's Individual Education Plan (IEP) or Gifted IEP
- **Student Grades Center:** access to interim progress reports, report cards, and transcripts



**SAPPHIRE COMMUNITY PORTAL** Home Help Jane Sebring

**File Cabinet**

Quick Filter

**Guidance/Office Center** Click to open.

**Medical Services Center** Click to close.

Immunizations Records and Immunization Compliance

Name	School	Date Posted
<b>2020-2021</b>		
PA Immunization Record	K12 High School	08/05/2020


**Notification Center (Attendance, Discipline, Etc.)**


**Special Services Center**

**A+ Student Grades Center**

# Lunch Menu

Click  **Lunch Menus** from **MY BACKPACK** to open the **Lunch Menus** screen. Select a school from the drop-down.

 **SAPPHIRE COMMUNITY PORTAL**
Home
Help
Jane Sebring ▾

 **Lunch Menus**

K12 High School

Alt. Education School

October 2020

today < >

Mon	Tue	Wed	Thu	Fri
28	29	30	1 Chicken and Vegetable Stir Fry over Rice Mandarin Oranges	2 Pizza Salad Tangerine
5 Chicken and Vegetable Stir Fry over Rice Mandarin Oranges	6 Beef or Bean Burrito Salsa Fiesta Cookies	7 Pizza Salad Tangerine	8 Chicken Nuggets Green Beans Whole Wheat Rolls Applesauce	9 Spaghetti & Meat Sauce Salad Strawberry Cup
12 Tuna or Grilled Cheese Sandwich Vegetable Soup Mandarin Oranges	13 Chicken and Vegetable Stir Fry over Rice Mandarin Oranges	14 Beef or Bean Burrito Salsa Fiesta Cookies	15 Turkey & Mashed Potatoes Corn Apple Pie	16 Pizza Salad Tangerine
19 Beef or Bean Burrito Salsa Fiesta Cookies	20 Ham or Turkey Sandwich Vegetable Soup Mandarin Oranges	21 Chicken Nuggets Green Beans Whole Wheat Rolls Applesauce	22 Tuna or Grilled Cheese Sandwich Vegetable Soup Mandarin Oranges	23 Spaghetti & Meat Sauce Salad Strawberry Cup
26 Chicken Nuggets Green Beans Whole Wheat Rolls Applesauce	27 Chicken and Vegetable Stir Fry over Rice Mandarin Oranges	28 Tuna or Grilled Cheese Sandwich Vegetable Soup Mandarin Oranges	29 Beef or Bean Burrito Salsa Fiesta Cookies	30 Pizza Salad Tangerine



## Making Changes on the Portal

With a Sapphire parent account, you can change your settings, add other students to your account, and make changes to some of your student's information (subject to school review). Parent accounts can have access to multiple students.

Some high schools make the Interactive Scheduler and the online Course Request Form available.

Sapphire student accounts have access to one student only and usually cannot change student information, complete forms, or request courses. However, student accounts can access class information, such as assignments, tests, and forums, while parent accounts cannot.

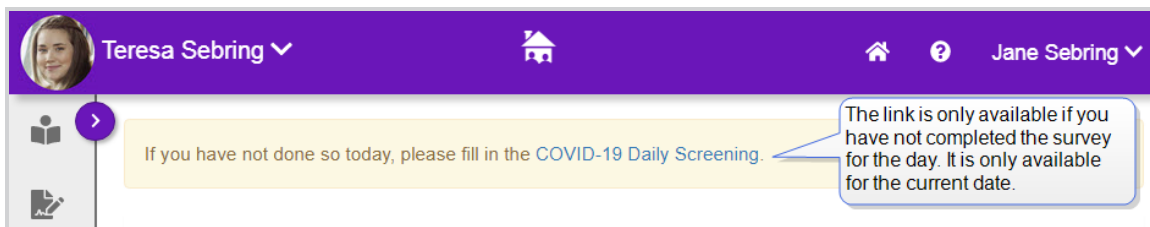
Change	Access
<a href="#">Student Data</a>	Student's MY BACKPACK
<a href="#">Account Settings</a>	Account Settings
<a href="#">Request Access to Students</a>	Account Settings
<a href="#">Request Courses on the Course Request Form</a>	Student's MY BACKPACK
<a href="#">Request Courses using the Interactive Scheduler</a>	Student's MY BACKPACK
<a href="#">Complete Student Data Forms</a>	Student's MY BACKPACK
<a href="#">Change Notification Settings</a>	Account Settings
<a href="#">Complete the COVID-19 Screening Survey</a>	Student's Home Screen

## COVID-19 Daily Screening

If your school uses it, the COVID-19 Daily Screening survey is emailed from your student's school as a link to parents or guardians about the student's potential symptoms of and exposure to COVID-19. It was developed using questions recommended by the Centers for Disease Control and Prevention (CDC) for Facilities COVID-19 Screening.

The three-question survey can be accessed through a mobile device and does not require logging into the Community Portal if it is accessed from the email.

If the survey is not completed for the day, a reminder and link to it also appear at the top of the Community Portal home screen. Each survey is only available for the current date.





1. Click the link to access the screening. If you have multiple students in the school district, please complete the screening for each student.
2. Answer **Yes** or **No** for each question.
3. Click **Submit** to complete the screening.

# Change Student Data

Click  **Change Student Data** from **MY BACKPACK**. Contact information for the student and their parents or guardians displays.

You can request a change to the contact information on any line on this screen. The school reviews requests before the changes go into effect.


**SAPPHIRE COMMUNITY PORTAL**
Home
Help
Jane Sebring ▾


**Change Student Data**

### Student Information

Household Phone:

Student Email Address:

Student Phone:

Student Phone Type:  
 ▾

Student Phone Receive Voice Call?:  
No ☒ Yes

Student Phone Receive Text?:  
No ☒ Yes

Student Phone is Unlisted?:  
No ☐ Yes

### Parents/Guardians

**Mother - Jane Sebring** ▾

First Name:

Last Name:

Email Address 1:

Email Address 2:

Phone 1:

Phone 1 Type:  
 ▾

Phone 1 is Unlisted?:  
No ☐ Yes


Phone 1 Receive Voice Call?:  
No ☒ Yes

Phone 1 Receive Text?:  
No ☒ Yes

If you change information on this screen, the current information displays and a notification window pops up when you move over the field.


Student Phone:

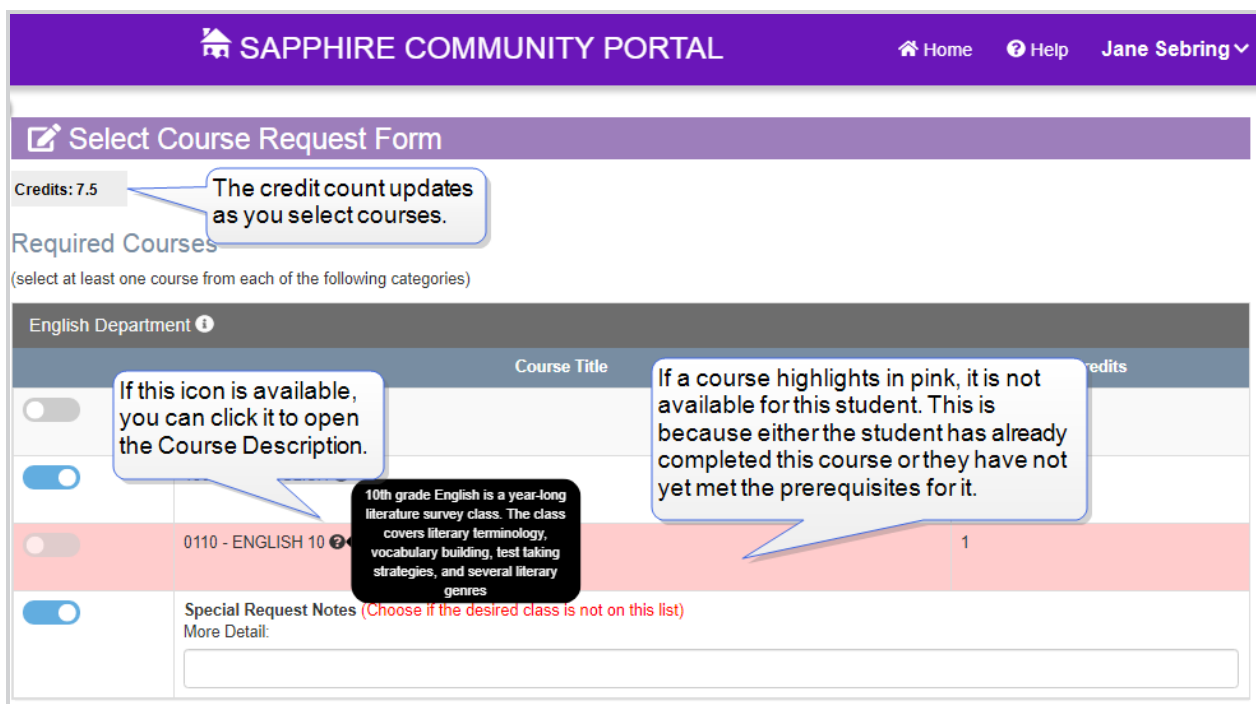
**The school will be notified of any changes made and have a chance to review them before the changes take effect.**

 **Current: 800-555-1212**


# Course Request Form

If your school makes a Course Request Form available, you can access and fill it out on the portal. After you complete the form, it downloads as a PDF file that can be printed, signed, and returned to the school. Most schools make course request forms available for only a limited time during the school year.

1. Click  **Course Request Form** from **MY BACKPACK**. The **Select Course Request Form** screen opens.
2. Select the form for your student's grade next year and click **Fill Out Course Request Form**. The Course Request Form opens.
3. Go to the **Required Courses** section and select at least one course from each category.
  - If a course highlights in pink, it means that this student cannot request this course. This may be because they have already completed the course or have not yet completed a prerequisite for it.
  - If a course highlights in green, it means that a teacher has either pre-assigned or recommended this course.



**SAPPHIRE COMMUNITY PORTAL** Home Help Jane Sebring

 **Select Course Request Form**

Credits: 7.5 The credit count updates as you select courses.

**Required Courses**  
 (select at least one course from each of the following categories)

English Department ⓘ	Course Title	Credits
<input type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input type="checkbox"/>	0110 - ENGLISH 10 ⓘ	1
<input checked="" type="checkbox"/>		

**Special Request Notes** (Choose if the desired class is not on this list)  
 More Detail:

**10th grade English** is a year-long literature survey class. The class covers literary terminology, vocabulary building, test taking strategies, and several literary genres

If this icon is available, you can click it to open the Course Description.

If a course highlights in pink, it is not available for this student. This is because either the student has already completed this course or they have not yet met the prerequisites for it.

4. Scroll down to review **Mandatory Courses**. These are courses the school automatically adds to the schedule and might include lunch and courses like Physical Education.

5. In the **Elective Courses** section select the number of courses as directed on the form. To view the electives offered within a department, click on the department to expand. To hide them, click again.
6. When you are finished, click **Submit** at the bottom of the screen.

## Mandatory Courses

(These courses will automatically be added to your schedule.)

Course Title	Credits
HE10 - Health 10	1
PE10 - Physical Education 10	1

Course Title	Credits
0900 - Driver's Education	1

## Elective Courses

(You must take 2 elective credits. You may choose up to 3-3.5 elective credits.)

English Department

Social Studies

Mathematics

Science

Physical Education/Health

Other

Art

Business, Computer and Information Tech


Music

World Languages

Submit

# Interactive Scheduler

Sapphire's Interactive Scheduler, also called the college-style scheduler, is a tool that allows high school students and parents to select courses on their active schedule. If your school has made the Interactive Scheduler available, you can access it from the Student Backpack menu.

1. Click  **Interactive Scheduler** from **MY BACKPACK**. The student's schedule opens.
2. Click **(empty)** to open the **Available Classes** window for that time slot. The **Select Class** window opens with information about classes that are available for the selected marking period, period, and day and includes the teacher, location, and available seats.

Schedule for **Sebring, Teresa** in Scheduling Window **K12 High School - HS view**


Uses the tabs below to see the students schedule for each marking period. Click on any empty period to view a list of classes that may be scheduled in that day/period.

First Quarter (MP1)   Second Quarter (MP2)   Third Quarter (MP3)   Fourth Quarter (MP4)

Periods / Days	Monday	Tuesday	Wednesday	Thursday	Friday
1 7:15 AM - 8:00 AM	(empty)	(empty)	(empty)	(empty)	(empty)
2 8:10 AM - 8:55 AM	<div> <p>This course covers the more in-depth concepts of algebraic computation.</p> <p>Students are expected to have already mastered the basics from Algebra I.</p> </div>	French 1	French 1	French 1	French 1
3 9:05 AM - 9:50 AM	<div> <p>Adv. Algebra 1 Mr. Howard</p> </div>	English 9 Ms. Harris	English 9 Ms. Harris	English 9 Ms. Harris	English 9 Ms. Harris
4 10:00 AM - 10:45 AM	<div> <p>Physical Education 9 Physical Ed Teacher</p> </div>	<div> <p>Physical Education 9 Physical Ed Teacher</p> </div>	<div> <p>Physical Education 9 Physical Ed Teacher</p> </div>	<div> <p>Physical Education 9 Physical Ed Teacher</p> </div>	<div> <p>Physical Education 9 Physical Ed Teacher</p> </div>
5 10:55 AM - 11:40 AM	(empty)	(empty)	(empty)	(empty)	(empty)
6 11:50 AM - 12:35 PM	ADVANCED SCIENCE Mrs. Roberts	ADVANCED SCIENCE Mrs. Roberts	ADVANCED SCIENCE Mrs. Roberts	ADVANCED SCIENCE Mrs. Roberts	ADVANCED SCIENCE Mrs. Roberts
7 12:45 PM - 1:30 PM	(empty)	(empty)	(empty)	(empty)	(empty)
8 1:40 PM - 2:25 PM	(empty)	(empty)	(empty)	(empty)	(empty)
0 -	(empty)	(empty)	(empty)	(empty)	(empty)

Click (empty) to see available classes.

If available, click to see the class description.

3. Use the **Filter by** drop-down to filter classes by department.
4. Select **Show Course Descriptions** to view additional information.
5. Select **Show Unavailable Classes** to display any other classes that meet during this time slot. Unavailable classes display in gray; they can be viewed but not selected from the Community Portal. Hover over an unavailable class, and a message appears stating why it is listed as unavailable.
6. Click an available class to add it to the schedule or click **Close** or **x** to close the window without adding a class. The class is added to the schedule with  (the **remove class** button) available.

Select Class for Marking Period: MP1 - Period: 1 - Day: M

Filter by:

All Departments


▼

Show Unavailable Classes 0

Show Course Descriptions

<b>Adv. Algebra</b> Teacher: Mr. Green Room: 219 Duration: Y	time pattern	seats
	1 (MTWRF)	28
<b>Adv. Geometry</b> Teacher: Mr. Howard Room: 300 Duration: Y	time pattern	seats
	1 (MTWRF)	28
<b>Adv. Geometry</b> Teacher: Wallace Ferguson Room: 102 Duration:	time pattern	seats
	1 (MTWRF)	26
<b>Chemistry</b> Teacher: Mr. McNaran Room: 200 Duration: Y	time pattern	seats
	1 (MTWRF)	11
<b>ENGLISH 10</b> Teacher: Mrs. Taylor Room: 150 Duration: Y	time pattern	seats
	1 (MTWRF)	24
<b>ENGLISH 9</b> Teacher: Mr. Evanston Room: 320 Duration: Y	time pattern	seats
	1 (MTWRF)	23
<b>Family Consumer Science</b> Teacher: Mr. Fonte Room: 240 Duration: Y	time pattern	seats
	1 (MTWRF)	27
<b>Study Hall</b> Teacher: Mr. Sordama Room: BIGROOM	time pattern	seats
	1 (MTWRF)	25

Close


7. When  is available, you can click it to remove the class. A window opens asking *Do you really want to remove?*
8. Click **Confirm** to remove or **Cancel** to keep the class.

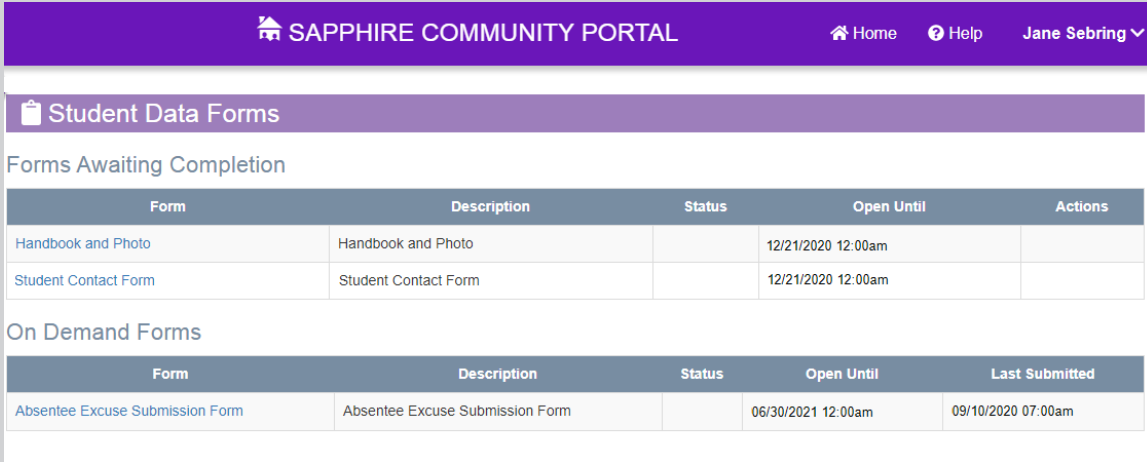
Interactive Scheduler

- 31 -

# Student Data Forms

The Sapphire Community Portal lets you fill out information online for your student, eliminating the need to keep track of and complete paper forms. Some forms will be available from the student's home screen and all are available from the Student Data Forms screen.

1. Click  **Student Data Forms** from **MY BACKPACK** to open a form. The **Student Data Forms** screen opens with two sections:
  - **Forms Awaiting Completion** include one-time forms, such as a form acknowledging receipt of the student handbook.
  - **On Demand Forms** include forms that can be used multiple times, such as absentee excuse forms.
2. Click a form title to open it.



**Forms Awaiting Completion**

Form	Description	Status	Open Until	Actions
<a href="#">Handbook and Photo</a>	Handbook and Photo		12/21/2020 12:00am	
<a href="#">Student Contact Form</a>	Student Contact Form		12/21/2020 12:00am	

**On Demand Forms**

Form	Description	Status	Open Until	Last Submitted
<a href="#">Absentee Excuse Submission Form</a>	Absentee Excuse Submission Form		06/30/2021 12:00am	09/10/2020 07:00am

3. Fill in the blanks on the form. Fields marked with a red asterisk are required.
4. If a form has multiple screens, click **Next** to move to the next screen. Some forms might have



an area to upload files. You can either select or drag and drop a file.

5. When the form is complete, click **Submit**.

Student Data Forms - Absentee Excuse Submission Form

1

Absentee Excuse Submission

Absentee Excuse Information

Step 1 Of 1

Absence Information

Relationship to student who is absent \*

Name of Person submitting the form

Attachment:

First Name of Person submitting the Form \*

Last Name of Person submitting the form \*

Absence Start date \*

Select Date

30

Absence End Date \*

Select Date

30

Reason for Absence \*

Attach Absence Form

Attachment: [Absence Excuse Form.pdf](#)

Drag and drop to upload content!

...or click to select a file from your computer

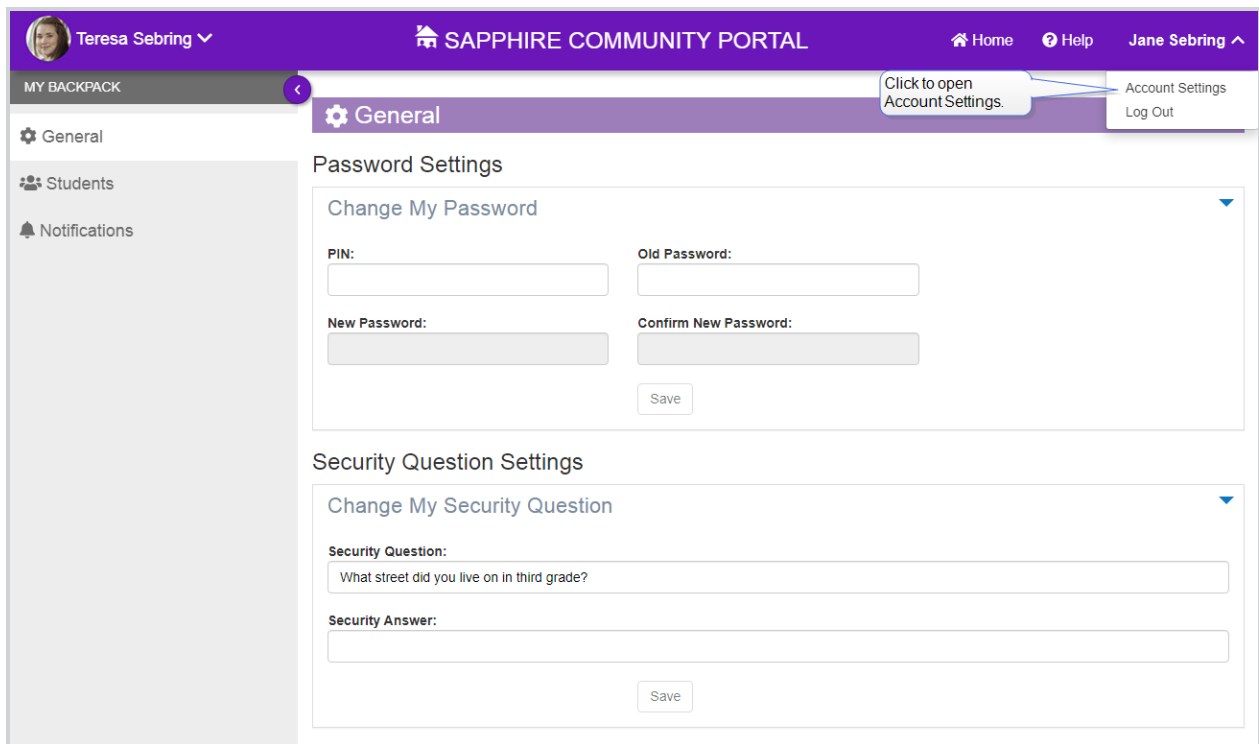
Uploaded Files

Submit

# Account Settings

Access **Account Settings** from the top right drop-down next to your user name.


1. Click the drop-down next to your name to access **Account Settings**.
2. Click **Account Settings**.
3. **Account Settings** opens on the **General** screen, where you can change your **Password**, **Security Question**, and **Security Answer**. On the left you can also access the **Students** and **Notifications** screens, if available.
4. Click **Save** if changes are made.

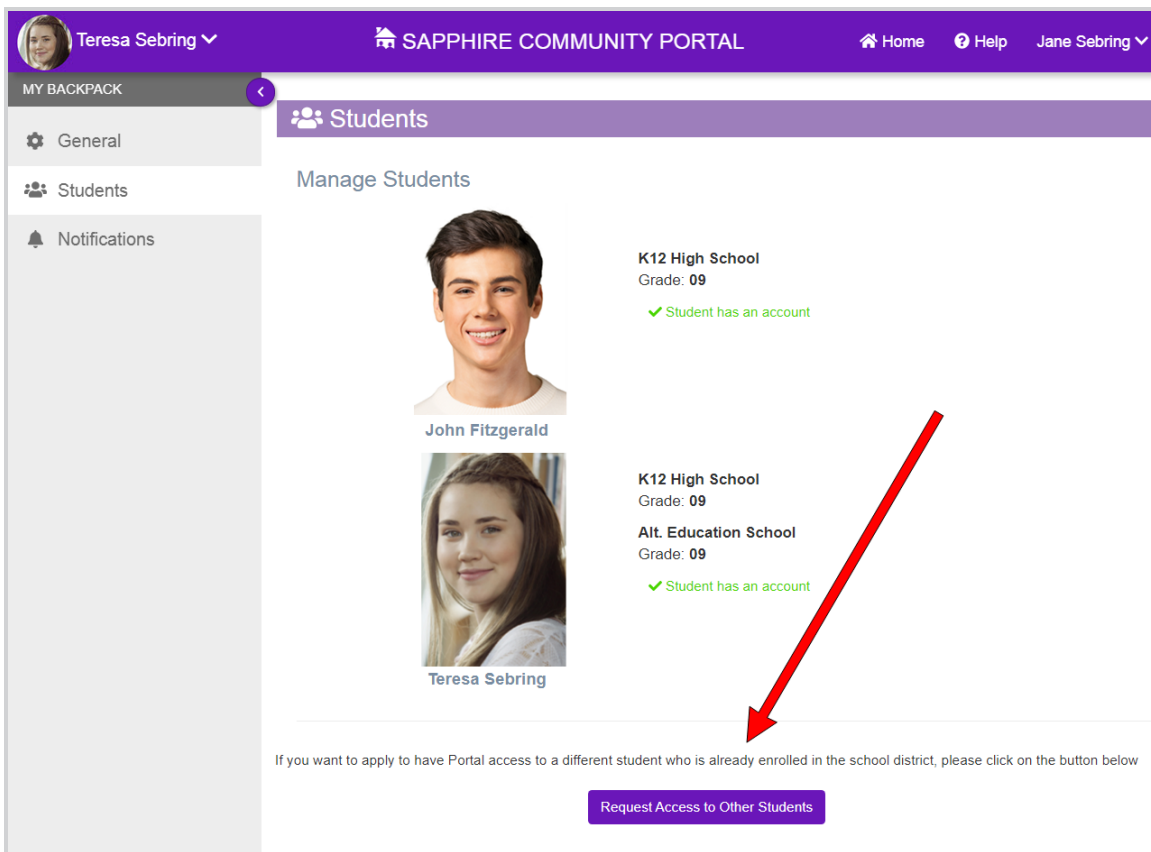


The screenshot displays the SAPPHIRE COMMUNITY PORTAL interface. At the top, a purple header bar contains the user's name 'Teresa Sebring' with a dropdown arrow, the portal name 'SAPPHIRE COMMUNITY PORTAL', and navigation links for 'Home', 'Help', and 'Jane Sebring' with an upward arrow. Below the header, a left sidebar shows 'MY BACKPACK' and a list of options: 'General' (selected), 'Students', and 'Notifications'. The main content area is titled 'General' and contains two sections: 'Password Settings' and 'Security Question Settings'. The 'Password Settings' section has a 'Change My Password' header and four input fields: 'PIN:', 'Old Password:', 'New Password:', and 'Confirm New Password:'. A 'Save' button is located below these fields. The 'Security Question Settings' section has a 'Change My Security Question' header and two input fields: 'Security Question:' (containing the text 'What street did you live on in third grade?') and 'Security Answer:'. A 'Save' button is also present at the bottom of this section. A callout box with the text 'Click to open Account Settings.' points to the 'Account Settings' option in the top right user menu.

# Manage and Request Access to Students




You can request access to additional students in your family who are already enrolled in the school district on the [Account Settings Students](#) screen. This allows you to view multiple students from one account. It is subject to the approval process of your district.


1. Click **Account Settings**. The **General** screen opens.
2. On the left menu click  **Students** . The **Students** screen opens.
3. Click **Request Access to Other Students** at the bottom of the screen. The **Request Access to Other Students** screen opens.



4. You can only request access to a student if they are registered in this school district. Enter the student's **First Name**, **Last Name**, **Birthday**, and **Grade**.
5. Select the **School** in which they are registered from the drop-down.
6. Click **+Add another student** if you want to add a second student. You can request access to up to four students at one time.
7. Click **Submit Request**. A message returns on screen, confirming that your request is submitted. You'll also receive an automated email confirming your request for access to

additional students has been submitted to the Sapphire Community Portal. After your request is approved, you'll receive a second confirmation email.



 **SAPPHIRE COMMUNITY PORTAL** Home HelpJane Sebring ▾

 **Students**

### Request Access To Other Students

Enter the name, birth date, grade, and school below for the students you wish to access. A request will be sent to the school district for approval.

#### #1 Student

<b>First Name:</b>	<b>Last Name:</b>	<b>Birthday:</b>
<input type="text"/>	<input type="text"/>	<input type="text" value="Select Date"/> 
<b>Grade:</b>	<b>School:</b>	
<input type="text" value="0"/>	<input type="text" value=""/> 	


+ Add another student

CancelSubmit Request

# Notifications


If your district uses the Sapphire Notification System, you can establish a workflow to receive these messages. This system sends notifications for emergencies, announcements, attendance and discipline events, and other events. You can subscribe or unsubscribe to different notifications that your school district or school may send.


Your contact information must have at least one valid email account or phone number to receive notifications. You can use a phone number that accepts text messages. See [Change Student Data](#) to add or change this information.

1. From [Account Settings](#), click  **Notifications**. The **Notifications** screen opens.
2. In the top section of the screen, select whether to receive email notifications for **District/School Announcements** and **Student/Class Reports**.
3. Go to the **Notification Workflow** tab.
4. The **Global Setting** drop-down is set to **System Default**. This is the school district's default and you don't have to set up your own. However, you can create your own workflow for the Notification System on this screen. A workflow tells the Notification System how and in what order the system should contact you. For example, you can tell the system to call your cell phone first and if there is no answer, to send a text message and an email. In the **Global Setting** drop-down, select **My Default**.
5. If you want to create a different workflow for each type of announcement, select **Custom** from the **Global Setting** drop-down.
6. The second part of the screen allows you to subscribe or unsubscribe to different types of announcements sent through the Notification System.




**Note:** You *cannot* unsubscribe from the Emergency Notification.





**SAPPHIRE COMMUNITY PORTAL**
Home
Help
Account


**Notifications**
Save

**Receive Notifications for the Following**  
 Turn on and off the notifications via email  
**District/School Announcements** ☒ **Student/Class Reports** ☒

**Notification Workflow**
My Broadcast History


Global Setting
System Default

1)  **Voice Call** 800-555-1212  
2)  **SMS** 800-555-1212  
3)  **Email** rsebring@gmail.com

**Sapphire Notifications Subscriptions**

Subscribed

Emergency Notification ☒  
School Announcements and Updates ☒  
Attendance Notification ☒  
Discipline Notification ☐  
Group Incoming Number Notification ☐  
Weather Alert ☐  
Staff Announcements ☒

**Language Settings**  
Default Voice Call Language:   
Default SMS Text Language:   
Default Email Message Language:

# Sapphire Community Portal Student Screens

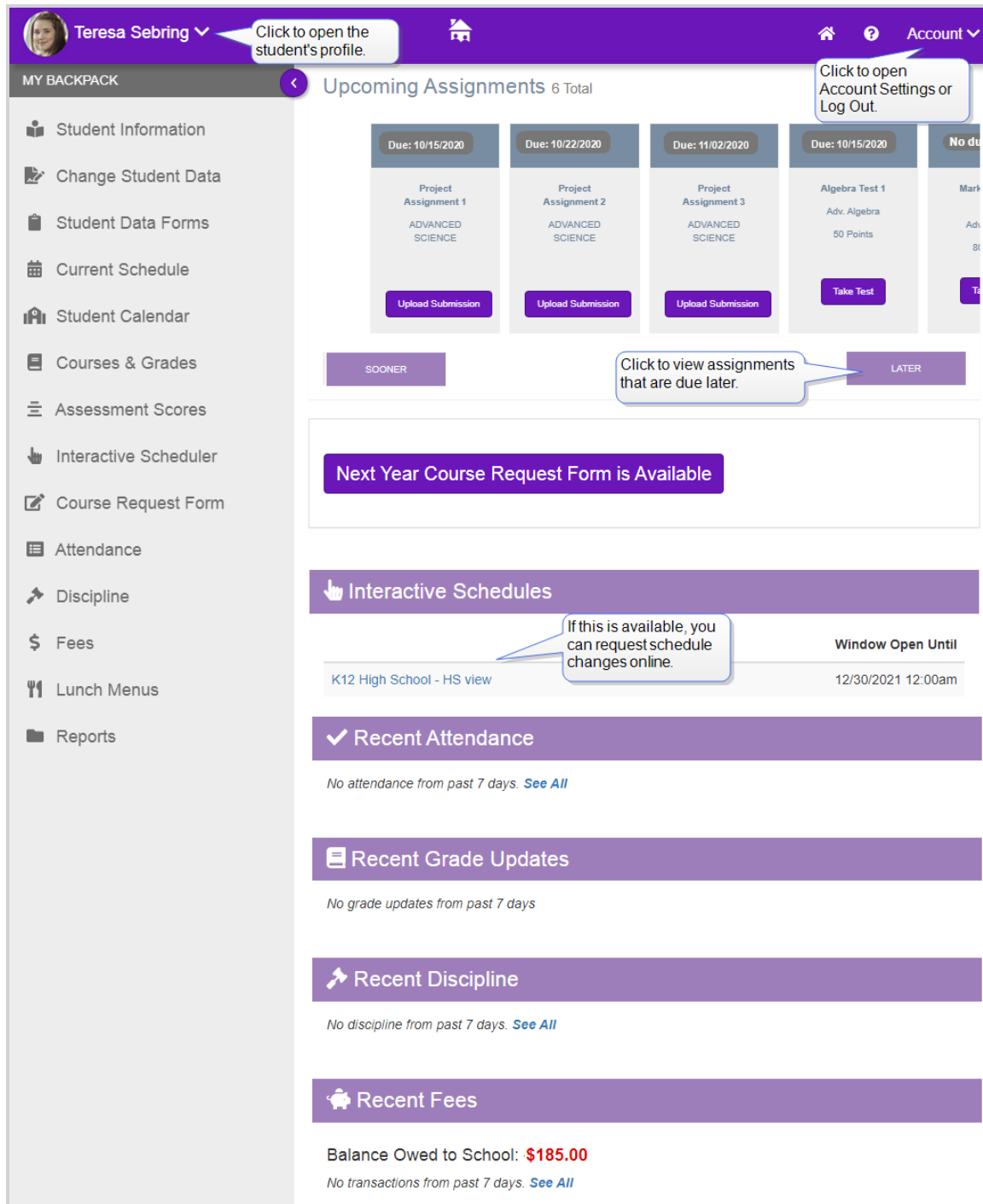
Most of the information that a parent and student can view is the same. However, students, especially those in higher grades, may have access to information that parents cannot see or contribute to. This may include:

- Assignments
- Online Tests
- Class Forums
- Class Glossaries

See [Navigation](#) for tips on getting around the portal.

## Student Home Screen

The home screen may include Upcoming Assignments, Interactive Schedule options, Announcements, Attendance, and Fees.



**MY BACKPACK**

- Student Information
- Change Student Data
- Student Data Forms
- Current Schedule
- Student Calendar
- Courses & Grades
- Assessment Scores
- Interactive Scheduler
- Course Request Form
- Attendance
- Discipline
- Fees
- Lunch Menus
- Reports

**Upcoming Assignments** 6 Total

Due: 10/15/2020	Due: 10/22/2020	Due: 11/02/2020	Due: 10/15/2020	No du
Project Assignment 1 ADVANCED SCIENCE	Project Assignment 2 ADVANCED SCIENCE	Project Assignment 3 ADVANCED SCIENCE	Algebra Test 1 Adv. Algebra 50 Points	Mark
Upload Submission	Upload Submission	Upload Submission	Take Test	Ta

**SOONER** **LATER**

**Next Year Course Request Form is Available**

**Interactive Schedules**

K12 High School - HS view **Window Open Until** 12/30/2021 12:00am

**Recent Attendance**

No attendance from past 7 days. [See All](#)

**Recent Grade Updates**

No grade updates from past 7 days

**Recent Discipline**

No discipline from past 7 days. [See All](#)

**Recent Fees**

Balance Owed to School: **\$185.00**


No transactions from past 7 days. [See All](#)


## Password and Security Question Settings




Click **Account** in the top right corner of the screen and then click **Account Settings**. The **General** screen opens allowing you to change your password or security question.

See [Notifications](#) for information about changing your notification settings.





 Teresa Sebring ▾


 **SAPPHIRE COMMUNITY PORTAL**

 Home  Help  Account ▾

MY BACKPACK

 General

 Notifications

 **General**

### Password Settings

Change My Password

Old Password:

New Password:

Confirm New Password:

Save

### Security Question Settings

Change My Security Question

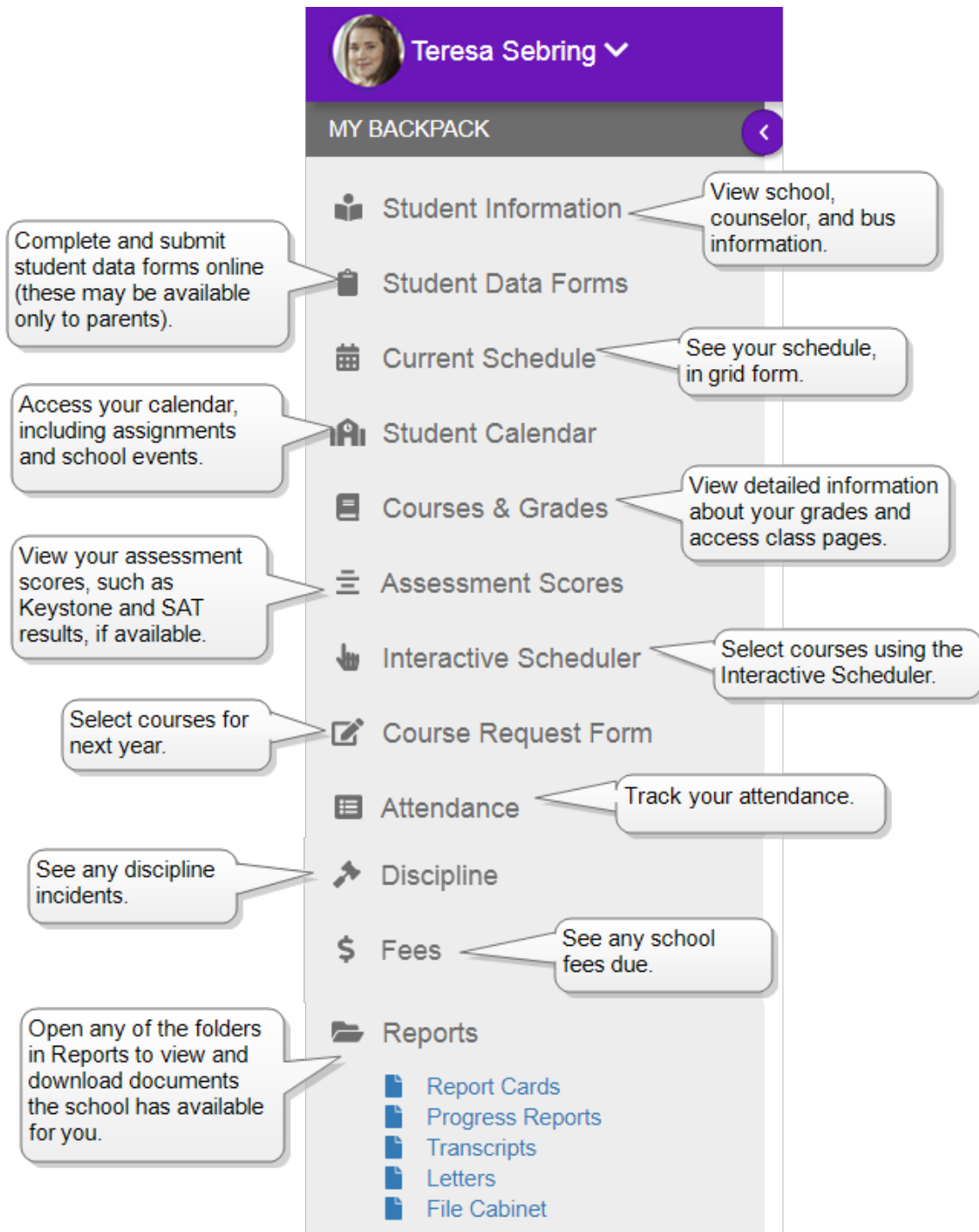
Security Question:

Security Answer:

Save

## Navigation: Student View

You can navigate the Community Portal using the left menu and internal links. Below is an example of what the left menu, or **MY BACKPACK**, might look like. Each school determines the items available, so your menu may be different.




The screenshot shows a user interface for a student's 'MY BACKPACK'. At the top, there is a purple header with a user profile picture and the name 'Teresa Sebring'. Below this is a dark grey bar with the text 'MY BACKPACK' and a back arrow. The main area is a light grey list of items, each with an icon and a callout box explaining its function.

- Student Information**: View school, counselor, and bus information.
- Student Data Forms**: Complete and submit student data forms online (these may be available only to parents).
- Current Schedule**: See your schedule, in grid form.
- Student Calendar**: Access your calendar, including assignments and school events.
- Courses & Grades**: View detailed information about your grades and access class pages.
- Assessment Scores**: View your assessment scores, such as Keystone and SAT results, if available.
- Interactive Scheduler**: Select courses using the Interactive Scheduler.
- Course Request Form**: Select courses for next year.
- Attendance**: Track your attendance.
- Discipline**: See any discipline incidents.
- Fees**: See any school fees due.
- Reports**: Open any of the folders in Reports to view and download documents the school has available for you.
  - Report Cards
  - Progress Reports
  - Transcripts
  - Letters
  - File Cabinet

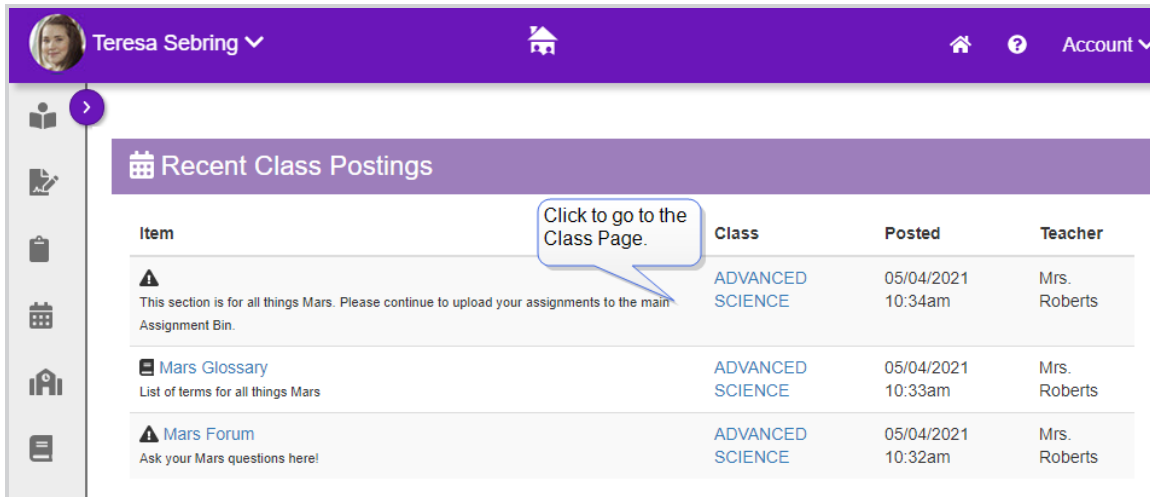
Internal links appear as blue text, which are hyperlinks. If you click on a hyperlink, another screen or a new window opens.

Recent Grade Updates	
Showing grade updates from past 7 days	
Grade Marking Period	Class
93 A (MP4)	ADVANCED SCIENCE
Recent Discipline	
No discipline from past 7 days. <a href="#">See All</a>	




At the top right of the screen click  to access **Account Settings** or **Log Out**.

# Class Page

If a **Recent Class Posting** or new assignment displays on the home screen, you can access the related **Class Page** from there.




The screenshot shows the SAPPHIRE interface with a purple header bar. The user's name 'Teresa Sebring' is in the top left, and there are icons for home, help, and account in the top right. A sidebar on the left contains icons for various functions. The main content area is titled 'Recent Class Postings' and contains a table with the following data:

Item	Class	Posted	Teacher
 This section is for all things Mars. Please continue to upload your assignments to the main Assignment Bin.	ADVANCED SCIENCE	05/04/2021 10:34am	Mrs. Roberts
 <a href="#">Mars Glossary</a> List of terms for all things Mars	ADVANCED SCIENCE	05/04/2021 10:33am	Mrs. Roberts
 <a href="#">Mars Forum</a> Ask your Mars questions here!	ADVANCED SCIENCE	05/04/2021 10:32am	Mrs. Roberts

You can also click **Courses & Grades** and then click the class you want to open.

Depending on your district, school, and teacher preferences, the **Class Page** may include Announcements, Assignments and the Assignment Bin, Class Grades, Course Subsections, Forums, Glossaries, Tests, and Quizzes.


**ADVANCED SCIENCE**  
 Mrs. Roberts

Class Menu

Current Grades ?

MP1	MP2	MP3	MP4
85	90	95	93
**	**	**	5/04/21

Upcoming Assignments total (3)


Due: 05/04/2021  
 Project Assignment 1  
 Upload Submission

Due: 05/12/2021  
 Project Assignment 2  
 Upload Submission

Due: 05/21/2021  
 Project Assignment 3  
 Upload Submission

< SOONER
 LATER >

Course Info



Welcome to Advanced Science!  
 We will learn about the solar system and NASA in this class.

Contact me by email at [mroberts@k12school.edu](mailto:mroberts@k12school.edu) | Office hours are 3:30 to 4:30 Monday to Friday, by appointment.


## Announcements




This icon alerts you to an announcement for the class.

## Subsections


Your teacher might set up a subsection that is separate from the class home page and has information that is specific for an area of study within the class. You will find subsections at the bottom of the Class Page. You can also access subsections from the Class Menu. Click a subsection to open it.



**SAPPHIRE COMMUNITY PORTAL**


[Home](#)
[Help](#)
[Account](#)





**ADVANCED SCIENCE**  
Mrs. Roberts



Class Home



Mars



Venus



Saturn



**Welcome to Mars!**  
This section is for all things Mars. Please continue to upload your assignments to


**Mars Forum**  
Ask your Mars questions here!


**Mars Glossary**  
List of terms for all things Mars


**Guest Lecturer**  
Dr. Alan Scott from the NASA Jet Propulsion Lab will be our guest speaker next Thursday.


Venus

Saturn


# Class Assignments

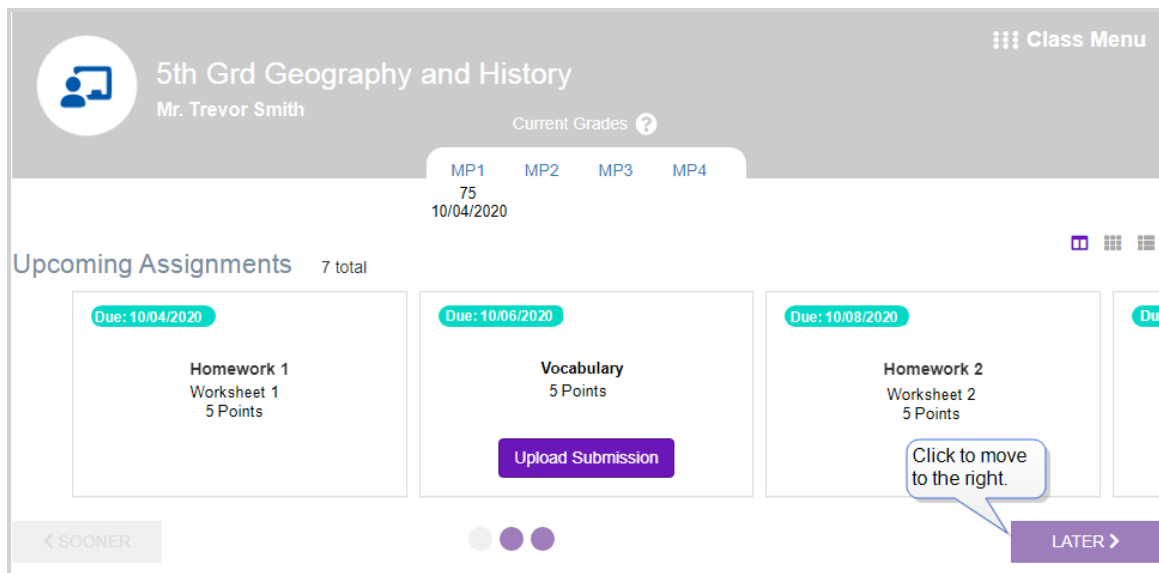
Your teacher can post assignments for you to complete and submit.

## View Assignment Options

You can view all your assignments from the home screen or view those for a class from the class screen. There are three options to view **Upcoming Assignments**.

### Option 1 - Carousel View

Click  to see assignments in carousel view.



### Option 2 - Block View

Click  to view assignments in block view.

**Upcoming Assignments** 6 total

**Due: 10/04/2020**

**Homework 1**  
Worksheet 1  
5 Points

**Due: 10/06/2020**

**Vocabulary**  
5 Points

Upload Submission

**Due: 10/08/2020**

**Homework 2**  
Worksheet 2  
5 Points

**Due: 10/12/2020**

**Vocabulary**  
5 Points

Upload Submission

**Due: 10/19/2020**

**Homework 3**  
Worksheet 3  
5 Points


Upload Submission


**Due: 10/20/2020**

**Geography Test**  
Chapters 1 & 2  
20 Points  
Test closes at 11:59:00 PM


Take Test

## Option 3 - List View

Click  to view assignments as a list.



**5th Grd Geography and History**  
 Mr. Trevor Smith

Current Grades 

MP1  
70  
10/02/20

MP2

MP3

MP4

Class Menu

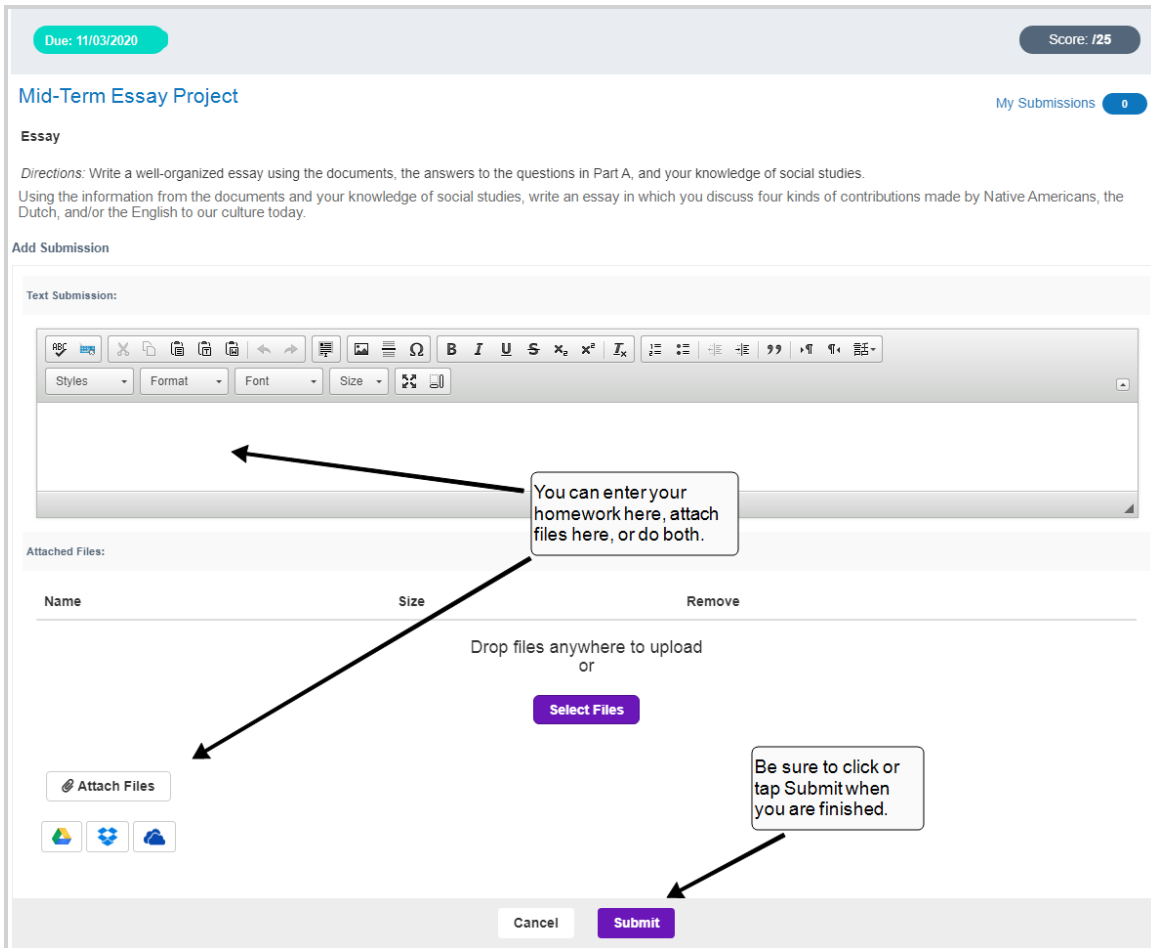
**Upcoming Assignments** 7 total

Assignment Name	Points	Due Date	Action
<b>Homework 1</b> 5th Grd Geography and History	5 Points	<b>Due: 10/04/2020</b>	
<b>Week One HW 1</b>	5 Points	<b>Due: 10/06/2020</b>	Upload Submission
<b>Homework 2</b> 5th Grd Geography and History	5 Points	<b>Due: 10/08/2020</b>	
<b>Homework 2</b>	5 Points	<b>Due: 10/12/2020</b>	Upload Submission
<b>Homework 3</b> 5th Grd Geography and History	5 Points	<b>Due: 10/14/2020</b>	
<b>Homework 3</b>	5 Points	<b>Due: 10/19/2020</b>	Upload Submission
<b>Geography Test</b> 5th Grd Geography and History	20 Points	<b>Due: 10/20/2020</b>	Take Test



## Submit an Assignment

1. If you have an assignment, click on it. The assignment opens.
2. Complete the assignment on this screen or by uploading a file.
3. When you are ready to send the assignment back to your teacher click **Submit**. A window opens confirming that you wish to submit.
4. Click **Ok** and the assignment is submitted. After you submit your assignment, the teacher can view it.



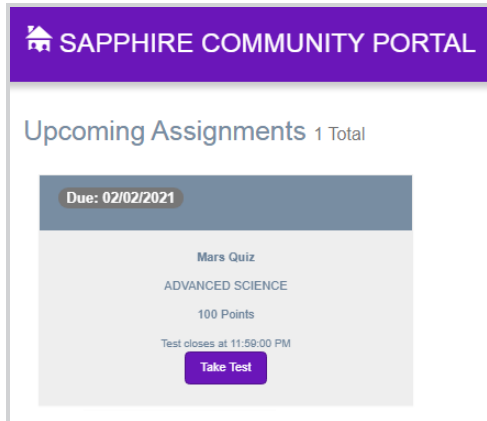
The screenshot shows the submission interface for a 'Mid-Term Essay Project'. At the top, it indicates the due date is 11/03/2020 and the current score is 0/25. The assignment title is 'Mid-Term Essay Project' and it is categorized as an 'Essay'. The directions state: 'Write a well-organized essay using the documents, the answers to the questions in Part A, and your knowledge of social studies. Using the information from the documents and your knowledge of social studies, write an essay in which you discuss four kinds of contributions made by Native Americans, the Dutch, and/or the English to our culture today.'

The 'Add Submission' section contains a 'Text Submission' area with a rich text editor. A callout box points to this area with the text: 'You can enter your homework here, attach files here, or do both.' Below the text editor is an 'Attached Files' section with columns for 'Name', 'Size', and 'Remove'. A 'Drop files anywhere to upload or' area is present, along with a 'Select Files' button. A callout box points to the 'Attach Files' button with the text: 'Be sure to click or tap Submit when you are finished.' At the bottom, there are 'Cancel' and 'Submit' buttons. A callout box points to the 'Submit' button with the text: 'Be sure to click or tap Submit when you are finished.'

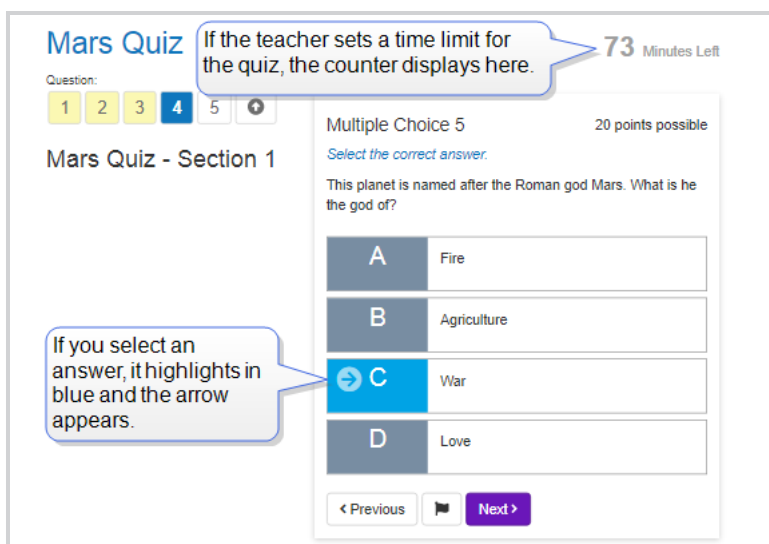
# Tests and Quizzes

Upcoming Assignments, including tests and quizzes, can be seen from the student's home screen.

1. To start a quiz or test, click **Take Test**. The test opens.



2. Answer each question as directed. When you select an answer, it highlights in blue with an arrow.
  - If your teacher sets up a quiz to give immediate feedback, then feedback is displayed after you submit your answer, and you will not be able to change it.
  - If the quiz has a time limit, the time counter displays at the top of the screen.
  - After you answer a question, click **Next >** to go to the next question or **< Previous** to return to an earlier question.




3. After you complete the quiz, click **Submit**.
4. To confirm, click **Submit Test**. The message *Your test has been submitted!* returns.


# Class Grades


After you complete an assignment and your teacher grades it, you can see your current grade on the **Courses & Grades** screen. When new grades are posted, they are also linked from the home page.

Click  **Courses & Grades** and then click the **Course Title** you want to access. The Class Page opens.

The top of the Grades screen displays the **Marking Period** and **Current Grade**. If a marking period grade displays as a link (blue, underlined text), you can click it to display a Student Grade Report. It lists each assignment affecting the grade. It may also contain, at the teacher's discretion, information such as possible extra credit, assigned and due dates, assignment comments and descriptions, and categories. If \*\* appears below the grade, then the grade shown is what will be reported on the report card and transcript.



**Computing Basics**  
Mr. Behr 

 **Class Menu**

**Marking Period: MP1**

**Current Grade:**  
93.6% A

**Points:**  
245 / 260\*


\*Total points over possible points may not reflect the student's final average if the teacher sets categories to be a specific percentage of a student's marking period average.

## CATEGORIES

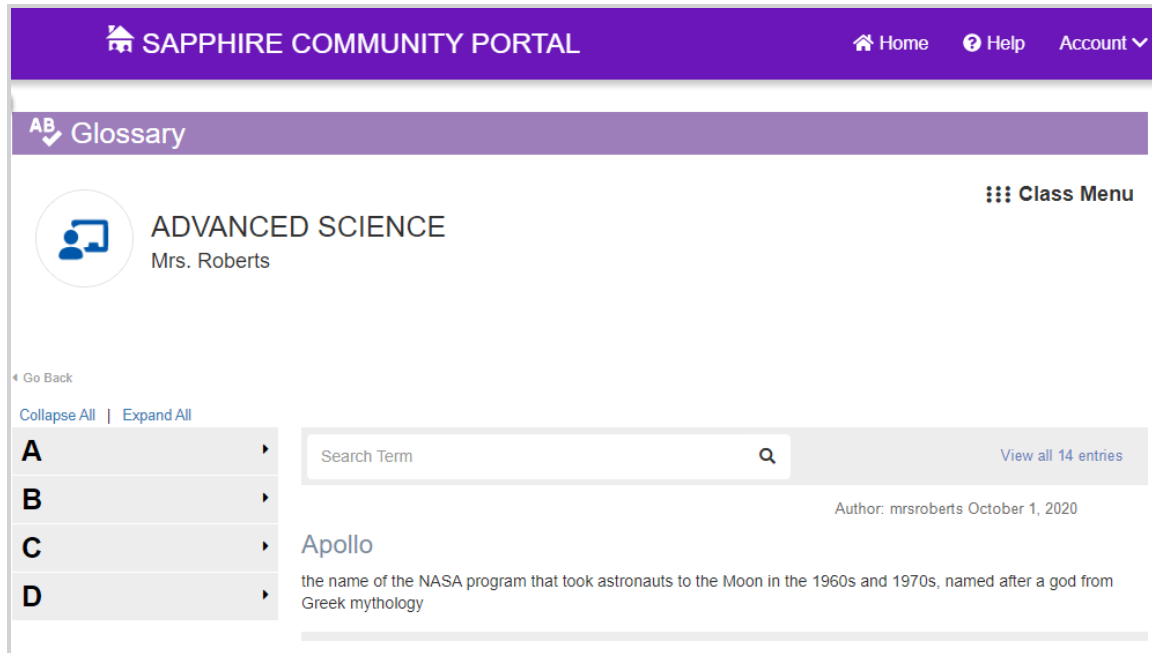
Homework-Long		Homework-Simple		Quiz		Test	
<b>Grade</b>	94% A	<b>Grade</b>	80% B-	<b>Grade</b>	96% A	<b>Grade</b>	95% A
<b>Points</b>	94 / 100	<b>Points</b>	8 / 10	<b>Points</b>	48 / 50	<b>Points</b>	95 / 100
<b>Assignments</b>	1	<b>Assignments</b>	1	<b>Assignments</b>	1	<b>Assignments</b>	1
<b>MP %</b>	15.00%	<b>MP %</b>	10.00%	<b>MP %</b>		<b>MP %</b>	50.00%

Scroll down to see **Assignments**. Use the **Show by** drop-down to view Assignments by either **Category** or **Date**. Depending on your teacher, this section may also include the maximum amount of extra credit, class average, assignment description, and teacher comments.

# Glossary

A **Glossary** is indicated by  and contains terms related to this class. A class may have multiple glossaries. Click the glossary name to open it.

Click **Expand All** to view all terms.



The screenshot shows the SAPPHIRE COMMUNITY PORTAL interface. At the top is a purple navigation bar with a home icon, the text "SAPPHIRE COMMUNITY PORTAL", and links for Home, Help, and Account. Below this is a purple header for the "Glossary" section, marked with an "AB" icon. The main content area is for the "ADVANCED SCIENCE" class, taught by "Mrs. Roberts". It includes a "Class Menu" icon and a "Go Back" link. There are buttons for "Collapse All" and "Expand All". A search bar is present with the placeholder "Search Term" and a magnifying glass icon, followed by a link to "View all 14 entries". A list of letters A, B, C, and D is shown on the left, each with a right-pointing arrow. The entry for "A" is expanded, showing the term "Apollo" and its definition: "the name of the NASA program that took astronauts to the Moon in the 1960s and 1970s, named after a god from Greek mythology". The author is listed as "mrsroberts" and the date as "October 1, 2020".

## Add to the Glossary

1. If students are allowed to enter glossary terms, you can enter a term by clicking **+New Entry**.
2. The **New Entry** screen opens.
3. Enter the name of the **Term**.

4. Add the **Definition**. You can use the text editor to format your definition or attach a file to it.
5. Click **Save** to add your Term or **Cancel** to exit.

[+ New Entry](#)











[View all 1 entries](#)

## New Entry








**Term**

Martian Moons

**Definition**

**B** *I* U ~~S~~ x<sub>2</sub> x<sup>2</sup> I<sub>x</sub>











Styles

Format

Font

Size






Mars has two small moons: Phobos and Deimos. Phobos (fear) and Deimos (panic) were named after the horses that pulled the chariot of the Greek war god Ares, the counterpart to the Roman war god Mars. Both Phobos and Deimos were discovered in 1877 by American astronomer Asaph Hall. The moons appear to have surface materials similar to many asteroids in the outer asteroid belt, which leads most scientists to believe that Phobos and Deimos are captured asteroids.


Source: NASA Mars Exporation Program [https://mars.nasa.gov/#red\\_planet/2](https://mars.nasa.gov/#red_planet/2)


body

Name	Size	Remove
Drop files here to upload		

 Attach Files






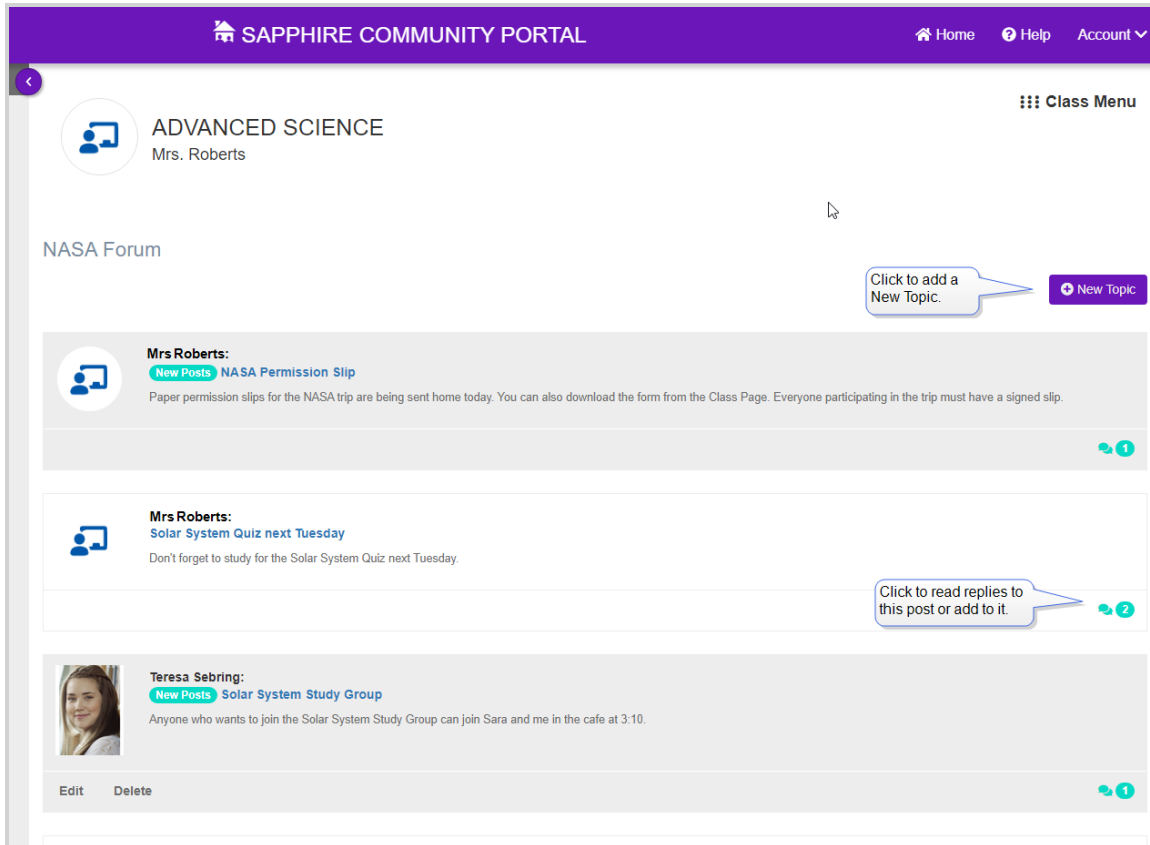


Cancel

Save

# Class Forum

The **Class Forum** is indicated by  and is an online discussion area where the teacher and class can hold conversations in the form of posted messages. A class can have multiple forums, and a forum can have multiple topics and then multiple posts within each topic. Your teacher can monitor, edit, and delete posts made by students.




1. To participate in a Class Forum, click **+New Topic** to add a new topic to the Forum or **Reply** to participate in an existing topic.
2. The editor opens for you to add comments, links, or files. You can use the text editor to format

your input.

3. Click **Submit** to add your input or **Cancel** to exit.

### NASA Forum


Forum last refreshed at 05/03/21, 3:04:12 pm



**Teresa Sebring**  
[Solar System Study Group](#)

Anyone who wants to join the Solar System Study Group can join Sara and me in the cafe at 3:10.

[< Back To Topics](#)[Comment](#)[Refresh](#)

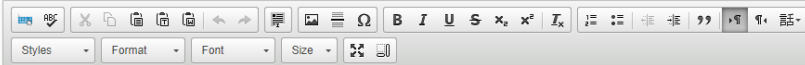


**Teresa Sebring**  
**RE: Solar System Study Group**

a few seconds ago

We are meeting in Room 400 today.

[Edit](#) [Delete](#)[Reply](#)




Styles

Format

Font

Size



body

[Cancel](#)[Submit](#)

Class Forum

- 55 -

## Frequently Asked Questions

This section provides answers to users' common problems. If you have a question, check here first. Chances are someone else has already asked it!

### What if I forget my password?

Click the **Forgot your password?** link on the Community Portal login screen and type in your user name and answer to your security question. Your new password will be emailed to you.

### How often is information on the Community Portal updated?

Information is updated in accordance with district policies.

### What student information will I have access to via the Community Portal?

The Community Portal allows parents to view any information deemed acceptable according to the school district's policies. Typical information available includes student schedules, current grades, homework assignments, attendance information, building announcements, and links to external websites approved by the teacher.

### If my student changes schools within the district, will I have to apply for a new account?

No. Your account does not change with a change of school. In fact, the parent would not have to change anything in their parent account from the time their student is in first grade until they graduate from high school.

### My spouse and I would like to have different accounts and different email addresses from which we will view our children's records. Is this possible?

There is no restriction on the number of accounts (each based on a separate email address) that a family can have. Each account can have access to any number of children.

### What are all those cookie error messages about?

If you can't log in to the Community Portal, it may be because cookies are disabled in your web browser. A cookie is a small text file from a website that your browser saves to retrieve the information for use later. Your browser saves and retrieves cookies automatically. There are several types of cookies, and you can choose to allow some, none, or all of them. If you do not allow cookies at all, you may not be able to view some websites. Please see your browser's help resources for instructions to enable cookies.