

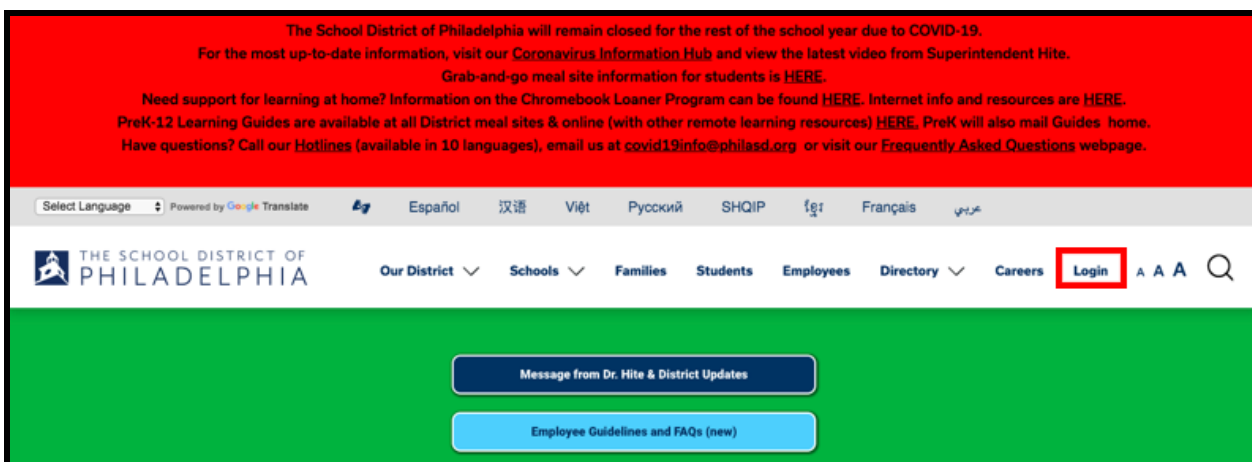
Submitting Your Participation in the Student Portal

All students are expected to participate in remote learning and do so to the greatest extent possible. Students should submit participation information via the Student Portal. **Students can only submit participation for the current day.** *Teachers will still confirm student participation statuses.*

In addition to submitting participation via the portal, students should participate in other ways, based on their teacher's instructions. **Student participation can mean:** checking in with a teacher during office hours; corresponding with a teacher via email, phone, or text; participating in a Google Meet; or submitting work via Google Classroom. **Reach out to your teachers with any questions you may have about how to participate in Remote Learning.**

Accessing the Student Portal

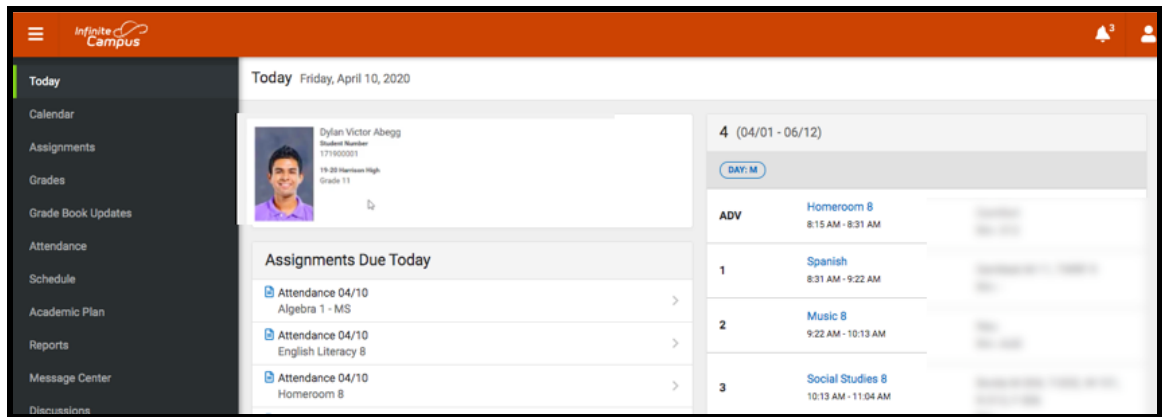
1. Navigate to <http://www.philasd.org>. Select the **Login** button on the right hand side of the screen, beneath the COVID-19 Announcement banner at the top of the page..



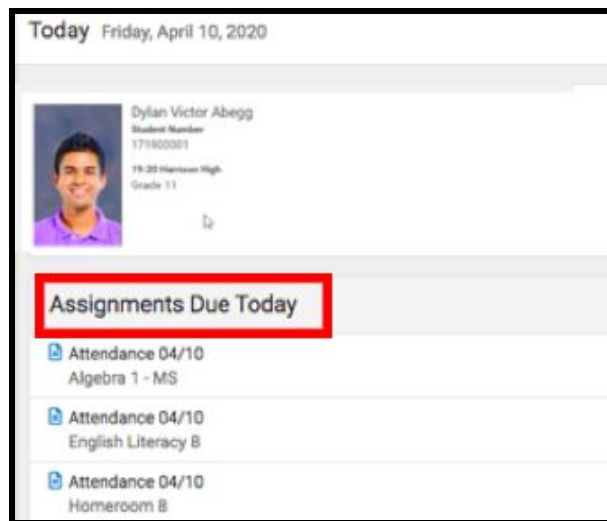
2. Enter your district Username and Password. Click **Login**.

A screenshot of the login form titled 'Enter your Username and Password'. It contains two input fields: 'Username:' and 'Password:'. Below the password field is a link that says 'Forgot Your Password?'. At the bottom of the form are two buttons: 'LOGIN' (highlighted with a red rectangle) and 'CLEAR'. Below the buttons, there is a section labeled 'IT USE ONLY' with a field for 'Requested Service:'.

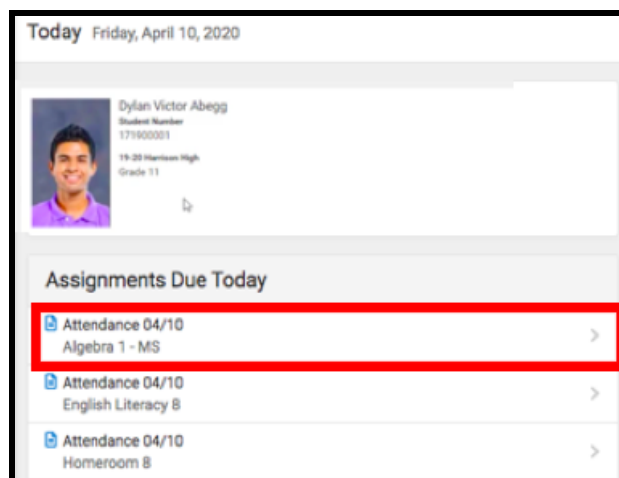
3. When you log in, you will open **Campus Student**.



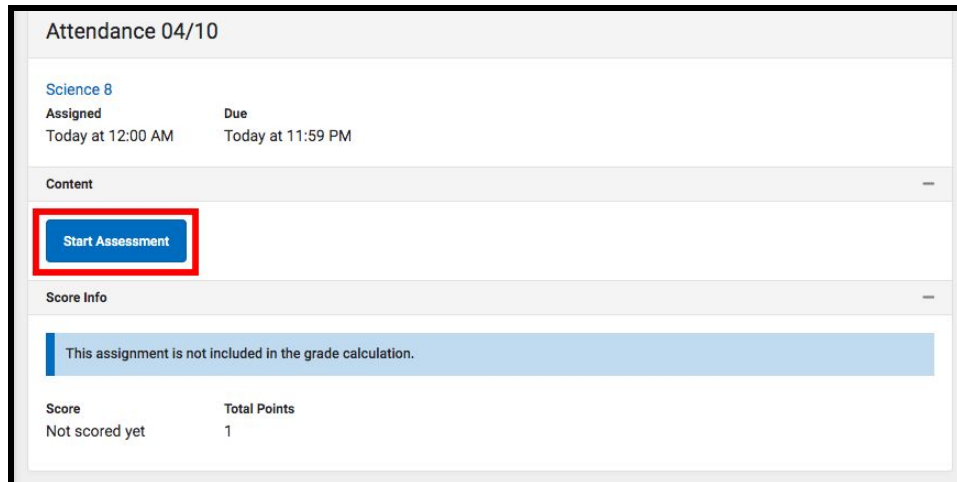
4. You will see a section of the screen labeled **Assignments Due Today**.



5. There will be an **Attendance Assignment** listed for every attendance-bearing class per your schedule. These **Attendance Assignments** are titled "Attendance - [Today's Date]". Click on an **Attendance Assignment** to say that you were present for this class.



6. Then, click on the **Start Assessment** button.



Attendance 04/10

Science 8

Assigned Today at 12:00 AM Due Today at 11:59 PM

Content

Start Assessment

Score Info

This assignment is not included in the grade calculation.

Score	Total Points
Not scored yet	1

Note: The button you see may say **Start Assessment** or **Continue Assessment**. Either one is fine! Click either **Start Assessment** or **Continue Assessment** to get to the screen where you submit your participation.

7. You will see the question: *Are you here?* There is only one answer choice, **Click to be counted as present**. Click on **Click to be counted as present**. Then, click the blue **Submit** button at the bottom of the screen.



< Back

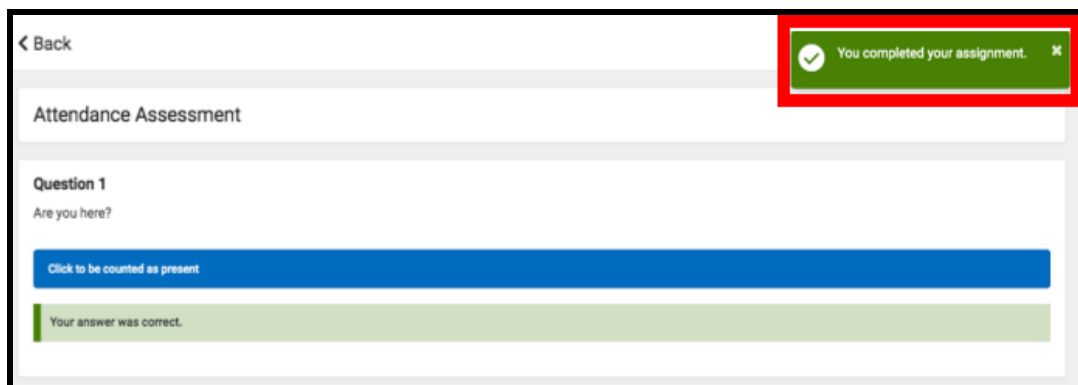
Attendance Assessment

Question 1

Are you here?

Click to be counted as present

8. A pop up window will appear in the top right corner of the screen, saying “*You completed your assignment.*” A statement will also appear beneath your answer choice, saying “*Your answer was correct.*” This means your participation was counted in the Portal.



< Back

You completed your assignment. ✕

Attendance Assessment

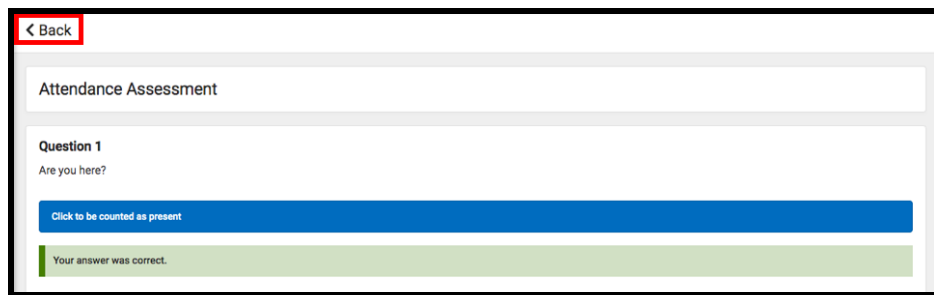
Question 1

Are you here?

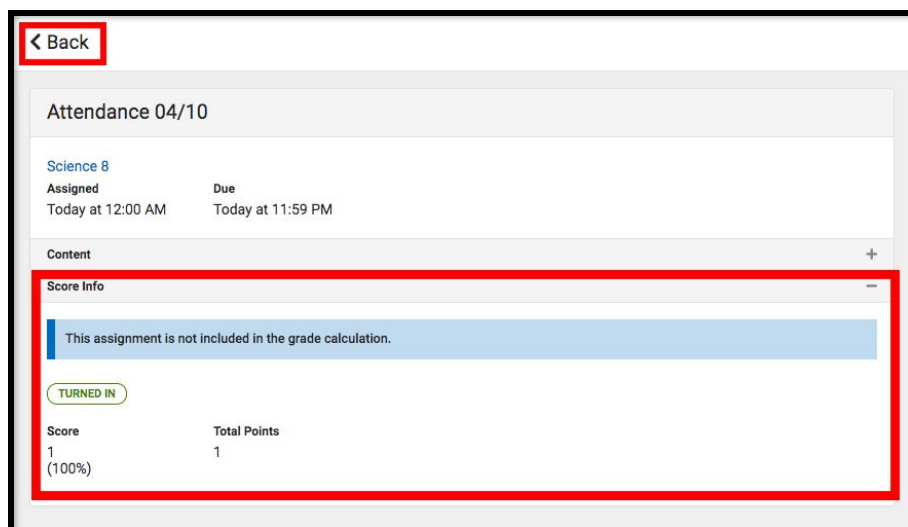
Click to be counted as present

Your answer was correct.

9. Click the **Back** button at the top of this screen.



10. You are now back on the Assignment screen for this section. The Score Info will update to show the assignment has been Turned In. **Remember, this submission is only capturing your participation for this class, for this day. Follow instructions from your teacher to complete assignments for your class.** Click the **Back** button at the top of this screen.



11. **Repeat the steps above for every class on your schedule.** When you have finished submitting your participation for the day for each class, you should see the *Turned In* flag for each class on your roster in the **Assignments Due Today** section of the **Campus Student** home screen.

Assignments Due Today		
Attendance 04/10 Algebra 1 - MS	1/1 (100%)	>
TURNED IN		
Attendance 04/10 English Literacy 8	1/1 (100%)	>
TURNED IN		
Attendance 04/10 Homeroom 8	1/1 (100%)	>
TURNED IN		
Attendance 04/10 Music 8	1/1 (100%)	>
TURNED IN		
Attendance 04/10 Science 8	1/1 (100%)	>
TURNED IN		
Attendance 04/10 Social Studies 8	1/1 (100%)	>
TURNED IN		
Attendance 04/10 Spanish	1/1 (100%)	>
TURNED IN		

Remember to submit your participation for your classes every day!