

The Sapphire Community Portal

A Guide for Parents and Students



SAPPHIRE™
SOFTWARE

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.

Sapphire Software
Two Windsor Plaza
7540 Windsor Drive
Allentown, PA 18195

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The New Sapphire Community Portal

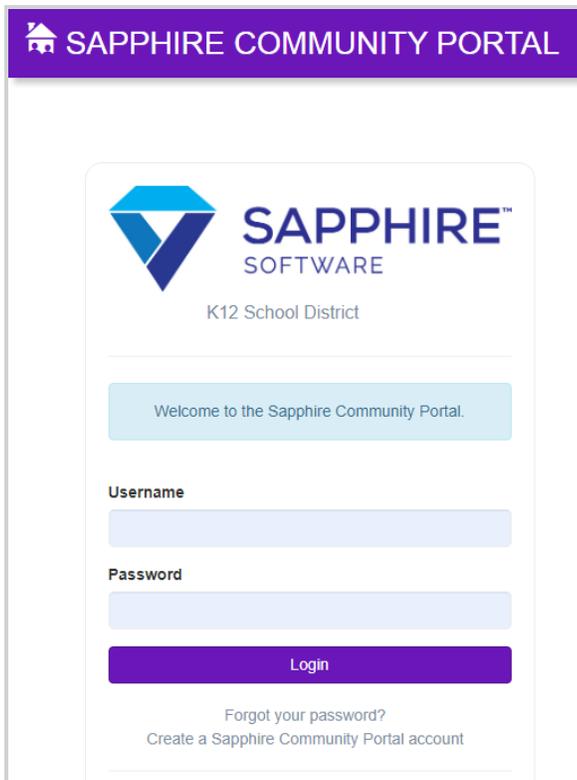
The new Sapphire Community Portal is here! The new Community Portal is easier to navigate and can now be accessed from any internet-connected device, including tablets and mobile phones.

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**.



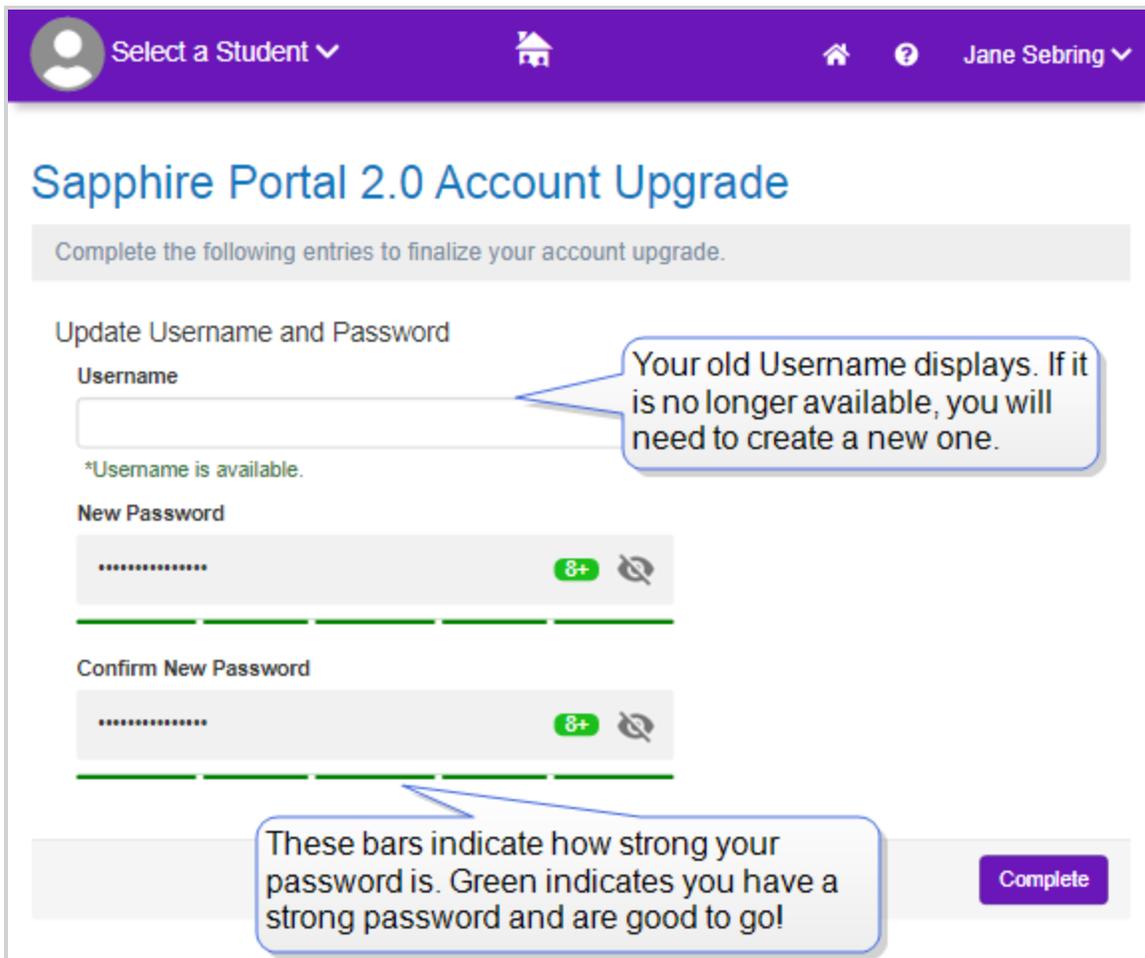
Note: If you forget your password, click the **Forgot your password** link and type in your Username, PIN, and answer to your security question. A new password will be emailed to your email address.



The screenshot shows the Sapphire Community Portal login interface. At the top, there is a purple header with a home icon and the text "SAPPHIRE COMMUNITY PORTAL". Below this is a white box containing the Sapphire Software logo and "K12 School District". A light blue banner 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, there 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.



Select a Student ▾

Home Help Jane Sebring ▾

Sapphire Portal 2.0 Account Upgrade

Complete the following entries to finalize your account upgrade.

Update Username and Password

Username

Your old Username displays. If it is no longer available, you will need to create a new one.

*Username is available.

New Password

8+

Confirm New Password

8+

These bars indicate how strong your password is. Green indicates you have a strong password and are good to go!

Complete

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.



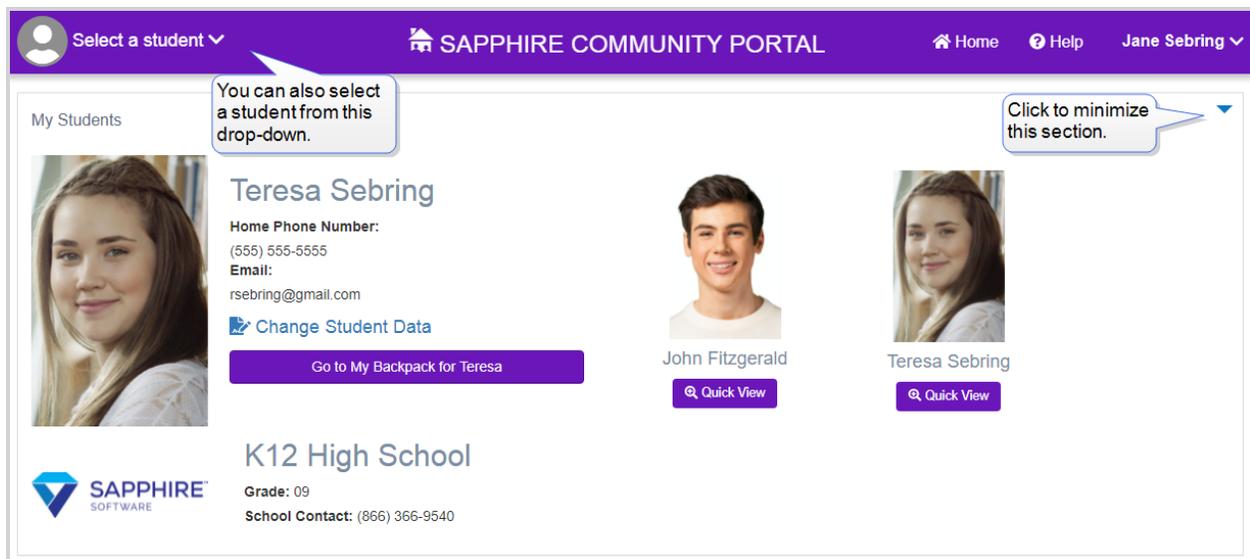
Note: Beta browsers will not be supported until after they are officially released and have been fully tested with Sapphire Products.

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.



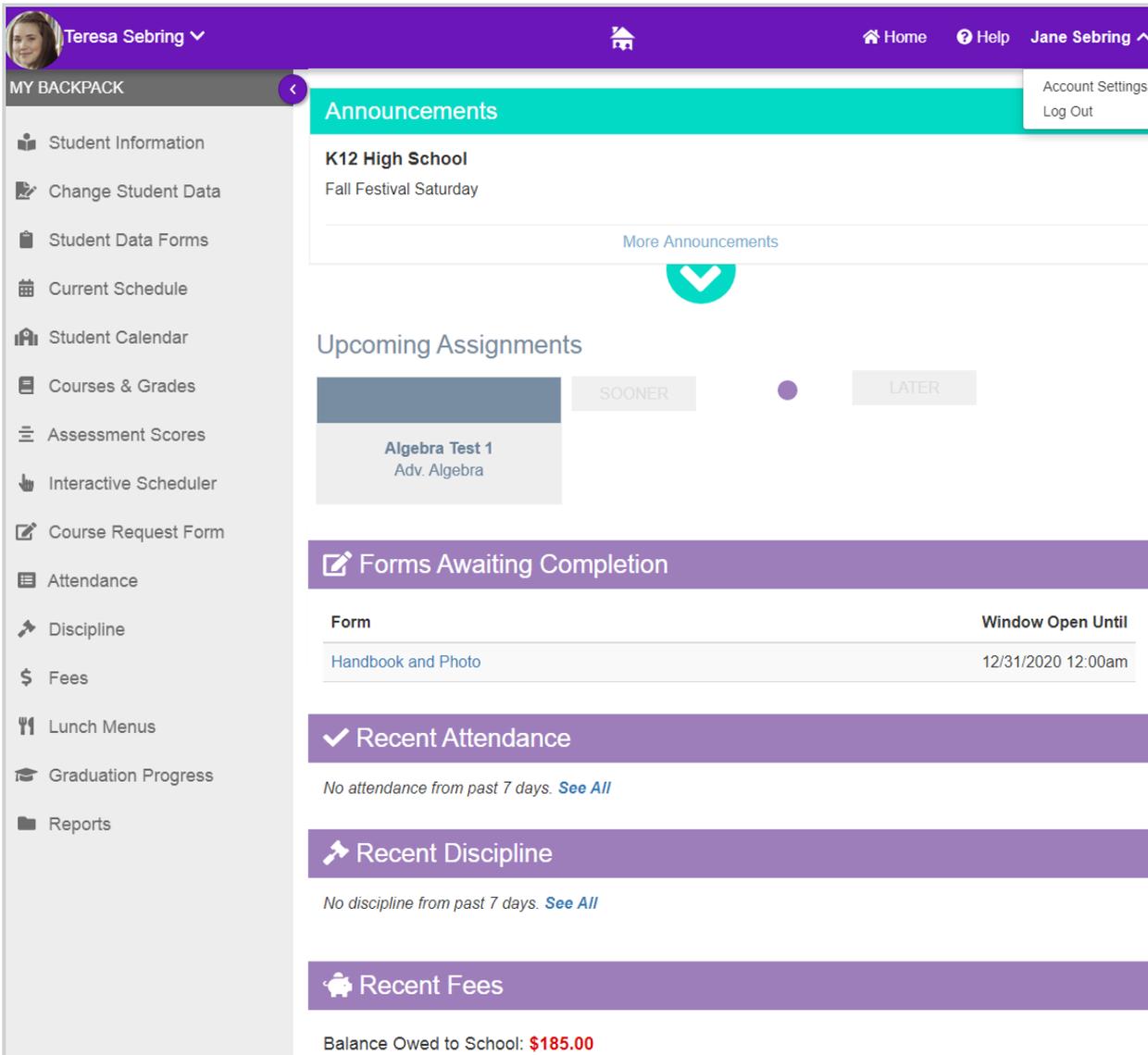
Most of the information that a parent and student can view is the same, with these differences:

- 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 shows the Student Home Screen interface. At the top, there is a purple navigation bar with the user's name 'Teresa Sebring' on the left, a home icon, and 'Home', 'Help', and 'Jane Sebring' on the right. Below the navigation bar is a sidebar menu titled 'MY BACKPACK' with various options like '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', and 'Reports'. The main content area is divided into several sections: 'Announcements' (K12 High School, Fall Festival Saturday), 'Upcoming Assignments' (Algebra Test 1, Adv. Algebra), 'Forms Awaiting Completion' (Handbook and Photo, due 12/31/2020 12:00am), 'Recent Attendance' (No attendance from past 7 days), 'Recent Discipline' (No discipline from past 7 days), and 'Recent Fees' (Balance Owed to School: \$185.00).

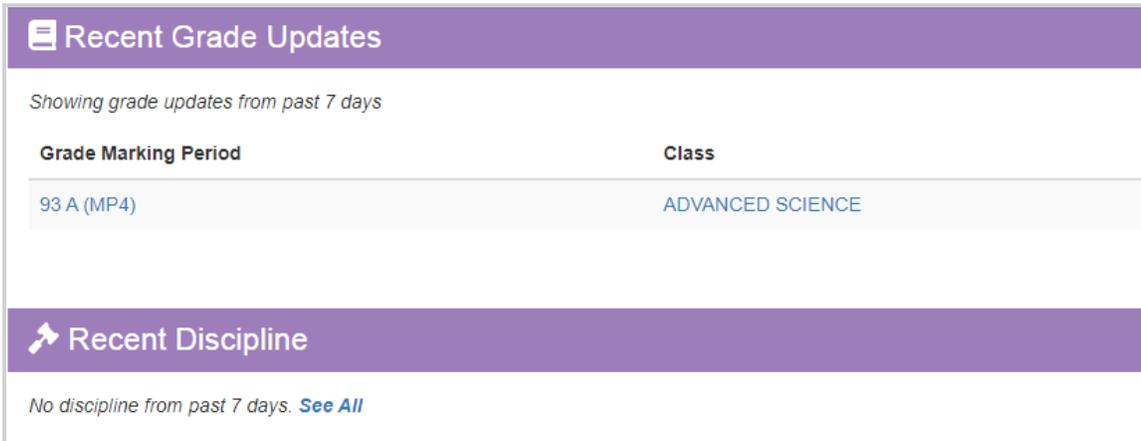
Navigation

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.

The screenshot shows a user interface for 'Teresa Sebring' with a 'MY BACKPACK' menu. The menu items and their descriptions are as follows:

- 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**: Open any of the folders in Reports to view and download documents the school has available for your student.
 - Report Cards
 - Progress Reports
 - Transcripts
 - Letters
 - File Cabinet

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



The screenshot shows two sections of the software interface. The top section is titled 'Recent Grade Updates' and contains a table with two columns: 'Grade Marking Period' and 'Class'. The table has one row with the values '93 A (MP4)' and 'ADVANCED SCIENCE'. Below the table is a section titled 'Recent Discipline' which contains the text 'No discipline from past 7 days. [See All](#)'.

| Grade Marking Period | Class |
|----------------------|------------------|
| 93 A (MP4) | ADVANCED SCIENCE |

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

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

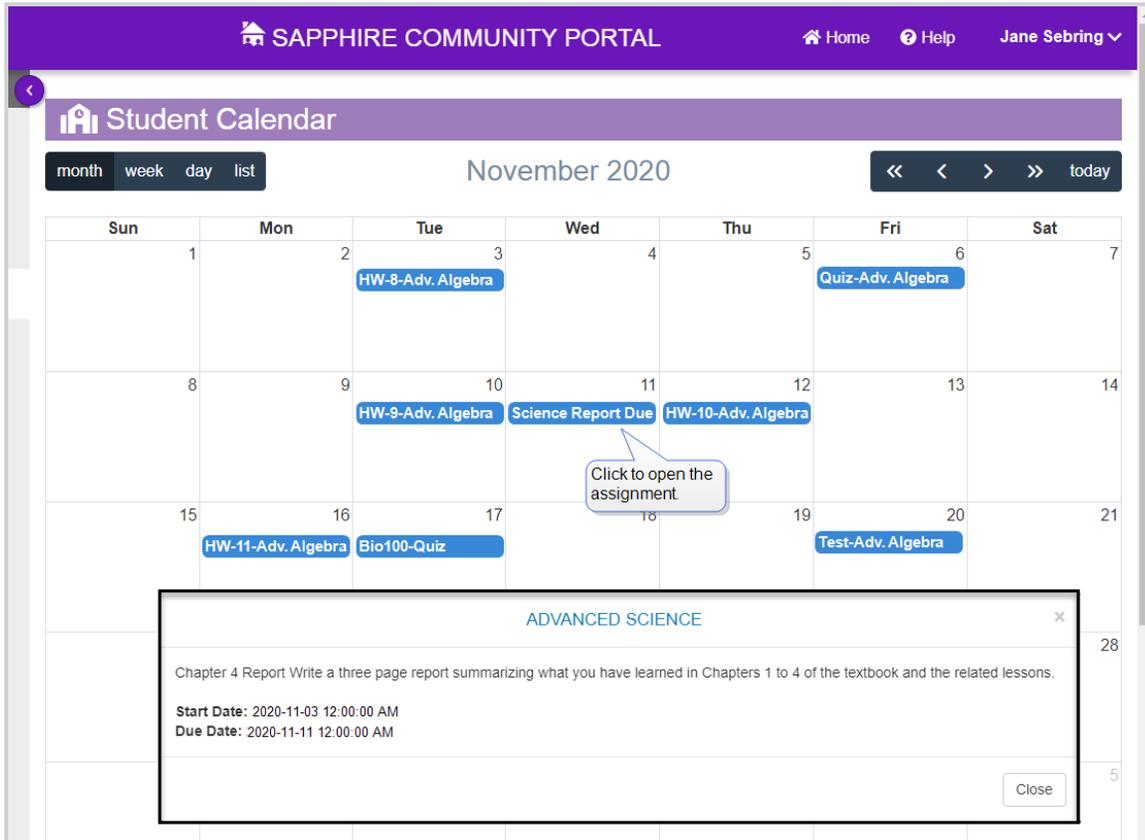
K12 High School

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



The screenshot displays the SAPPHIRE COMMUNITY PORTAL interface. At the top, there is a navigation bar with 'Home', 'Help', and the user name 'Jane Sebring'. Below this is the 'Student Calendar' header, which includes tabs for 'month', 'week', 'day', and 'list', and the current month 'November 2020'. The calendar grid shows assignments for various dates in November. A callout box points to the 'Science Report Due' assignment on Wednesday, November 11th, with the text 'Click to open the assignment'. A modal window titled 'ADVANCED SCIENCE' is open, showing the following details:

| 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 | |

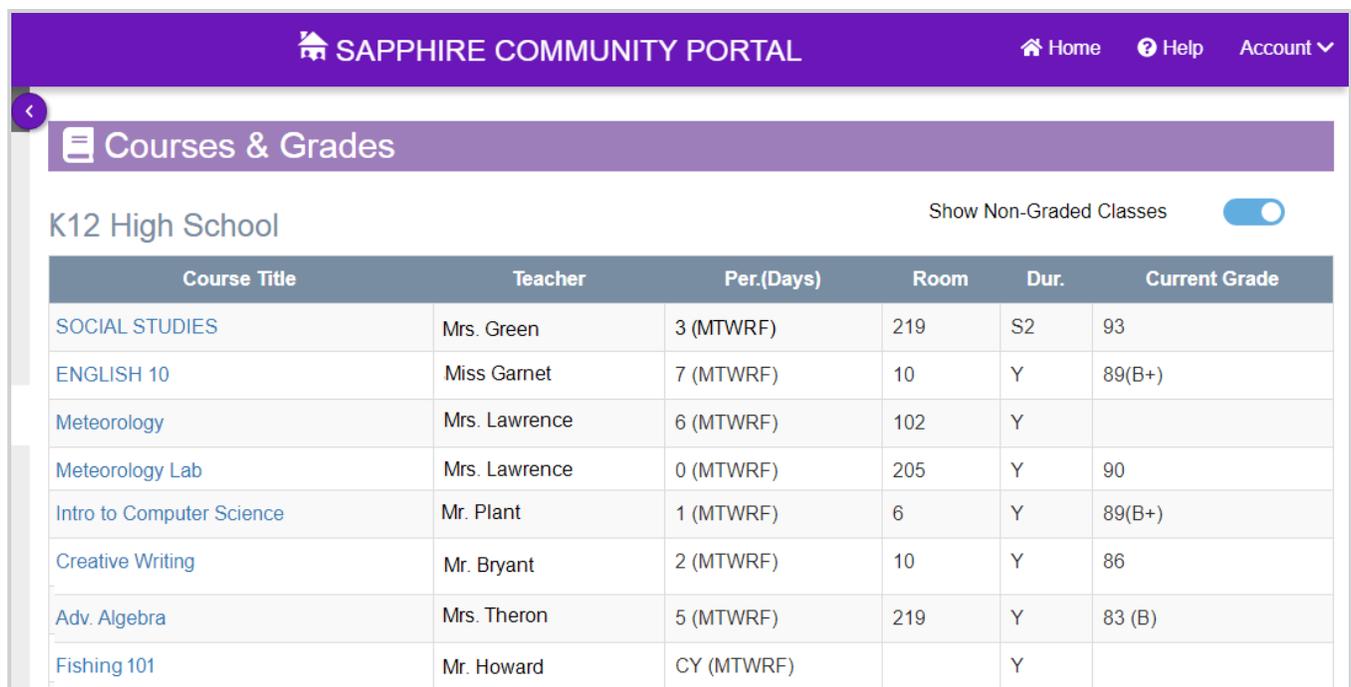
Courses & Grades

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

| Course Title | Teacher | Per.(Days) | Room | Dur. | Current Grade |
|-------------------------------------------|---------------|------------|------|------|---------------|
| SOCIAL STUDIES | Mrs. Green | 3 (MTWRF) | 219 | S2 | 93 |
| ENGLISH 10 | Miss Garnet | 7 (MTWRF) | 10 | Y | 89(B+) |
| Meteorology | Mrs. Lawrence | 6 (MTWRF) | 102 | Y | |
| Meteorology Lab | Mrs. Lawrence | 0 (MTWRF) | 205 | Y | 90 |
| Intro to Computer Science | Mr. Plant | 1 (MTWRF) | 6 | Y | 89(B+) |
| Creative Writing | Mr. Bryant | 2 (MTWRF) | 10 | Y | 86 |
| Adv. Algebra | Mrs. Theron | 5 (MTWRF) | 219 | Y | 83 (B) |
| Fishing 101 | 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.

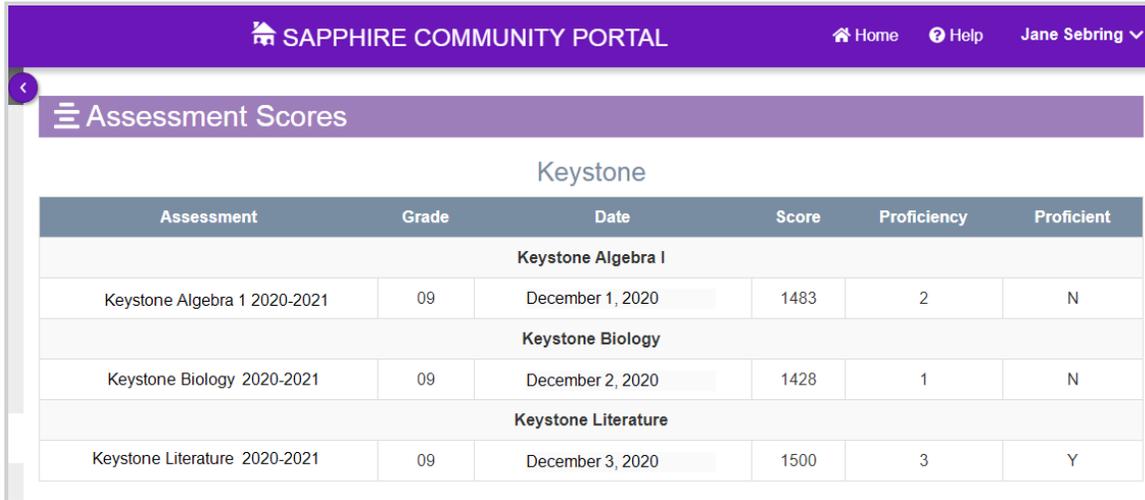
If a marking period grade displays as a hyperlink (blue, underlined text), you can click it to display a Student Grade Report. It lists each assignment affecting the grade. At the teacher's discretion, it may also contain information such as possible extra credit, assigned and due dates, assignment comments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



The screenshot shows the SAPHIRE COMMUNITY PORTAL interface. At the top, there is a navigation bar with 'SAPHIRE COMMUNITY PORTAL', 'Home', 'Help', and the user name 'Jane Sebring'. Below this is a purple header for 'Assessment Scores'. The main content area is titled 'Keystone' and contains a table with the following data:

| 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 <small>DAYS</small> | Tardy / Early Dismissal 4 / 135 <small>TARDY MIN</small> |
| Excused: 0 days | Excused: 2 tardy / 135 min |
| Unexcused: 0 days | Unexcused: 2 tardy / |
| Unlawful: 1 days | |

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.

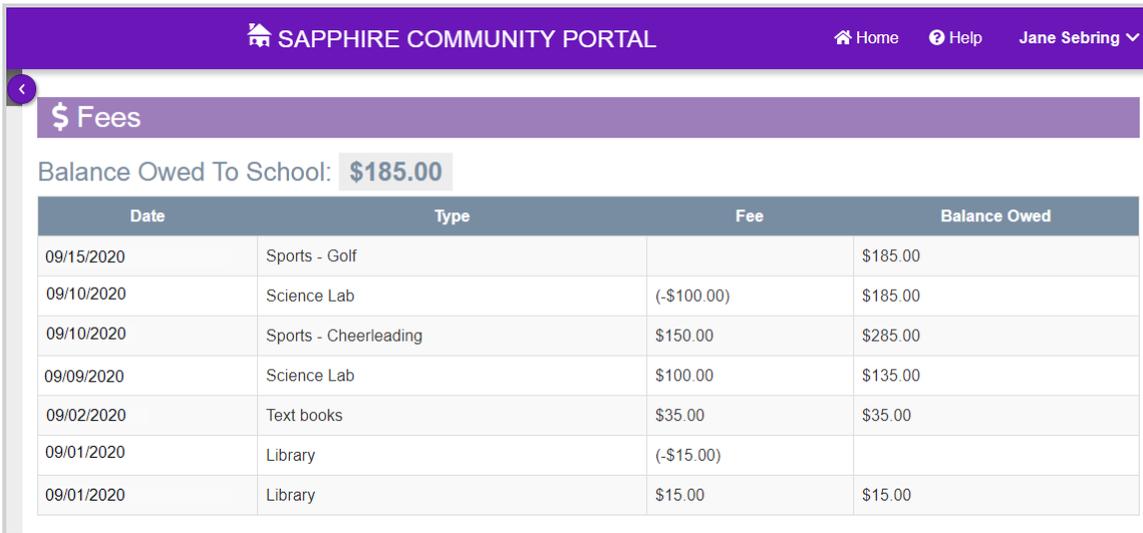
| SAPPHIRE COMMUNITY PORTAL | | | Home | Help | Jane Sebring |
|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------|------|--------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

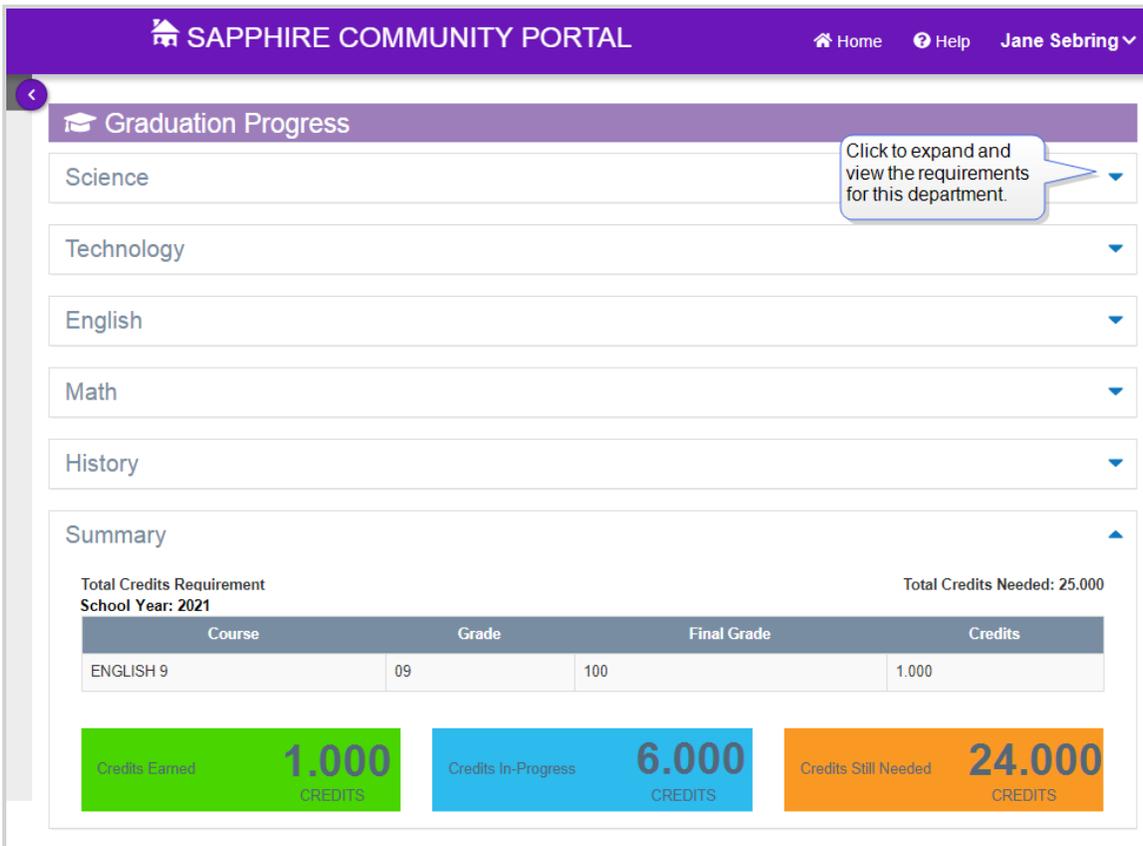
Balance Owed To School: **\$185.00**

| 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 

Summary 

Total Credits Requirement: 25,000
School Year: 2021

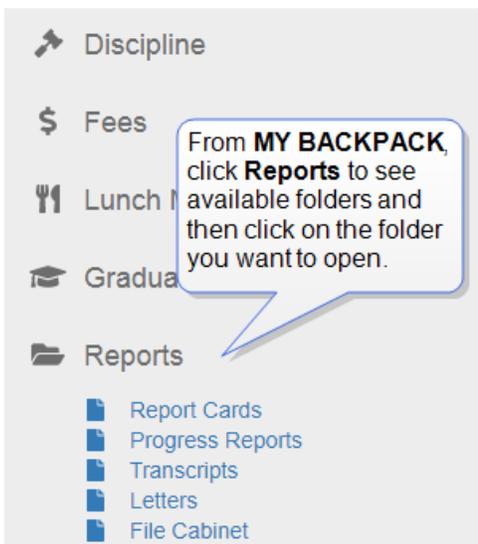
| Course | Grade | Final Grade | Credits |
|-----------|-------|-------------|---------|
| ENGLISH 9 | 09 | 100 | 1,000 |

Credits Earned: 1,000 CREDITS **Credits In-Progress: 6,000 CREDITS** **Credits Still Needed: 24,000 CREDITS**

Reports: Grades, Letters, and the File Cabinet

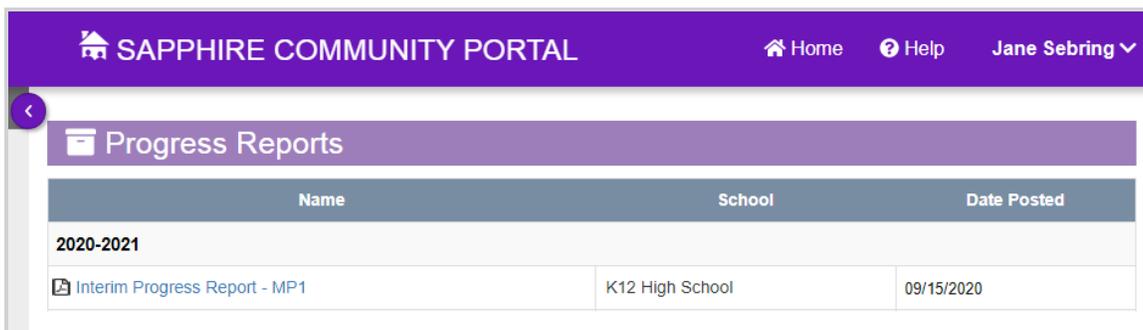
The **Reports** screen provides online document management and storage for student records. It creates an archive of your student's career to date, including Report Cards, Progress Reports, Transcripts, Attendance and Discipline letters, and more. This section allows you to access documents typically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

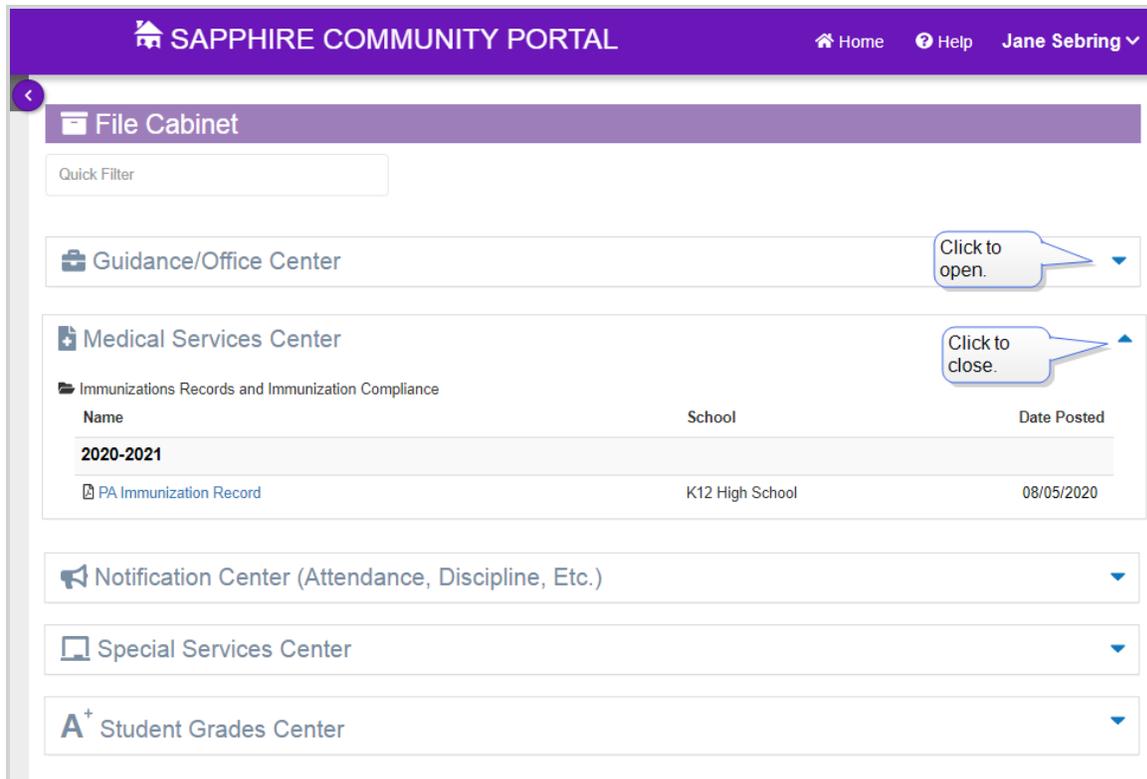


Click the **Letters** link to access letters sent from the school to the parents or student.

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 |
|------------------------|-----------------|-------------|
| 2020-2021 | | |
| 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 <div style="background-color: #007bff; color: white; padding: 2px;">Chicken and Vegetable Stir Fry over Rice Mandarin Oranges</div> | 2 <div style="background-color: #007bff; color: white; padding: 2px;">Pizza Salad Tangerine</div> |
| 5 <div style="background-color: #007bff; color: white; padding: 2px;">Chicken and Vegetable Stir Fry over Rice Mandarin Oranges</div> | 6 <div style="background-color: #007bff; color: white; padding: 2px;">Beef or Bean Burrito Salsa Fiesta Cookies</div> | 7 <div style="background-color: #007bff; color: white; padding: 2px;">Pizza Salad Tangerine</div> | 8 <div style="background-color: #007bff; color: white; padding: 2px;">Chicken Nuggets Green Beans Whole Wheat Rolls Applesauce</div> | 9 <div style="background-color: #007bff; color: white; padding: 2px;">Spaghetti & Meat Sauce Salad Strawberry Cup</div> |
| 12 <div style="background-color: #007bff; color: white; padding: 2px;">Tuna or Grilled Cheese Sandwich Vegetable Soup Mandarin Oranges</div> | 13 <div style="background-color: #007bff; color: white; padding: 2px;">Chicken and Vegetable Stir Fry over Rice Mandarin Oranges</div> | 14 <div style="background-color: #007bff; color: white; padding: 2px;">Beef or Bean Burrito Salsa Fiesta Cookies</div> | 15 <div style="background-color: #007bff; color: white; padding: 2px;">Turkey & Mashed Potatoes Corn Apple Pie</div> | 16 <div style="background-color: #007bff; color: white; padding: 2px;">Pizza Salad Tangerine</div> |
| 19 <div style="background-color: #007bff; color: white; padding: 2px;">Beef or Bean Burrito Salsa Fiesta Cookies</div> | 20 <div style="background-color: #007bff; color: white; padding: 2px;">Ham or Turkey Sandwich Vegetable Soup Mandarin Oranges</div> | 21 <div style="background-color: #007bff; color: white; padding: 2px;">Chicken Nuggets Green Beans Whole Wheat Rolls Applesauce</div> | 22 <div style="background-color: #007bff; color: white; padding: 2px;">Tuna or Grilled Cheese Sandwich Vegetable Soup Mandarin Oranges</div> | 23 <div style="background-color: #007bff; color: white; padding: 2px;">Spaghetti & Meat Sauce Salad Strawberry Cup</div> |
| 26 <div style="background-color: #007bff; color: white; padding: 2px;">Chicken Nuggets Green Beans Whole Wheat Rolls Applesauce</div> | 27 <div style="background-color: #007bff; color: white; padding: 2px;">Chicken and Vegetable Stir Fry over Rice Mandarin Oranges</div> | 28 <div style="background-color: #007bff; color: white; padding: 2px;">Tuna or Grilled Cheese Sandwich Vegetable Soup Mandarin Oranges</div> | 29 <div style="background-color: #007bff; color: white; padding: 2px;">Beef or Bean Burrito Salsa Fiesta Cookies</div> | 30 <div style="background-color: #007bff; color: white; padding: 2px;">Pizza Salad Tangerine</div> |

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.

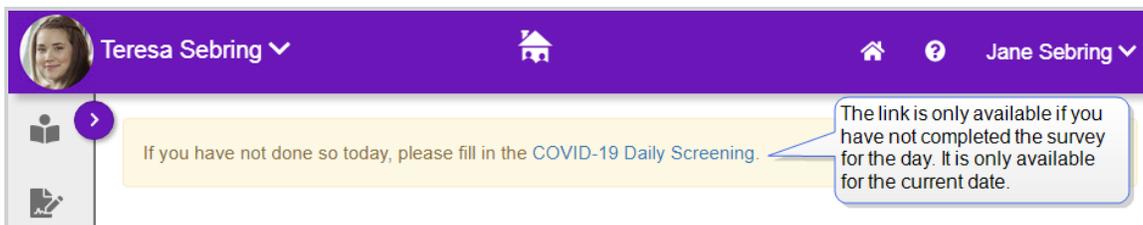
| Change | Access |
|-----------------------------------------------------------------|-----------------------|
| Student Data | Student's MY BACKPACK |
| Account Settings | Account Settings |
| Request Access to Students | Account Settings |
| Request Courses on the Course Request Form | Student's MY BACKPACK |
| Request Courses using the Interactive Scheduler | Student's MY BACKPACK |
| Complete Student Data Forms | Student's MY BACKPACK |
| Change Notification Settings | Account Settings |
| Complete the COVID-19 Screening Survey | 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.

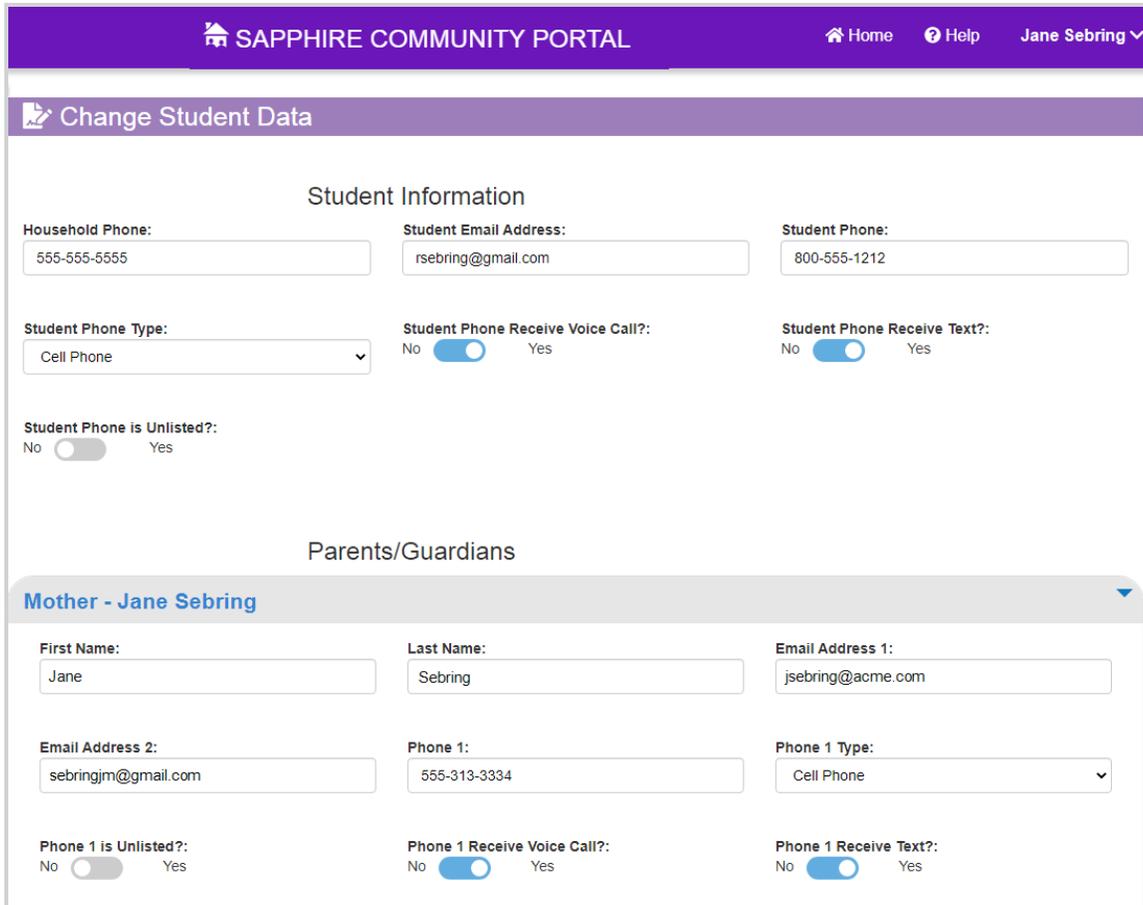


1. Click the link to access the screening. If you have multiple students in the school district, please complete the screening for each student.
2. Answer **Yes** or **No** for each question.
3. Click **Submit** to complete the screening.

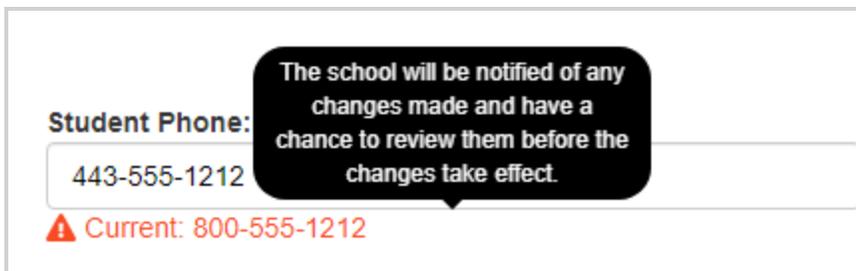
Change Student Data

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.



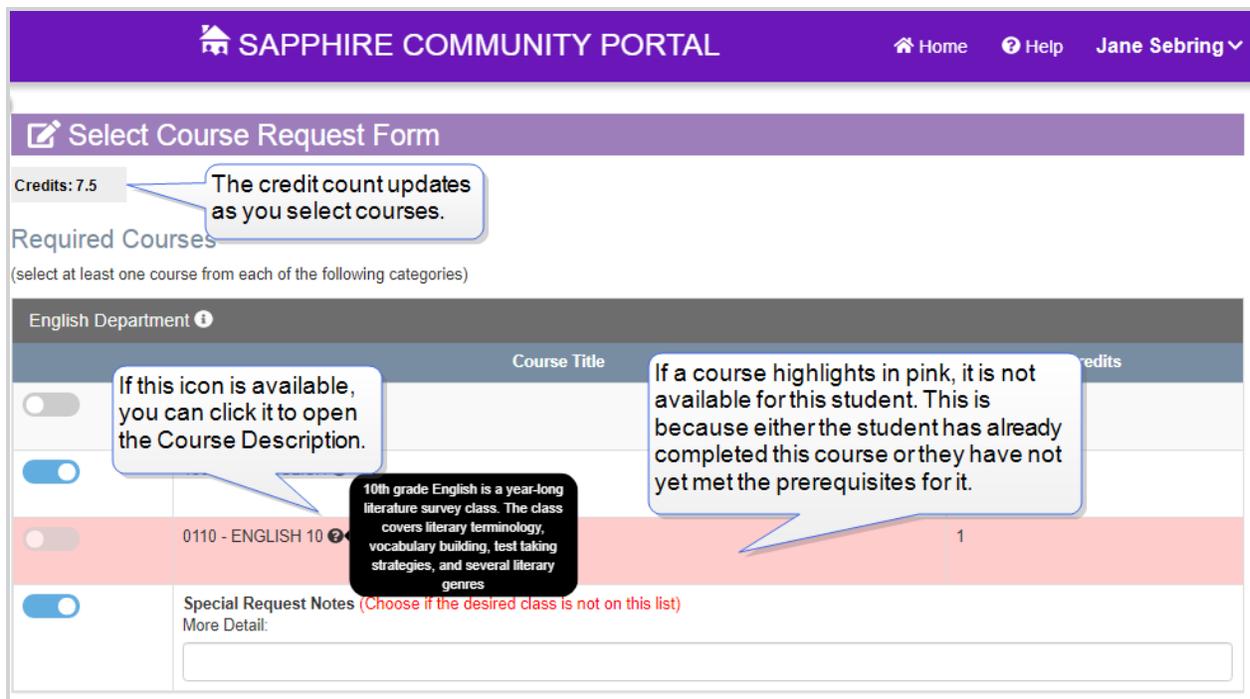
If you change information on this screen, the current information displays and a notification window pops up when you move over the field.



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

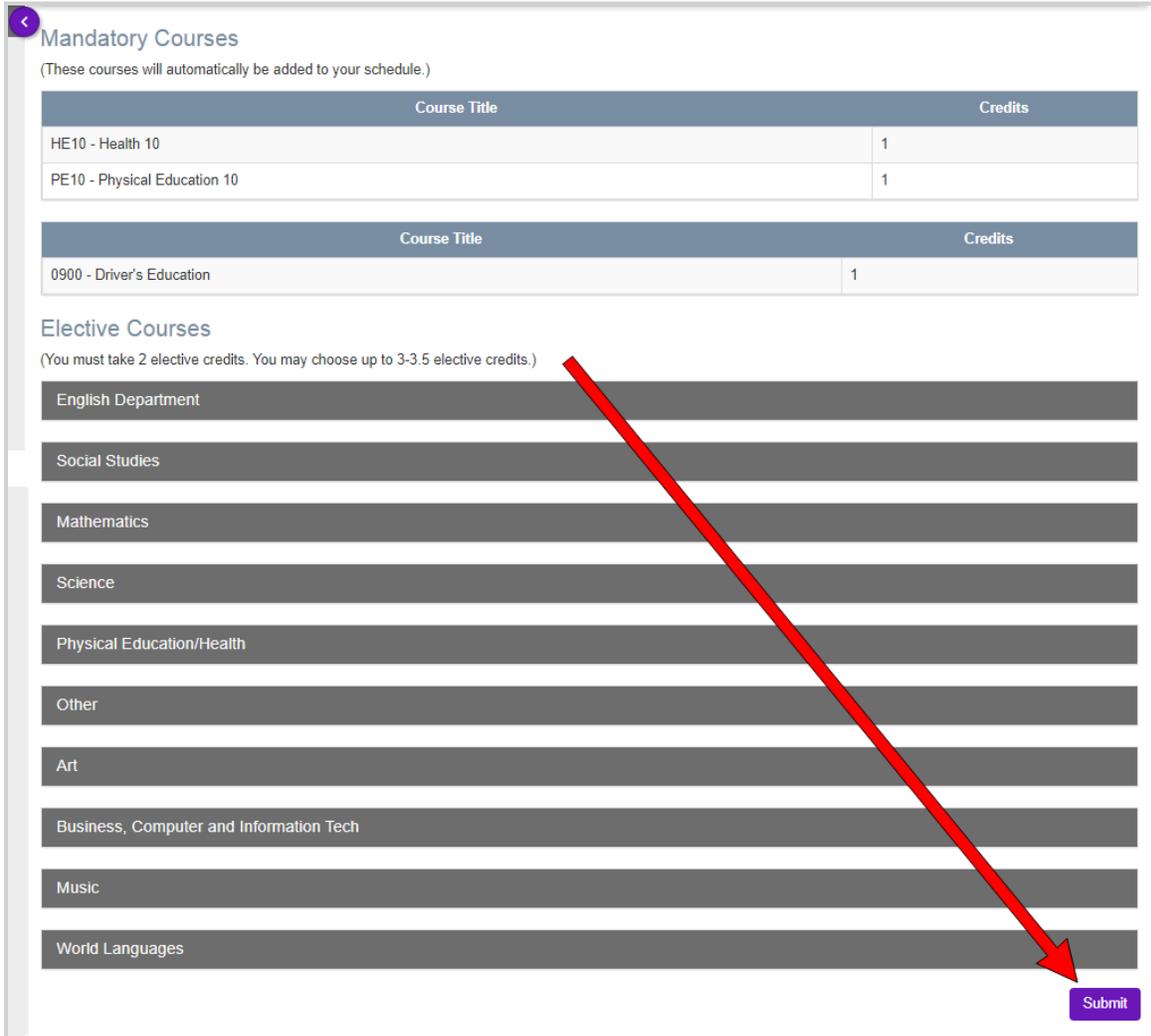
| Course Title | Credits |
|-------------------------------------------------------------------------------------------------------|---------|
| 0110 - ENGLISH 10  | 1 |

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

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

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 |

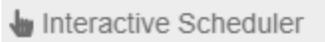
Elective Courses
(You must take 2 elective credits. You may choose up to 3-3.5 elective credits.)

- 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  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 | This course covers the more in-depth concepts of algebraic computation. | French 1 | French 1 | French 1 | French 1 |
| 3 9:05 AM - 9:50 AM | Students are expected to have already mastered the basics from Algebra I. | English 9 Ms. Harris | English 9 Ms. Harris | English 9 Ms. Harris | English 9 Ms. Harris |
| 4 10:00 AM - 10:45 AM | Adv. Algebra 1 Mr. Howard | If available, click to see the class description. | Adv. Algebra 1 Mr. Howard | Adv. Algebra 1 Mr. Howard | Adv. Algebra 1 Mr. Howard |
| 5 10:55 AM - 11:40 AM | Physical Education 9 Physical Ed Teacher | Physical Education 9 Physical Ed Teacher | Physical Education 9 Physical Ed Teacher | Physical Education 9 Physical Ed Teacher | Physical Education 9 Physical Ed Teacher |
| 6 11:50 AM - 12:35 PM | (empty) | (empty) | (empty) | (empty) | (empty) |
| 7 12:45 PM - 1:30 PM | ADVANCED SCIENCE Mrs. Roberts | ADVANCED SCIENCE Mrs. Roberts | ADVANCED SCIENCE Mrs. Roberts | ADVANCED SCIENCE Mrs. Roberts | ADVANCED SCIENCE Mrs. Roberts |
| 8 1:40 PM - 2:25 PM | (empty) | (empty) | (empty) | (empty) | (empty) |
| 0 - | (empty) | (empty) | (empty) | (empty) | (empty) |

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

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

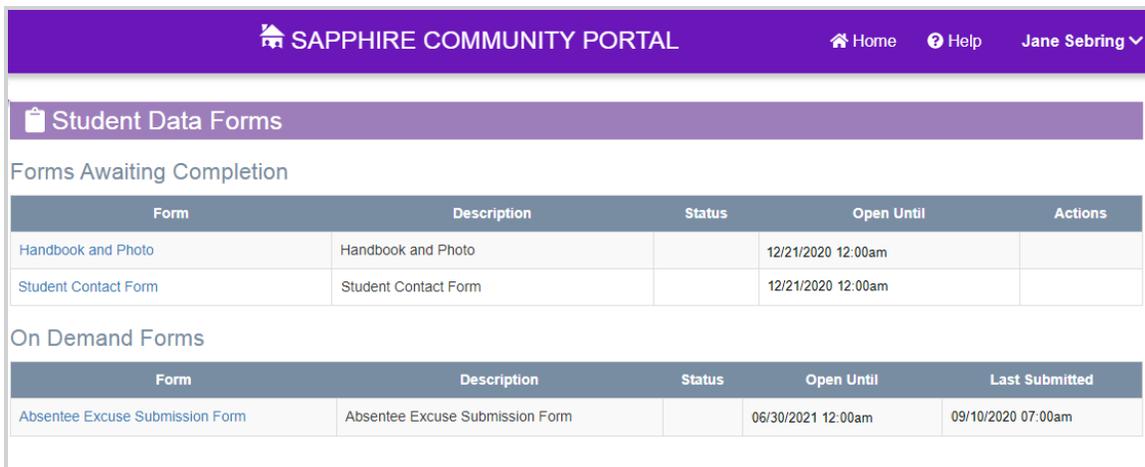
Close

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.

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.



The screenshot shows the 'Student Data Forms' page in the Sapphire Community Portal. The page has a purple header with the portal name and user 'Jane Sebring'. Below the header is a purple bar with 'Student Data Forms' and a clipboard icon. The main content is divided into two sections: 'Forms Awaiting Completion' and 'On Demand Forms'. Each section contains a table with columns for Form, Description, Status, Open Until, and Actions (or Last Submitted).

| SAPPHIRE COMMUNITY PORTAL | | | | |
|-------------------------------------------------|---------------------------------|--------|--------------------|--------------------|
| Student Data Forms | | Home | Help | Jane Sebring |
| Forms Awaiting Completion | | | | |
| Form | Description | Status | Open Until | Actions |
| Handbook and Photo | Handbook and Photo | | 12/21/2020 12:00am | |
| Student Contact Form | Student Contact Form | | 12/21/2020 12:00am | |
| On Demand Forms | | | | |
| Form | Description | Status | Open Until | Last Submitted |
| Absentee Excuse Submission Form | 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 

Absence End Date *

Select Date 

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

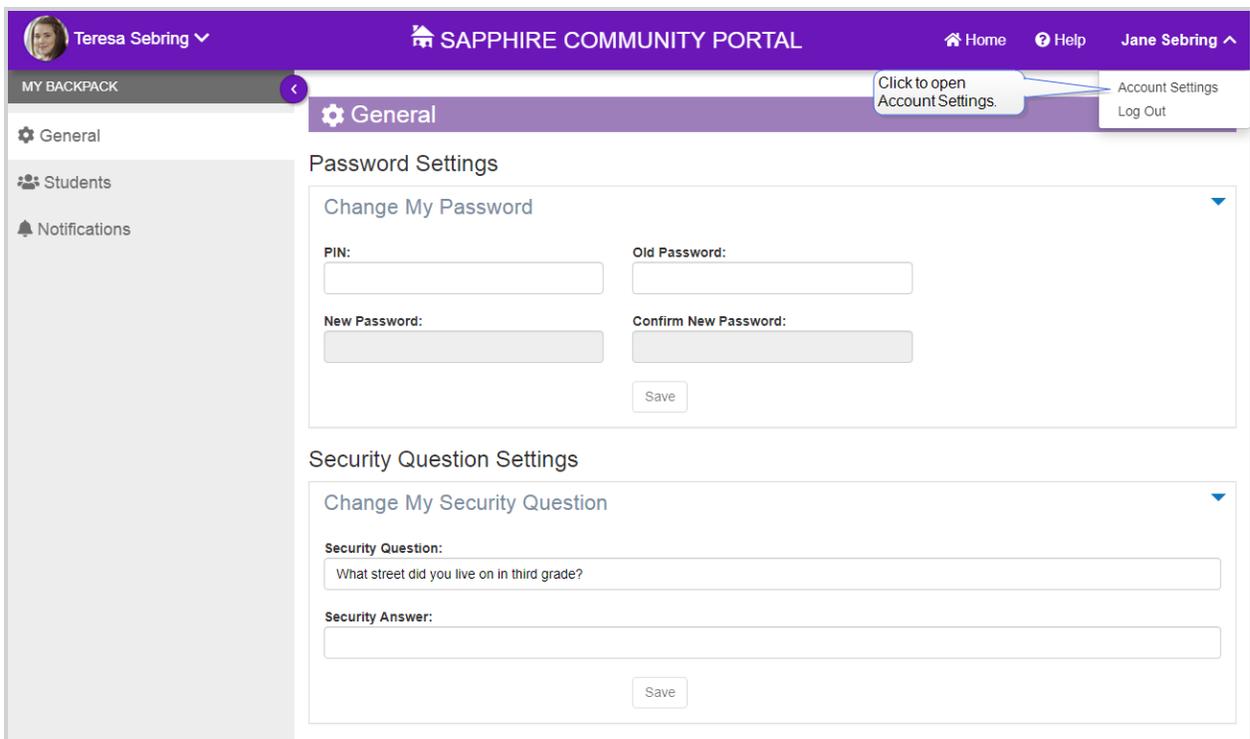
Uploaded Files

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.

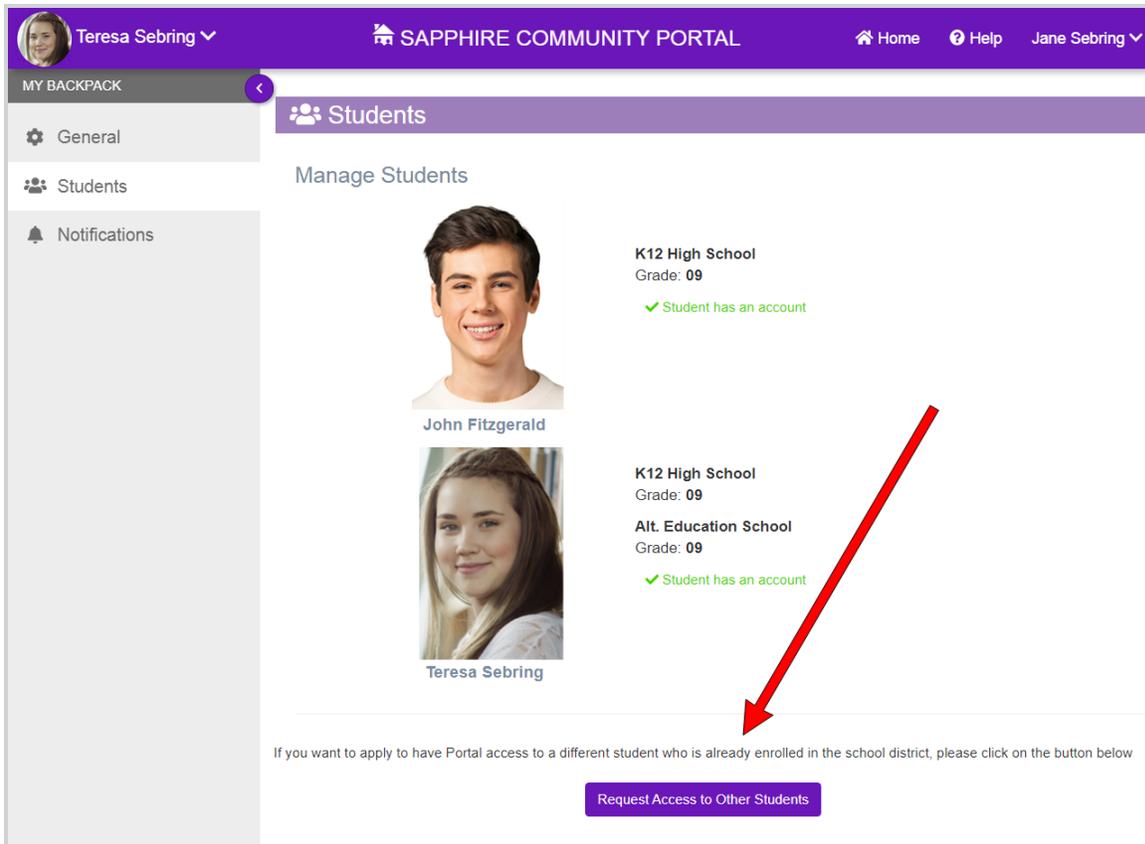


The screenshot displays the SAPPHIRE COMMUNITY PORTAL interface. At the top, the user's name 'Teresa Sebring' is shown with a dropdown arrow. The main navigation bar includes 'Home', 'Help', and 'Jane Sebring' with an upward arrow. A callout box points to the 'Jane Sebring' dropdown, indicating that clicking it opens the 'Account Settings' menu, which includes 'Account Settings' and 'Log Out' options. The 'Account Settings' page is currently on the 'General' tab. The left sidebar contains 'MY BACKPACK', 'General', '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' dropdown 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' dropdown and two input fields: 'Security Question' (with the example 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.

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  Help Jane 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

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

[+ Add another student](#)

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: ▾

-  **Voice Call** 800-555-1212
-  **SMS** 800-555-1212
-  **Email** rsebring@gmail.com

Sapphire Notifications Subscriptions **Subscribed**

| | |
|------------------------------------|-------------------------------------|
| Emergency Notification | <input checked="" type="checkbox"/> |
| School Announcements and Updates | <input checked="" type="checkbox"/> |
| Attendance Notification | <input checked="" type="checkbox"/> |
| Discipline Notification | <input type="checkbox"/> |
| Group Incoming Number Notification | <input type="checkbox"/> |
| Weather Alert | <input type="checkbox"/> |
| Staff Announcements | <input checked="" type="checkbox"/> |

Language Settings

Default Voice Call Language:

Default SMS Text Language:

Default Email Message Language:

Sapphire Community Portal Student Screens

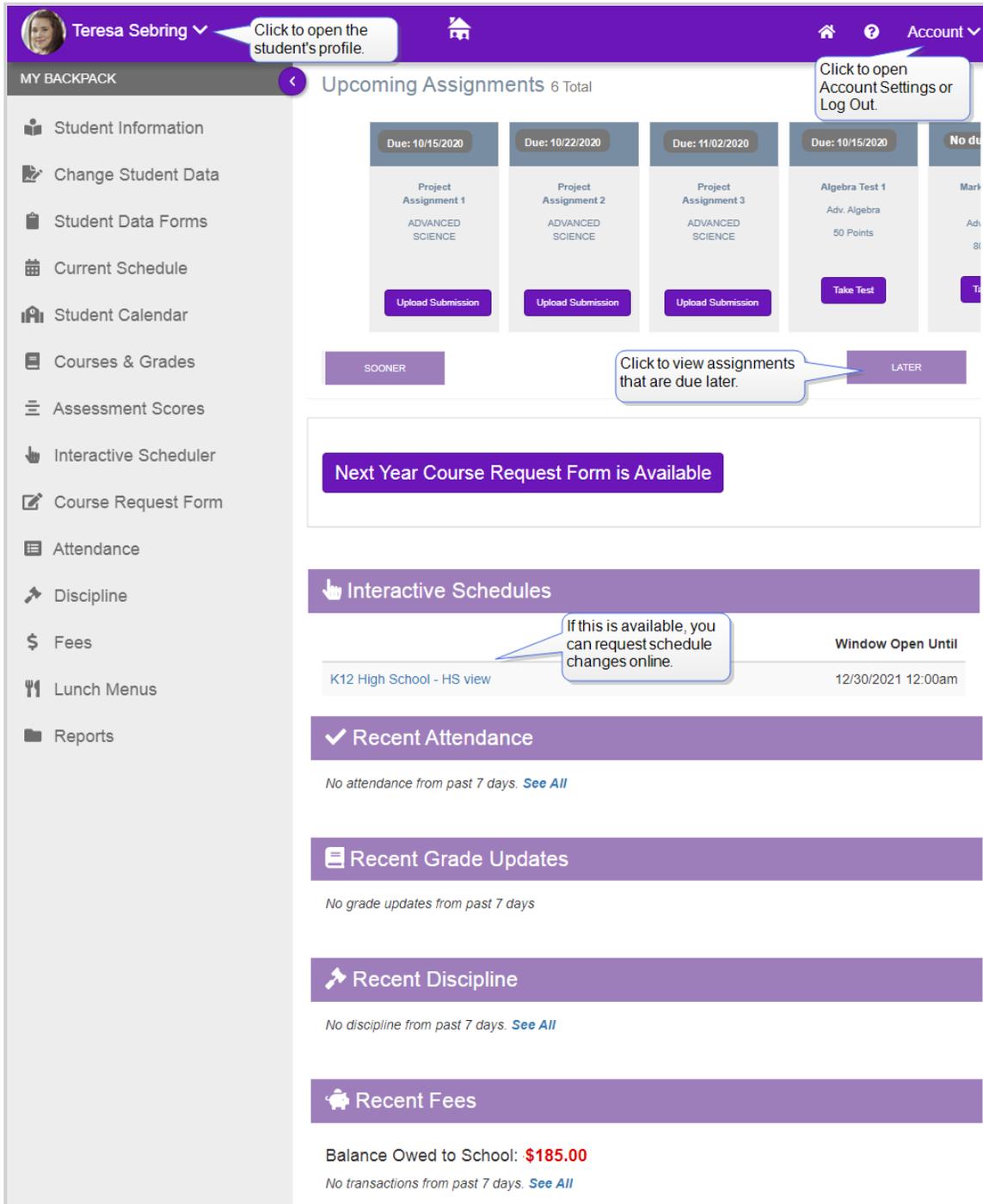
Most of the information that a parent and student can view is the same. However, students, especially those in higher grades, may have access to information that parents cannot see or contribute to. This may include:

- 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.



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: 

Security Question Settings

Change My Security Question

Security Question:

Security Answer:

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 'Teresa Sebring' with a purple header. Below the header is a grey bar labeled 'MY BACKPACK' with a back arrow. The main menu consists of several 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.

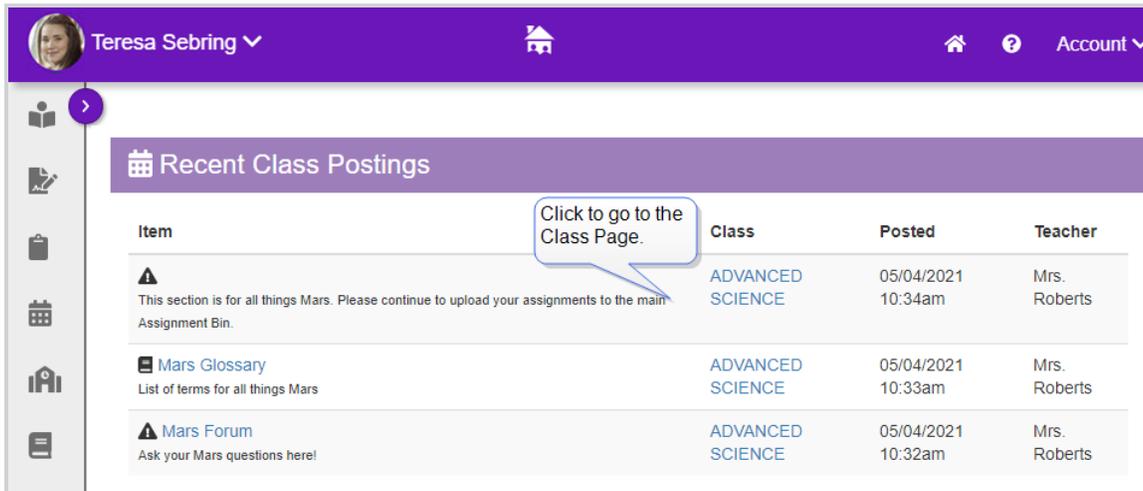
| Recent Grade Updates | |
|-----------------------------------------------|----------------------------------|
| <i>Showing grade updates from past 7 days</i> | |
| Grade Marking Period | Class |
| 93 A (MP4) | ADVANCED SCIENCE |

| Recent Discipline | |
|----------------------------------------------------------------|--|
| <i>No discipline from past 7 days. See All</i> | |

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.



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 | 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

M **ADVANCED SCIENCE**
Mrs. Roberts

Class Menu

-  Class Home
-  Venus
-  Mars
-  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.

< **V** Venus Saturn **S** >

Class Assignments

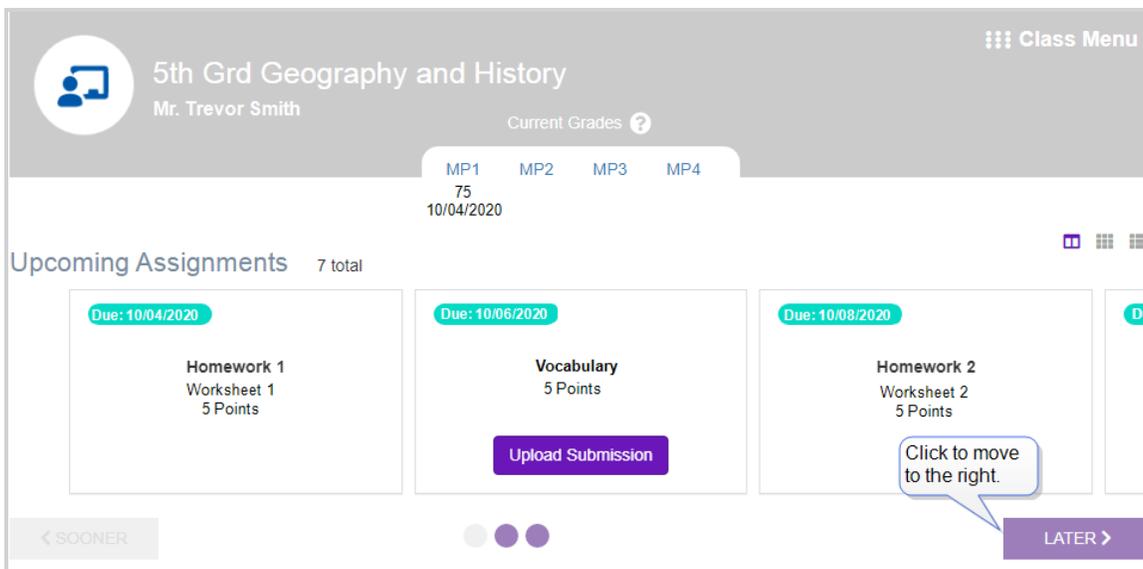
Your teacher can post assignments for you to complete and submit.

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

 Class Menu

Current Grades 

MP1
70
10/02/20

MP2

MP3

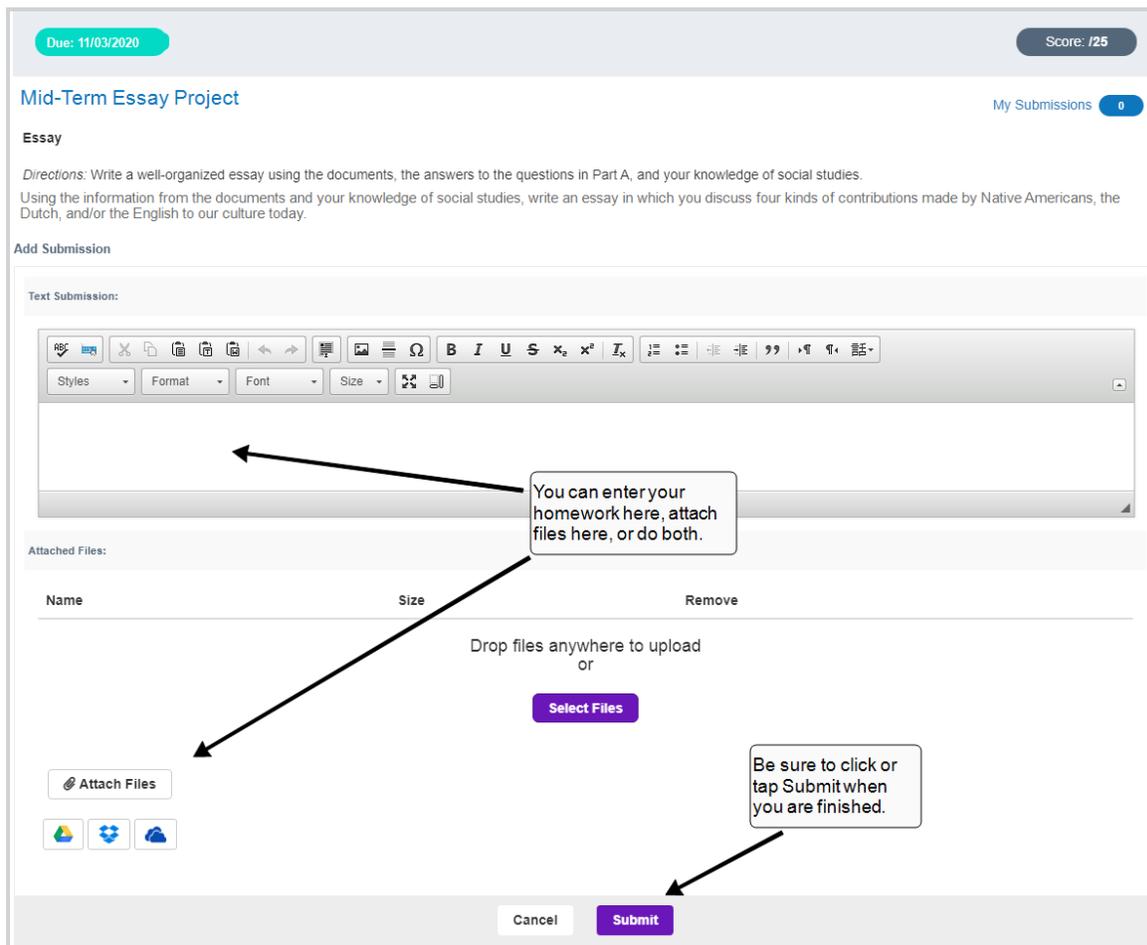
MP4

Upcoming Assignments 7 total

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



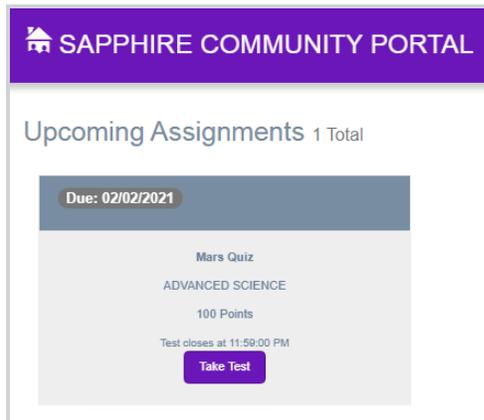
The screenshot shows the submission interface for a 'Mid-Term Essay Project'. At the top, it indicates the due date is 11/03/2020 and the current score is 0/25. The assignment title is 'Mid-Term Essay Project' and it is categorized as an 'Essay'. The directions state: 'Write a well-organized essay using 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 a table header: 'Name', 'Size', and 'Remove'. The table is currently empty. Below the table, there is a 'Drop files anywhere to upload or' instruction, a 'Select Files' button, and an 'Attach 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 of the submission area, 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.'

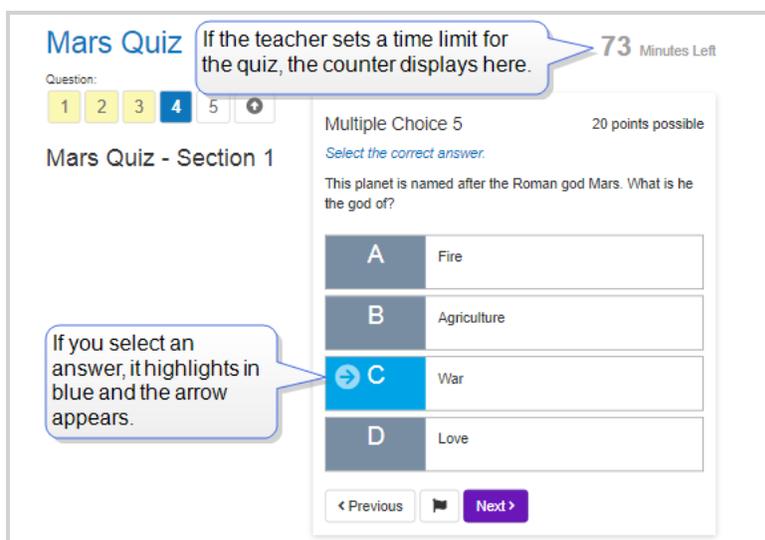
Tests and Quizzes

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

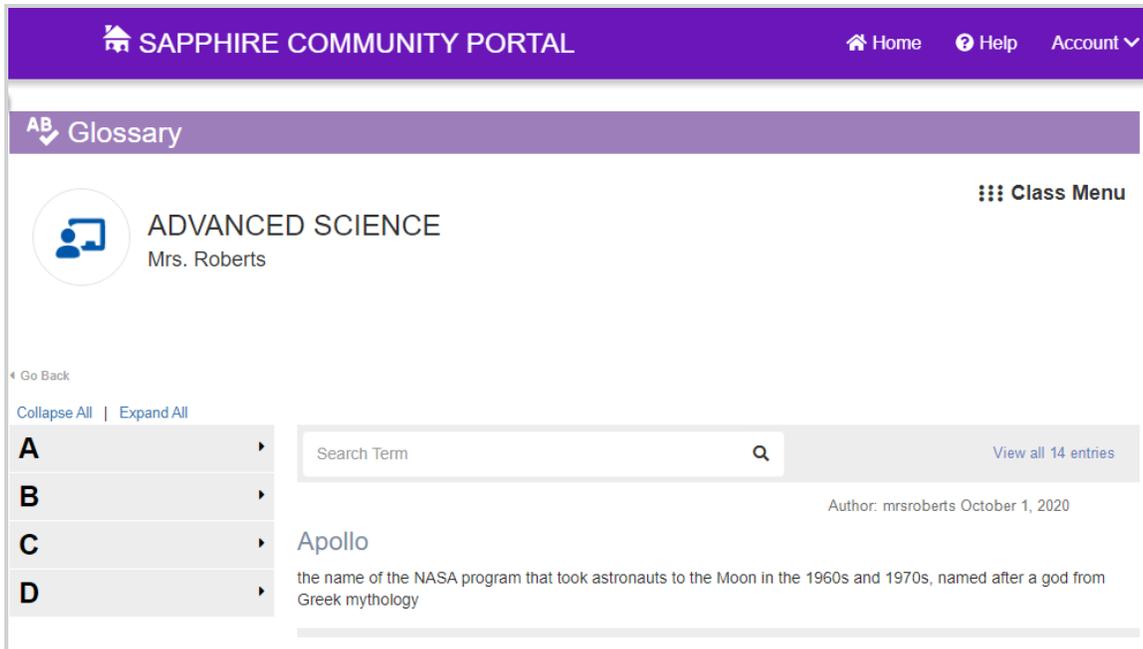
| Homework-Long | Homework-Simple | Quiz | Test |
|------------------------|----------------------|-----------------------|------------------------|
| Grade 94% A | Grade 80% B- | Grade 96% A | Grade 95% A |
| Points 94 / 100 | Points 8 / 10 | Points 48 / 50 | Points 95 / 100 |
| Assignments 1 | Assignments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



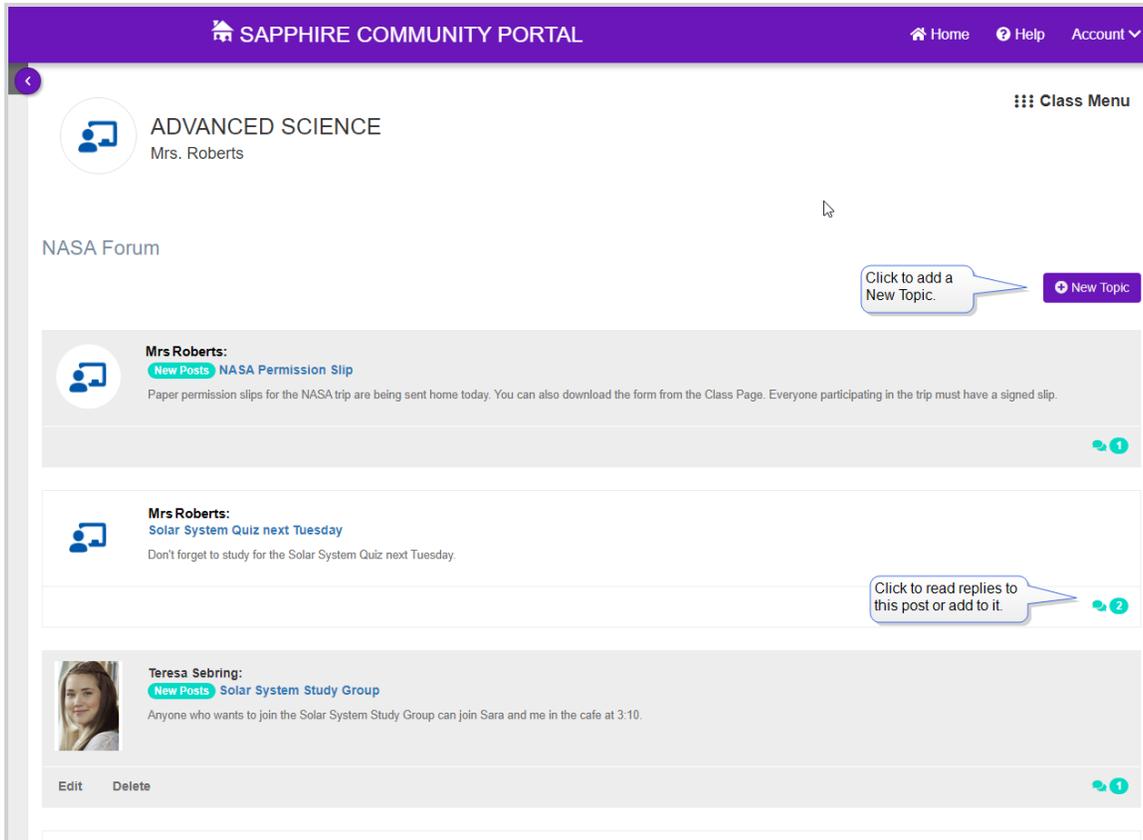
The screenshot shows the SAPHIRE COMMUNITY PORTAL interface. At the top, there is a purple navigation bar with a home icon, the text "SAPPHIRE COMMUNITY PORTAL", and links for "Home", "Help", and "Account". Below this is a purple header for the "Glossary" section, which includes an "AB" icon and a dropdown arrow. The main content area is for the "ADVANCED SCIENCE" class, taught by "Mrs. Roberts". It features a "Class Menu" icon, a "Go Back" link, and "Collapse All" and "Expand All" buttons. A search bar is present with the text "Search Term" and a magnifying glass icon, followed by a "View all 14 entries" link. Below the search bar, a list of terms is shown: "A", "B", "C", and "D", each with a right-pointing arrow. The term "Apollo" is expanded, showing 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 information "Author: mrsroberts October 1, 2020" is displayed to the right of the definition.

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**.

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 a few seconds ago
RE: Solar System Study Group

We are meeting in Room 400 today.

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

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, quote, unquote, and text color.

Styles - Format - Font - Size

body

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

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.