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.

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

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The Sapphire Community Portal (SCP)

The SCP is easy to navigate and can be accessed from any internet-connected device, including tablets and mobile phones.
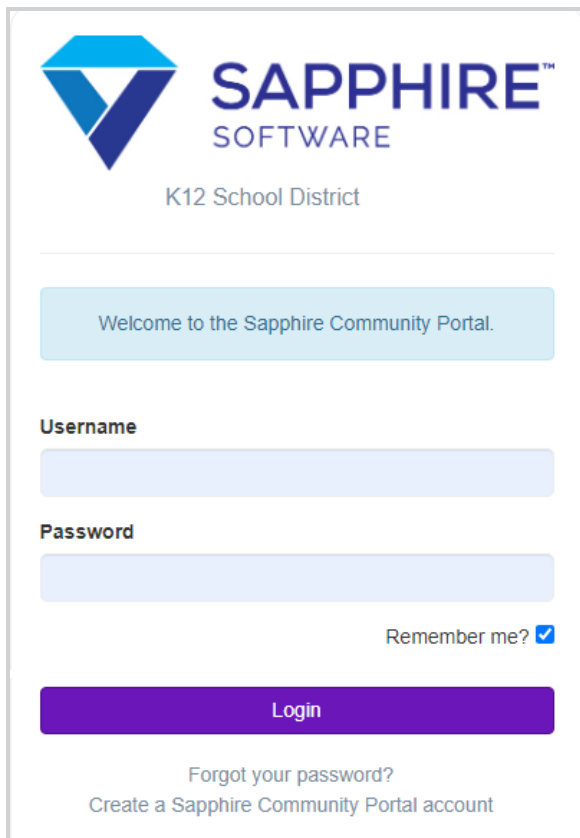
Log in to the SCP

1. Your district will provide you with the link to access the SCP. When you go to it, the Login screen opens.

2. Enter your **Username** and **Password** and click **Login**. If you forget your password, click the **Forgot your password** link and enter your **Username** and answer to your security question. A new password will be emailed to you.

> **Note:** You need to upgrade if you have not logged into this account in the past two years and still have a PIN. See [Upgrade to the New SCP](#) for details.

3. Some districts have set up the **Remember me?** option. If you click it, you can log in to the SCP once and be remembered on that device. Your district can set this for a duration from 7 to 365 days. Do not use this option on a shared computer or device.

Apply 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 schools in this district. 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 username and password.

5. Print and sign the 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.
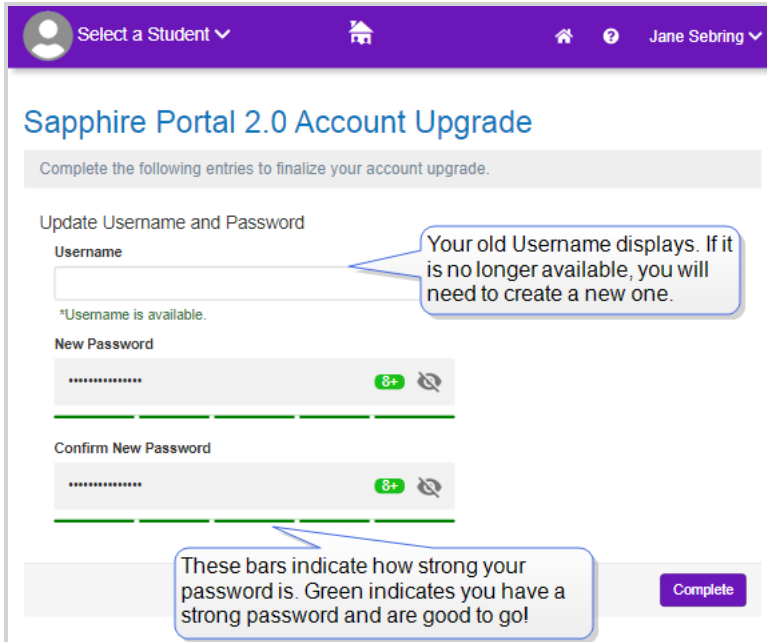
Upgrade to the New SCP

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**.

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**. It 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 the **Sapphire Community Portal**. You will also receive an automated email notifying you that your account was upgraded and password changed.

Security and Browser Information

The SCP 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.

You can click ⌄ to **Log Out** at the top right of any screen. Use this every time you are done using the SCP. Closing the browser window does not mean you have logged off. The SCP has a built-in security system that logs you off the system if it has seen no activity for 60 minutes. Activity is when you save a change or navigate 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 cannot log in, check to make sure that you have cookies enabled.

The SCP 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. A pop-up blocker is a program that prohibits a pop-up window. Usually pop-up blockers are installed to avoid pop-up ads, but

sometimes they block useful information too. See your browser's help for information on how to turn off pop-up blockers.

Use the SCP navigation instead of the browser's back button to move between screens.

Sapphire Software is certified for use with many browsers. Use the latest version of a modern browser, such as Firefox, Chrome, Safari, or Edge. Beta browsers are not supported until 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 have access to one student, their 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 other screens in the Sapphire Community Portal (SCP) to return to this screen. Click the **Select a student** drop-down to change to a different student.
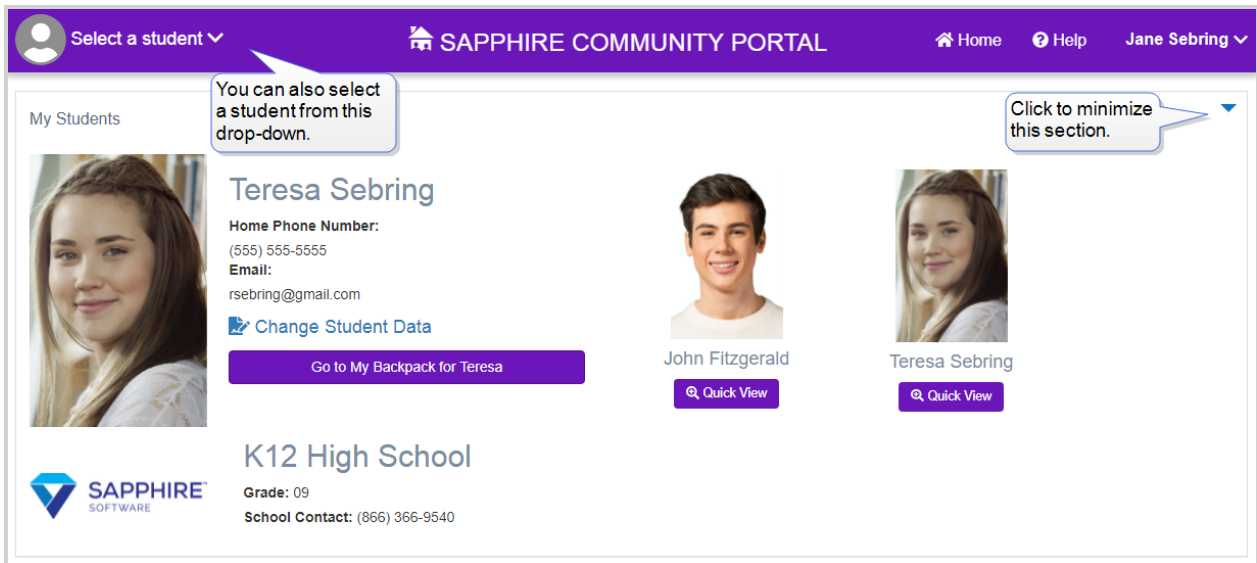
Most of the information that a parent and student can see is the same, with these differences:

- A parent account can access 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 see and contribute to Class Forums, while parents may not
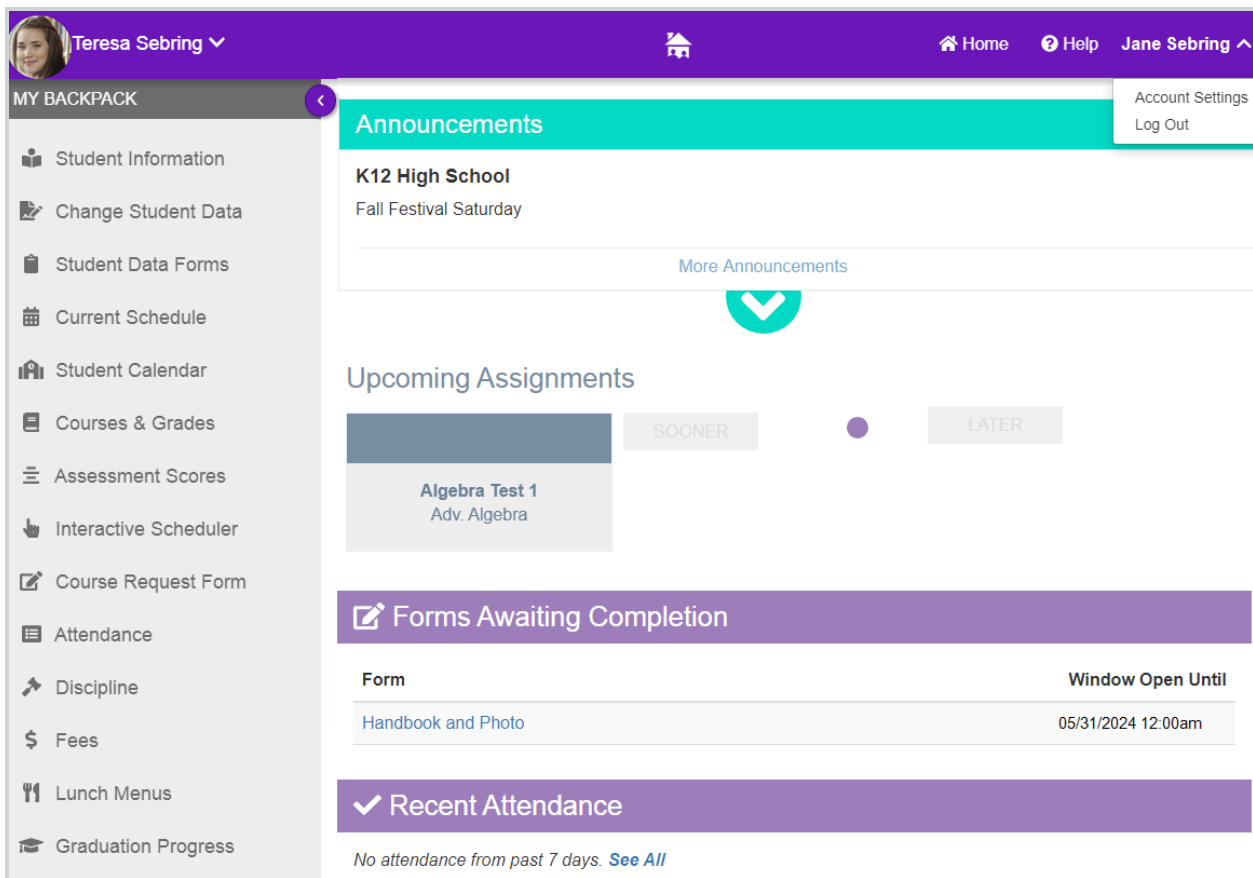
have access.

- 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 assignments, school fees, and forms that need to be completed.

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 SCP.

Navigation

You can use either the left menu or internal links to navigate the Sapphire Community Portal. Below is an example of how the left menu, or **MY BACKPACK**, might look.
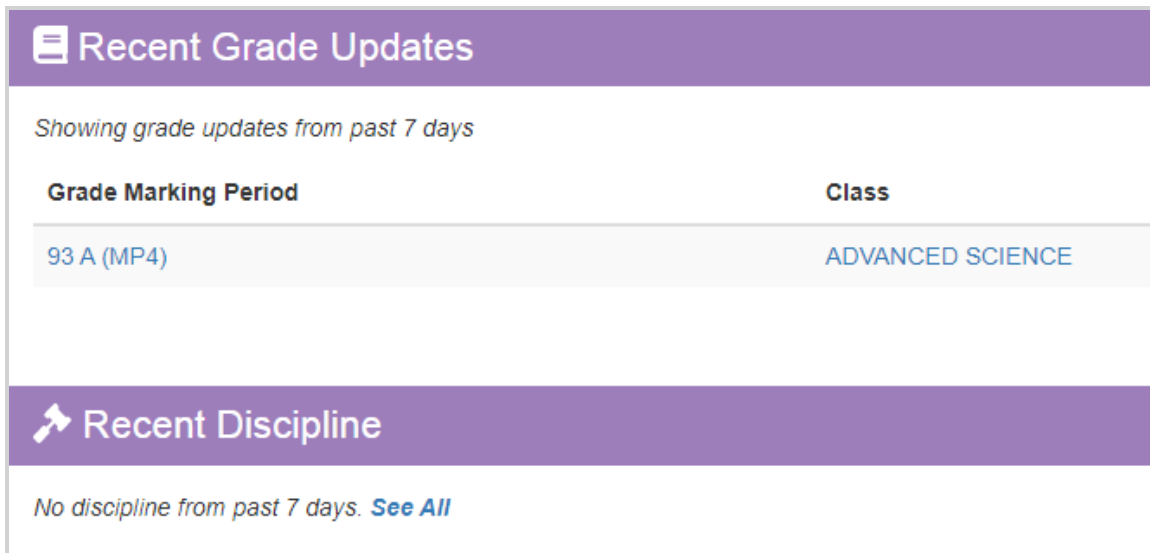
Teresa Sebring ⌄

MY BACKPACK ‹

📖 Student Information — View student's school, counselor, and bus information.

Complete and submit student data forms online. — 📋 Student Data Forms

📅 Current Schedule — See your student's schedule, in grid form.

Access your student's calendar, including assignments and school events. — 🏫 Student Calendar

📄 Courses & Grades — View detailed information about your student's grades.

View your student's assessment scores, such as Keystone and SAT results, if available. — ☰ Assessment Scores

👆 Interactive Scheduler — Select courses using the Interactive Scheduler.

Select courses for next year. — 📝 Course Request Form

📋 Attendance — Track your student's attendance.

See any discipline incidents. — ⚖ Discipline

$ Fees — See school fee charges and payments.

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

　📄 Report Cards
　📄 Progress Reports
　📄 Transcripts
　📄 Letters
　📄 File Cabinet

Each school determines the items available. If you have multiple students, each student's left menu may be different.

Student photos, when available, are added by your school.

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. *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 **Counselor**, **Homeroom**, **Learning Group**, **Locker**, **Parking**, and **Bus Information**.

Student Information

Sebring, Teresa Rose (334)

K12 High School - Grade: 09

Counselor:
Nelson Abasta

Homeroom:
6

Teacher:
Mr. Case

Locker:
10

Location:
Science Hall

Combination:
2-14-46

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.

Click **Show Course Times** to see what time the class meets.

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, 2023** 📅			Next ➡

⚪ Show Course Section ⚪ Show Color 🔵 Show Course Times
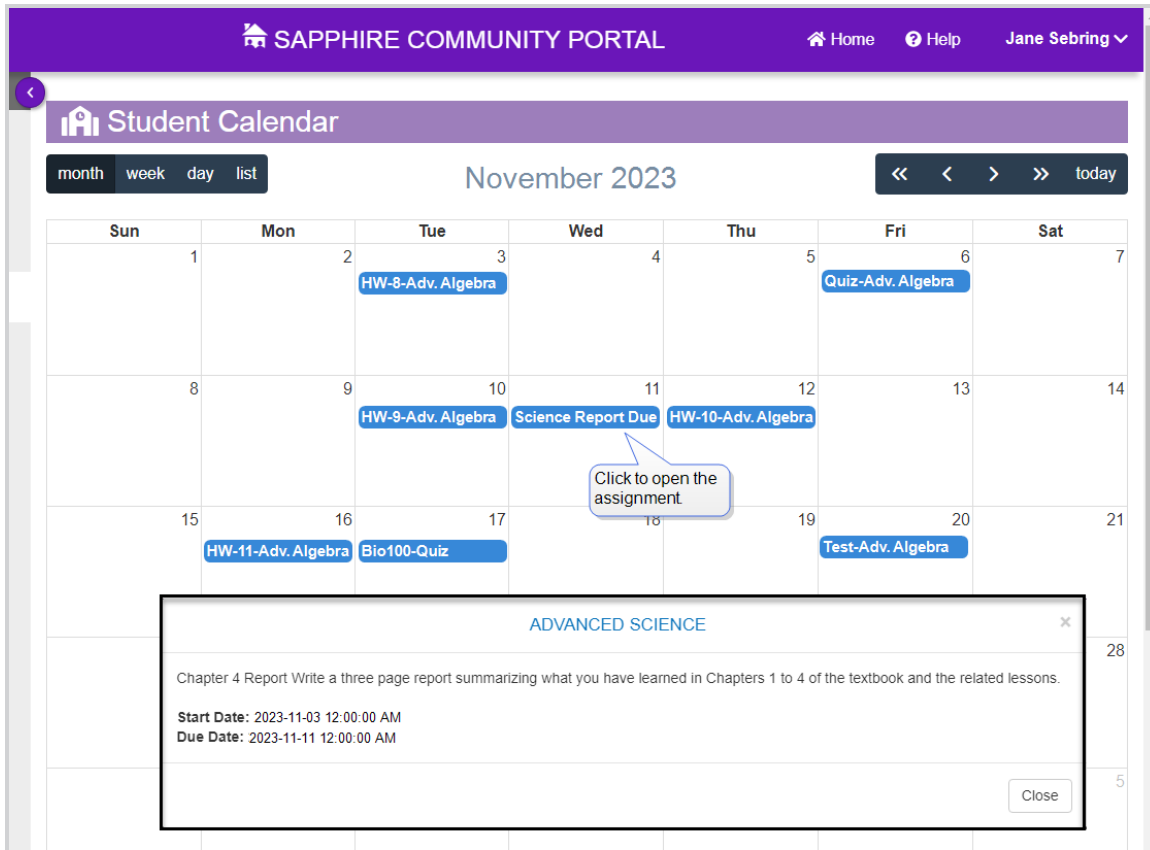
K12 High School

	Monday 10/05/2023	Tuesday 10/06/2023	Wednesday 10/07/2023	Thursday 10/08/2023	Friday 10/09/2023
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
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
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

Student Calendar

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

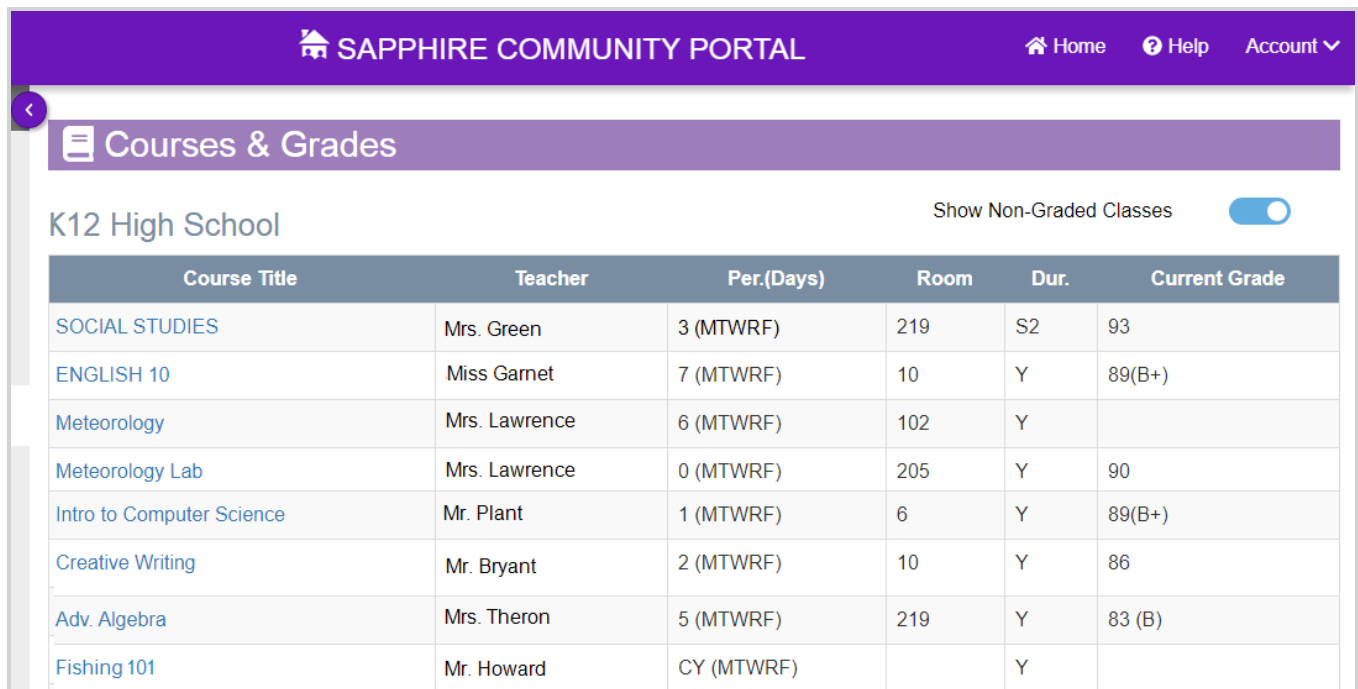Click an assignment, and a window opens with details about that assignment.

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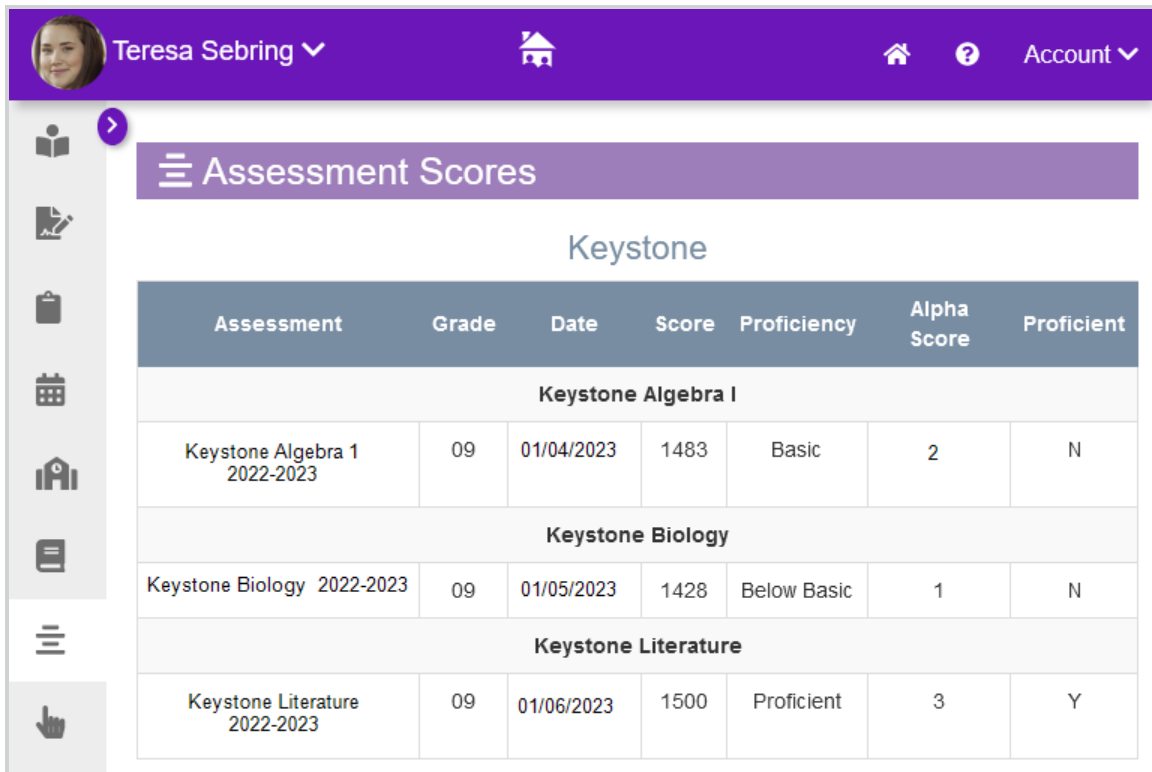
When students see this screen, they can access additional information, such as Class Forums, Online Tests, and Assignments.

Assessment Scores

Click ☰ Assessment Scores from **MY BACKPACK**, if available, to see **Assessment Scores** for tests such as Keystone, PSSA, and SAT.

Assessment Scores displays the following:

- **Assessment**: the name of the test
- **Grade**: the grade level the student was in when they took the assessment
- **Score**: the numeric score achieved on the assessment
- **Proficiency**: description of the proficiency level, if applicable
- **Alpha Score**: a shortened alpha or numeric code for the proficiency, if applicable
- **Proficient**: a yes or no indicator of whether the score the student achieved is considered proficient

Keystone

Assessment	Grade	Date	Score	Proficiency	Alpha Score	Proficient
Keystone Algebra I						
Keystone Algebra 1 2022-2023	09	01/04/2023	1483	Basic	2	N
Keystone Biology						
Keystone Biology 2022-2023	09	01/05/2023	1428	Below Basic	1	N
Keystone Literature						
Keystone Literature 2022-2023	09	01/06/2023	1500	Proficient	3	Y

Attendance

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

Your school might have absence excuse forms available on this screen that you can fill out online. See [Student Data Forms](#) for more information.

> **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.

If your school also takes period attendance, this may also display. Period attendance is when the teacher in each class takes attendance for that class.

If Period Attendance is available, you can click **Show Period Attendance Codes Legend** to display attendance code descriptions.

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

⚒ Discipline

K12 Junior High

Date	Infractions	Actions Taken	
04/30/2022 - 08:12 AM	• fighting	• ISS Day ISS Day (05/10/2022)	
04/15/2022 - 09:45 AM	• misbehave for substitute	• Detention	

K12 High School

Date	Infractions	Actions Taken	
10/30/2023 - 08:12 AM	• left class w/o permission		
10/29/2023 - 09:25 AM	• cut class	• Detention (10/30/2023)	
10/10/2023 - 03:00 PM	• fighting	• Warning	
09/15/2023 - 11:00 AM	• food/drink violation • cut class	• Detention (09/20/2023)	

Fees

Your school can use the **Fees** screen to track charges and payments for cafeteria, sports, books, equipment, and other fees.

Click **$ Fees** from **MY BACKPACK** to view **Fees**.
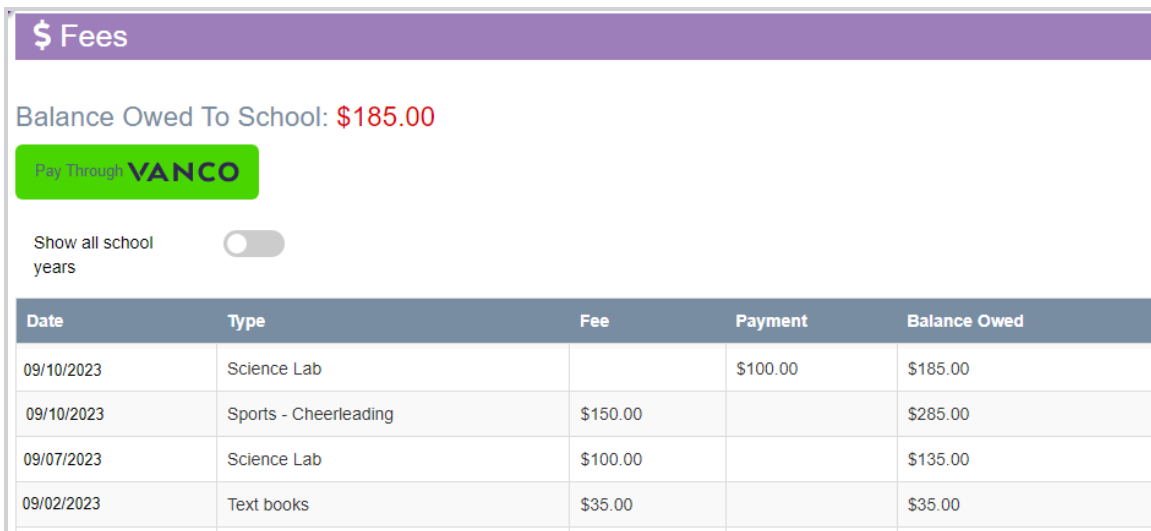
The total **Balance Owed To School** displays, along with a table that shows the **Date**, **Type**, **Fee**, **Payment**, and **Balance Owed** for each transaction.

Use the **Show All School Years** button to toggle between the current school year and all school years.

You can use the Vanco payment portal to pay school fees through this screen if available. Follow these steps to make a Vanco payment.

> ⚠ **Important:** Your credit or debit card information is not stored in the SCP.

1. Click **Pay Through VANCO** to open the payment portal.

2. Select the payment amount. The default is the **Balance**. You can use the radio button to select **Other** and then enter a number or use the up and down arrows to adjust it. If you enter an amount more than the balance, you will receive a warning message asking if you want to continue.

3. Click **Next: Payment Information**. The Payment Information window opens.

4. Enter a valid **Credit or debit card** number and **Card expiration** date. If the card information is not valid, an error message displays.

> **Note:** Vanco accepts credit or debit Visa, MasterCard, and American Express cards.

5. To proceed, check the box acknowledging that your payment will be submitted through Vanco Payments and click **Submit Payment**. If you do not want to submit this payment, click **Back** to return to the previous window or **Close** to cancel.

6. After you click **Submit Payment**, it begins processing and a spinning circle displays for a few seconds. After processing a successful payment, the screen refreshes with a **Payment Successful** message and **Payment Details**. Click **Close** or **x** to close the VANCO Payment Portal.
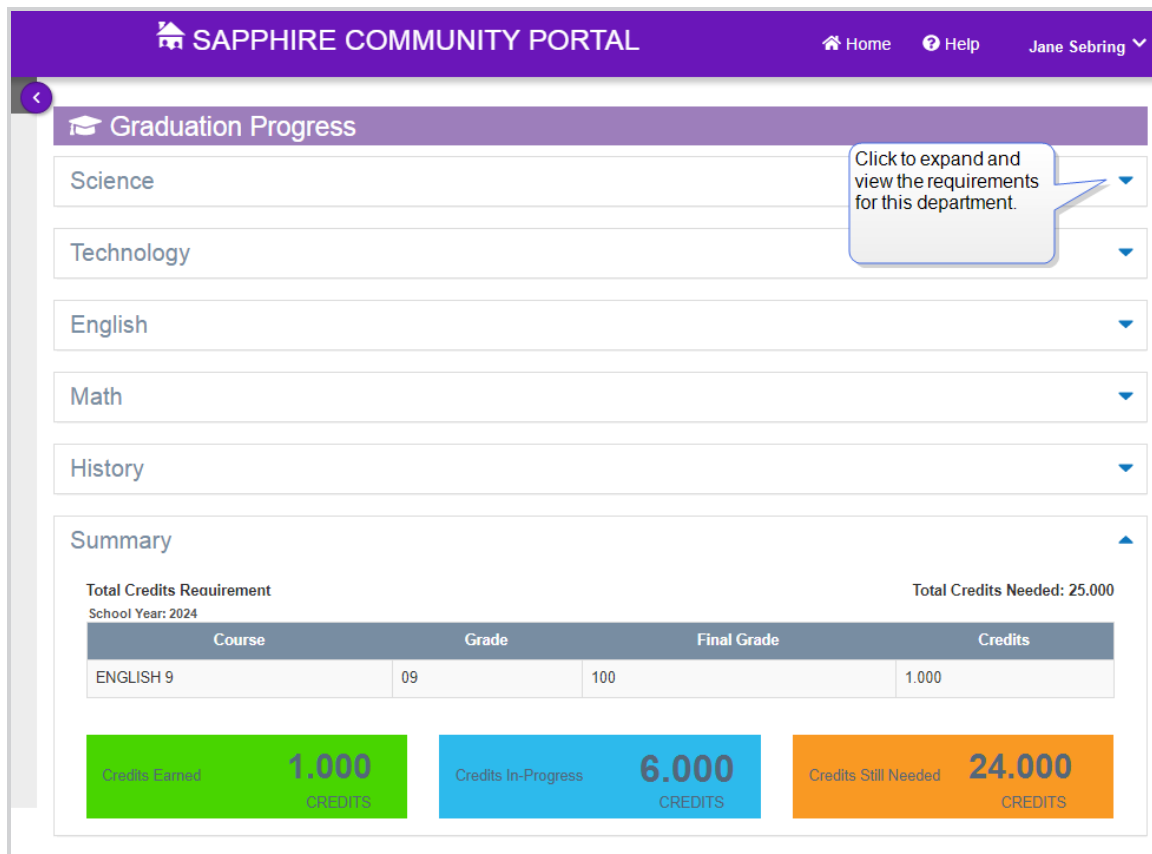
Graduation Progress

If **Graduation Progress** is an option, click 🎓 Graduation Progress from **MY BACKPACK**. This screen displays course work 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.

Some schools may also make Graduation Requirements available on this screen. Graduation Requirements are in addition to course work and may include school requirements set by your school, such as community service hours or a senior project.

State requirements, such as Pennsylvania Act 158, may display. Act 158 requires students graduating in 2023 and beyond to either score set levels on the state Keystone exams or complete alternate pathways. Alternate pathways can include career and technical education, alternate assessments, or for special education students, graduation based on IEP team decisions. If this screen has information about Graduation Requirements but no information

for your student, it means your school has not yet added information, not that your student has not met the requirements.

🎓 Graduation Progress

Act 158 Pathways

Teresa has met the Act 158 Pathways Requirements for graduation.

Requirement	Status
Keystone Proficiency Pathway	Requirement Not Met
Keystone Composite Pathway	Requirement Not Met
Alternative Assessment Pathway • Met locally established, grade-based requirements for Keystone content in which the student is less than Proficient • Acceptance to an accredited four-year nonprofit institution of higher education and evidence of the ability to enroll in college-level, credit-bearing coursework	Requirement Met

Community Service

Teresa has met the Community Service Requirements for graduation.

| Requirement	Status
Boy / Girl Scouts	Requirement Met

Course Work Requirements

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.
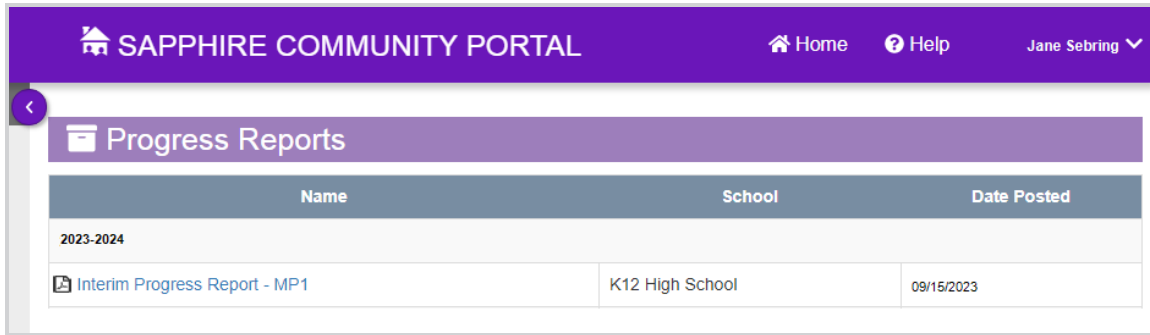
> 📝✓ **Note:** If your school provides the student's Grade Point Average (GPA) or class rank, it is usually included on the report card or transcript.

Click 📁 Reports from **MY BACKPACK** and **Reports** opens with folders for **Report Cards**, **Progress Reports**, **Transcripts**, **Letters**, and the **File Cabinet**.
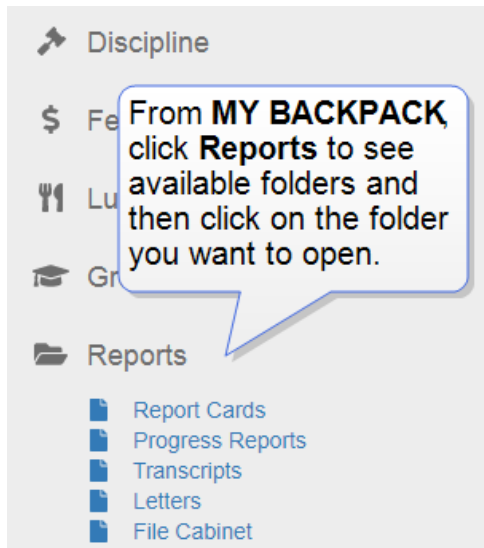
Click any of these items and a list of available documents displays. You can open, download, or print any of these for your records. The school district determines what types of documents are available.

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 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 interim progress reports, report cards, and transcripts

Lunch Menu

Click 🍴 Lunch Menus from **MY BACKPACK** to open the **Lunch Menus** screen. If your student is enrolled in more than one school, use the tabs to view the menu for each school.

🍴 Lunch Menus

K12 High School	Alt. Education School

October 2023

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

Make Changes

With a Sapphire parent account, you can change your settings, add other students to your account, and change 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. Usually, they 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	MY BACKPACK
Account Settings	Account Settings
Request Access to Students	Account Settings
Request Courses on the Course Request Form	MY BACKPACK
Request Courses using the Interactive Scheduler	MY BACKPACK
Complete Student Data Forms	MY BACKPACK
Change Notification Settings	Account Settings

Change Student Data

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

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.
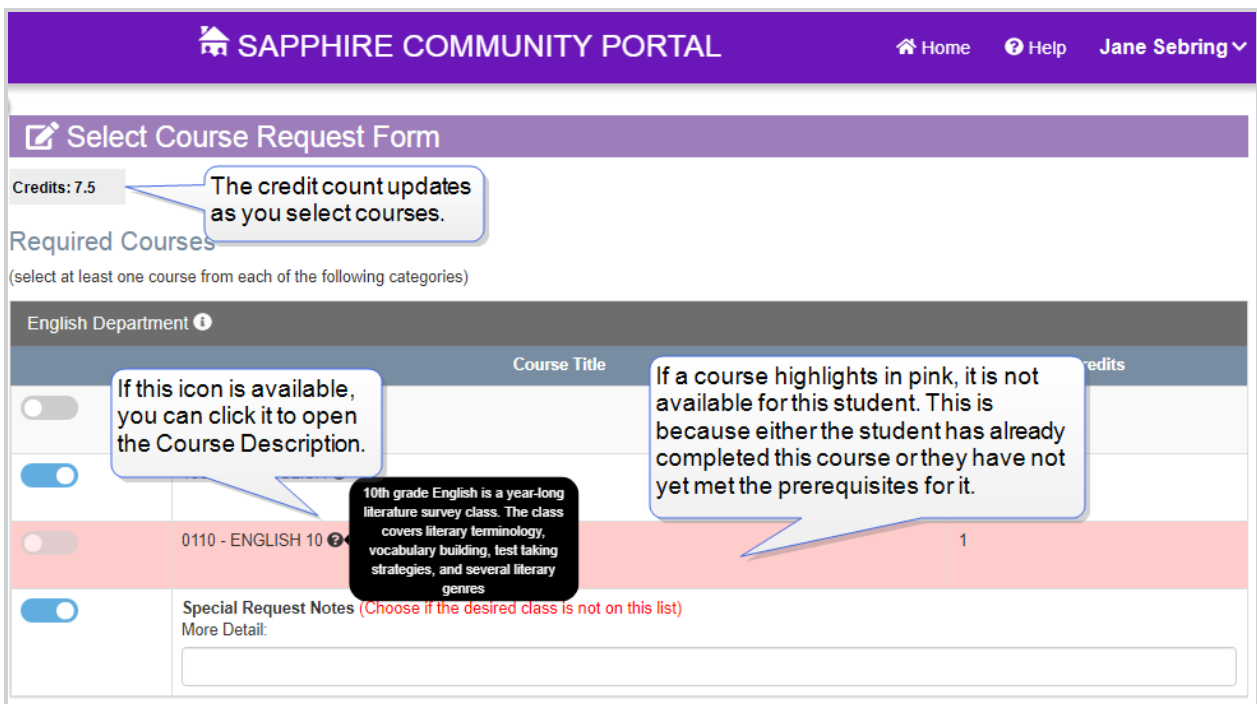
Course Request Form

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. Select at least one course from each category in the **Required Courses** section.

   - If a course highlights in pink, the student cannot request this course. This may be because they have already completed the course or still need to complete a prerequisite for it.

   - If a course highlights in green, a teacher has either pre-assigned or recommended this course.

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 see the electives offered within a department, click on the department to expand. To hide them, click again.

6. Use the button in the **Alternate** column to select an elective as an alternate. If your school cannot fit the course you select into your schedule, they will try to fit you into one of the alternate courses you select.

7. After you select all your **Elective Courses**, you can rank multiple alternates at the bottom of the screen.

8. When you are finished, click **Submit** at the bottom of the screen.

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 available for the selected marking period, period, and day and includes the teacher, location, and available seats.

3. Use the **Filter by** drop-down to filter classes by department.
4. Select **Show Course Descriptions** to see additional information.

5. Select **Show Unavailable Classes** to display any other classes that meet in this time slot. Unavailable classes display in gray; they can be viewed but not selected. Hover over an unavailable class, and a message tells you 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
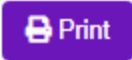
Filter by:

All Departments

Show Unavailable Classes 0
Show Course Descriptions

	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.

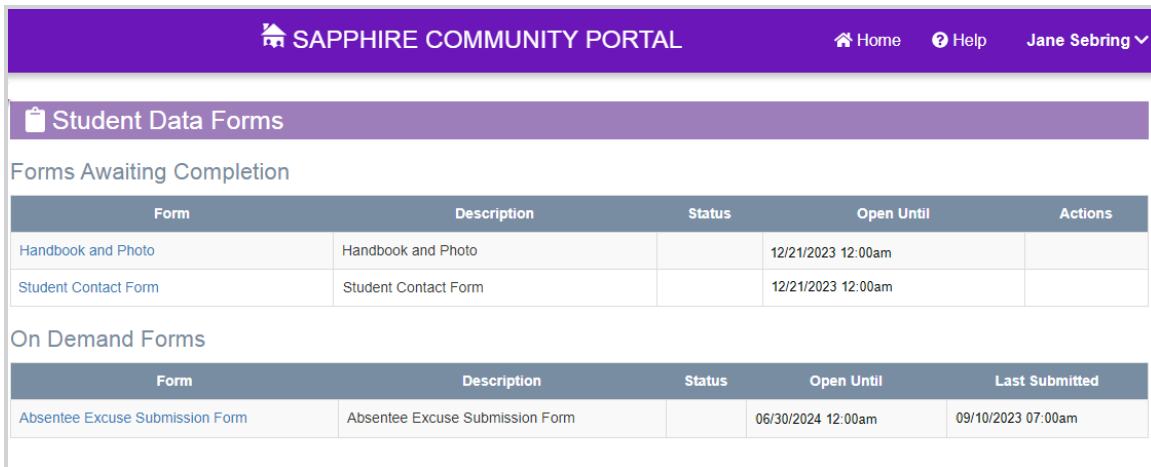9. Click 🖶 Print to print a copy of the new schedule.

Student Data Forms

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

> **Note:** If your school sets up a form that allows file uploads, then you can add files right into the form. This can include photos from your mobile phone or PDF files from your computer. For example, you can take a photo of a doctor's note and upload it directly to your student's absence excuse form.

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** can be used multiple times, such as absentee excuse forms.

2. Click a form title to open it.

SAPPHIRE COMMUNITY PORTAL			🏠 Home ❓ Help **Jane Sebring ∨**	
📋 Student Data Forms				
Forms Awaiting Completion				
Form	**Description**	**Status**	**Open Until**	**Actions**
Handbook and Photo	Handbook and Photo		12/21/2023 12:00am	
Student Contact Form	Student Contact Form		12/21/2023 12:00am	
On Demand Forms				
Form	**Description**	**Status**	**Open Until**	**Last Submitted**
Absentee Excuse Submission Form	Absentee Excuse Submission Form		06/30/2024 12:00am	09/10/2023 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 have

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

5. When the form is complete, click **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 **Devices**, **Students**, and **Notifications** screens, if available.

4. Click **Save** if changes are made.
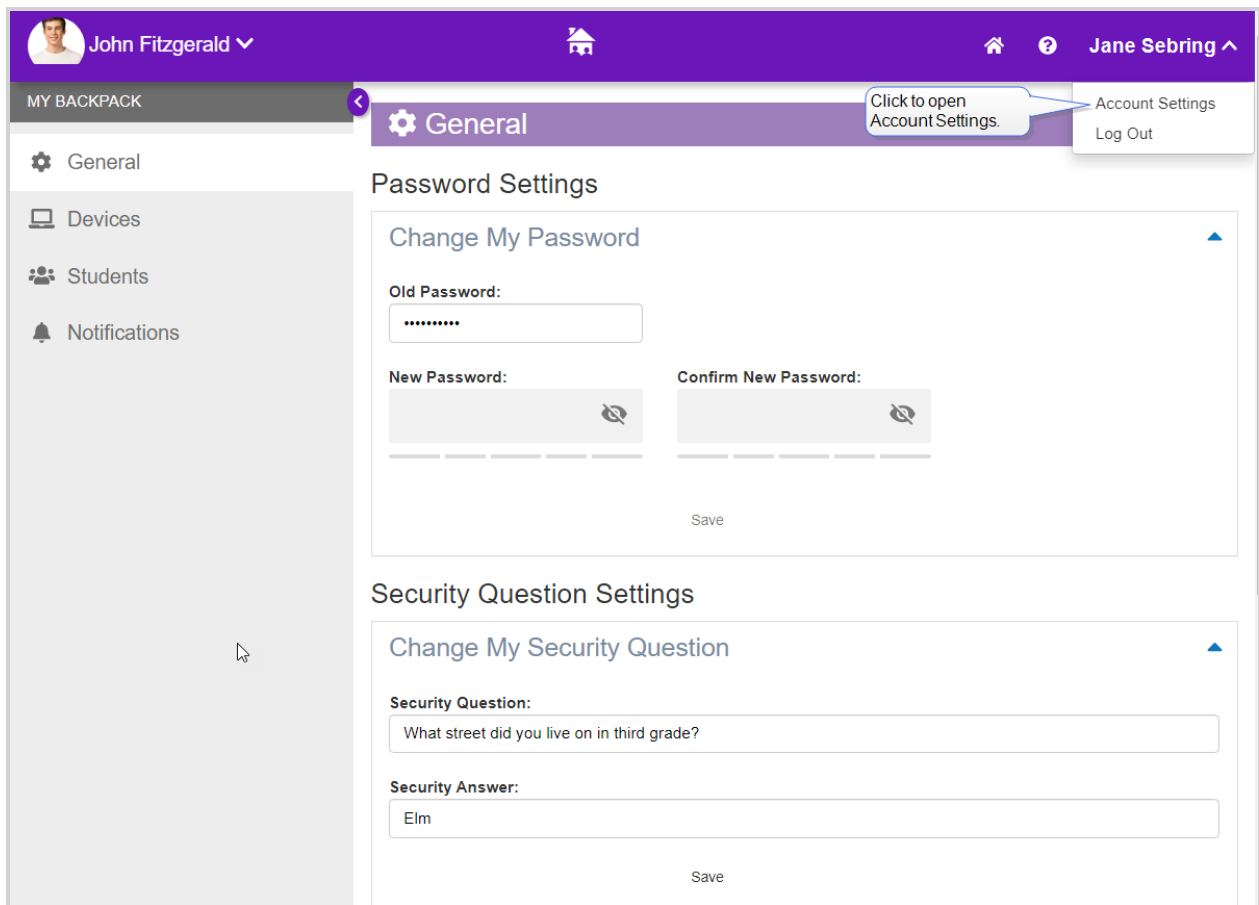
Devices

The **Remember me?** option is available on the login screen if your district has it set up. If you check it at login, you remain logged in on this device and browser until you either log out or the duration set by your district expires.

You can manage any logged in devices on the **Devices** screen, which is available from the **Account Settings** menu. If you want to end the **Remember me?** option for a device, click **Log Out Device**.

To keep your account secure, sign out on devices that don't belong to you or are lost or you no longer own.
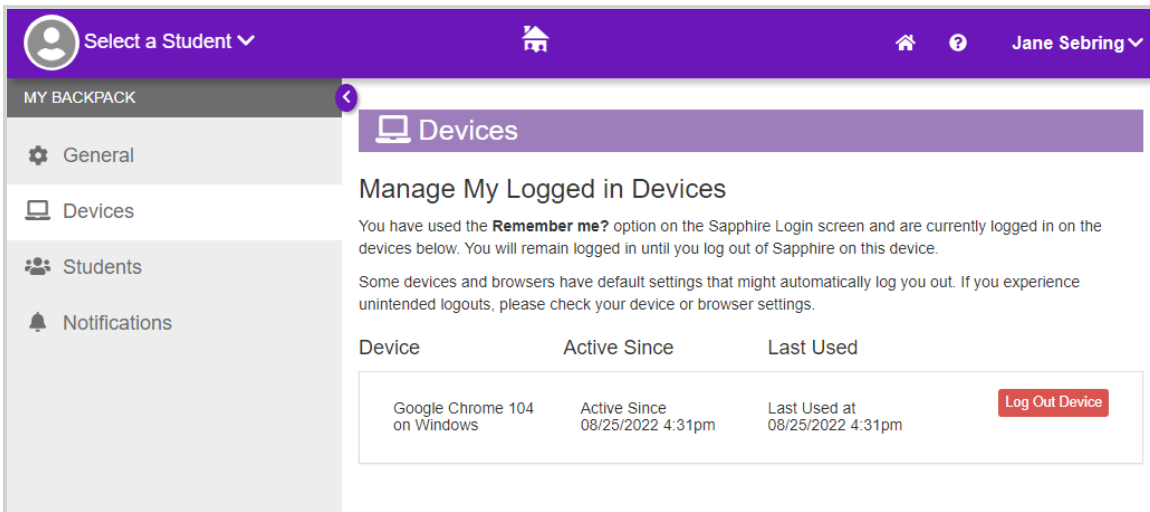
Manage and Request Access to Students

You can request access to additional students 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.
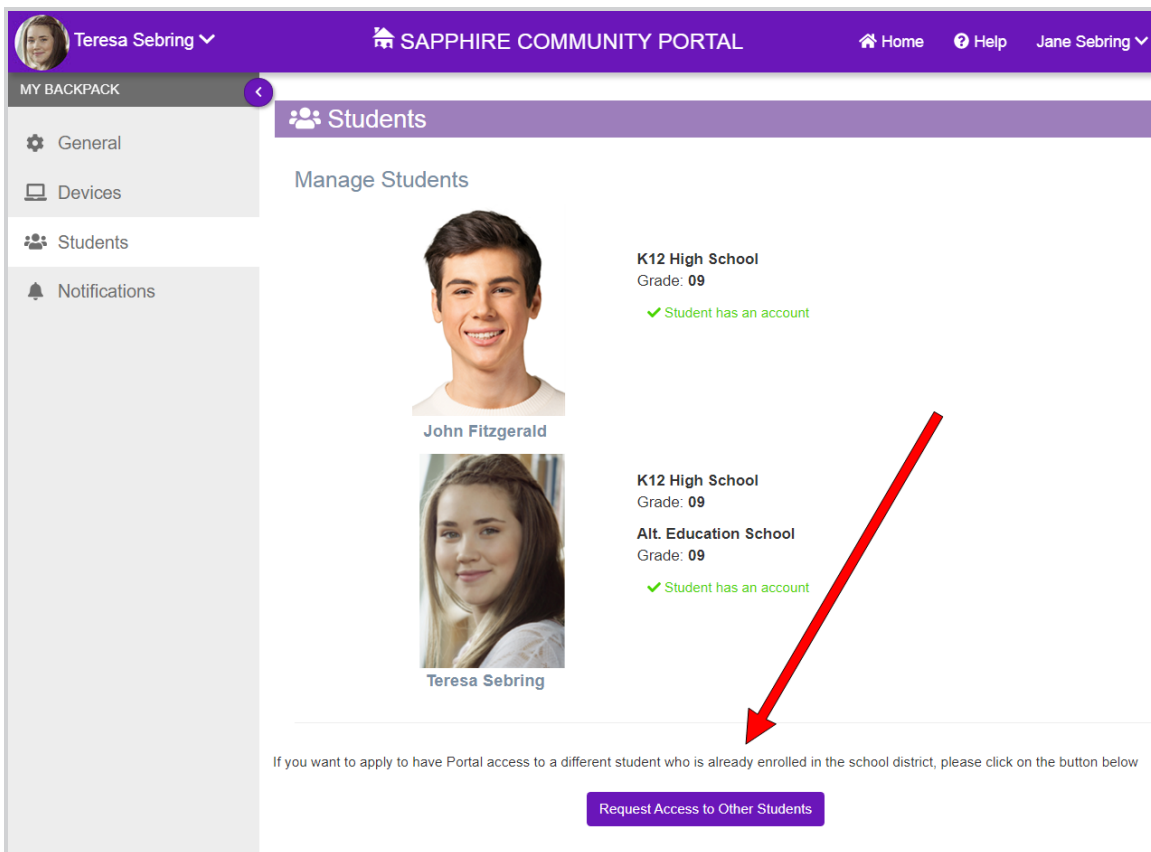
4. You can only request access to a student if they are registered in this school district. Enter the student's **First Name**, **Last Name**, **Birthday**, and **Grade**.

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 the school approves your request, you'll receive a second confirmation email.

Students

Request Access To Other Students

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

#1 Student

First Name:

Last Name:

Birthday:

Select Date

Grade:

0

School:

+ Add another student

Cancel   Submit 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: [⌄]
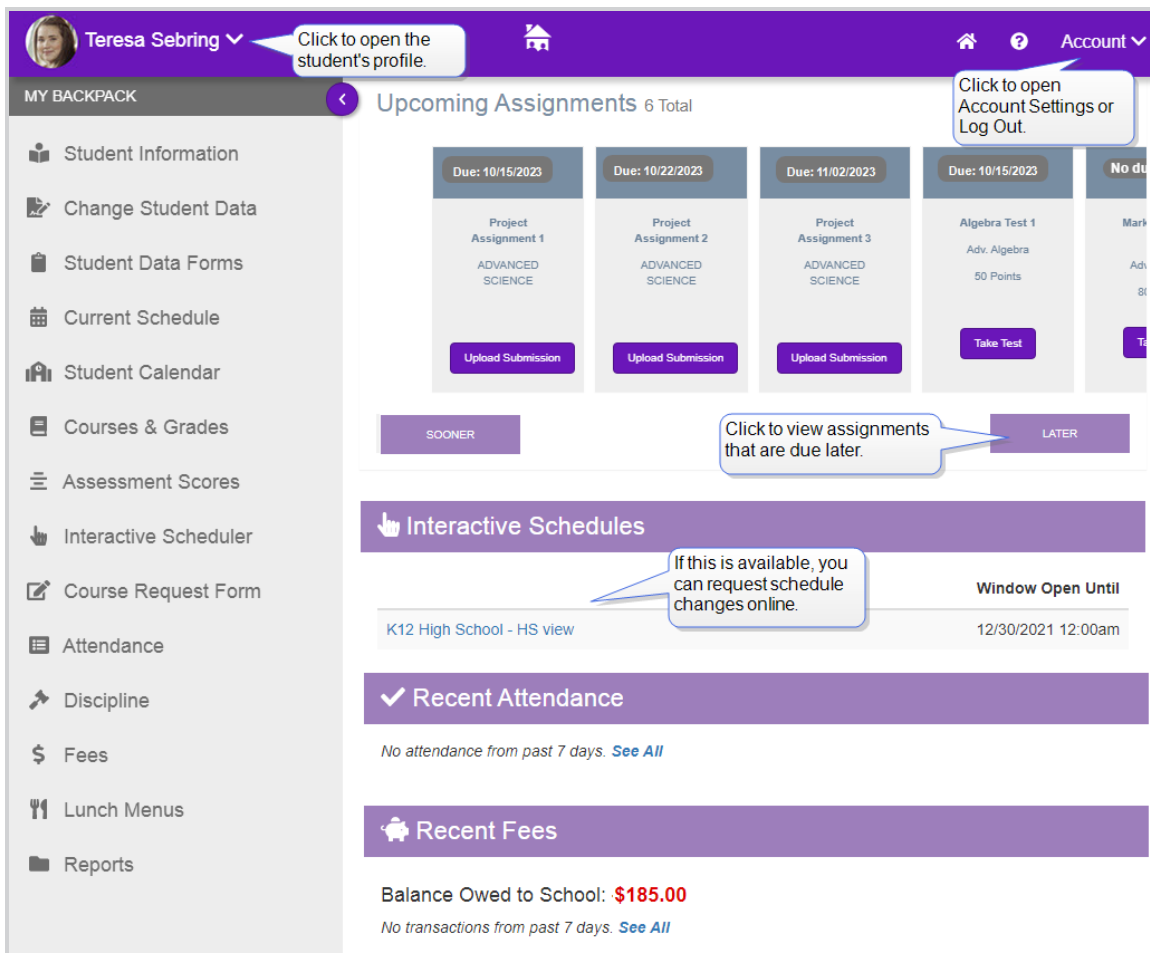
Sapphire Community Portal Student Screens

Most of the information that a parent and student can see 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

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.
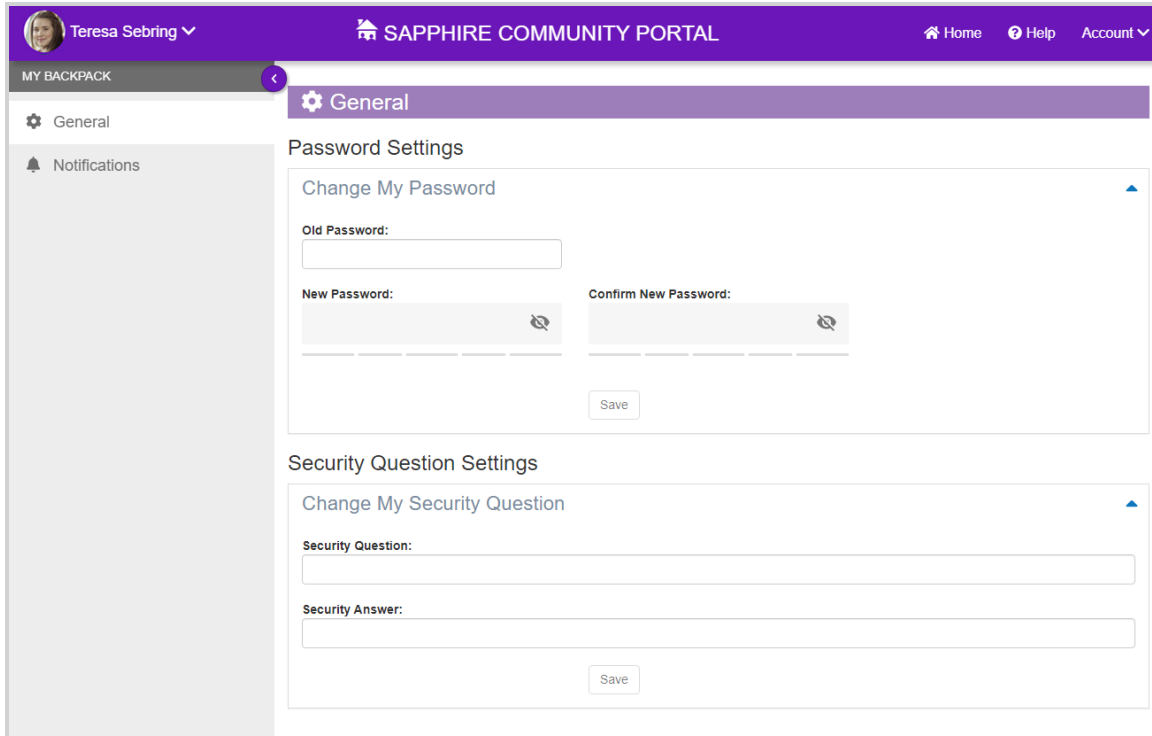
Navigation: Student View

You can navigate the Sapphire 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.

Teresa Sebring ⌄

MY BACKPACK

📖 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 — Add courses to your schedule.

✎ 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

Student photos, when available, are added by your school.

Internal links appear as blue text, which are hyperlinks. If you click on a hyperlink, another screen or a new window opens.
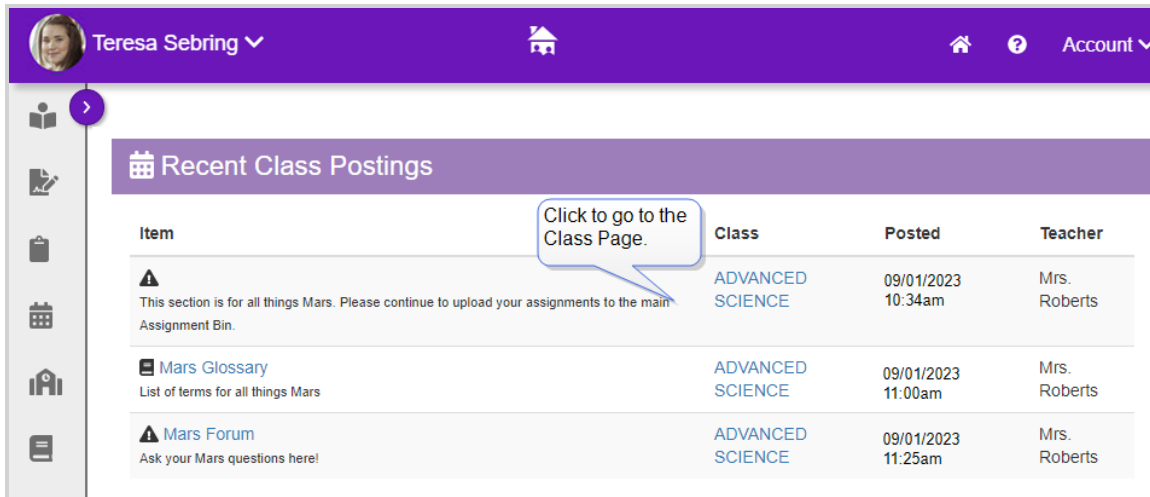
At the top right of the screen click to access **Account Settings** or **Log Out**.

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.

Announcements

 This icon alerts you to an announcement. Your teacher can post announcements for the entire class or only for you.

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.

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.

Upcoming Assignments   7 total

Due: 10/04/2023	Due: 10/06/2023	Due: 10/08/2023	Du
Homework 1 Worksheet 1 5 Points	**Vocabulary** 5 Points [Upload Submission]	**Homework 2** Worksheet 2 5 Points	

Click to move to the right.

‹ SOONER   ● ● ●   LATER ›

Option 2 - Block View

Click ⊞ to view assignments in block view.
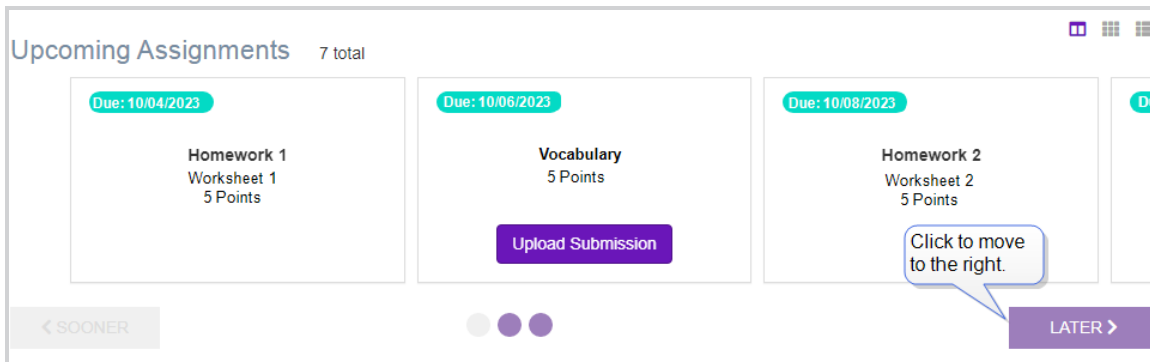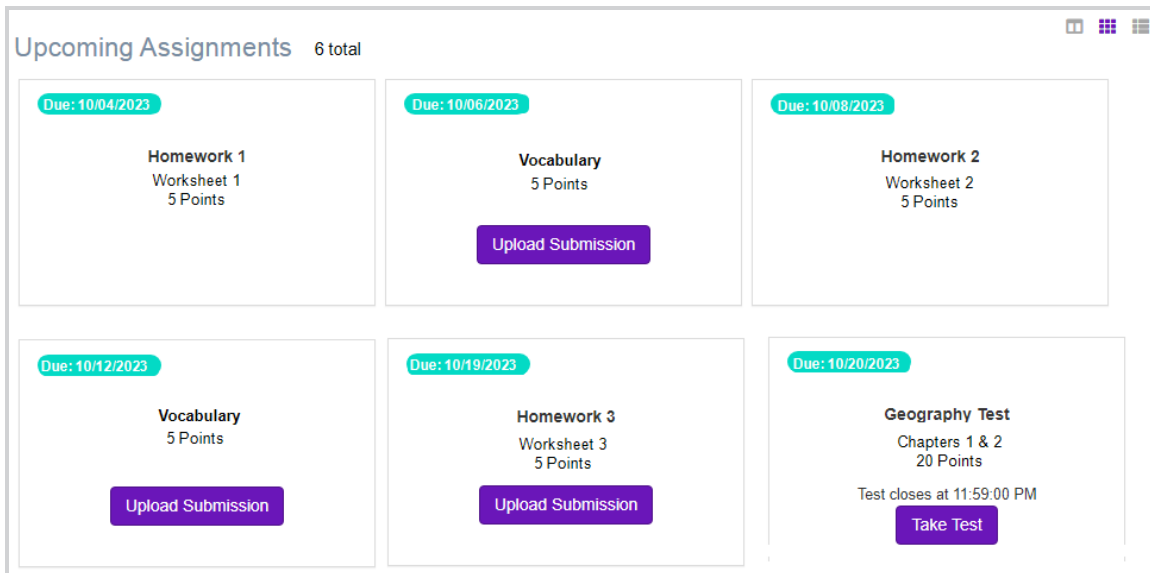
Upcoming Assignments   6 total

Due: 10/04/2023	Due: 10/06/2023	Due: 10/08/2023
Homework 1 Worksheet 1 5 Points	**Vocabulary** 5 Points [Upload Submission]	**Homework 2** Worksheet 2 5 Points
Due: 10/12/2023	Due: 10/19/2023	Due: 10/20/2023
Vocabulary 5 Points [Upload Submission]	**Homework 3** Worksheet 3 5 Points [Upload Submission]	**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.

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 want to submit.

4. Click **Ok** and the assignment is submitted. After you submit your assignment, the

teacher can see it.

Tests and Quizzes

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

1. To start a quiz or test, click **Take Test**. The test opens.
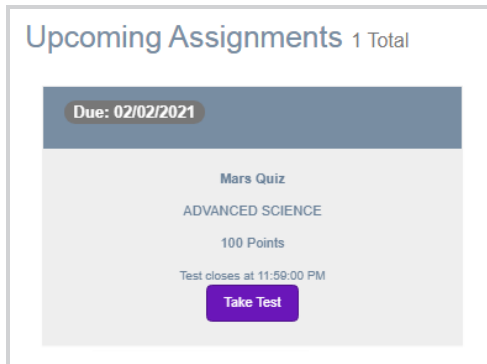
2. Answer each question as directed. When you select an answer, it highlights in blue with an arrow.

    *   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.
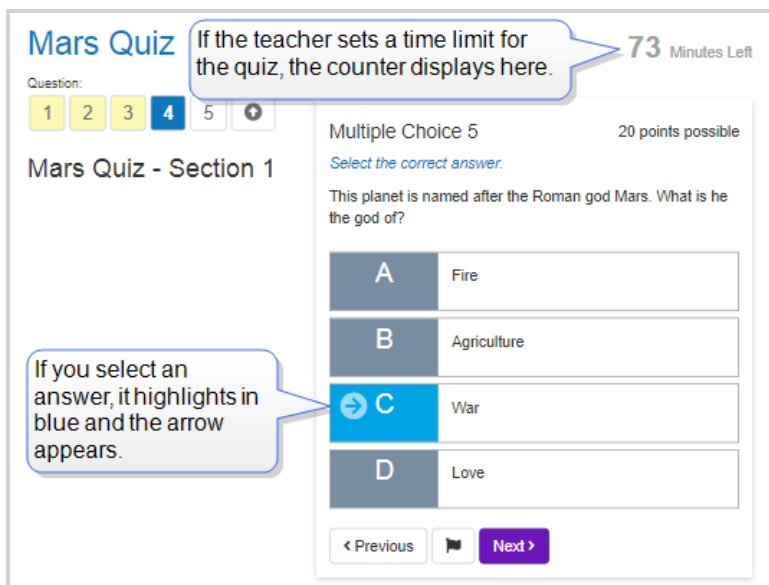
3. After you complete the quiz, click **Submit**.

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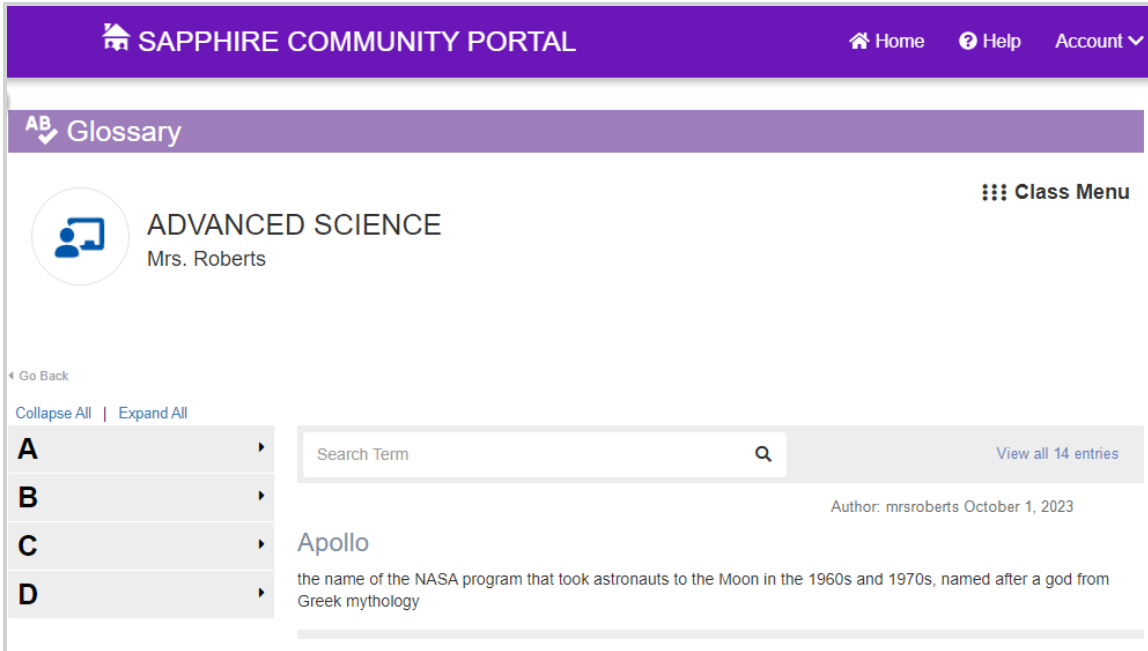
Scroll down to see **Assignments**. Use the **Show by** drop-down to see Assignments by either **Category** or **Date**. Depending on your teacher, this section may also include the maximum amount of extra credit, class average, assignment description, and teacher comments.

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.

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.

5. Click **Save** to add your Term or **Cancel** to exit.

Class Forum

The **Class Forum** is indicated by [icon] 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 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.

Sapphire Student Registration

If you have another child in your family and need to register them with this school district, you can do so using your Sapphire Student Registration account. This account was created if you previously registered a student in this district using the Sapphire Student Registration system. If you did not use this system, you will need to create a registration account.

> **Note:** Sapphire Student Registration is separate from the Sapphire Community Portal (SCP).

Register a New Student

1. Access the registration screen from the SCP Login screen by clicking **Register a new student**. Do not enter your SCP Username and Password on this screen.
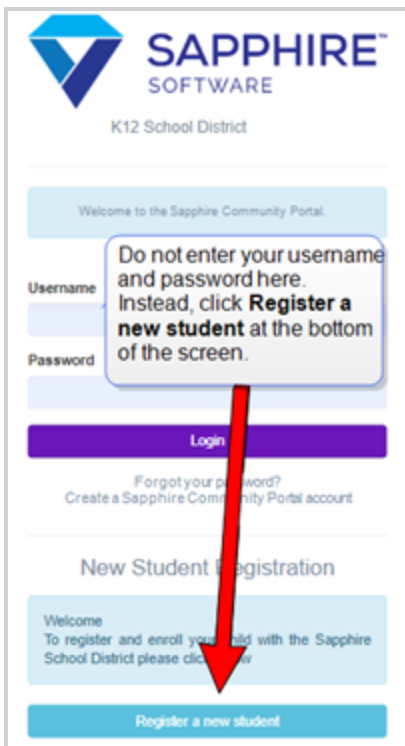
2. The **Registration Login** screen opens. This screen is different than the SCP account where you can see your current students, and you will need to login with the **Email** and **Password** that you used when you registered your first student.

3. Your password will be different from your SCP account. If you don't have it, click the **Forgot Password** link and it will be reset and emailed to you.

4. When you access the **Community Web Portal Student Registration** screen click **Create** to start a new registration using the registration packet that your school has made available.

5. If you previously submitted a registration for another student, you may have the option to view and copy this registration for the new student. If you click the copy registration icon, a window opens asking *You have asked to COPY this Registration. Some information will be copied from this registration to the new. Are you sure?* If you want to proceed, click **OK**. If not, click **Cancel** and then click **Create** in the **Start a New Registration** section. The **Registering a New Student** screen opens.

6. To view a registration that you already submitted, click **View**. The registration that you submitted opens. You can use the **Previous** and **Next** buttons to view each section or click 🔍 **Index** on the left menu to go to a specific section. Click 🖨 **Print** to create a printable copy of the registration or click 💬 **Messages** to send a message to the school.

7. Each school customizes its registration packet, but yours may look like this. Answer each question and then click **Begin Registration**. Questions with a red asterisk must be answered before you submit the registration.

8. There will be multiple pages of the registration packet. Complete each one and use the **Previous** and **Next** buttons to navigate between pages.

9. You may be asked to provide copies of documents such as a birth certificate, immunization history, or proof of residency. To upload a document, click the **Choose File** button and navigate to the folder on your computer or device where it is located. The document appears on the **Documents and Uploads** screen.

10. When you have completed the registration, click **Submit Registration**. You will receive an email confirming your registration is submitted and a second email when it is approved.

Create a Registration Account

You may have an SCP account but not a Student Registration account. This can happen if the student for whom you have the SCP account was registered in person or with a paper form. If this is the case, you will need to create a Student Registration Account to register a new student online.

1. From the Registration Login screen, click **Create a New Account**.

2. Enter the required information.

3. Click **Next**. You might receive an email asking you to confirm your email address to finalize your account. If your district does not require the confirmation, you will receive an email letting you know your account has been created.

> ⚠️ **Important:** Save your login information. You will need to use this email and password to access Student Registration in the future to view any registrations you have submitted.

COVID-19 Daily Screening

If your school uses it, the **COVID-19 Daily Screening** survey is emailed from your 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. If you access it from the email, you do not have to log into the Sapphire Community Portal (SCP).

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

If you have not done so today, please fill in the COVID-19 Daily Screening.

The link is only available if you have not completed the survey for the day. It is only available for the current date.
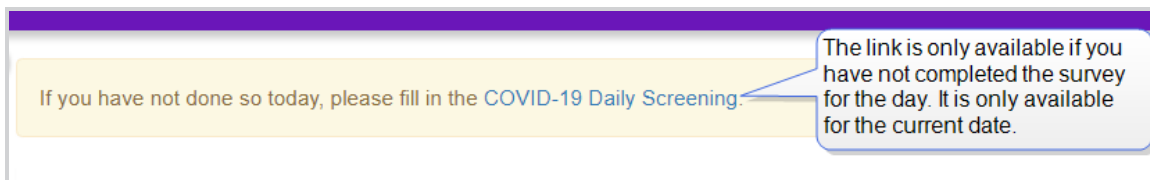
1. Click the link to access the screening. If you have multiple students in the school district, please complete the screening for each student.
2. Answer **Yes** or **No** for each question.
3. Click **Submit** to complete the screening.

Frequently Asked Questions

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

What if I forget my Sapphire Community Portal (SCP) password?

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

How often is information on the SCP updated?

Information is updated in accordance with district policies.

What student information will I have access to via the SCP?

The SCP allows parents to see 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.

How can I contact the school or the teacher?

Each school has its own policies for contacting the school office or an individual teacher. Usually, the school's phone number is listed on the student's home screen. If teachers make their email addresses available, these are posted on the class page.

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 want to use different accounts and different email addresses to see our student'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 students.

What are all those cookie error messages about?

If you can't log in to the SCP, 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 see some websites. Please see your browser's help resources for instructions to enable cookies.

The screen I want to see is not loading. What should I do?

You may need to clear your browser's cache to make it run more efficiently. The cache is a temporary storage area for the most recently downloaded internet screens. As you move from screen to screen, the cache lets you quickly go back to a screen without having to download it again.

Please see your browser's help resources for instructions to clear your cache. You do not need to clear your cookies. If you are using a Windows based laptop or desktop computer, most browsers let you press the Ctrl, Shift, and Delete keys simultaneously to access the screen to clear cached images and files.