

A GUIDE TO EFFECTIVELY USING THE

Sapphire Community Portal for Parents/Students

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About K12 Systems, Inc.

The Sapphire Community Portal is one of many products offered by our company. Since 1981, K12 Systems' business has centered on providing 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.

K12 Systems recognized a need in school districts for a new way to manage and disseminate information. The Sapphire Community Portal provides k-12 schools with scaleable, secure and customizable Community Portal software that increases productivity and improves communication for teachers, administrators, parents and students.

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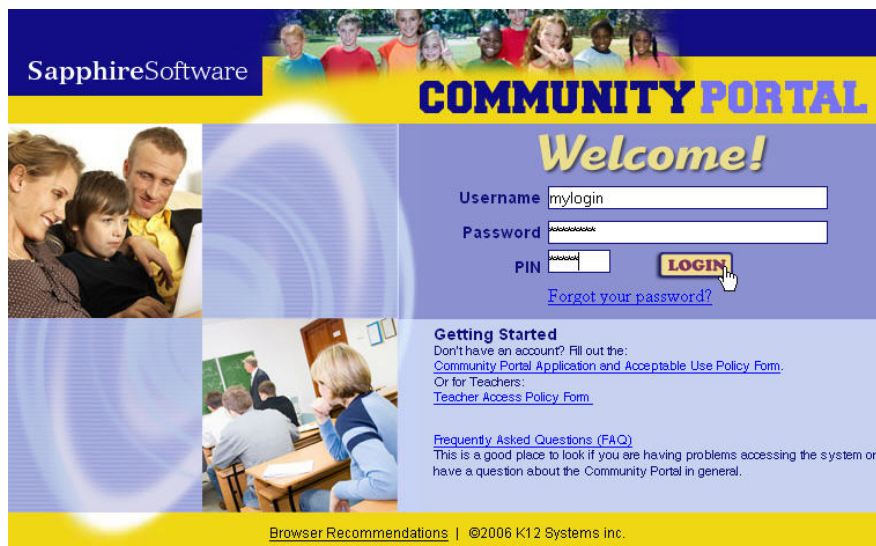
Section 1.

Logging On

Type the following address into your web browser's address bar: (Note: The Community Portal works best on Firefox 2+ or Internet Explorer v 6+ and above for the PC and Firefox for the Mac. Safari and Opera are also supported with minor configuration differences. **NOTE:** Your school district's web address may differ.

<https://sapphire.k12system.com/ParentPortal>

At the login screen, type in your user name, password and PIN, then click **“login”** to log into the Sapphire Community Portal.



A quick reminder about security:

Sapphire Community Portal follows some strict security guidelines for your safety.

- A **“logout”** selection is provided on each page within the Portal.
 - You must use this **every time you are finished using the Sapphire Community Portal!**
 - Closing the browser window **DOES NOT** mean that you have logged off!
- Sapphire Portal has a built in security system which will log you off of the system if it has seen no activity for 60 minutes. Your district may use a different length of time.

- Therefore, users will be automatically logged off after 60 minutes of inactivity. Inactivity is defined as **not saving or navigating to a different page.**
- **Any changes made after this time-out will not be saved.**
- If you have been logged off, any action you take within open Portal windows will send you back to the login screens where you will have to re-log on.
- Please choose a password that is difficult to guess.
 - A password of “password,” “Portal,” or your name is **NOT** a secure password.
 - Keep your password private and do not store it where another may find it.

A few notes before you begin:

- Security for the Sapphire Community Portal is handled in a number of ways. One of those ways is through the use of cookies. If you have trouble logging in, check to make sure that you have cookies enabled.
- The Sapphire Community Portal occasionally has need 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.
- When moving between screens, avoid using the browser’s back button, and instead use the provided navigation.

Applying for an account:

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

To apply for an parent account with your school district:

- 1) Click on the “Community Portal Application and Acceptable Use Policy Form”
- 2) When prompted, enter you district’s KEYWORD.
 - If you do not know your district’s KEYWORD, contact your district to obtain it.
- 3) Read the user agreement form and if you agree to the terms and policies click ‘Yes’ and ‘Continue’
- 4) Fill out the application and click ‘Save Form and Continue’
 - The information provided will help the district verify that you are entitled to access the students’ information.
 - You may apply for up to 6 children at a time per account, even if those children are all in different buildings
 - Families may have more than one account
- 5) **PRINT OUT** and **SIGN** the resulting form and return it to your district.
 - a. Contact your district to see if you are required to present the signed form along with photo ID to your district for verification.
- 6) Your Personal Identification Number (PIN) will be emailed to you when your account is approved.

A sample application

Sapphire Parent Web Portal Application

School District: K12 School District
Current School Year: 2007
Contact Name: School for demo purposes only.
Contact E-mail Address:
School District's PWP Help Desk Phone Number: 610-555-1212

Family Information

Applicant

(first) (last) (Parent, Guardian, Custodian, Foster Parent)

Name: Sample Parent Relation: Father

Address 1: 123 Sesame St

Address 2: _____

City: Schoolsville State: PA

Zip Code: 12123

Home Phone: 215-555-8726 Work Phone: _____ Cell Phone: _____

E-Mail: sample.email@test.test

Children Information

	First Name	Last Name	Date of Birth	Grade
Child 1	<u>Sara</u>	<u>Alberts</u>	<u>1/17/1992</u>	<u>09</u>
Child 2	<u>John</u>	<u>Alberts</u>	<u>6/22/1990</u>	<u>11</u>
Child 3	_____	_____	_____	_____
Child 4	_____	_____	_____	_____
Child 5	_____	_____	_____	_____
Child 6	_____	_____	_____	_____

Login Information

Username: testaccount

Signature: _____ Date: _____

Section 2.

Navigation

Navigation is handled through the folder tabs, breadcrumbs, and internal links.

Folder Tabs:



Different areas of the Portal will contain various 'Tabs' at the top of the screen to navigate to other areas of the software. Click on them with your mouse to move to another screen.

Breadcrumbs:



Breadcrumbs are links at the top of the screen to allow the user to go back to previous areas in the software's hierarchy. For example, to go back to a student's course list from a specific class, click on "Courses & Grades".

Internal Links:



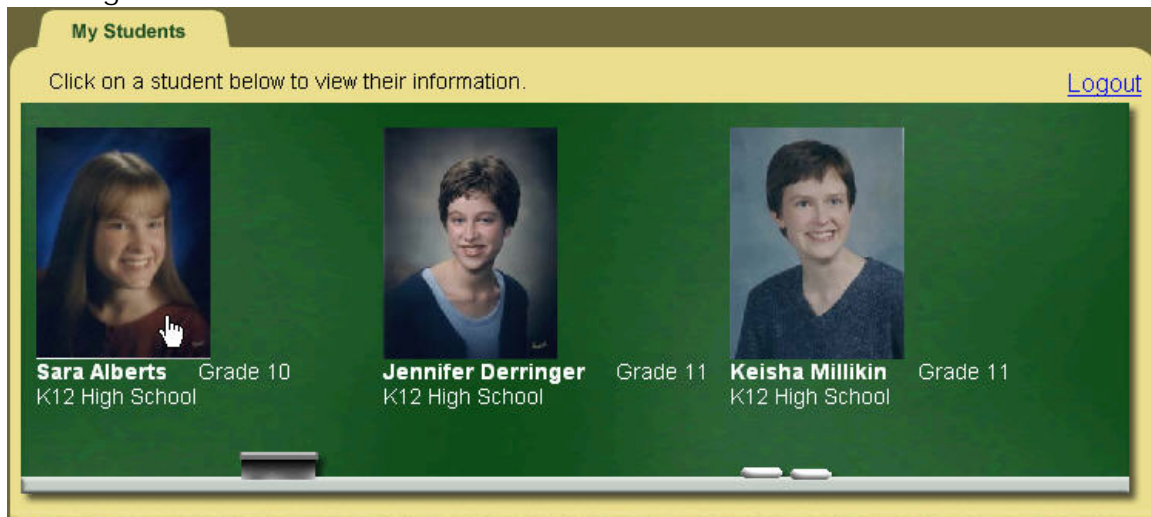
Internal links appear as yellow text which is underlined. Moving the mouse over internal links will change the cursor to a 'selector' cursor (usually displayed as a hand). Clicking on internal links will move the user to another screen or open a new window depending on the particular link.

Section 3.

Viewing Student Information

This section will give you an overview of how to access student information.

Selecting a Student:

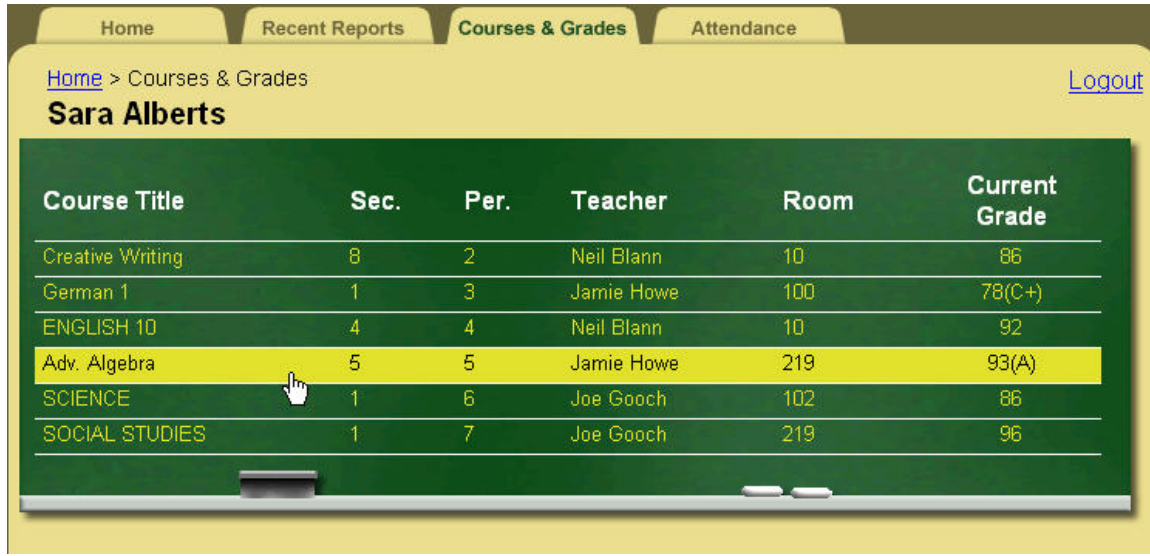


If you have access to multiple students, they will be displayed here. Select the child to view by clicking on their picture or name. This will take you to the Courses & Grades for the student

NOTES:

- You may request that a child's picture not be displayed by contacting your district.
- You may come back to this screen at any time by clicking on "Home" on any of other pages in the Portal.

Courses & Grades:



Course Title	Sec.	Per.	Teacher	Room	Current Grade
Creative Writing	8	2	Neil Blann	10	86
German 1	1	3	Jamie Howe	100	78(C+)
ENGLISH 10	4	4	Neil Blann	10	92
Adv. Algebra	5	5	Jamie Howe	219	93(A)
SCIENCE	1	6	Joe Gooch	102	86
SOCIAL STUDIES	1	7	Joe Gooch	219	96

The Courses & Grades screen will display the COURSE TITLE, SECTION, PERIOD, TEACHER, ROOM, and CURRENT GRADE for each class on a student's schedule.

To view more information about a particular class:

- Click on the row containing the COURSE TITLE.
- This will take you to the specific class where you can view announcements, assignments, grades, etc for that class.
- See VIEWING A SPECIFIC CLASS for more information.

Note about CURRENT GRADE:

- Current Grade may display as a percentage, a letter grade, both or as a blank depending on each class teacher's preference.
- Current Grade will display the most recent grade for the class that was approved to be viewable in the Portal and as such, may not reflect the actual grade as of that moment.
- For more information about you the policies for how often grades are to be updated, contact your school district.

Recent Reports:

To view all reports, grade updates, and attendance information from the last 7 days, click on "Recent Reports"

Attendance:

Date	Day	Attendance Description
08/05/2008	Tue	A - Unexcused Absent
07/21/2008	Mon	A - Unexcused Absent
07/16/2008	Wed	UT - Unexcused Tardy (8:39 A)
04/24/2007	Tue	A - Unexcused Absent
04/17/2007	Tue	ET - Excused Tardy (10:42 A)
04/16/2007	Mon	EA - Excused Absent
03/09/2007	Fri	UT - Unexcused Tardy (8:52 A)
03/08/2007	Thu	EA - Excused Absent
11/16/2006	Thu	UN - Unlawful
10/23/2006	Mon	CV - College Visit
10/20/2006	Fri	CV - College Visit
10/19/2006	Thu	CV - College Visit

The attendance screen will display all attendance records from the current school year.

Notes about attendance:

- Attendance Description may vary depending on the software used by the district to record daily attendance.
- Attendance may not be available based on district policy or due to software conflicts with the software the district uses to record daily attendance.

Section 4.

Viewing a Specific Class

Home Recent Reports Courses & Grades Attendance

Home > Courses & Grades > MA104-5 Logout

Sara Alberts

Adv. Algebra - Teacher: Howe

Course: MA104-5 - Period: 5

Marking Period:	MP1	MP2	MP3	MP4	MT	SEM1	FE	FIN
Current Grades:	89(B+)	93(A)	!	!	91(A)	76(C)	84(B)	90(A-)
Updated:	**	8/05/08	**	**	**	**	**	**

** These grades are considered complete and may not reflect the assignments in the teacher's Gradebook.

Display the most recent reports in each folder. (Leave blank for ALL)

Reports for Sara

Missing Assignments 07/21/08
Sara has not turned in her project rough draft yet. She is in danger of receiving a zero for this assignment if it is not turned in by this Friday.

Conduct Notices (1)

Full Class Reports

Test on December 16th 07/21/08
The test will include all material covered from chapters 3 and 4 in the text.
whee

Algebra help site 07/21/08
This site contains many useful resources for review of our lessons.

Homework for Friday will now be due on Monday 07/21/08

Variables Homework Worksheet 07/21/08

- indicates a report with an attached file. Click on it to open the file.
 - indicates a link that will open a new window and go to a different web page.

You can view the details of a specific class by clicking on a COURSE TITLE from the Courses & Grades screen.

Viewing Grades:

**The following information may not match to what is visible based on various district policies

Depending on district configuration the following may be visible:

- The most recent grade for the course, labeled "Current Grade"

OR

- A list of marking periods in which the course meets.
- The most recent grade for each marking period

- The last time a grade was updated by a teacher
- Additional columns for Mid Terms, Final Exams, Final Grades, etc

If the “updated” column contains two asterisks “**”, then that grade is considered a Final Marking Period grade and may not reflect the average from a teacher’s grade book due to various district policies.

If a marking period grade is displayed as an Internal Link (yellow, underlined text), then clicking on it will display a Student Grade Report.

Student Grade Report:

Sara Alberts - Grade: 10 - Counselor: Mark Miller Adv. Algebra - Section 5 - Period: 5 - Teacher: Mr. Howe MP: MP2					
Assignment	Score	Maximum Points	Maximum Extra Credit	Due Date	Assignment Percentage
Homework 1	20	20	0	11/17/06	100.00%
	Assignment Description: Fill out the 'Variables Homework Worksheet'				
Homework 2	18	20	0	11/19/06	90.00%
	Assignment Description: Read pages 102-116 in the text and do the even numbered questions on page 117.				
Homework 3	20	20	0	11/27/06	100.00%
	Assignment Description: Read pages 120-132 in the text and do the even-numbered problems on page 133. Work must be shown to get credit for this homework.				
Quiz 1	48.5	50	0	11/29/06	97.00%
Homework 4	20	20	0	12/4/06	100.00%
Quiz 2	47	50	0	12/6/06	94.00%
Test 1	87	100	0	12/16/06	87.00%
Total:	93.03% A				

A Student Grade. Report displays information about a student’s grade breakdown from a teacher’s grade book.

The report will list each assignment affecting a student’s grade and may additionally contain (at each teacher’s discretion) information such as:



- Possible Extra Credit
- Due Date
- Assigned Date
- Assignment Comments
- Assignment Descriptions
- Category Grades
- Student Comments
- other assignment information

Viewing Reports:

Reports are organized into 2 categories:

- 1) **Student Reports** – Reports which are specific to one student and are only visible to that student's parents
- 2) **Full Class Reports** – Reports which are visible to the parents of any student in the class

There are 3 types of reports:

- 1) **Announcements** – There are text-only messages that the teacher has created to inform parents and students of upcoming events, reminders, requests for information, etc.
- 2) **Links** –  These are hyperlinks to external websites that have been entered by the teacher. Clicking on these reports will open a new browser window and navigate to the specified website.
- 3) **Files** –  These reports contain attached files that have been uploaded by the teacher (PDFs, WORD documents, etc). Clicking on these reports will allow you to save or open the attached file. NOTE: You must have a program capable of opening the file in order to view it.

Section 5.

You Account



To access your account information, click on your name at the top of the screen.

Account information:

ACCOUNT INFORMATION	
CHANGE PASSWORD	
If any of the information below has changed, correct the items, and click "Save Changes".	
<input type="button" value="Save Changes"/>	
Name:	<input type="text" value="Dave"/> <input type="text" value="Smith"/>
Address1:	<input type="text" value="123 Sesame St"/>
Address2:	<input type="text"/>
City:	<input type="text" value="Hershey"/> State: <input type="text" value="Pennsylvania"/>
Zip Code:	<input type="text" value="12154"/>
Home Phone:	<input type="text" value="610-555-1212"/> Work Phone: <input type="text"/>
Cell Phone:	<input type="text"/>
Email:	<input type="text" value="noemail@notanemail.co"/>
Parent Information	
Has Parent access to: Sara Alberts (10001)	<input type="button" value="Student Account Creation"/>
Has Parent access to: Jennifer Derringer (10540)	<input type="button" value="Student Account Creation"/>
Has Parent access to: Keisha Millikin (11513)	<input type="button" value="Student Account Creation"/>

From the account information page, you can change your password, modify the email address used by the community portal and create student accounts for your children (if configured by your district).

Changing Your Password:

To change your password, click on the CHANGE PASSWORD link at the top of the Account Information Page. You will be asked to enter your PIN and your old password and then a new password. When finished click 'Save Changes'

CHANGE PASSWORD	
PIN:	<input type="text" value="*****"/>
Old Password:	<input type="text" value="*****"/>
New Password:	<input type="text" value="*****"/>
Re-enter New Password:	<input type="text" value="*****"/>
<input type="button" value="Save Changes"/>	

Creating Student Accounts:

Parent Information	
Has Parent access to: Sara Alberts (10001)	Student Account Creation
Has Parent access to: Jennifer Derringer (10540)	Student Account Creation
Has Parent access to: Keisha Millikin (11513)	Student Account Creation

If your district is set up to allow parents to create accounts for their students, then on the Account Information page, you will see a list of all students that you have access to.

Student accounts have access to all of the same information that a parent account has EXCEPT:

- Student accounts may only have access to a single student

To create an account for your student:

- 1) Click on the “Student Account Creation” button next to the student’s name.
- 2) Fill out the student account creation form. This includes an email address for the student, username, password and a sample question to use to reset the password if necessary.
- 3) Click ‘Create Account’
- 4) An email will be sent to the specified address with the PIN for the new student account. The PIN will also immediately be displayed on the screen.