

Philadelphia SIS Project: Backpack Tab

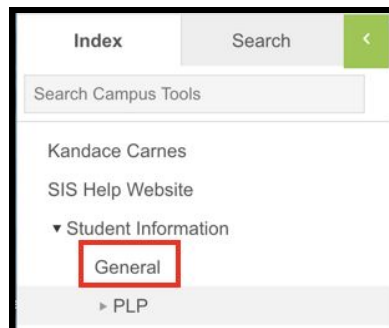
General Information

The **Backpack Tab** will enable teachers to access student Report Cards for Report Card conferences.

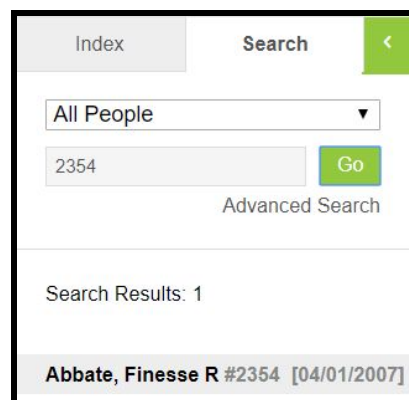
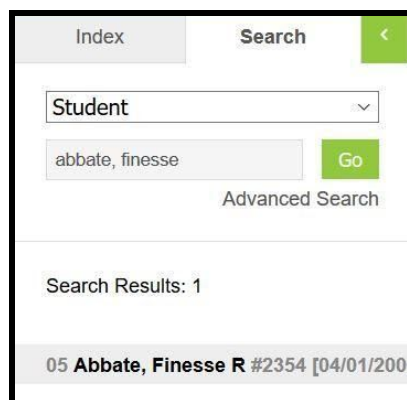
The Report Card is a Snapshot, and will not update if changes are made to students' attendance or grades after the report is generated. The reports will be refreshed in future weekends to account for changes that are made.

Viewing the Report Card of a Student

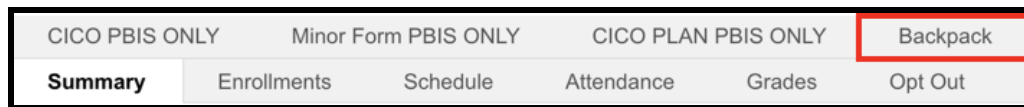
1. In the **Index** under **Student Information**, click **General**.



2. Conduct a **Student Search** by typing last name, first name (Ex., Abbate, Finesse). To search for a student by ID#, conduct an **All People Search** by typing in the Student ID# (Ex., 2354). Click **Go**. Select the student's name in the *Search Results* below.



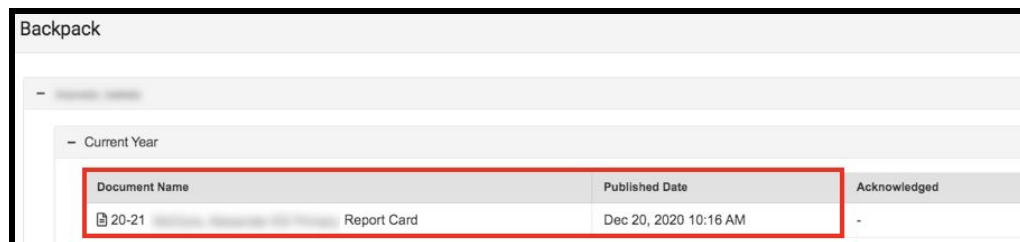
3. This will take you to the **Summary** tab. To view a student's Report Card, click on the **Backpack** tab.



4. You will see the students' name, and then a subheading beneath the name that says "Current Year." Click the plus sign before *Current Year*.



5. You will see a table with three columns - *Document Name*, *Published Date*, and *Acknowledged*. Under the *Document Name* column, you will see a document titled "20-21 (Insert School Name Here) Report Card." Click on this document to view the report card.



Note: The *Published Date* column will include a timestamp for when the Report Card was last generated by the system. The *Acknowledged* column is not utilized by the District at this time.

6. The **Report Card** will generate in a new window. In the upper right side of this window, you may notice the following icons.
- **Full size screen icon:** The icon with arrows pointing in four different directions will toggle the view to a full screen view.
 - **Printing icon:** Users can begin the process to print the Report Card by clicking on the Printer icon.
 - **Download icon:** The icon of a piece of paper with a downward pointing arrow will allow the user to save the Report Card.

