

SAPPHIRE COMMUNITY PORTALVIEW YOUR STUDENT’S ATTENDANCE

1. SIGN ON TO DISTRICT WEBSITE: www.wsdweb.org
2. Click on “PARENTS” tab
3. Click on “Sapphire Community Portal”



4. Click the link titled “CLICK HERE TO ACCESS THE SAPPHIRE PORTAL”

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SAPPHIRE COMMUNITY PORTAL

Sapphire Community Portal is the district's web-based student information portal which houses family contact information and includes various student information including:

- attendance and discipline
- report cards
- class schedule (middle and high school)
- other school activities (middle and high school)

Information is available anytime and anywhere you have access to the Internet.

Please note: Urgent notifications such as weather delays, closings or emergencies are communicated via School Messenger using contact information in Sapphire. In order to receive communication in a timely and effective manner, it is essential for parents to maintain up-to-date contact information including preferred email and phone numbers in the Sapphire portal.

Please note: Grades, assignments, teachers and the unified student calendar of events/assignments for all courses is now housed on Schoology.

[Instructions on Creating a New Sapphire Account \(elementary and new students/families\)](#)
Instrucciones sobre cómo crear una nueva cuenta de zafiro

[Instructions on Updating Contact Information in Sapphire \(parents with existing accounts\)](#)
Las Instrucciones sobre Actualización de la Información de contacto en Sapphire

[Instructions on Adding a Student to an Existing Account](#)
Instrucciones sobre cómo añadir un estudiante a una cuenta existente

[CLICK HERE TO ACCESS THE SAPPHIRE PORTAL](#)

5. Sign in using your Username, Password and Pin#

COMMUNITY WEB PORTAL
WELCOME

WISSAHICKON SCHOOL DISTRICT

If you already have an account, please enter your login information here.

Username
Password
PIN

LOGIN

▲ Forgot your password?

Getting Started

Don't have an account?

- ▲ Community Portal Application and Acceptable Use Policy Form

Sign In

Frequently Asked Questions (FAQ)

This is a good place to look if you are having problems accessing the system or have a question about the Community Portal in general.

- ▲ Visit the FAQ

6. Once logged in, your student(s) name and picture will appear on the left hand side of the screen. Click your child's name.

COMMUNITY WEB PORTAL STUDENT BACKPACK **SapphireSoftware**

Home | Logout | Help

MY STUDENTS (2)

Student Names and Pictures

Welcome to the Sapphire Community Web Portal

To view information about your children, click on their names on the left.

FAQ | Parent Manual | Policies | Terms of Use | 07/24/2015 3:12PM

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7. Under your student's name, choose "Attendance."

The screenshot shows the 'STUDENT BACKPACK' menu on the left side of the page. A red arrow points to the 'Attendance' option, which is accompanied by a person icon with a green checkmark. The menu items are: Student Information, Change Student Data, Current Schedule, Student Calendar, Courses & Grades, Attendance, Discipline, Fees, Reports, Report Cards, Progress Reports, Transcript, Letters, and File Cabinet. The top navigation bar includes 'COMMUNITY WEB PORTAL STUDENT BACKPACK', 'WISSAHICKON SCHOOL DISTRICT', 'Home', 'Logout', and 'Help'. The 'SapphireSoftware' logo is in the top right corner.

8. Once you click on Attendance, you will see information about your student's absence from school.

The screenshot shows the 'Attendance' page. The left sidebar menu is the same as in the previous screenshot, with 'Attendance' highlighted. The main content area has a green header with a person icon and the word 'Attendance'. Below the header is a table with the following columns: Date, Day, Attendance Description, and Minutes. The table is currently empty. The top navigation bar and 'SapphireSoftware' logo are also visible.

| Date | Day | Attendance Description | Minutes |
|------|-----|------------------------|---------|
|------|-----|------------------------|---------|