

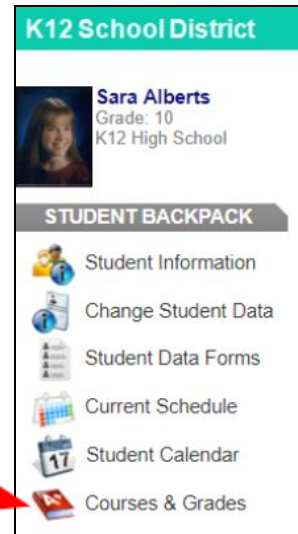


Sapphire's Parent Portal

Viewing Student Assignments & Grades During COVID-19 School Closure

- To view a student's assignment submission during the COVID-19 school closure, you should complete the following steps:

- Log into your Sapphire Community Portal via:
<https://sapphire.penmanor.net/CommunityWebPortal>
- Click on your student's name or picture to open the home page.
- Under the Student Backpack navigation bar (left-side of screen), click on Courses & Grades.



- Click on the Course Name to view the class's Community Portal page, which includes class announcements and upcoming assignments (if available).
- Click on the MP4 hyperlink to view your student's assignments submission status.



- See sample assignment submission status display below:

Current Grade: %		Points: 0 / 0*	
Assignments			
Assignment	Score	Date Due	
Online learning assignment #1	R / 0	4/14/20	
Online learning assignment #2	+ / 0	4/14/20	
Online learning assignment #3	● 0	4/14/20	
Online learning assignment #4	R / 0	4/14/20	
Online learning assignment #5	R / 0	4/14/20	
Grade Key			
+ These assignments have not been given a grade at this time but are not being counted against the student.			
R: Assignment received during the COVID-19 school closure.			
I: This assignment is incomplete.			