



SAPPHIRE

CHEAT SHEET

ACCESS

To access Sapphire, click the app button on your iPad's home screen, or go to sapphire.acchs.info in any web browser.



Allentown Central Catholic

Username
Password

Make sure you see our logo. If not, you're trying to sign in to the wrong site

Username (FirstNameLastName)

Password (Student ID #)

NAVIGATION

STUDENT BACKPACK

Update your contact information. The school will verify.	Student Information	View bus, school, and counselor information.
See upcoming events and due dates.	Change Student Data	View weekly schedule in grid form.
Track your attendance reports.	Current Schedule	View detailed information about your grades.
View report cards, progress reports, and any other documents that may be available.	Student Calendar	Track your discipline reports.
	Courses & Grades	
	Attendance	
	Discipline	
	Reports	
	- Report Cards	
	- Progress Reports	
	- Transcript	
	- Letters	
	- File Cabinet	

CLASS VIEW

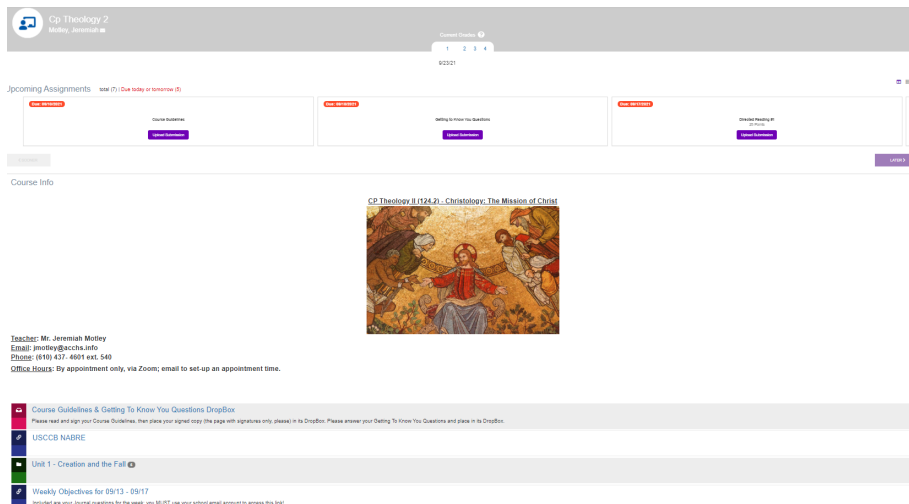
To view the details of a class, click on the title.
You can click on the current marking period to view your grade report. Any information on the web portal has been made visible by your teacher.

Courses & Grades

Allentown Central Catholic

Show Non-Graded Classes

Course Title
Cp Art 2
Cp Amer Studies
Cp Chemistry
Co-ed Phys-ed
Co-ed Phys-ed
Music Appreciation
Health
Cp English 2
Cp Func Analysis
Cp Theology 2



The screenshot shows the course view interface for 'Cp Theology 2'. At the top, there is a header with the course name and a 'Current Marking Period' dropdown set to '92321'. Below this is a 'Upcoming Assignments' section with three items, each with a 'View Details' button. The 'Course Info' section features a central image titled 'CP Theology II (1242) - Christology: The Mission of Christ' depicting a religious scene. Below the image, the teacher's information is listed: Mr. Jeremiah Motley, with email jmotley@accs.uscc and phone (610) 437-4001 ext. 549. Office hours are by appointment only via Zoom or email. A 'Course Guidelines & Getting To Know You Questions DropBox' is also visible, along with a 'USCCB NABRE' link and 'Unit 1 - Creation and the Fall' section.



Dropbox

When a teacher wants to collect an assignment online, they will set up a dropbox for your class. When you are ready to submit the assignment, click on the dropbox in their class webpage and complete the form, like the one below. You can attach a file, or type (or paste a link) in the text box. When finished, click “Submit.”

Add Submission:

Attach Files:

Text Submission:

Type a text response, or paste a link to your response here.

Submit Cancel

Troubleshooting

Occasionally, you may experience problems when using Sapphire. Below are some issues that we have seen and solutions or “work-arounds” to help you accomplish your task.

I can't log in

When logging into Sapphire,

1. First, make sure you are on the correct login screen. It should have the school logo. If not, go to sapphire.acchs.info
2. If you are on the correct page, make sure you are using the correct login info. Your username is your FirstNameLastName (no period, no space); your password is your 5-digit student ID number.
3. If you still can't login, email helpdesk@acchs.info and come to the Media Center for assistance.

I forgot my password

Your password is your 5-digit student ID number.



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Sapphire logs me out when I try to open an attachment

For security reasons, Sapphire has an automatic logout feature. If the time & date settings on your iPad are not set correctly, then you might get logged out when trying to open an attachment. To fix this:

1. Navigate to Settings > General > Date & Time. Toggle 24-hour time off. Toggle "Set Automatically" on and make sure the time zone is New York. Log out of Sapphire, log back in and try again.
2. If that doesn't fix the issue, try using a different web browser (Chrome or Safari) than what you were using.
3. If you still cannot download but someone else in class can, as a temporary fix, ask them to share the document with you (either through Google or email).
4. Please email helpdesk@acchs.info and come to the Media Center for assistance.

Sapphire dropbox can't access Google Drive

Google updated their security settings in May 2018, making it difficult for programs to access Google Drive. Sapphire is currently working to fix this. In the meantime you'll get an error message when trying to submit from Drive. To get around this, try the following:

1. In the dropbox, click the attachment icon (paperclip) and select "Browse." From your list of available locations, choose Drive and select the file you want to submit. Tap add file and submit.
2. If that doesn't work, go into Google Drive, find the file that you want to share. Tap the three dots next to the file name, select "Get Shareable Link." Copy the link and paste it into the Sapphire dropbox.
3. If neither of those options work, please email helpdesk@acchs.info and come to the Media Center for assistance.