Instructional Management Program
& Academic Communication Tool

Elementary School (ES) Grade Reporting
User Guide

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****** Note******

This module was developed in IMPACT Student Information Management (SIM) version 8.4.1. There may be slight differences between screens in this lesson compared to the screens in the actual CPS IMPACT environment. All screens were captured in Windows using Internet Explorer; Macintosh views may differ.

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Introduction

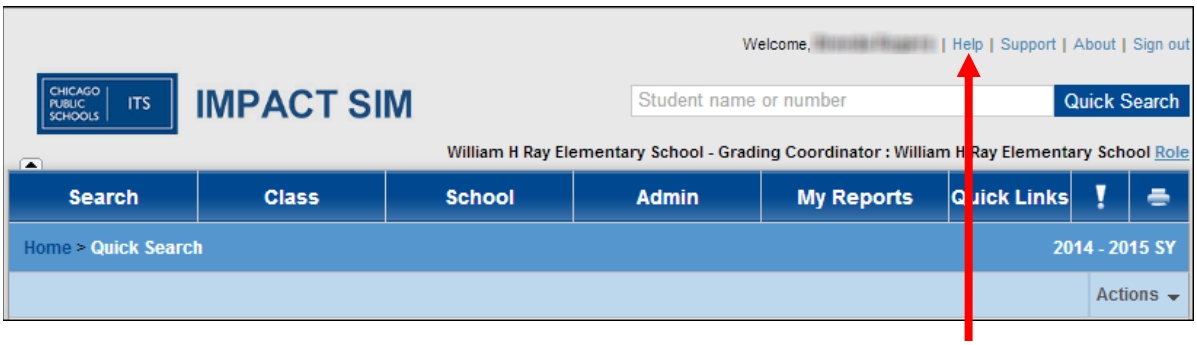
This user guide is geared towards staff with the ES Grading Coordinator role. It covers the basics of how to:

- Enter and edit previous marking period grades
- Administer student awards
- Generate reports

SIM Basics: Navigating and Performing Student Searches

For users new to using SIM, the Introduction to SIM quick guide is recommended as it covers the basics of navigating SIM and how to perform student searches. This quick guide is located on the IMPACT Website, under SIM Documents and Publications (http://impact.cps.k12.il.us/downloads/QuickGuide_SIMupgrade.pdf)

In addition to the Introduction to SIM Quick Guide, on-line Help documentation is available in SIM. On the *Header*, next to your name, click *Help*, as seen in the screen capture below.



Overview of ES Grade Reporting in SIM and Gradebook

Grading Coordinators now use Gradebook to (1) record marking period and progress report grades for substitute teachers, and (2) generate progress reports and report cards. For instructions on working in Gradebook, see the "*Gradebook for Grade Coordinators User Guide*."

Grading Coordinators should continue to use SIM to (1) enter and edit previous marking period grades, and (2) generate reports, in particular ES transcripts.

The table below provides an overview of the elementary school grading procedures in IMPACT.

	Marking Period and Progress Report Grades	**Report Cards and Progress Reports**	**Previous Marking Period Grades**
Teachers	**System:** Gradebook Teachers will submit marking period and progress report grades in Gradebook. Reference the "*Gradebook for Teachers User Guide"* for instructions.	**System:** Gradebook Teachers will identify which students need a failure notice and when, and submit grades in Gradebook so that report cards and progress reports can be generated.	**System:** SIM Teachers cannot make changes to marking period grades AFTER the grading period has ended. Schools should follow the CPS Grade Change policy for changing grades AFTER the marking period has ended.
Grading Coordinators	**System:** Gradebook Grading Coordinators have access to enter marking period and progress report grades in Gradebook for substitute teachers.	**System:** Gradebook Grading Coordinators will use Gradebook to generate progress reports and report cards.	**System:** SIM Grading Coordinators will use SIM to enter and edit previous marking period grades. After the marking period has ended, grading information is moved to SIM. Schools should follow the CPS Grade Change policy for changing grades AFTER the marking period has ended.
Principals	**System:** Gradebook Principals will monitor teacher participation to ensure that required grades are entered and all reporting tasks can be completed.	**System:** Gradebook Principals will oversee the configuration and generation of failure notices, progress reports, and report cards.	**System:** SIM Principals will ensure the CPS Grade Change policy for changing grades AFTER the marking period has ended is being followed.

Enter and Edit Previous Marking Period Grades

Using IMPACT Gradebook, teachers can enter grades up until the last day of the grading period. The District will automatically advance the cycle on the first day of the next cycle (marking period). **This will effectively lock out teachers from making any grade changes and constitutes the quarter grade entry "deadline."**

At this point, grades will be moved to SIM and the established CPS Grade Change policy must be followed. After the current grading cycle has been locked and advanced to the next cycle, only the Grading Coordinator or Principal role can make changes in SIM.

Note: When making grade changes in SIM, the SIM Audit Log records the old and new values of any grade changes for audit purposes. The Log also records the following information:

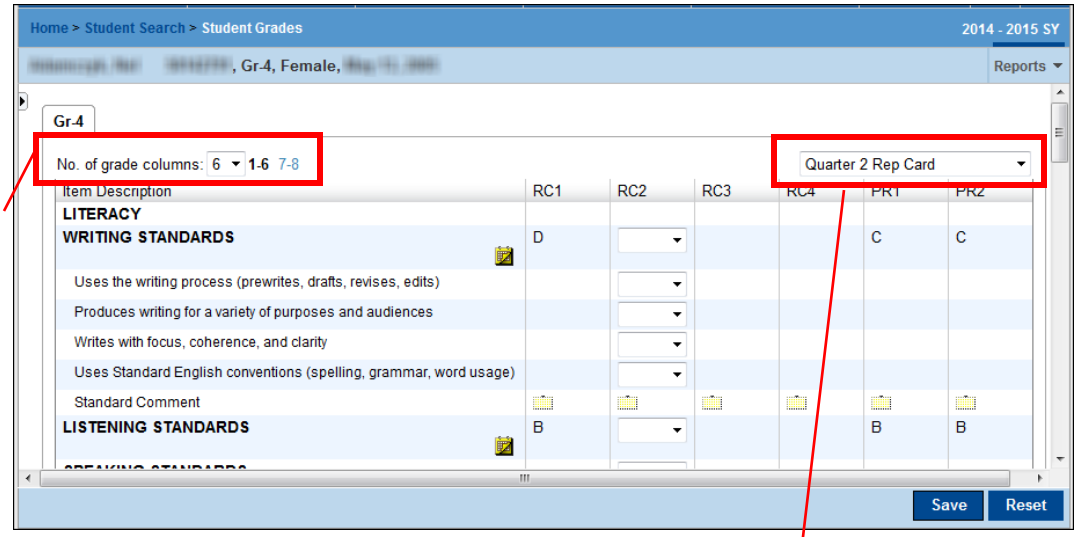
- Date and Time of Grade Change
- Name of (SIM) User who made the change
- Student Name and ID
- Subject
- Grading Period

The Principal role has access to the Audit Log, as follows:

1. On the horizontal *Menu Bar*, under *Admin*, **Click** *School Setup* link.
2. On the *School Setup* page, under *Audit*, **Click** *Audit Log*.
3. On the *Audit Log* page, **Enter** desired criteria, and *Click* **Search**.

The following steps describe how to enter or edit a student's grade after the close of the grading period on an individual student's record.

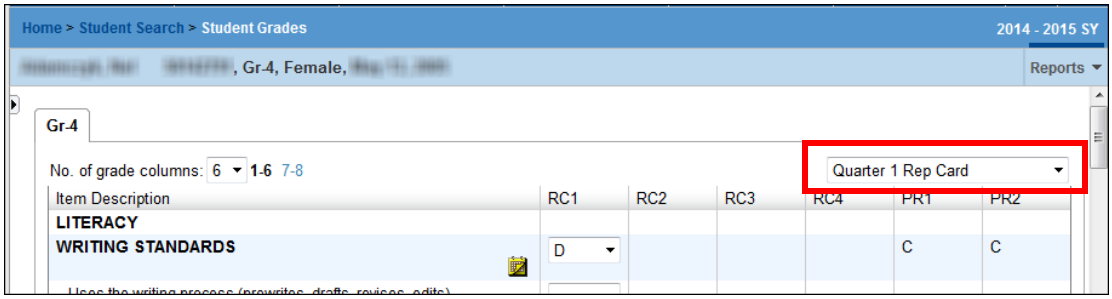
1. **Perform** a student search to locate and open the student's record.
2. On the *Student Demographics* page, in the *Control Bar,* **click** the *Grades* link. The *Student Grades* page displays. Note the following:



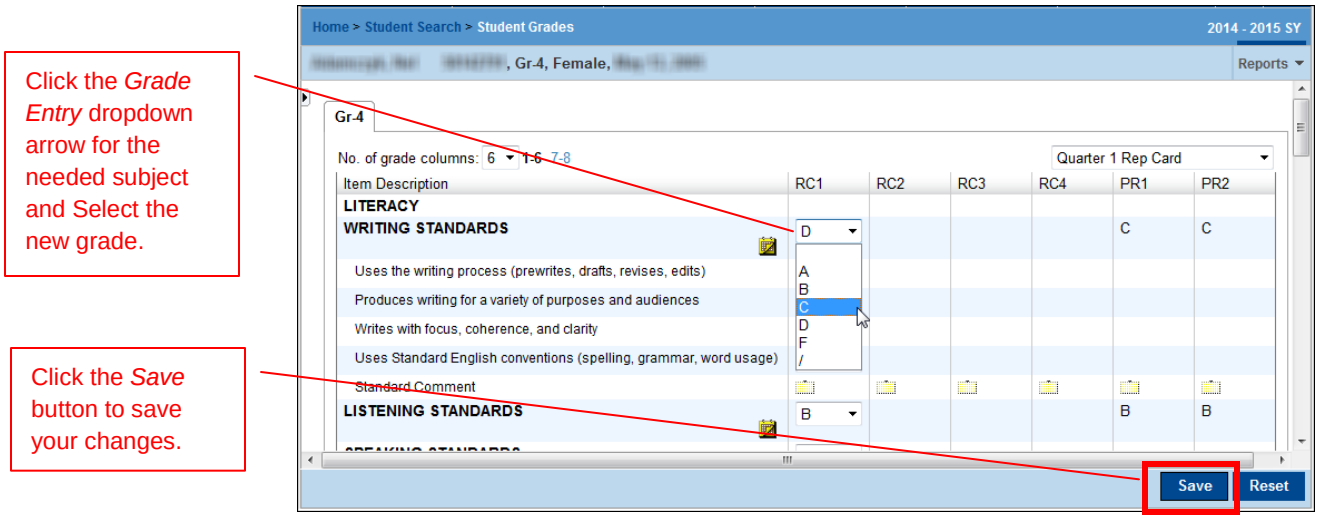
Use the *No. of grade columns* dropdown to display all eight record card and progress reporting periods on the page.

The *Student Grades* page defaults to the current grade reporting period. Use the *Grading Period* dropdown list to select the appropriate marking period in which a grade change is needed.

3. On the *Student Grades* page, **Click** the *Grading Period* dropdown arrow and **Select** the marking period in which the grade change is needed. In this example, the Quarter 1 Report Card has a *Writing Standards* grade change.



4. **Complete** all needed information, as follows:



5. From the *Breadcrumbs,* **click** the *Home* link to return to the *Home Page.*

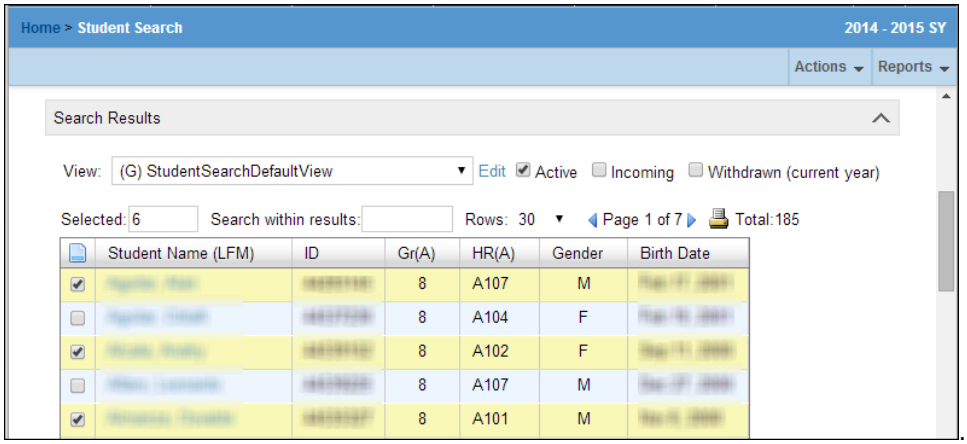
6. **Repeat** steps 1 – 5 for additional students, if any.

Recording the Elementary US Constitution Test

Every student graduating from an Illinois school must pass a constitution test or its equivalent. The results of the Elementary US Constitution Test are recorded in SIM as *Pass* or *Fail* and print on the ES Transcript.

The following steps detail how to enter constitution test results in SIM. In this example, a group of 8th grade students require updates. Note the Grading Coordinator or Principal role can enter this information in SIM.

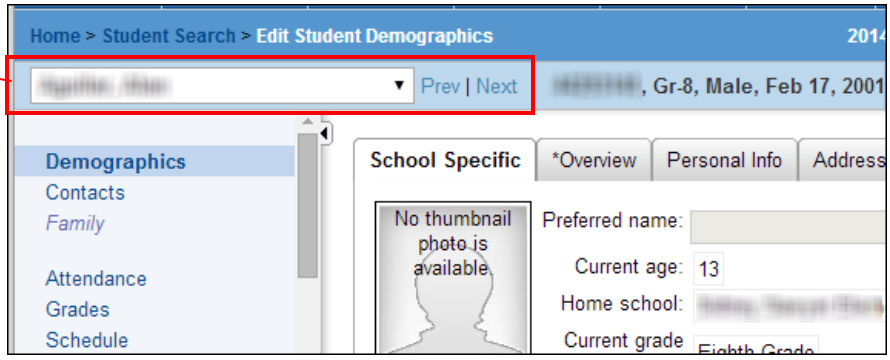
1. On the *Home Page*, click the 8th grade link to display all 8th graders.
2. Under *Search Results* panel, select the students in question by checking the checkbox next to each student's name.



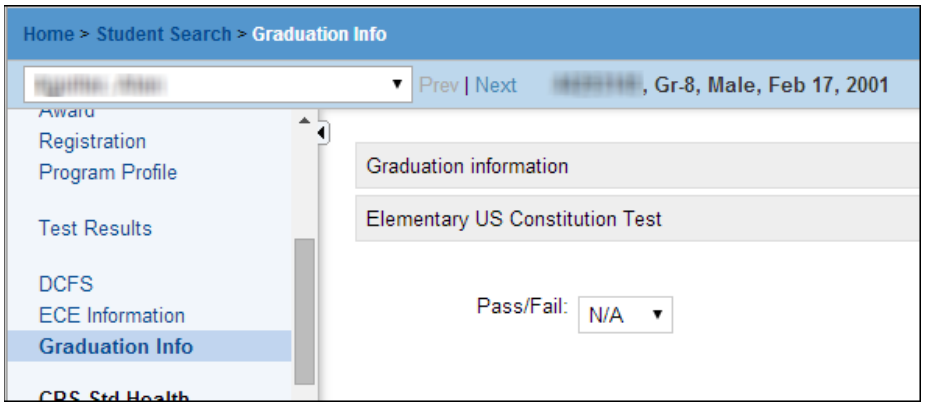
3. Click on the name of the first student to open the record.

Note that all selected students' records open.

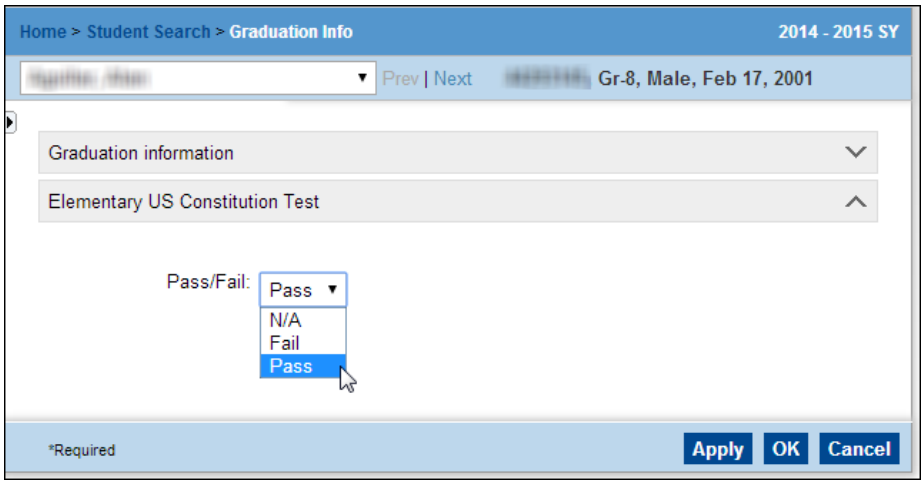
Use the drop-down arrow or *Prev* | *Next* to quickly navigate to the next student's record that requires an update.



4. In the *Control bar*, scroll down and click the *Graduation Information* link.



5. On the *Graduation Info* page, under the *Elementary US Constitution Test* panel, click the *Pass/Fail* dropdown and select the appropriate value.



6. Navigate to the next student's record and select the appropriate value.
7. Click *OK* after all students' records are updated.

Create and Print Awards

The Awards functionality in SIM can be used to track grading-related and other type of awards and to print award certificates. For example, users can set up awards for special activities, conduct, and citizenship. Users can also determine any specific date for an award, such as at the end of a semester, the end of the year, or any other date.

> **Note:** SIM **does not automatically** add students to an awards list, nor does it perform any calculations regarding awards. Schools must make these types of determinations.

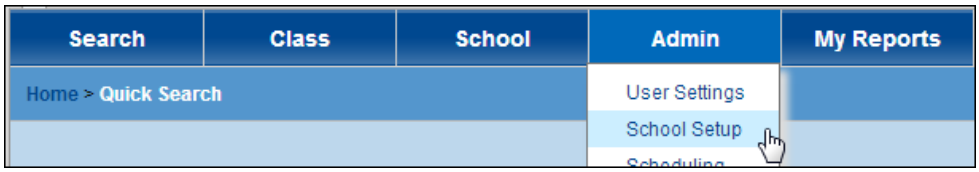
There are three basic steps:

1. Schools must first define the types of awards they plan to use.
2. Schools must then create a list of award recipients.
3. Schools can then generate and print award certificates.

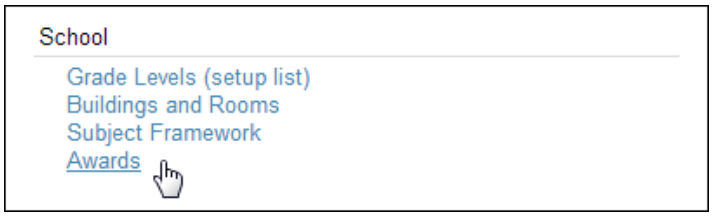
Step 1 - Define Awards

The steps below describe how to define awards in SIM for your school.

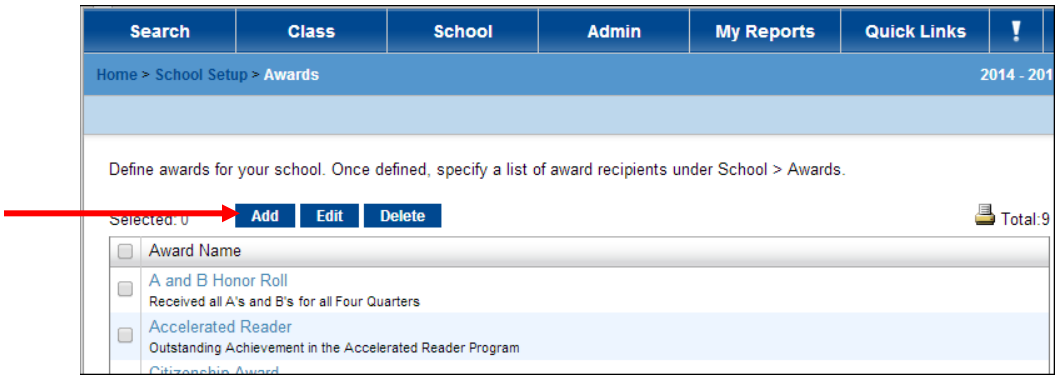
1. On the horizontal *Menu Bar* under *Admin*, **click** the *School Setup* link.



2. On the *School Set-up* page, under *School*, **click** the *Awards* hyperlink.



3. To add an award, click the *Add* button.

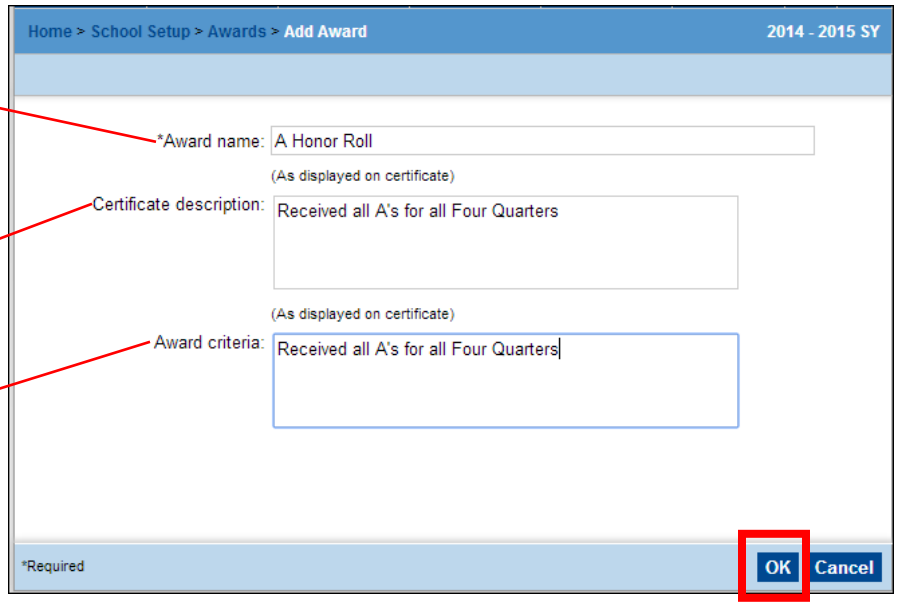


4. On the *Add Awards* page, complete all needed information, as follows, and click *OK*:

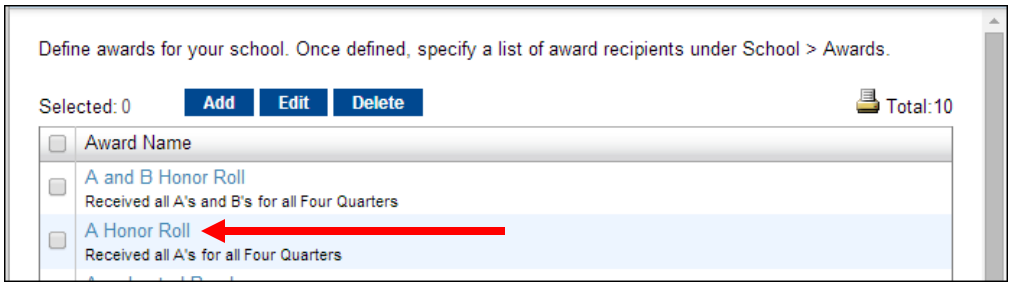
Enter *Award name* to be printed on certificate

Enter *Certificate description* to be printed on certificate

Enter *Award criteria*. For school's internal use only; is not printed on certificate.



Note the newly added Award now appears in the list on the *Awards* page.

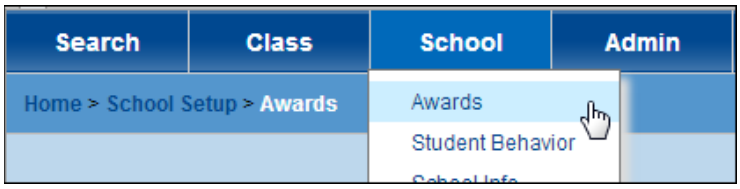


Step 2 - Create List of Award Recipients

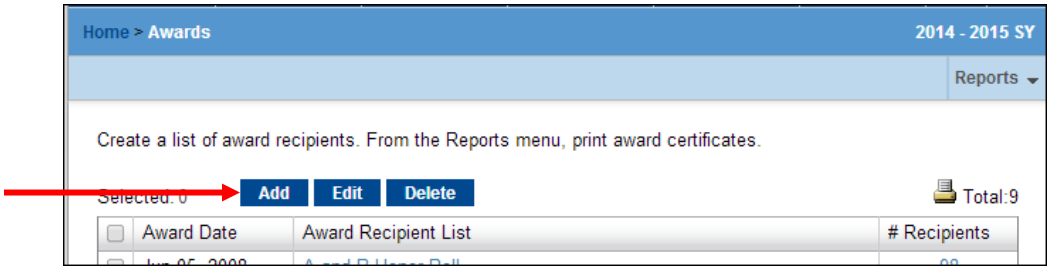
Students are not automatically added to an awards list, nor does SIM perform any calculations to determine which students are eligible for an award. **Awards criteria are determined by the School.**

The following steps describe how to create a list of award recipients.

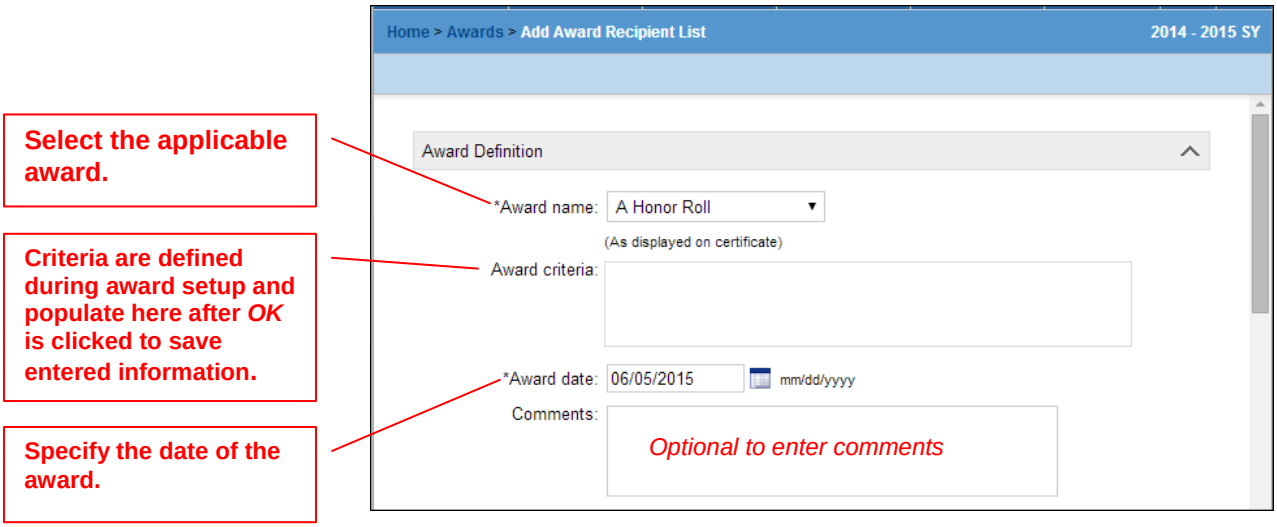
1. On the horizontal *Menu bar*, under *School*, **click** the Awards Link.



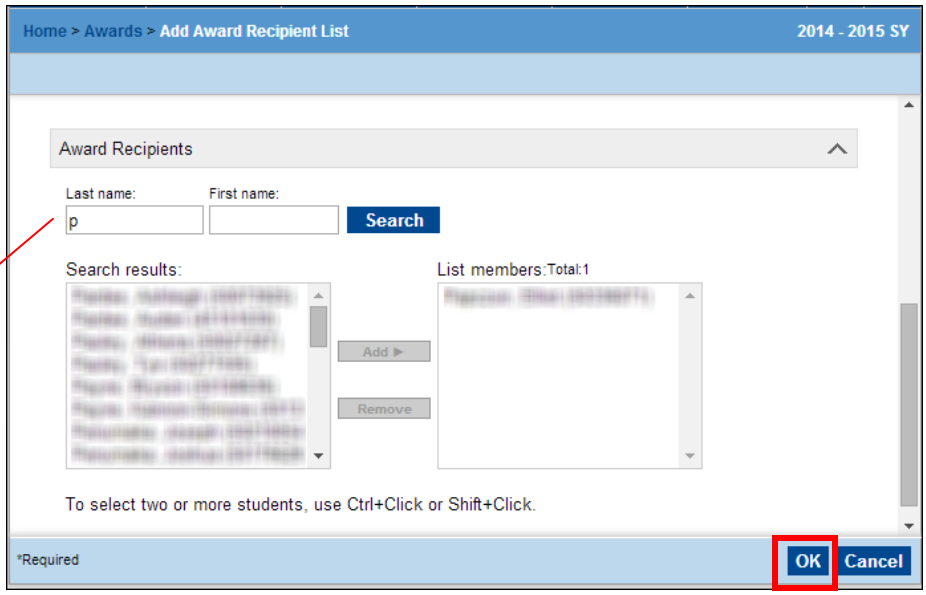
2. On the *Awards* page, to create a list of award recipients, click the *Add* button.



3. On the *Award Recipient List* page, under Award Definition panel, complete all needed information as follows:

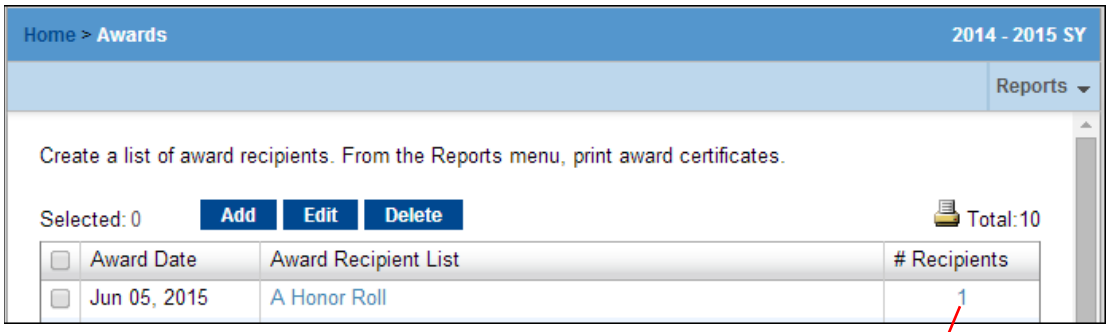


4. Scroll down to the *Award Recipients* panel.



Search for students, and Move them from the *Search results* column to the *List members* column.

5. Click the *OK* button. The *Awards* page displays with awards details.



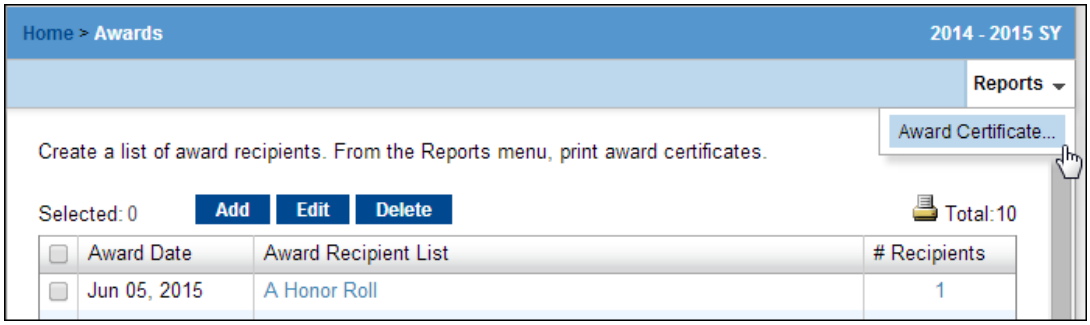
Click the # *Recipients* link to view the list of award recipients.

Note: All award information is stored on the individual student's *Award* page and the school's *Awards* page. To view an individual student's award details, from the *Student Demographics* page, in the *Control Bar*, click the *Awards* link.

Step 3 - Generate and Print Award Certificates

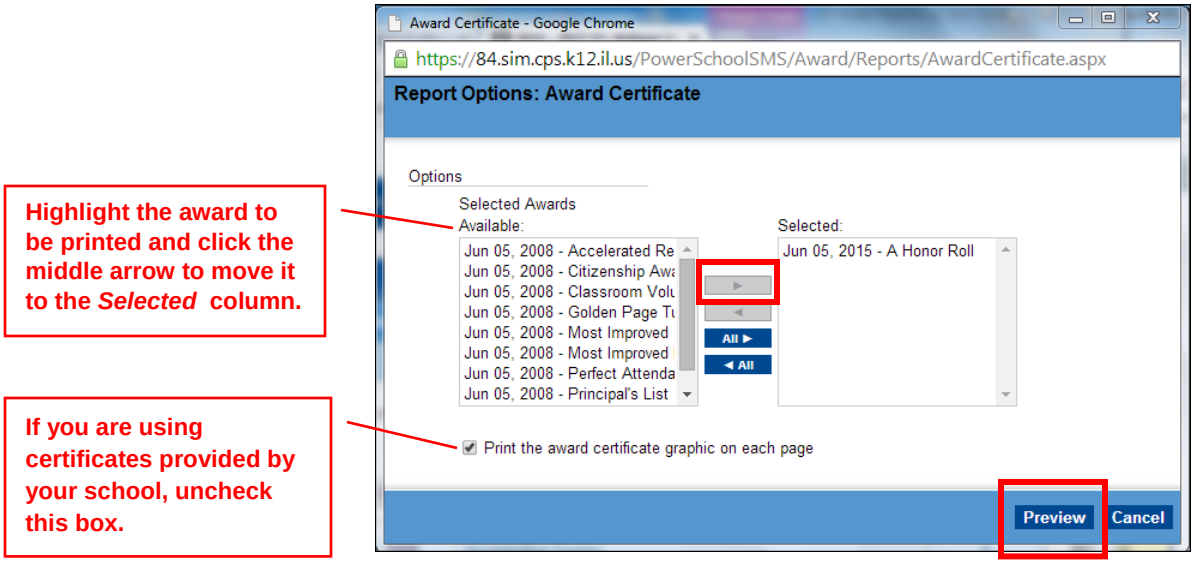
This section describes the steps to print the award certificate.

1. On the *Awards* page, from the *Reports* menu, select *Award Certificate*.

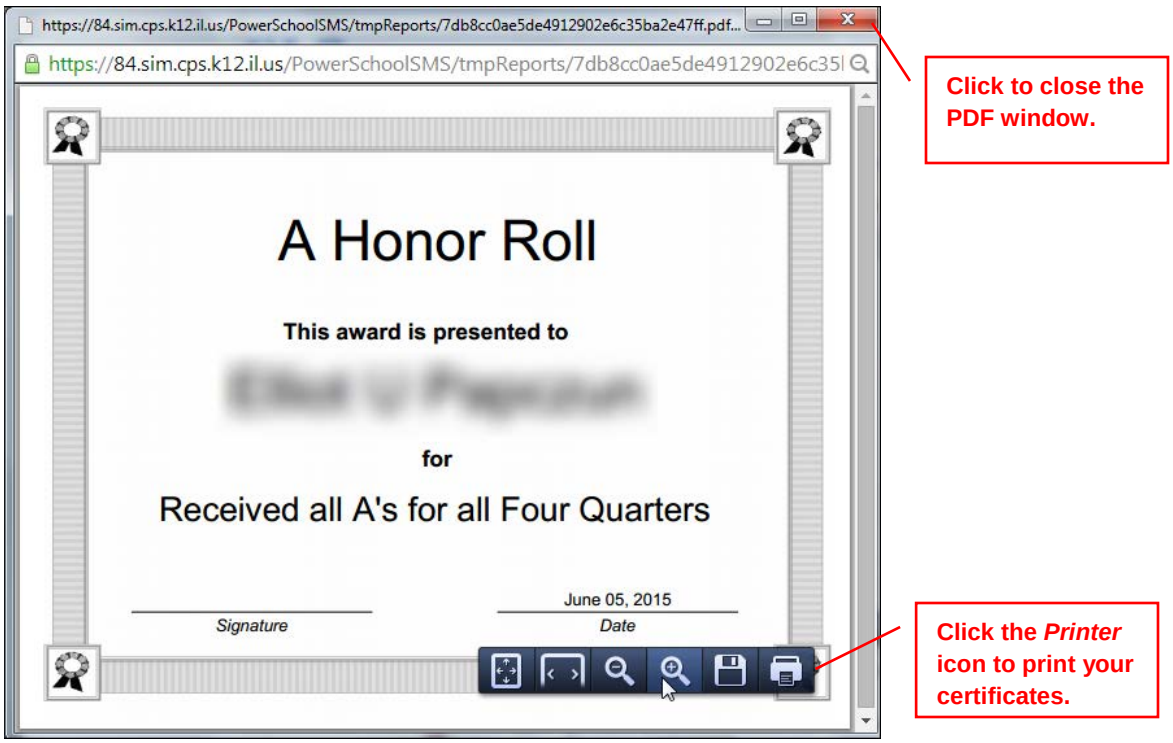


> **Note:** Accessing the *Award Certificate* from the *Reports* menu is a shortcut. The report is located on the *School Reports* page and can also be accessed as follows:
>
> 1. On the horizontal *Menu Bar*, under *Admin,* **Click** the *Reports* link.
> 2. On the *School Reports* page, under *Student List Reports*, **Click** the *Award Certificate* link. The *Report Options* page displays.

2. On the *Report Options: Award Certificate* page, complete the needed information:



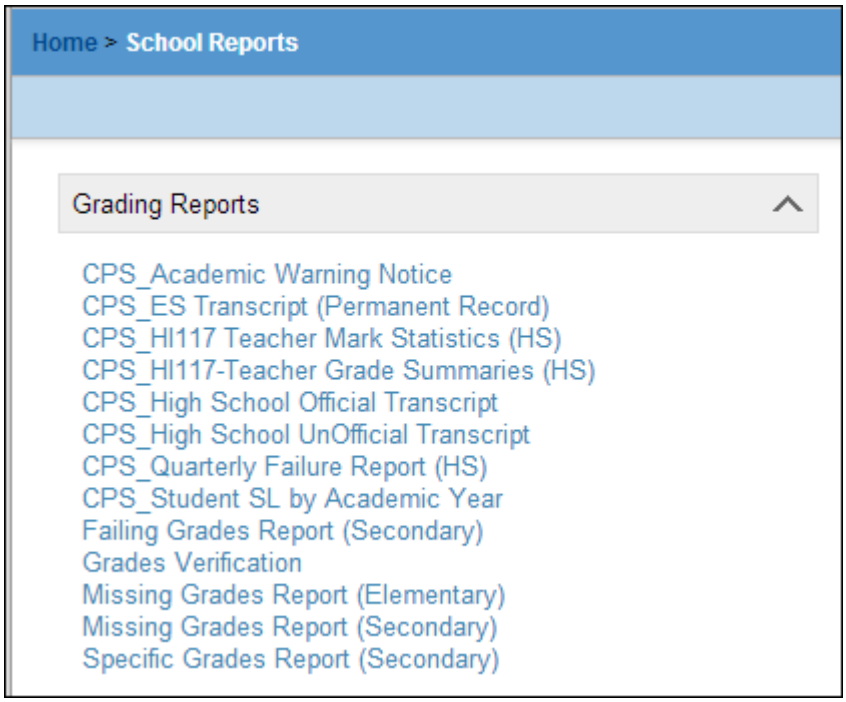
3. **Click** the *Preview* button to generate the award certificates. The *Award Certificates* display in a PDF format in a new window.



Generate Reports

The following list of Grading reports is located on the *School Reports* page in SIM and is available to the Grading Coordinator role. Clicking on the name of each report provides a description of the selected report.

To navigate to the *School Reports* page: on the horizontal *Menu bar* under *Admin,* click *Reports*.



See the document ***Printing the Elementary School Transcript in SIM*** for information about generating the ES Transcript. This document is located on the IMPACT website, link provided here: http://impact.cps.k12.il.us/downloads/How_to_Print_the_Elementary_School_Transcript_in_SIM.pdf.