

GRADEBOOK ORIENTATION AND CONFIGURATION FOR TEACHERS

The Information & Technology Services (ITS) team is pleased to introduce to you teacher Gradebook and Parent Portal. **Please read this document closely and in its entirety to ensure accurate configuration.** Gradebook offers a robust set of features, allowing teachers to:

- Access grading information remotely
- Take daily attendance
- Align assignments in Gradebook with Common Core State Standards
- Create unique categories for each class period, including assessment information and homework assignments
- Create online seating charts with student photos
- Assign modified grading scales for special needs students

The purpose of this guide is to provide teachers with information that is crucial to ensuring the successful integration of Gradebook at their respective locations.

Remote Access Requirements

- Gradebook is accessible from home and other off-site locations. To access Gradebook remotely, log in at <http://connect.cps.edu> to access the CPS Virtual Private Network (VPN).
- As with all IMPACT modules, teachers can access Gradebook from the IMPACT Web site at <http://impact.cps.edu>.
- The minimum browser requirements for using Gradebook are as follows:
 - Internet Explorer 9+
 - Chrome 36
 - Firefox 25
 - Safari 5.1.7.

Support Options

The below resources are available should you have questions regarding Gradebook configuration and maintenance:

- IMPACT Web site www.impact.cps.edu.
- The IMPACT Help Desk
 - (773) 553-3925
 - Select option 2 for IMPACT, then option 4 for Gradebook
 - Hours of Operation are 7 a.m. to 5 p.m.

We will now walk through the process of setting up and maintaining students' grades within Gradebook. Content covers the following features:

- Recommended Setup Sequence
- Best Practices
- Default Assignment Setting
- Managing Total Points Logic and Weighted Assignments
- Checking the Math
- Overriding Marking Period Grades

Note: If you have additional questions this guide does not address, please refer to the 'Gradebook Frequently Asked Questions' document on the IMPACT website: www.impact.cps.edu.

Recommended Setup Sequence

1. Set up assignment categories (i.e. Quizzes, homework) and corresponding weights and measures BEFORE adding any specific assignments.
2. Determine weight logic for individual assignments within categories (Total Points Logic on next page).
3. Add assignments to each category.

Best Practices

1. Determine whether you will enter grades by alpha or numeric standards and remain consistent throughout the grading cycle.
2. Before final verification of grades – check the math!
3. At the end of the marking period, Gradebook will calculate the marking period and display it as a numeric value. However, teachers have a toggle at the bottom of the Gradebook screen to display the average as a numeric, rounded or alpha value.
4. Before final verification of grades at the end of each quarter – perform grade override if necessary. Keep in mind, if a letter grade override is selected, the numerical value will be in the middle of the range (i.e. an 'A' will be 95, a 'B' will be 85).
5. Portal users will see the exact assignment value entered. If a teacher enters a 75 for an assignment, it will display as a 75. If a teacher uses a C as an assignment grade, the parent will see the C value.

Default Assignment Setting

By default, all assignments have a value of 100 points, and are only counted a single time ("Multiplier" value of 1) when the average is calculated. They are also automatically considered to be for a "Normal Grade" rather than an exam or extra credit.

Total Points Logic

Some teachers prefer **assignment grades** to be averaged together as an overall percentage; others wish to create an average based on **total points earned/ total points possible**. Using either option is acceptable and neither guarantees a rise in student grades.

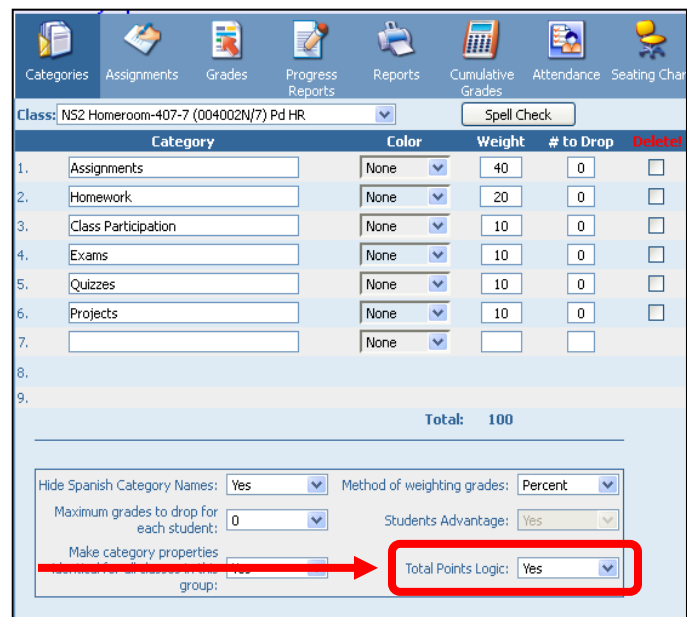
Please see examples below:

Example 1	Total Points Logic = "NO"	*Total Points Logic = "YES" (default setting)
	4 out of 5 points = 80% 50 out of 50 points = 100% 54 out of 55 points = 98% Average = (80+100+98/3) = 92.7%	4 out of 5 points 50 out of 50 points 54 out of 55 points Total = 108/110 = 98.2%
Example 2	Total Points Logic = "NO"	*Total Points Logic = "YES" (default setting)
	5 out of 5 points = 100% 40 out of 50 points = 80% 54 out of 55 points = 98% Average = (100+80+98)/3 = 92.7%	5 out of 5 points 40 out of 50 points 54 out of 55 points Total = 99/110 = 90%

Caution!

The Total Points Logic setting is designed to be set from the beginning and not changed. If changed "midstream," you must clear out all previously entered grades, hit update, re-enter the grades for any assignments, and select update again.

*An analysis of gradebook usage revealed that most teachers enable the Total Points Logic setting, **As a result, the default setting for Total Points Logic was changed from 'No' to 'Yes' starting in the 2013-2014SY**. Users still have the option to switch the default setting if desired. To Turn "Total Points Logic" off, go to the Categories page. The default displays "Yes." To turn this feature off, simply select "No" from the dropdown list.



Checking the Math

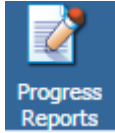
Teachers that question the calculated grade can use the "Show Math" option on the **'teacher progress report'**. With this option enabled in the class progress report it shows the exact calculation that Gradebook is performing.

Note: The **teacher progress report** is more informal and differs from the 5 week progress report.

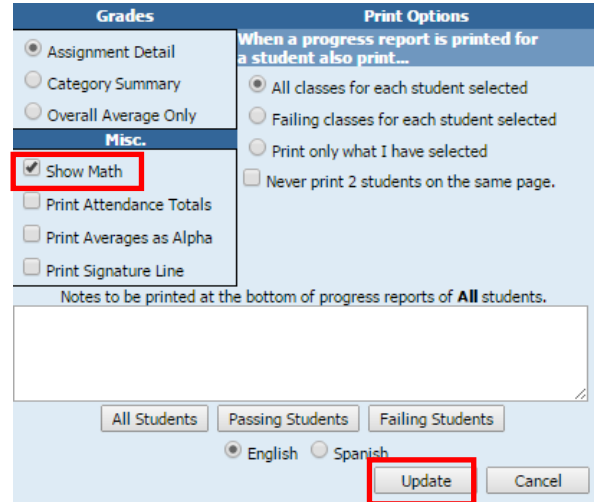
- The "Progress Report" icon within the teacher's Gradebook can be used at any time to produce a progress report (per class) for students taught by the teacher. However, it will not include classes taught by other teachers, and thus cannot be considered a complete progress report for the 5-week intervals.
- The "Custom Progress Report" link on the reports page is used to produce the CPS 5-week Progress Report/Failure Notice.

Steps for Using 'Show Math' on Teacher Progress Report

1. Log in to Gradebook and make sure that **Read Only** is unchecked.



2. Click **Progress Reports**.
3. Select the desired students and click **Options**.
4. Check the **Show Math** box.
5. Click **Update** to save this setting.
6. Click **Generate**. This will yield the progress report and display the calculation used in your Gradebook.



The screenshot shows the 'Options' dialog box with the following sections:

- Grades:**
 - Assignment Detail
 - Category Summary
 - Overall Average Only
- Misc.:**
 - Show Math
 - Print Attendance Totals
 - Print Averages as Alpha
 - Print Signature Line
- Print Options:**
 - When a progress report is printed for a student also print...
 - All classes for each student selected
 - Failing classes for each student selected
 - Print only what I have selected
 - Never print 2 students on the same page.

At the bottom, there are buttons for 'All Students', 'Passing Students', 'Failing Students', 'English', 'Spanish', 'Update', and 'Cancel'. The 'Update' button is highlighted with a red box.

Overriding Marking Period Grades

Teachers wishing to reflect a final grade that is not consistent with the schools default grading scale **MUST** override the marking period grade **BEFORE** final submission at the end of the marking period.

Steps for Grade Override

- Go to the Verify Gradebook page. Enter the desired marking period grade for the student in the "Override Cycle Avg." column. Click **Update** to save your changes.
- Once this is complete, you can follow the regular instructions for final submission of grades.

Verify Grades				
Student	Computed Cycle Avg.	Override Cycle Avg.	Comments	Citz
Chester, Chloe	A	<input type="text"/>	<input type="text"/>	<input type="text"/>
Connelly, Theresa	B	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>
D'arcy, Audrey	B	<input type="text"/>	<input type="text"/>	<input type="text"/>
Egziaco, Florence	B	<input type="text"/>	<input type="text"/>	<input type="text"/>
Henry, Edmund	B	<input type="text"/>	<input type="text"/>	<input type="text"/>

Final Reminders

- Marking period grade entry must be completed by 5 p.m. on the last day of each quarter, or by the grade entry deadline published on the calendar page of the IMPACT website. At that time, grade entry will be restricted and any changes must be made by the school's appointed grade coordinator in IMPACT SIM. Any grades entered in SIM will be synchronized back to Gradebook the following day.
- Letter grades are calculated according to the school grading scale defined by the principal. However, teachers can currently override the final 'calculated' marking period grade if they so choose. This is typically required in cases where the assignment-level grades entered by a teacher do not constitute the totality of a student's academic body of work.