



## Report Card Pick Up Tracking in SIM 2017-18SY

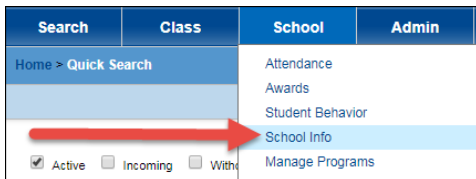
In order to provide district-wide reporting on the number of student report cards that are picked up on Parent-Teacher Conference days (for Quarter 1 – November 15 & 16), schools must use the Report Card Pick Up Tracking page in SIM.

- This page lists all students enrolled in the school as of the **end of Quarter 1**, Thursday, November 2, 2017. Note: PE and PK students are excluded because they do not receive the CPS ES Report Card.
- Staff with either *Status Coordinator*, *Grading Coordinator*, *Teacher*, or *Principal* role will have edit access to indicate which student report cards were picked up.
- **IMPORTANT:** For Q1, Elementary Schools will have until 5:00 p.m. Monday, November 20, 2017, and High Schools will have until 5:00 p.m. Tuesday, November 21, 2017, to indicate which student report cards were picked up on Parent-Teacher Conference Day. After 5:00 p.m., the reporting process will begin and the Report Card Pick Up Tracking page will become READ ONLY.

### HOW TO STEPS

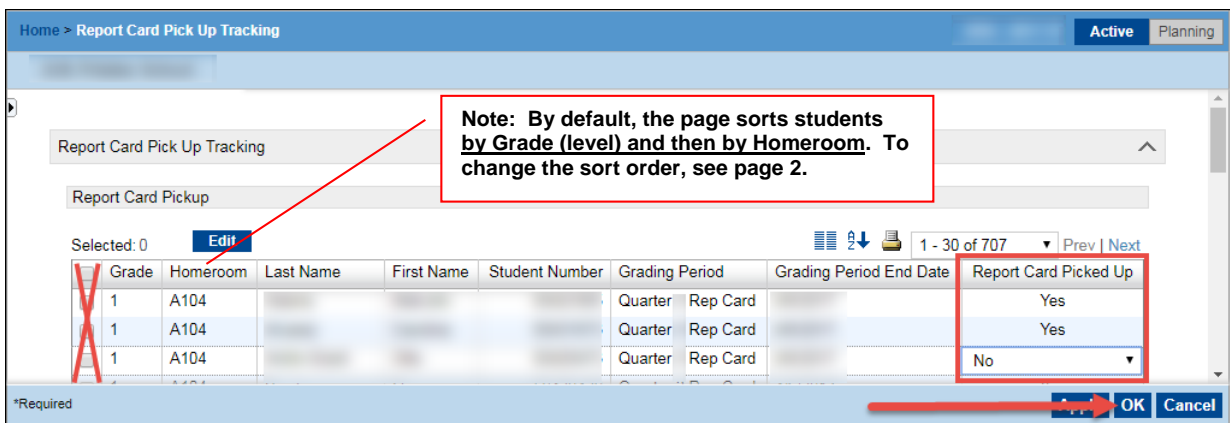
The following steps detail how to indicate which students had their report cards picked up:

1. On the horizontal *Menu bar*, under *School*, select *School Info*.



2. On the *School Info Detail* page, select *RC Pick Up*.

3. On the *Report Card Pick Up Tracking* page, under the *Report Card Picked Up* column, select *Yes* for each student in question. Click **OK** to save your entries.

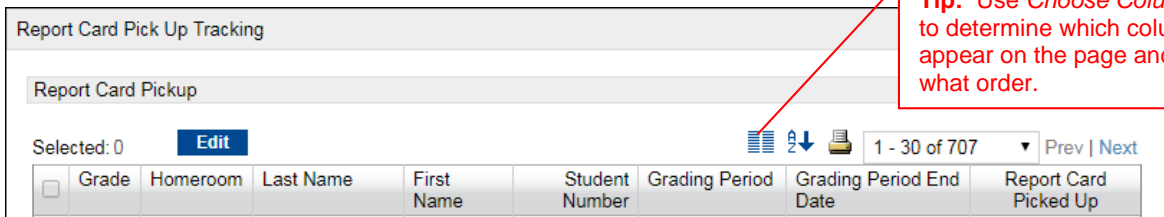




## Changing Page Sort Order



By default, the *Report Card Pick Up Tracking* page sorts students **by Grade (level) and then by Homeroom**. The following steps detail how to change the sort order:

1. Under the *Report Card Pick Up Tracking* panel, click the *Sort* icon [  ].



Report Card Pick Up Tracking

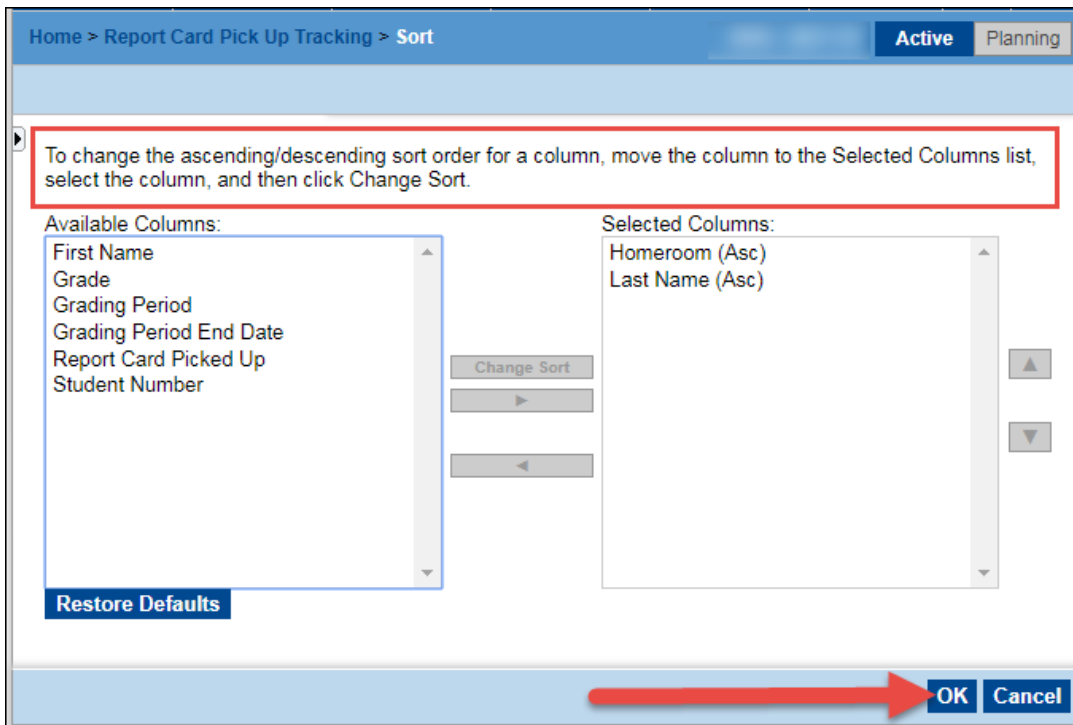
Report Card Pickup

Selected: 0 **Edit**   1 - 30 of 707 Prev | Next

<input type="checkbox"/>	Grade	Homeroom	Last Name	First Name	Student Number	Grading Period	Grading Period End Date	Report Card Picked Up
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**Tip:** Use *Choose Columns* to determine which columns appear on the page and in what order.

2. On the *Sort* page, follow the instructions at the top of the page to select the desired column name(s) by which you want to sort.



Home > Report Card Pick Up Tracking > Sort **Active** Planning



To change the ascending/descending sort order for a column, move the column to the Selected Columns list, select the column, and then click Change Sort.

Available Columns:

- First Name
- Grade
- Grading Period
- Grading Period End Date
- Report Card Picked Up
- Student Number

Selected Columns:

- Homeroom (Asc)
- Last Name (Asc)

**Change Sort**  

**Restore Defaults**

**OK** **Cancel**

3. Click *OK* to save and return to the *Report Card Pick Up Tracking* page to view your changes.