

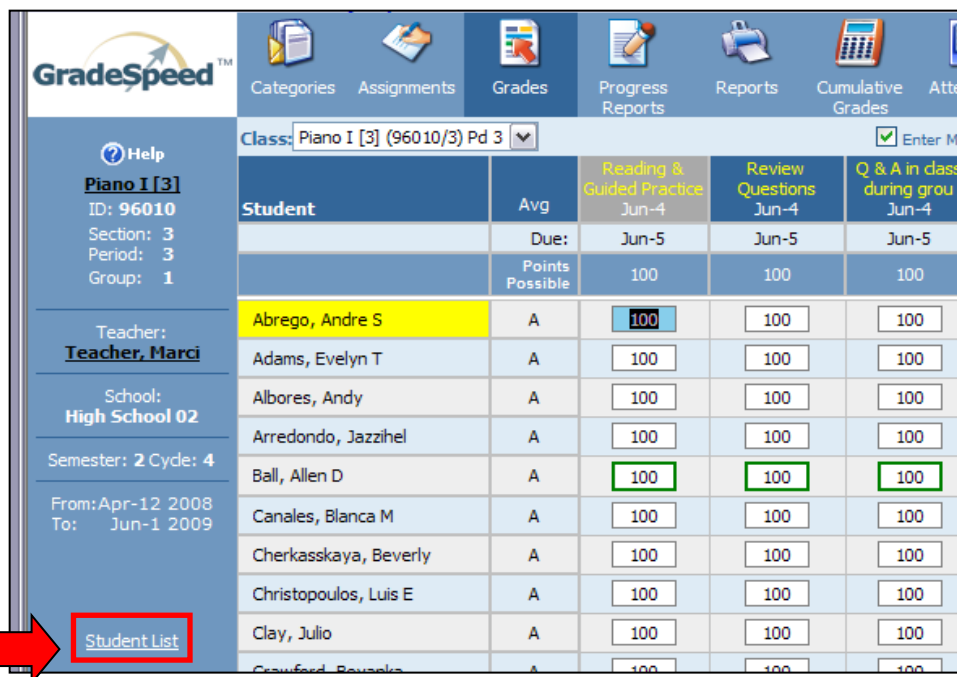
## VIEWING NOTES AND ATTACHING DOCUMENTS IN GRADEBOOK

Gradebook has two functions that enable teachers to maximize the level of communications with students and parents. The following instructions outline the steps for using the Gradebook's **Notes** and **Assignment Attachment** functions from within Gradebook.

**Using the Gradebook 'Notes' Feature:** At participating schools, teachers are able to review and reply to direct messages submitted by parents and students via the Portal tools. Parents and students may use the Notes feature to contact a teacher about a grade the teacher has posted. The Notes feature may not be used to inquire about issues unrelated to assignment and test grades, such as discipline, attendance or after school activities. Parents and students are also prohibited from engaging in abusive conduct or other unauthorized activity while using the Portal.

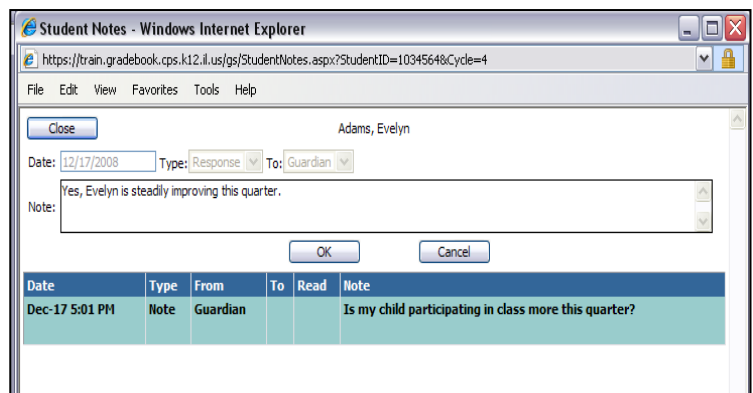
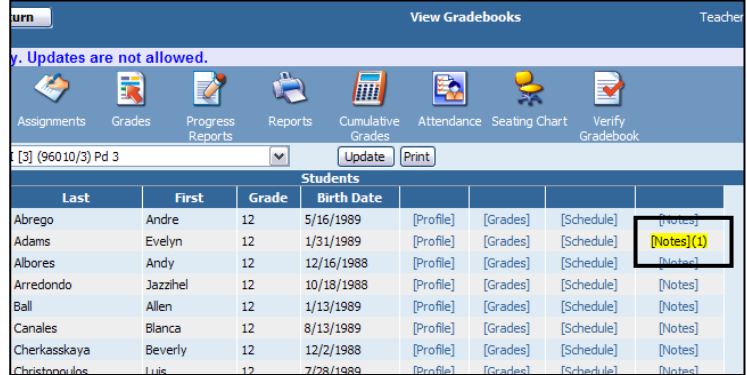
Important: Parent and student portal use is subject to the terms and conditions, including the penalties for misuse, outlined in the Portal terms of use. Please familiarize yourself with the Portal terms of use in the Appendix to this document and immediately report any parent or student misuse of the Portal to your Principal or Assistant Principal. Students are subject to discipline under the Student Code of Conduct for any misuse of the Portal. Parent access to the Portal may be suspended or revoked for misuse.

1. Log into IMPACT Gradebook.
2. From the Grades tab, click on **Student List** to bring up the Student List view.



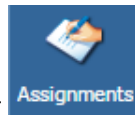
GradeSpeed™					
Categories Assignments Grades Progress Reports Reports Cumulative Grades		Class: Piano I [3] (96010/3) Pd 3 <input type="checkbox"/> Enter M			
Student	Avg	Reading & Guided Practice Jun-4	Review Questions Jun-4	Q & A in class during grou Jun-4	Due: Jun-5
	Points Possible	100	100	100	
Abrego, Andre S	A	100	100	100	
Adams, Evelyn T	A	100	100	100	
Albores, Andy	A	100	100	100	
Arredondo, Jazzihel	A	100	100	100	
Ball, Allen D	A	100	100	100	
Canales, Blanca M	A	100	100	100	
Cherkasskaya, Beverly	A	100	100	100	
Christopoulos, Luis E	A	100	100	100	
Clay, Julio	A	100	100	100	
Crawford, Ravenna	A	100	100	100	

- The final column of the Student List screen contains a running history of **Notes** submitted for that student. These communications are submitted via the portal by students and/or parents.
- Any new notes will appear highlighted in yellow. Click on the **Notes** link to open the existing note or add a new one.
- From this screen, you can add a new note or can reply back to the parent or student by clicking **Reply**.
- The note will be saved and will be on display within the parent or student portal for viewing and a subsequent reply back if desired. A note can be edited or deleted while in session. However, once a note is 'Sent' it cannot be edited or deleted.

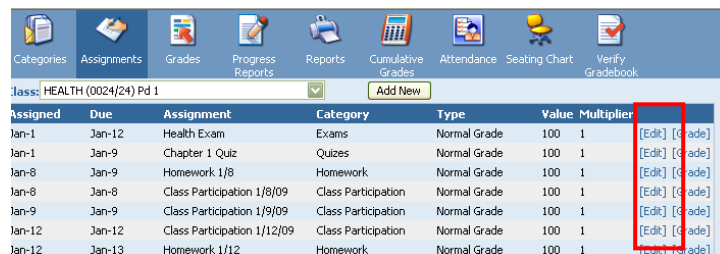


### Attaching Documents to Assignment Level Detail

The Gradebook assignment detail functionality allows teachers to post documents to the portal for viewing, such as course agendas and study guides.



- Once logged into Gradebook, select **Assignments**.
- Click **Edit** next to the desired assignment.



- From the **Assignment Maintenance** page, click **Add File** at the bottom of the screen. Clicking on **Add File** will reveal a Browse button to use to locate the appropriate file. Once the file is selected, click **OK**.
- The assignment attachment is now viewable to both students and parents via the portals.

## APPENDIX – PORTAL TERMS OF USE

By activating your *Portal* account and using and accessing the Parent Portal or the Student Portal (collectively the “*Portal*”), you agree to be bound by and comply with, the following terms and conditions.

Student grades posted on the *Portal* may not include all completed assignments or tests and may also contain typographical errors. Information will be periodically updated as teachers complete the grading of assignments and tests and post them on the *Portal*. If you have questions about any posted grades, you may contact the teacher via the *Portal Notes* feature. Use of the *Notes* feature is limited to contacting a teacher about grades the teacher has posted on the *Portal* system. The *Notes* feature may not be used to contact a teacher on issues unrelated to assignment and test grades, such as discipline, attendance or after school activities. Parents should always direct attendance inquiries to the school’s main office. Users shall have no expectation of privacy in their use of the *Notes* feature. Messages transmitted via *Notes* are subject to monitoring and review by CPS for any reason.

Upon activating a *Portal* account, parents/guardians will be able to view grade information only for their own child(ren). Students will only be able to view their own grades. Parent/guardian and student users are prohibited from viewing *Portal* information on other students.

It is your responsibility to not disclose your password, PIN or username to anyone. If your password or account credentials have been lost, stolen or compromised you must immediately notify the Principal, Assistant Principal or school technology coordinator so that your account can be reset. You may cancel your portal account or change your username/password, by contacting the Principal, Assistant Principal or school technology coordinator.

Improper use of the *Portal* is prohibited. Actual and attempted actions that constitute improper use of the *Portal* include, but are not limited to, using the system to:

- (1) abuse, intimidate, stalk, threaten or otherwise harass a teacher;
- (2) transmit any content that is unlawful, harmful, threatening, harassing, defamatory, vulgar, invasive of another's privacy, hateful, incites violence or is otherwise objectionable;
- (3) transmit any content that contains software viruses or any other harmful component or malicious code designed to interrupt, destroy or limit the functionality of the *Portal*;
- (4) transmit any unsolicited or unauthorized advertising, promotional materials, junk mail, spam, chain letters or any other form of solicitation;
- (5) impersonate any person or disguise the origin of any transmitted content;
- (6) interfere with or disrupt the *Portal* system or servers or networks connected to the system;

- (7) obtain resources beyond those authorized or engage in unauthorized entry into the *Portal* system;
- (8) degrade the performance of the *Portal* system or cause a security risk;
- (9) falsely state or otherwise misrepresent your identity or affiliation with a person;
- (10) transmit any content that you do not have a right to transmit;
- (11) access data or information on students when not authorized; and
- (12) undertake *Portal* activity not in accordance with the intended purpose of the *Portal* or the terms and conditions stated herein.

Student use of the *Portal* is also subject to the terms of the Board's Student Acceptable Use Policy.

Misuse of the *Portal* or other violation of these terms of use may result in the revocation or suspension of your access to the *Portal* system. Further, CPS may pursue any and all legal and equitable remedies against you. Students who misuse the *Portal* or otherwise violate these terms of use are subject to discipline in accordance with the CPS Student Code of Conduct.

THE CHICAGO PUBLIC SCHOOLS (CPS) MAKES NO REPRESENTATIONS OR WARRANTIES THAT THE PORTAL IS FREE OF ERRORS, DEFECTS, VIRUSES OR OTHER HARMFUL COMPONENTS. CPS IS NOT RESPONSIBLE FOR ANY DAMAGES OR LOSS THAT MAY RESULT THEREFROM OR FROM A USERS USE OF THE PORTAL SYSTEM OR FROM THE HACKING OR INFILTRATION OF THE PORTAL OR CPS COMPUTER SYSTEMS. YOU ARE SOLELY RESPONSIBLE FOR THE ADEQUATE PROTECTION OF YOUR PASSWORD AND ACCOUNT CREDENTIAL INFORMATION AND AGREE TO HOLD CPS HARMLESS FROM ANY CLAIMS OR LIABILITY BASED ON YOUR USE OF THE PORTAL.

All legal issues arising from or related to the use the *Portal* shall be governed by and construed in accordance with the laws of the State of Illinois without regard to conflicts of law principles.

CPS reserves the right to change the terms of use or features available through the *Portal* at any time, for any reason and without notice, including the right to terminate *Portal* access or available features. Therefore, it is your responsibility to periodically review these terms and conditions as well as any *Portal* announcements so you will be apprised of any changes.

By checking the "agree" box you agree to all of the terms and conditions of use described above.