SINGLE SIGN-ON: CIM AND GRADEBOOK

Single Sign On (SSO) is a functionality which links Classroom Teachers in Gradebook and CIM. SSO provides teachers with a single point of entry for both applications and eliminates the need to log into each application independently.

Single Sign On is only available for Classroom Teachers (i.e. teachers scheduled for classes in IMPACT SIM). SSO works for Classroom Teachers from either domain – INST or ADMIN. For SSO to work as designed, teachers should FIRST perform the following steps:

1. Log into IMPACT CIM (https://cim.cps.k12.il.us/)
2. Verify that the default CIM role is ‘Teacher’ at a current school of employment

Welcome back, Marybeth.
Your last visit was 2 days ago. Your role is Teacher at Harper HS

Note: If necessary, users can set their default role in CIM by:
- Clicking on the role listed beneath their name (see screen shot above)
- Selecting the appropriate Network and School from the Default Institution dropdown (see screenshot below)
- Selecting ‘Teacher’ from the Default Role dropdown (see screenshot below)

Roles and Operations

Default Institution and Role

You are a Teacher at Canty Elementary School

Default Institution* Network 01

Default Role* Teacher
Accessing Gradebook from CIM

1. Log into CIM (https://cim.cps.k12.il.us/)

2. While on the home tab, click on the right hand side of the screen.

3. The Grades screen will open in a new window. Users may be prompted to allow pop ups.

Note: Classroom Teachers with multiple roles in Gradebook will receive a screen listing all available roles. This is the same process as logging directly into Gradebook. Once the teacher role is selected, the Grades page will display as above.
Accessing CIM from Gradebook

1. Log into Gradebook (https://gradebook.cps.k12.il.us/)

2. While on the Grades page, click the My CIM link in the lower left corner of the page (see screenshot bottom left).

3. The CIM homepage will open in the existing window (see screenshot bottom right). Users may be prompted to allow pop ups.