

GRADEBOOK: ALTERNATE TEACHER FUNCTION

Step-by-Step Guide

There are two ways to give users access to a teacher’s gradebook:

- 1) Assign the Curriculum Coordinator (SCURR) role in ODA to the desired user. This will give the user **View-Only** access to **all** teacher gradebooks at the school. The SCURR roles also provides edit access to Assessments and Lesson Plans in CIM.
- 2) Enable and configure the Alternate Teacher Function in Gradebook. This will give a single user full **Edit-Access** to a teacher’s gradebook on a **one-to-one** basis (i.e. Teacher A can be added to Teacher B’s gradebook). Multiple teachers cannot have edit access to a single teacher’s gradebook.

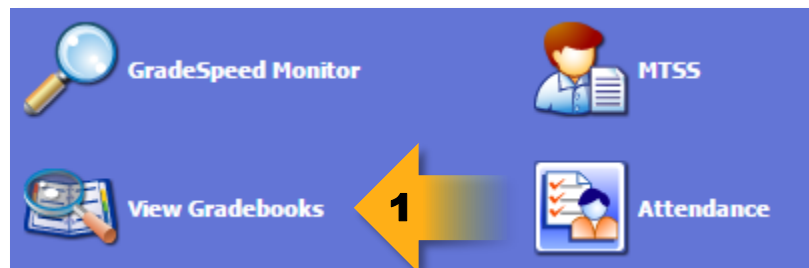
*Note: It is not possible to give a user view-only access to a **single** teacher’s gradebook. It is either view-only access to all teacher gradebooks or edit access on a one-to-one basis. If you would like a user to have edit access to all teacher gradebooks at the school, assign that user the Grading Coordinator (SGRADING) role in ODA, which also gives edit access to all grades in SIM. Additionally, Alt teacher function gives both teachers the ability to create/edit assignments and enter grades, it does not, however, give the alternate teacher the ability to take attendance – that responsibility and functionality remains with the teacher of record.*

In order for the Alternate Teacher Function to be configured, three prerequisites must be in place:

- 1) Call the ITS Service Desk (773-553-3925 Option 2 for IMPACT) and request the Alternate Teacher Function be enabled for your school. By default, it is turned off and must be enabled centrally by the Gradebook Team. Principal approval is required.
- 2) The secondary user you want to give access to **MUST be a Teacher of Record for at least one course in SIM with active students.**
- 3) The individual assigning the alternate teacher relationship must have edit-access to gradebooks (i.e. must be an individual with either a Teacher, Grading Coordinator, or Administrator role).

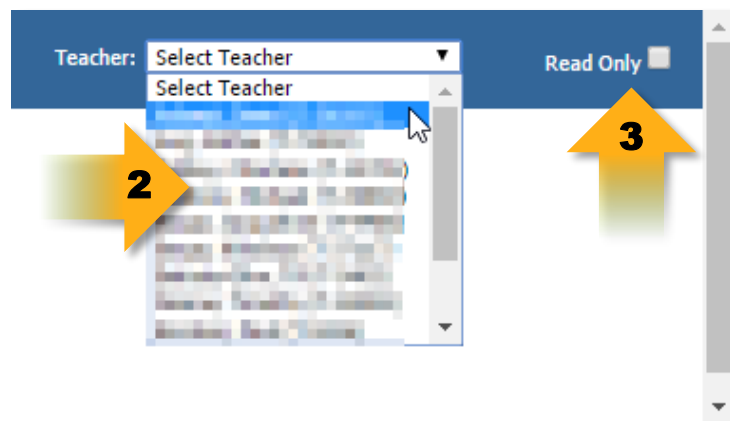
Navigate to a gradebook

1. Click ‘View Gradebooks.’



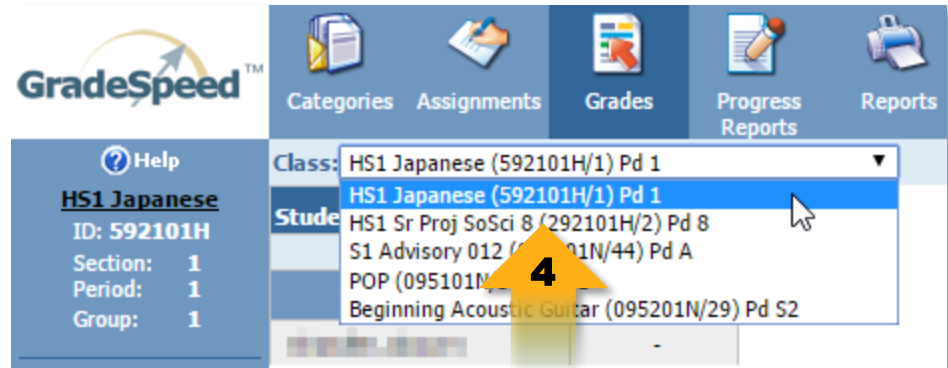
2. Select the source Teacher of Record (the teacher who currently has edit access to the gradebook).

3. Make sure ‘Read Only’ is unchecked (Administrators Only).

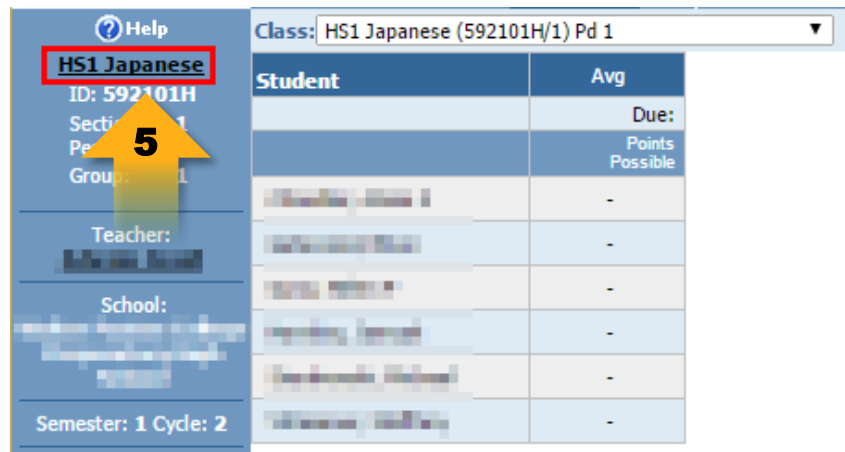


Select Class

4. Select the desired class from the **Class:** dropdown.



5. Click the class name hyperlink on the left-hand panel.



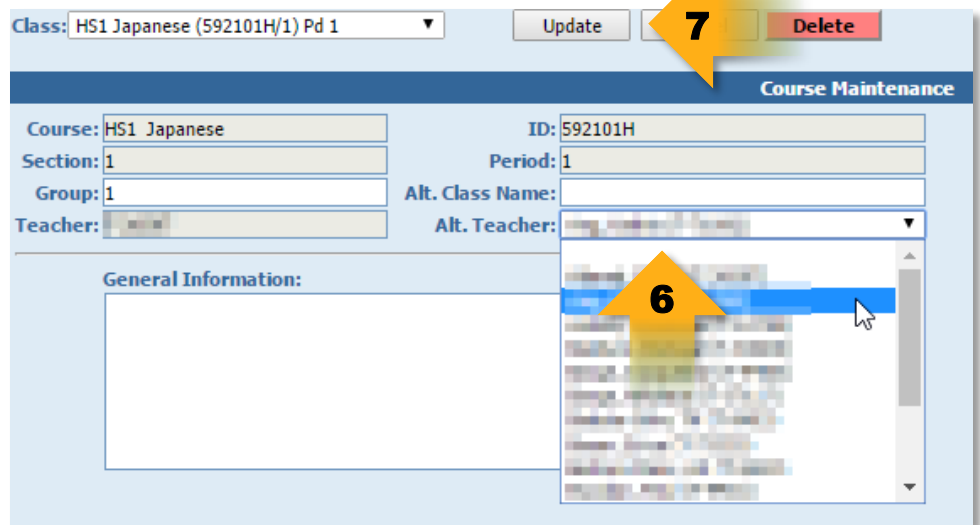
Set Alternate Teacher

6. Find the secondary teacher in the **Alt. Teacher:** dropdown.

Note: Users will only show up in this dropdown if they are assigned as a Teacher of Record of at least one course in SIM with active student(s). See step 2 under prerequisites on page 1 of this guide.

7. Click **Update**.

Note: Steps 6 & 7 must be done by someone with edit-access to gradebooks (i.e. teacher, admin, or grading coordinator).



Note: Only one alternate teacher can be assigned to a class.