

GRADEBOOK: FREQUENTLY ASKED QUESTIONS (FAQs)

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Introductory Questions

Can teachers use Gradebook from home?

Yes. Any teacher with a CPS Remote Access account can securely access Gradebook from home. For information on activating a Remote Access account, visit www.connect.cps.edu

Are other IMPACT modules available from home?

IMPACT SIM, CIM and Gradebook are all available from home for teachers with a Remote Access account.

Does Gradebook support student pictures?

Yes. In addition, student pictures can be graphically manipulated to match the seating configuration of the classroom.

Elementary schools will need to petition their picture day photographers for a CD or storage device that holds all student pictures taken at their school. Once received, these pictures can be uploaded into the GradeSpeed software. The IMPACT team has provided details surrounding this process with the school's on-boarding documentation.

High school student pictures will be uploaded in to Gradebook automatically through the Verify system.

See link for details: <http://impact.cps.edu/downloads/VerifyPhotoUploadQuickGuide.pdf>

Gradebook Access

Do you need a CPS network account to access gradebook?

- School-based staff require a CPS network account to access Gradebook. Teachers will have access to Gradebook if they are defined as a STEACHER role in ODA and scheduled in classes in IMPACT SIM as the Teacher of Record.
- Students (grades 5-12) require a network username and password to access the student portal. School-based staff are responsible for issuing student login credentials.
- Parents do not require a CPS network account, but create their own accounts in the Parent Portal and then link those accounts to the appropriate student records with the school generated PIN.

What are the main tasks that need to be completed before teachers can access Gradebook?

There could be a number of reasons a teacher does not appear in the Gradebook. The IMPACT Gradebook draws all of its teacher-student-class relationships from the SIM system. Completion of a two-step process is the best way to ensuring that requisite access is provided.

1. Principals must ensure all teaching resources are properly assigned in ODA
2. SIM scheduling must be completed accurately.
 - The teacher must be scheduled as the Teacher of Record for a class or homeroom in SIM to be pulled into Gradebook.

I believe we have completed scheduling, but why can't I see a teacher in Gradebook?

First, ensure that the "teacher" role is defined in ODA and is active in SIM. Second, if the schedule change was done today, Gradebook will not pull the new schedules until that evening. Third, if a teacher gradebook has been verified, it will need to be unverified in order to accept new schedule changes.

As a teacher, I can login into the Gradebook but cannot see my classes/students. Why?

Ensure scheduling was handled properly in SIM. School schedulers can call the Service Desk (773) 553-3925, option 2 for verification. Also, check to see if the teacher's gradebook is verified. Verified gradebooks do not accept schedule changes or additions. The grade coordinator can perform the Unverify function.

Why can't my resource or special education teachers access the gradebook?

Gradebook only pulls teachers who are assigned as the primary teacher to a class or homeroom. Those teachers can share their Gradebooks with other teachers using the Alternative Teacher function under the Course Maintenance page (accessed by clicking on a course title), but only with other teachers who already appear in Gradebook. To grant resource teachers access to Gradebook, please see the "Scheduling Resource Teachers" document on the [IMPACT home page](#) under Student Information Management Documents → School Setup & Scheduling.

How do I get rid of teachers that are showing up on my gradebook drop down list, but who are inactive teachers, not teachers at the school, or have left?

The principal should unassign these teachers in ODA and update class schedules in IMPACT SIM.

Can I access Gradebook on a Mac?

Gradebook can be accessed from a Mac from within the CPS Network.

ELL Questions

What languages are available for the progress reports and report cards?

High School progress reports/report cards are available in English, Spanish, and Polish. Elementary School progress reports/report cards are available in English, Spanish, Polish, Chinese, Vietnamese, Arabic, and Urdu.

Why can't bilingual lead teachers add ELL proficiency marks to the progress report and report card?

As with SIM, there is a page that supports the entry of domain standards for ELL students. However, at this time only homeroom teachers can enter the required marks.

How do I modify the language a progress report or report card is printed in?

By default, the progress report will generate in English. However, school administrators and grading coordinators have the ability to change the language for select groups of students. To do so, the school administrator or grading coordinator can use the Mass Language Assignment tool. Please refer to the "Mass Language Assignment in Gradebook" document on the [IMPACT website](#).

System Synchronization

What is the timing/frequency of the attendance data synchronization between systems?

- Attendance recorded in Gradebook is moved to IMPACT SIM every 30 minutes between 10am - 5pm.
- Attendance changes made in IMPACT SIM are brought back to the Gradebook on a daily basis at 2am.

How/when does gradebook update SIM with grades?

Grades are exported into SIM at the end of each grading period (at the end of each progress report and report card interval). Changes that need to be made after this point must be done in SIM by the Grade Coordinator. Changes made to grading period grades in SIM by Grade Coordinators are synchronized with Gradebook. However, changes made to progress report grades in SIM are NOT synchronized with Gradebook.

Gradebook Attendance

How can I see both teacher attendance codes and clerk attendance codes that were entered on the same report?

The Gradebook's Teacher Verification report is an "all encompassing" attendance report, displaying both teacher codes entered in Gradebook and administrative codes entered in SIM in the following format: (TEACHER CODE/ADMIN CODE). However, keep in mind if an attendance coordinator enters attendance straight into a teacher's Gradebook, this is not recognized as an administrative code and will not be reflected as such on the report. If a teacher is unable to submit attendance themselves, the attendance coordinator should enter attendance on their behalf in SIM.

Will Gradebook generate 'cut' reporting at the high school level?

High school cut reporting is not available from within Gradebook. In fact, same day cut reporting is not currently available in any system because attendance is calculated on a nightly basis. However, a nightly process extracts attendance data recorded in Gradebook and exports it to IMPACT Verify, which remains the conduit for high school cut reporting.

Where can I see the monthly attendance report summary?

Monthly summary reporting is on the CPS dashboard available through the [IMPACT website](#).

How do attendance clerks make edits to teacher attendance once Gradebook is in place?

Attendance clerks can make attendance edits in IMPACT SIM and submit attendance for substitute teachers. Clerks can use IMPACT Verify to generate 5 and 10 day letters. Attendance clerks can use Gradebook to 'mass assign' attendance for groups of students.

Does Gradebook support 'double period attendance' for classes that extend longer than one period and are taught by two separate instructors?

Gradebook supports double period attendance as long as the class is properly configured and scheduled in SIM. Ultimately, the accurate and timely completion of school scheduling is the most important pre-requisite to having an accurate teacher gradebook.

Must teachers have attendance entered during the corresponding period?

Teachers should submit attendance during the same period. Timely attendance is crucial and mandated by the District.

Can teachers change attendance in Gradebook once entered?

In Gradebook, a teacher can modify attendance for the duration of that attendance day. If a student marked **absent** at the start of class comes in after the initial submission of attendance the teacher can make the modification to **tardy** without going to the attendance clerk.

Does Gradebook support an administrative report that identifies teachers that are chronically late submitting attendance?

Gradebook allows for administrative reporting that identifies teachers that do not submit attendance in a timely fashion. These reports are available to Principals and Chief of Schools. As well, principals can use a feature that automatically generates an e-mail to teachers with unsubmitted attendance.

Can teachers go back and change 'unexcused' to 'excused?'

No. Attendance clerks are responsible for entering and overriding attendance codes other than Present, Tardy, or Unexcused Absence in IMPACT SIM.

Can substitute teachers enter attendance in Gradebook?

No. Substitute teachers will continue to record attendance on paper and submit it to the attendance office.

Gradebook Grading

Can a teacher change his or her own grading scale or will it be preset to the standard CPS grading scale?

By default each school is set to the recommended CPS grading scale. For a limited time at the start of the school year, school principals can call the IMPACT Help Desk to request a change to the school scale based on a local standard. Change requests are allowed for a predetermined period of time each year and once the deadline has passed, school grading scales are locked in place.

As the grade conversion tables are defined at the district (or campus, on request) level, teachers can choose between these scales or can choose to add points to the average of the student. This gives teachers some flexibility in defining the grading scale for their classrooms.

Can teachers set their own grading categories?

To facilitate the initial configuration process for teachers, each individual teacher's Gradebook will be setup with the following default category groups and weights.

- Assignments=40%
- Homework=20%
- Class Participation=10%
- Quizzes=10%
- Exams=10%
- Projects=10%

The default category values listed above should provide CPS teachers with a useful baseline. However, teachers have the flexibility to add/delete categories and adjust weights to accommodate their unique classroom model.

The IMPACT team highly recommends that teachers solidify their Gradebook categories **before** adding individual assignments. Deleting a Gradebook category deletes all assignments associated with that category.

Can teachers add their own comments to the report cards?

The current CPS report card allows one comment for grades 1-12, and up to five comments for Kindergarten. Comments are predefined and can be selected in teacher gradebooks.

Grade Verification

What happens to Gradebook if I override my calculated average?

The override cycle average trumps any calculated average handled by the Gradebook. This is done through the teacher's Verify Gradebook page. Keep in mind, if a teacher wants to add assignments and use the Grades tab after entering an override grade, he or she will need to remove the override grade to allow Gradebook to recalculate grades correctly.

What happens at the end of the quarter?

1. The IMPACT Team advances the grading cycle to the next quarter.
2. Teachers have read only access to their previous cycle gradebook.
3. Assignment Categories resume their default settings in the new cycle, but teachers can choose to copy over their customized categories from the previous cycle by going to the Categories page and clicking button "Use Categories from Previous Cycle."
4. Teachers can begin entering new assignments for the next cycle.

How and when can a teacher verify or unverify a Gradebook?

A teacher can verify their gradebook at any time. Mandatory verification at specific times during the cycle (for example, report card time) is a local school decision. Teachers cannot unverify grades - only administrators can in Tools and Settings-> Teacher Verification. The administrator can "clear" the teacher verification to allow the teacher to have access to their gradebook again. NOTE: The CLEAR button does not clear grades entered, only the verification.

Can a teacher go back and modify a grade after the end of the progress report/marketing period?

After progress reports, if their Gradebook is unverified, the teacher may go back and add to/modify grades. After the grading period ends, any changes/modifications to grades must be entered by the School Administrator or Grade Coordinator in the SIM system.

Progress Reports

What system should schools use to generate progress reports?

All schools should use the Gradebook to record marking period grades and generate school progress reports.

Who can run progress reports?

Progress reports can only be run by an administrator or grading coordinator and are available under the Reports menu. This is NOT to be confused with the more informal Progress Report icon within an individual teacher's Gradebook.

Where/How is progress report data entered?

See the posted "Progress Report and Report Card Guide" document on the [IMPACT website](#).

Where are kindergarten progress report entered?

The progress reports available in Gradebook are for grades 1-8. There is not currently a sanctioned, district level kindergarten progress report. Therefore, there is not a kindergarten progress report in the Gradebook. However, there is a kindergarten report card that supports the 'W', 'P', 'B', '/' scale. See the report card section of this document for more information.

Can a free form text field for data entry be added to the progress report/report card?

There are no free form text fields on the School Report Card or Progress Report. All comments for Report Cards must correspond to a code and can be entered on the 'Verify Gradebook' page.

Can benchmarks be entered for elementary school students?

This can be accessed by clicking on a student's average, then change the view from 'Grades' to 'View IPR entries.'

I have tried to generate reports with no success. Is it because not all of the teachers have verified their grades?

No. Reports can be generated even if teachers have not yet verified their gradebooks. School administrators can monitor teacher verification under the Tools and Settings -> Teacher Verification page.

Is it possible to 'schedule' progress reports to run on a weekend?

The scheduling of progress reports is not possible at this time. The Gradebook does not support queued reports. The school administrator or grading coordinator must hit the 'Generate' button to commence the job, but does not have to stay online while the reports generate. Generated reports must be downloaded from Gradebook and printed on local printers.

Can a school administrator save an 'all inclusive' file of all student progress reports into one local PDF file?

Each grade level is stored as its own document or set of documents, so if a principal wanted to save those files he or she would be able to do so. However, the most recently generated files by quarter will also be stored indefinitely in the Gradebook database and will be retained through the year end archive process if they are not purged by the local administrator.

Report Cards

Does the Gradebook accommodate the kindergarten report card?

Yes. Kindergarten grades are entered by clicking the "Verify Gradebook" tab and entering the corresponding grade in the "override cycle avg" column.

Benchmarks may be entered by:

1. Click on "Grades" in the teacher gradebook
2. Click on the "-" under the column "AVG."
3. Select "report card entries" from the "View" dropdown menu
4. Enter the data for the various benchmarks.
5. Repeat this process for each student.

For more information about entering grades, see the "Progress Report and Report Card Guide" document on the [IMPACT website](#).

Can I print a report card if I haven't verified my gradebook?

Yes. The grade coordinator or other administrator may print a report card without verifying gradebooks. Teacher Verification is simply a helpful tool to let the administrator know gradebooks are "signed off" and ready to be processed for grade reports.

General Questions and Special Functions

When is the cutoff date for an elementary school to change a grading scale?

The last date for an elementary school to request a change in grading scale is one week before the end of the first grading period. See the [calendar](#) on the IMPACT website for exact dates. Approval from a network chief is required.

What relevance do the grade marks have at the bottom of the gradebook? (Ex: A = 95)?

The measurements at the bottom of the Teacher's Gradebook reflect the Alpha to Numeric conversion for each letter grade. This points to the midpoint of the grading scale for that mark. For example, if the grading scale for an 'A' is 90-100, and a teacher enters an "A" for a student, that A will be calculated as a 95.

How can I add a student's homeroom designation to the classroom roster page?

1. Click on the teacher's name on the left side of the teacher gradebook.
2. From the "View" dropdown menu, select "Display Student Fields."
3. Select "Homeroom" and click "Update." This setting is linked to the teacher profile and will affect all classes.

Are there any transfer features available on Gradebook at the student or teacher level?

If a student is switching sections or switching teachers, Gradebook cannot transfer their assignments over into the new class. Gradebook can, however, transfer a section from one teacher to another, carrying over all the assignments therein. School level users are not able to perform this function, but the IMPACT Gradebook team can. Please call the ITS Help Desk (773.553.3925, option 2) to initiate this process.

How does a school add an activity code or create an activity group?

Activity codes are first defined by a school administrator under Database Manager->Activity Codes. Students can then be assigned to activity code groups through Tools and Settings->Student Activity Codes. Teachers can be assigned to oversee these Activity Code groups through Tools and Settings->Teacher Activity Codes.

What non-traditional, assignment level codes can be used in the gradebook and how do they calculate on the progress report grade?

Value	Calculated Result
Blank	Leaving an assignment grade blank does not affect the average.
"M" or "MSG"	Demarking "M" or "MSG" is translated as 'missing' and is the equivalent of a zero and factors into the average as such.
"E" or "EXC"	Demarking "E" or "EXC" is translated as 'excused' and does not factor into the final average
"I" or "Inc"	Demarking "I" or "INC" is translated as 'incomplete' and does not factor into the final average.

If an elementary school changed their grading scale after teachers started submitting assignment grades, will the grades calculate according to the new scale?

No. If a change to the grading scale is made mid-stream, grades will be recalculated overnight. If the teacher needs to see the updated averages immediately, he or she can "verify" and then "un-verify" the gradebook after the scale is changed.

What sort of grading related features are NOT performed in Gradebook?

Gradebook will **not** be used to generate the following reports:

- Elementary school cumulative cards
- High school student transcripts
- 5 and 10 Day Absence Letters
- Monthly Attendance Summary

Does Gradebook support a multi-track school calendar?

No.

Parent and Student Portal Questions

A parent cannot find our school in the portal drop down list. Why is this the case?

Schools should instruct parents to look for the full name of the school from the drop down list. Example: "William Howard Taft" and not "Taft".

Does the system offer automated alerts to parents on grades and/or attendance status?

Yes. Gradebook allows parents to define automated notification guidelines for attendance and grading. Gradebook supports e-mail and text message notifications.

How do parents 'sign-up' for an account?

See the "Parent Account Management for Campus Administrators" on the [Impact Website](#).

Do the parent portal screens display in multiple languages?

The Parent Portal screens can display in English and Spanish based on the selection of the parent.

Will students at all grade levels be given access to view online grades via Gradebook's Student Portal?

The IMPACT team will provide student-level access for all students who have CPS student login credentials. At this time, that includes all 5th-12th grade students. School-based staff are responsible for issuing student login credentials.

For any other questions not addressed in this guide, please contact the IMPACT Gradebook team at impactgradebook@cps.edu.