

## GRADEBOOK ORIENTATION FOR PRINCIPALS

The Information & Technology Services (ITS) team is pleased to introduce to you IMPACT Gradebook. **Please read this document closely and in its entirety.** Gradebook offers a robust set of features, allowing administrators to:

- Access grading information remotely
- Record daily and period attendance
- Generate attendance reporting
- Record grading period grades
- Record progress report grades
- Generate failure notices
- Extract generated report cards

The purpose of this guide is to provide administrators with information that is crucial to ensuring the successful integration of Gradebook at their respective locations.

### Remote Access Requirements

- Gradebook is accessible from home and other off-site locations. To access Gradebook remotely, users must first log in at <http://connect.cps.edu> and connect to the CPS Virtual Private Network (VPN).
- As with all IMPACT modules, teachers can access Gradebook from the IMPACT Web site at <http://impact.cps.edu>.
- The minimum browser requirements for using Gradebook are as follows:
  - Internet Explorer 9+
  - Chrome 36
  - Firefox 25
  - Safari 5.1.7

### Support Options

The below resources are available should you have questions regarding Gradebook configuration and maintenance:

- IMPACT Web site [www.impact.cps.edu](http://www.impact.cps.edu).
- Help Desk Contact Information
  - (773) 553-3925
  - Select option 2 for IMPACT, then option 4 for Gradebook
  - Hours of Operation are 7 a.m. to 5 p.m.

**Note:** If you have additional questions this guide does not address, please refer to the 'Gradebook Frequently Asked Questions' document on the IMPACT website: [www.impact.cps.edu](http://www.impact.cps.edu).

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## Roles and Permissions

Principals will continue to use Online Data Acquisition (ODA) to manage user roles for staff. Administrators should confirm that ODA holds the appropriate assignments for the following school-based roles:

- School Administrators: For additional information on administrative options, see **Administrative Functions and Reports**.
- Teacher: Teachers can perform the following activities in Gradebook: Access grading information remotely, take daily attendance, align assignments in Gradebook with Common Core State Standards, create unique categories for each class period (including assessment information and homework assignments), create online seating charts with student photos, and assign modified grading scales for special needs students
- Grading Coordinator: Grading Coordinators are given access to student schedules and grades, and can also run various reports. Grading coordinators will still have the ability to edit marking period grades in the SIM system after teacher verification.
- Attendance Clerks: All elementary and high school clerks are given access to Gradebook. However, clerks will still need to perform critical functions in SIM throughout the school year (i.e. registration, enrollment, scheduling, and attendance code overrides).
- Technology Coordinator: The primary role of Technology coordinators (also called TechCos) is the verifying of Parent Portal accounts so parents can view student grades and attendance history from home. TechCos will have limited Gradebook access to administrative functions for the purpose of assisting principals. They will not, however, have access to teachers' individual gradebooks.

## Administrative Functions and Reports

- Real-time monitoring of grades and attendance
- Audit trail capability for tracking grade changes
- Administrative view access to all gradebooks at school location. Similar tiered access is also available to network offices and district administrators.
- School-level grade and attendance reporting.
- Campus administrators can set the high and low grade limits for their schools.

Principals, grading coordinators, and attendance clerks will have access to role-specific reports, including Honor Roll, Failure, and Eligibility reports for students. Additionally, campus administrators can monitor teachers with reports and tools like Gradebook Monitor, View Gradebooks, and the Failure Rate report.

## Student Pictures

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. 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>

## District Based Settings

Each school receives the default configuration of Gradebook. A portion of the default configuration is comprised of district-level settings. District-level settings cannot be changed at the local school level. The following is a high-level list of options that are defined at the district level.

- Teacher attendance entrance threshold = **One Day**. Teachers cannot retroactively take attendance for previous days; they can only take attendance for the current day.
- Teachers can edit attendance for the entirety of the date of attendance, even after initial submission (i.e. if a student is marked absent, then comes to class later that period, the teacher can update the student's status in Gradebook as 'Tardy.'
- The frequency of notification for parent attendance and grading alerts is controlled centrally.
- Settings related to data transfer between Gradebook and SIM are defined and maintained by the district.
- Gradebook contains the district's official report cards (and progress reports where applicable) for all grade levels.

## School Based Settings

Gradebook is configured with the following default settings. Each of the settings is editable by school administrators and teachers.

- School "Grading Scale" is set to the 'recommended' district standard.
  - **Note:** Principals must call the Help Desk (773.553.3925 – Option 2) for assistance in changing an individual site's grading scale.
- "Default minimum passing grade" set to 65
- "Lowest Cycle Grade Allowed" set to 59
- "Highest Cycle Grade Allowed" set to 100
- "Final Exam Weight" is currently blank
- Each teacher's gradebook is configured with the following default categories and corresponding weights. Teachers can modify the categories/weights at their discretion:
  - Assignments=40%
  - Homework=20%
  - Class Participation=10%
  - Quizzes=10%
  - Exams=10%
  - Projects=10%

**Note:** For more information about Gradebook Configuration and Settings, please refer to the 'Gradebook Orientation and Configuration for Teachers' document at [www.impact.cps.edu](http://www.impact.cps.edu).

## Gradebook to SIM Synchronization

IMPACT SIM remains the system of record for all student related data, including registration, enrollment, and scheduling. IMPACT SIM and Gradebook are synchronized in the following ways:

- Attendance recorded in Gradebook is moved to IMPACT SIM every 30 minutes.
- Attendance changes made in IMPACT SIM are brought back to Gradebook daily at 2am.

### Scheduling and Class Information

- Scheduling is performed exclusively in IMPACT SIM. **All scheduling and class information is then extracted from SIM into Gradebook.** Consequently, after logging in to Gradebook for the first time, teachers will already have the appropriate classes and rosters assigned. Therefore, the role of the scheduler is critical to the set-up of teacher gradebooks.
- *Data Refresh Frequency* – SIM student schedule changes are captured by the data interface on a nightly basis and reflected in Gradebook on the “effective” date of the schedule change.
- *Student Identifiers:* To facilitate teacher decision-making, a subset of student information from SIM is available **as read-only** in Gradebook. The following data elements are included on the Gradebook student profile:

Demographic Identifiers	
▪ Student name (first, last)	▪ ELL Program Yr
▪ Student ID	▪ Home Language
▪ Student Grade Level	▪ ELL Overall Composite
▪ Student Gender	▪ Bilingual SPED Model
▪ Student Homeroom	▪ OSS Indicators
▪ Student Address	▪ Parent Name
▪ Parent Name	▪ Contact Information

Any changes to these data elements must be made in IMPACT SIM or IMPACT SSM directly. Changes to these student data elements will be captured daily.

### Attendance Data






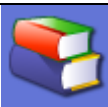





Attendance recorded in Gradebook are exported to SIM throughout the day. The attendance feed from Gradebook integrates with IMPACT Verify to facilitate the generation of 5 and 10 day absence letters.

### Grading Data


IMPACT SIM is the system of record for student historical grading information. Therefore grading period grades - recorded in Gradebook - are exported to IMPACT SIM at the end of the grading periods. The feed from Gradebook facilitates the generation of elementary school cumulative cards and high school transcripts, which are produced in SIM.

- Corrections or amendment to grades made by coordinators before the grade entry deadline are made in Gradebook and are included in the file feed to SIM.

The below most-trafficked administrative reports can be accessed by logging into Gradebook and clicking “**Reports.**”

<b>Description of Administrative Reports</b>	
	<p><b>HONOR ROLL REPORT</b></p> <p>View or print a sheet that displays names of students on the Honor Roll. Administrators can filter by grade level, teacher, activity code, student, and marking options.</p>
	<p><b>FAILURE REPORT</b></p> <p>View or print a sheet that displays names of students who have failed courses. Administrators can filter by cycle, grade level, and activity code, as well as select the cut score within the report. The report displays student name, course ID, course name, section, period, student score, teacher name, and teacher ID.</p>
	<p><b>CUSTOM PROGRESS REPORTS</b></p> <p>View generated progress reports. Administrators can filter by cycle, grade level, teacher, and student. The IMPACT team generates the progress reports for all schools, so administrators need only to view and print them from this page.</p>
	<p><b>REPORT CARD</b></p> <p>View generated report cards. Administrators can filter by cycle, grade level, teacher, and student. The IMPACT team generates the report cards for all schools, so administrators need only to view and print them from this page.</p>
	<p><b>ASSIGNMENT USAGE REPORT</b></p> <p>View how frequently a teacher adds assignments to the Gradebook, as well as how many of a teacher's assignments reached below or above a certain percentage threshold for grade entry. Users can set the date range and interval within the report.</p>
	<p><b>ELIGIBILITY REPORT</b></p> <p>View a list of students who are eligible or ineligible by activity code. Results display by student or homeroom, and a cut score can be set within the report. Activity codes must be established prior to running the report.</p>
	<p><b>GRADE ACTIVITY REPORT</b></p> <p>View a list of teachers who have not entered any assignments (filters by cycle). Report displays the teacher's last login date, as well as number of students in the section.</p>
	<p><b>GRADE VERIFICATION REPORT</b></p> <p>View current grades for every student in the school. User can filter by cycle; data displays by teacher and section.</p>
	<p><b>TEACHER GRADE SUMMARIES</b></p> <p>View a teacher's class roster for each section with detailed information including the following: student name and ID, most recent quarter and semester grades, the number and percentage of students receiving each mark, and a signature line for teachers.</p>
	<p><b>LETTERS AND LABELS</b></p> <p>View and print PIN letters to grant parents access to the Parent Portal. Please read “Parent Account Management for Campus Administrators” and “Parent Portal User Provisioning Process” document on the IMPACT website for more details.</p>
	<p><b>STUDENT PIN REPORT</b></p> <p>View a list of all students at your site, their ID numbers, and their Parent Portal PIN. For security reasons, please do not print this report.</p>

The following chart details the most-trafficked attendance reports in Gradebook and can be accessed by logging into Gradebook and clicking "**Attendance.**"

<b>Description of Attendance Reports</b>	
	<p><b>TEACHER VERIFICATION REPORT</b></p> <p>View or print a sheet that displays both the teacher attendance submissions in Gradebook and any administrative modifications in SIM. This report can be run for a day or date range once the automated data exchange has run as prescribed.</p>
	<p><b>DISPLAY TEACHER PROGRESS</b></p> <p>Generate a list of teachers who have completed their attendance submissions for a given day or period. Send reminder emails to teachers who have not submitted attendance for the day.</p>
	<p><b>DAILY ATTENDANCE SUMMARY</b></p> <p>View attendance records for a teacher or all teachers for a specified date range.</p>
	<p><b>ATTENDANCE CHANGE REPORT</b></p> <p>Track changes made to each student's attendance entries over a given date range.</p>
	<p><b>ATTENDANCE BY TEACHER</b></p> <p>View a teacher's daily attendance submissions. The modify attendance feature is set to READ ONLY as administrator attendance modifications should be submitted in SIM.</p>
	<p><b>ATTENDANCE BY ACTIVITY CODE</b></p> <p>View attendance records for all students associated with a particular activity code. This report ONLY shows attendance entered within the Gradebook. The modify attendance feature is set to READ ONLY as administrator attendance modifications should be submitted in SIM.</p>
	<p><b>ATTENDANCE TOTALS BY CODE</b></p> <p>Produce a list of the number of instances of a specific code per teacher or per student.</p>
	<p><b>ATTENDANCE BY STUDENT</b></p> <p>View all attendance records for a specific student by time code and period.</p>
	<p><b>SUBSTITUTE CLASS ROSTER</b></p> <p>Print out the class rosters of any teachers that are absent. This feature compiles a list of all of a teacher's class rosters for the day, as well as a blank attendance form that can be used by substitutes to take attendance manually.</p>
	<p><b>EXCESSIVE ABSENCE REPORT</b></p> <p>Pull a list of students who have more than the designated number of a specified attendance code. This is useful for tracking students who have excessive occurrences of a particular attendance code ("absent," "tardy," etc).</p>