

## HIGH SCHOOL GRADING - STAKEHOLDERS AND RESPONSIBILITIES

The following table provides an overview of the required grading tasks to be performed in IMPACT Gradebook, including a matrix of role-specific responsibilities for teachers, grading coordinators, and principals. This document also includes an overview of a variety of optional grading tasks that teachers can perform in Gradebook.

Action →	Marking Period Grades	Progress Reports	Report Cards	Important Notes
Teacher	<b>System:</b> IMPACT Gradebook Teachers will submit marking period grades for each student for each class in Gradebook. (Marking periods: 10 <sup>th</sup> , 20 <sup>th</sup> , 30 <sup>th</sup> , and 40 <sup>th</sup> week.)	<b>System:</b> IMPACT Gradebook Teachers submit marking period grades in to Gradebook so that progress reports can be generated.	<b>System:</b> IMPACT Gradebook Teachers will provide marking period grades in Gradebook so that report cards can be generated.	<p><b>Grade Entry:</b> Teachers are only <u>required</u> to submit the marking period and final grade required to generate progress reports and grading reports.</p> <p><b>Grading Scales:</b> Each school is set up with a default recommended grading scale, unless a change is requested by the principal.</p> <p><b>High School Transcripts:</b> Transcripts are printed from IMPACT SIM.</p> <p><b>Movement of Grades to SIM:</b> All grades will be moved to SIM for historical records. Any changes that need to be made after the end of the grading period must be performed by administrators or grading coordinators in SIM. All changes will be synchronized back to Gradebook the following business day.</p> <p><b>Optional Grading Functions:</b></p> <ul style="list-style-type: none"> <li>• Use of pre-defined Gradebook Categories</li> <li>• Daily Assignment Entry</li> <li>• Linking Assignments to Illinois Learning Standards</li> </ul>
Grading Coordinator	<b>System:</b> IMPACT SIM After the marking period ends and after teachers have verified grades, the grading coordinator can make marking period grade changes in SIM. SIM is the system of record for historical grading information that feeds the high school transcript and calculates class rank and GPA.	<b>System:</b> IMPACT Gradebook Coordinators will generate this report after all teachers have validated their grades in Gradebook.	<b>System:</b> IMPACT Gradebook Coordinators will assist the campus principal in generating and distributing report cards at the end of each marking period. This will occur on the 11 <sup>th</sup> , 21 <sup>st</sup> , 31 <sup>st</sup> , and 40 <sup>th</sup> week.	
Principal	<b>System:</b> IMPACT Gradebook Principals will monitor teacher participation to ensure that sufficient grades are entered to justify marking period grades and to ensure that all reporting tasks can be completed.	<b>System:</b> IMPACT Gradebook Principals will oversee the configuration and generation of failure notices on a regular basis.	<b>System:</b> IMPACT Gradebook Principals will oversee the configuration and generation of these reports at the end of every marking period. This will occur on the 11 <sup>th</sup> , 21 <sup>st</sup> , 31 <sup>st</sup> , and 40 <sup>th</sup> week.	
Parents	<b>System:</b> IMPACT Parent Portal Parents can monitor grades online via the Parent Portal. Parents can also establish automated alerts to monitor grades sent to their phone or email. The Portal does <b>not</b> replace the paper distribution of Progress Reports and Report Cards.			