



Report Card Pick Up Tracking in SIM 2017-18SY

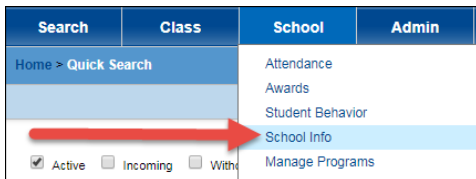
In order to provide district-wide reporting on the number of student report cards that are picked up on Parent-Teacher Conference days (for Quarter 3 – April 18 & 19), schools must use the Report Card Pick Up Tracking page in SIM.

- This page lists all students enrolled in the school as of the **end of Quarter 3**, Thursday, April 12, 2018. Note: PE and PK students are excluded because they do not receive the CPS ES Report Card.
- Staff with either *Status Coordinator*, *Grading Coordinator*, *Teacher*, or *Principal* role will have edit access to indicate which student report cards were picked up.
- **IMPORTANT:** For Q3, Elementary Schools will have until 5:00 p.m. Monday, April 23, 2018, and High Schools will have until 5:00 p.m. Tuesday, April 24, 2018, to indicate which student report cards were picked up on Parent-Teacher Conference Day. After 5:00 p.m., the reporting process will begin and the Report Card Pick Up Tracking page will become READ ONLY.

HOW TO STEPS

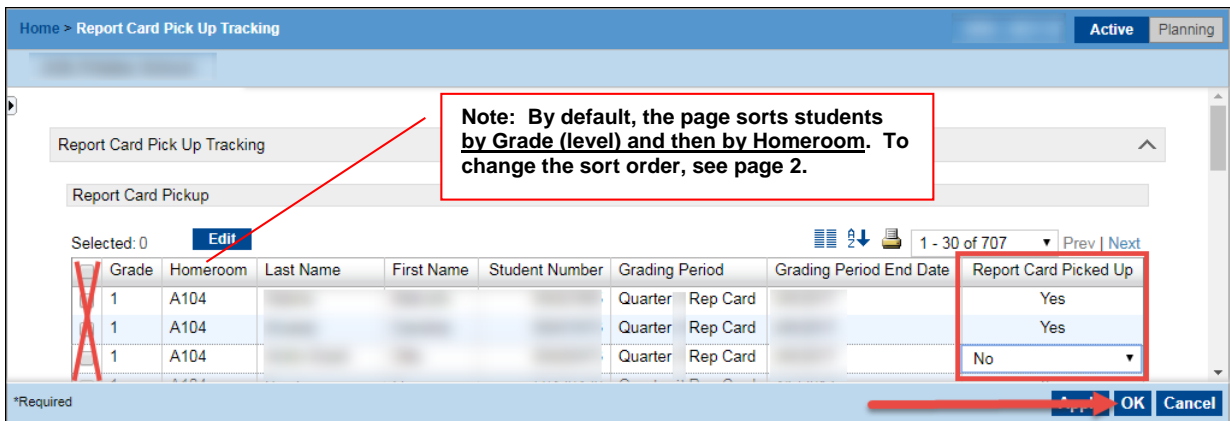
The following steps detail how to indicate which students had their report cards picked up:

1. On the horizontal *Menu bar*, under *School*, select *School Info*.



2. On the *School Info Detail* page, select *RC Pick Up*.

3. On the *Report Card Pick Up Tracking* page, under the *Report Card Picked Up* column, select *Yes* for each student in question. Click **OK** to save your entries.

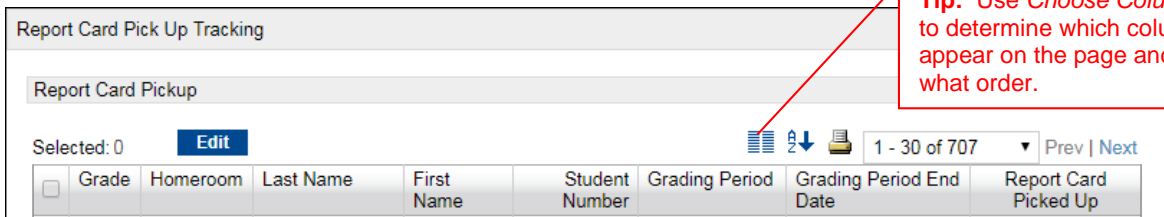




Changing Page Sort Order

By default, the *Report Card Pick Up Tracking* page sorts students **by Grade (level) and then by Homeroom**. The following steps detail how to change the sort order:

1. Under the *Report Card Pick Up Tracking* panel, click the *Sort* icon [].



Report Card Pick Up Tracking

Report Card Pickup

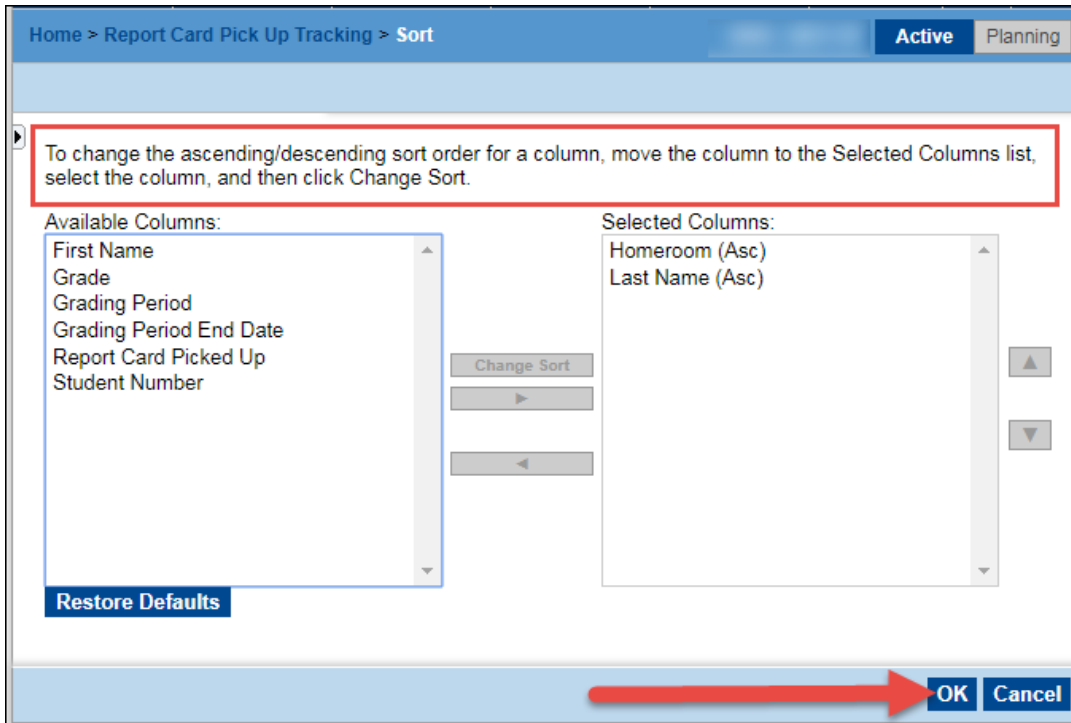
Selected: 0 [Edit](#)

1 - 30 of 707 [Prev](#) | [Next](#)

<input type="checkbox"/>	Grade	Homeroom	Last Name	First Name	Student Number	Grading Period	Grading Period End Date	Report Card Picked Up
--------------------------	-------	----------	-----------	------------	----------------	----------------	-------------------------	-----------------------

Tip: Use *Choose Columns* to determine which columns appear on the page and in what order.

2. On the *Sort* page, follow the instructions at the top of the page to select the desired column name(s) by which you want to sort.



Home > Report Card Pick Up Tracking > Sort [Active](#) [Planning](#)

To change the ascending/descending sort order for a column, move the column to the Selected Columns list, select the column, and then click Change Sort.

Available Columns:

- First Name
- Grade
- Grading Period
- Grading Period End Date
- Report Card Picked Up
- Student Number

Selected Columns:

- Homeroom (Asc)
- Last Name (Asc)

[Change Sort](#)

[Restore Defaults](#)

[OK](#) [Cancel](#)

3. Click *OK* to save and return to the *Report Card Pick Up Tracking* page to view your changes.