

SINGLE SIGN-ON: CIM AND GRADEBOOK

Single Sign On (SSO) is a functionality which links Classroom Teachers in Gradebook and CIM. SSO provides teachers with a single point of entry for both applications and eliminates the need to log into each application independently.

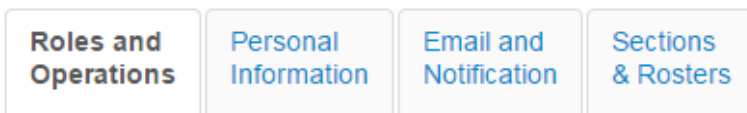
Single Sign On is only available for Classroom Teachers (i.e. teachers scheduled for classes in IMPACT SIM). SSO works for Classroom Teachers from either domain – INST or ADMIN. For SSO to work as designed, teachers should FIRST perform the following steps:

1. Log into IMPACT CIM (<https://cim.cps.k12.il.us/>)
2. Verify that the default CIM role is 'Teacher' at a current school of employment



Note: If necessary, users can set their default role in CIM by:

- Clicking on the role listed beneath their name (see screen shot above)
- Selecting the appropriate Network and School from the Default Institution dropdown (see screenshot below)
- Selecting 'Teacher' from the Default Role dropdown (see screenshot below)



Default Institution and Role

You are a Teacher at Canty Elementary School

Default Institution*	Network 01 ▼	Canty ES ▼
Default Role*	Teacher ▼	

Accessing Gradebook from CIM

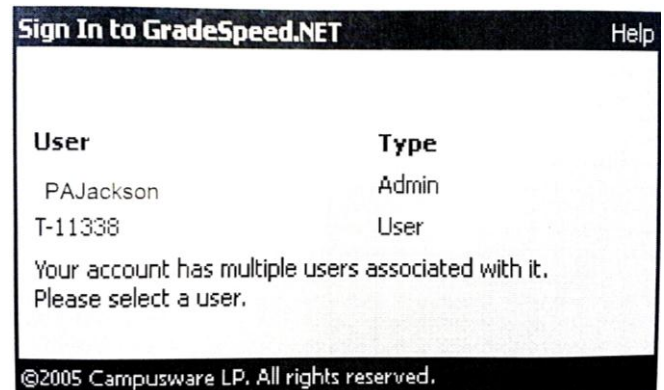
1. Log into CIM (<https://cim.cps.k12.il.us/>)



2. While on the home tab, click on the right hand side of the screen.
3. The Grades screen will open in a new window. Users may be prompted to allow pop ups.

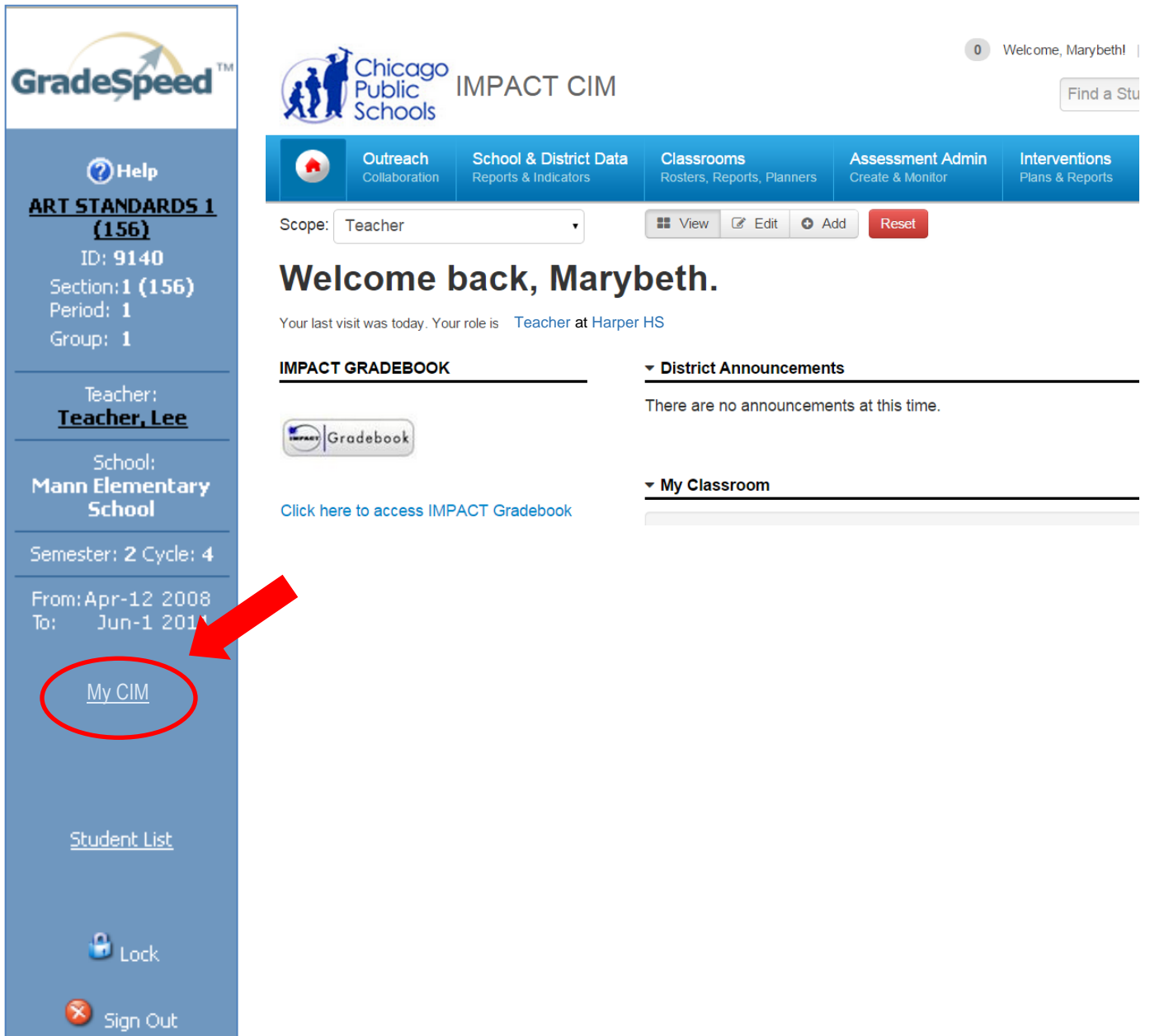
GradeSpeed™								
		Categories	Assignments	Grades	Progress Reports	Reports	Cumulative Grades	Attendee
Help ART STANDARDS 1 (156) ID: 9140 Section: 1 (156) Period: 1 Group: 1 Teacher: Teacher, Lee School: Mann Elementary School Semester: 2 Cycle: 4 From: Apr-12 2008 To: Jun-1 2011 Student List Lock		Class: ART STANDARDS 1 (156) (9140/1 (156)) Pd 1		<input checked="" type="checkbox"/> Enter Me				
Student	Avg	Testing Sep-2	New Sep-2	New 2 Sep-2				
	Due:	Sep-3	Sep-3	Sep-3				
	Points Possible	100	20	20				
Melendezcolon, Ramonita	92.67	78	20	20				
Perez, Davinna	78.00	78						
Pupelyte, Ruben	67.00	67						
Ramirez, Steven A	.00	0						
Reyes, Andrea D	72	55						
Reyes, Laura	100.00	100						
Riddiford, Melissa A	82.00	82						
Rigo, Everardo I	64.00	64						
Rios, Jovon	71.00	71						
Rivera, Natalia	94.00	94						
Robinson, Amanda	.00	Msg						
Robinson, Christina P	-	Exc						
Robles, Jackeline	-	Inc						
Rodriguez, Fernando	85.00	85						
Rosario, Eric	69.00	F						

Note: Classroom Teachers with multiple roles in Gradebook will receive a screen listing all available roles. This is the same process as logging directly into Gradebook. Once the teacher role is selected, the Grades page will display as above.



Accessing CIM from Gradebook

1. Log into Gradebook (<https://gradebook.cps.k12.il.us/>)
2. While on the **Grades** page, click the My CIM link in the lower left corner of the page (see screenshot bottom left).
3. The CIM homepage will open in the existing window (see screenshot bottom right). Users may be prompted to allow pop ups.



The screenshot displays the IMPACT CIM interface. On the left sidebar, the 'My CIM' link is circled in red, with a red arrow pointing to it. The main content area shows the user's name 'Marybeth', a navigation menu, and a 'Welcome back, Marybeth.' message. Below the message are sections for 'IMPACT GRADEBOOK' and 'District Announcements'.