



Topics

- *Key Features*
- *Obtaining a Student Portal Account*
- *Usage Guidelines*
- Supporting Information

Gradebook Student Portal - Features

Here are some of the key features of IMPACT Gradebook's Parent Portal:

- Students can use the Portal to view grades online.
- Students can view course syllabi, assignments, class descriptions, and several kinds of notes and comments from teachers.
- Students can receive alerts regarding grades and attendance.
- Longer term, the student portal will provide functionality for the online submission of course requests for high school students.

Obtaining a Student Portal Account

Students in grades 5-12 will use their CPS student username and password, or login credentials, to access the portal. Student login credentials are the same as students' FirstClass username and password. School-based staff is responsible for issuing student login credentials. For more information about accessing students' usernames and passwords, review the document *3 Easy Steps to Retrieve Student Usernames* on the FirstClass Web site at <http://fc.cps.edu>. Schools should not manually configure or create accounts for students. This is unnecessary work.

Usage Guidelines

To the Student:

CPS provides students online access to their grade information as an optional service. Only you will be able to see your grades. CPS will not make your username or password publicly available.

Please remember that the grades that you see posted on the Web site might not include all assignments or tests that have been completed. As teachers complete the grading of assignments and tests in their online gradebook, it updates information displayed on the portal. If you have questions about any of these items, please contact the teacher. Also, pages on the Web site may contain technical inaccuracies, outdated information and typographical errors which you must discuss with your teacher when identified. You must immediately notify a school administrator if your password has been lost, stolen or compromised so that your account can be reset.

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Supporting Information & Notes

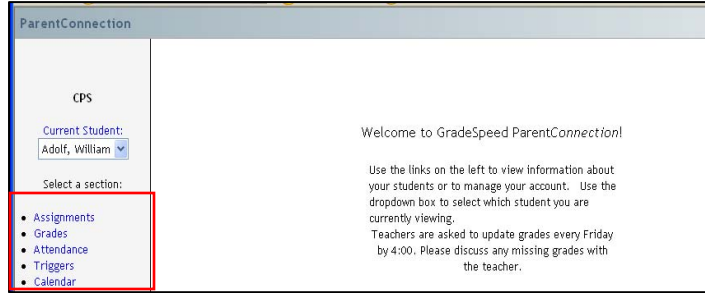
- Students should confer with local school administration for any and all questions related to CPS network account credentials or student portal how to questions. Select school administrators are attending training in order to equip themselves to field GradeBook related inquiries starting in January 2009.
- The amount of information entered into Gradebook may vary from school to school and teacher to teacher. Students must remember this when viewing their information.
- The Student Portal should not be used as a replacement for paying attention to key in-school announcements. As well, students should visit each school's main Web site for details on upcoming events.
- Check with your teachers to confirm if a computer at your school has been designated for you to access the Student Portal.
- In the future, CPS will look for additional ways for students without a home computer to access the Student Portal.
- Elementary cumulative cards and high school transcripts are not available via the Gradebook Student Portal.

Appendix

Using the Student Portal

Once you have access to a student, you can use the links along the left side of the main portal page to view grading and attendance information or to maintain your account.

- 👉 Assignments
- 👉 Grades
- 👉 Attendance
- 👉 *Report Card
- 👉 **HS Course Requests
- 👉 Triggers
- 👉 Calendar



* The Report Card link will only be made available AFTER report card pickup has been completed at the school.

** The High School Course Request link may not be enabled for the 2008-2009 school year.

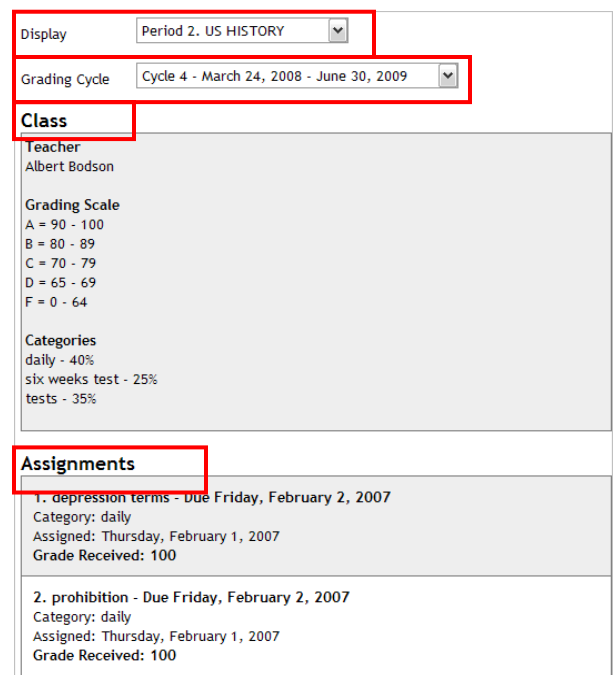
Assignments

This link allows you to view assignments that have been given and graded in each class.

The *Display* drop down list at the top of the page allows students to view a summary of upcoming assignments from all classes (those due in the next seven days), recent assignments from all classes (those due in the past seven days). Alternatively, a student can use the *Display* drop down list to select a specific course to view.

The *Grading Cycle* drop down list allows students to choose the marking period that they wish to view. The configuration and assignments will vary based on the filter option selected.

Class detail will include the teacher name, the school grading scale, and the categories the teacher has defined in his or her gradebook. Typically categories include homework, tests, quizzes, and projects.



Assignments detail will include a general description, the due date, the grading subcategory, the date assigned, and the grade received (once given).

Grades

This link shows a summary of student averages from each report card period for all classes. You can click the teacher's name to send them an e-mail, or you can use the *Notes* link to send them a message within the Gradebook system. This page will display the marking period grade "to date" and may reflect the running average of your student's scores in the class.

Teacher	Notes	Course	Period	Cycle 1	Cycle 2	Sem 1	Cycle 3	Cycle 4	Sem 2
Arthurs, James	Note	ENGLISH 3	1	A					
Bodson, Albert	Note	US HISTORY	2	B					
Brown, John	Note	HEALTH	3						
Annarella, Sergio	Note	NUT & FOOD SCI	4						
Wolfe, William	Note	INT.PHYS.& CHEM	5	C					
Redner, Clifford	Note	ALGEBRA 2	6	C		C			
Larson, Dorothy	Note	ATHLETICS-BOYS	7	A					

Attendance

This link will display a list of all attendance events (absences, tardies) recorded during the school year.

Date	Class Period	Description
1/1/2008 (Jan-1)	1	Absent - Excused
1/2/2008 (Jan-2)	1	Absent - Excused
1/3/2008 (Jan-3)	1	Absent - Excused
1/4/2008 (Jan-4)	2	Absent - Excused

Report Cards

This link will allow you to view report cards for the current grading period online.

Student	School	Format
Adolf, William	High School	Adobe Acrobat

Triggers

Students can create alerts within the system as well. Triggers allow parents to set customized thresholds or "alert events." In this example, the parent will receive both an e-mail and a text message if the student's average in one or more classes drops below a 70 OR if the student is marked with any attendance code other than "Present." The system checks for trigger events every two hours during the school day.

Trigger Options	Notifications
<input checked="" type="checkbox"/> Trip when a grade changes: <input checked="" type="radio"/> Below <input type="radio"/> Above an average of <input type="text" value="70"/>	<input checked="" type="checkbox"/> Send E-mail <input checked="" type="checkbox"/> Send Text Message to <input type="text" value="773"/> <input type="text" value="456"/> <input type="text" value="7890"/>
<input checked="" type="checkbox"/> Watch Attendance	

Calendar

Jun		July 2008					Aug
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
29	30	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	

This link will allow you to view attendance by date, as well as any campus or district events that have been added by the school administrator. Any recorded events, whether attendance or school-specific, will be highlighted in yellow. Click the date to view the events that occurred on that date.