Instructional Management Program
& Academic Communications Tool

Online Data Acquisition (ODA)
User Guide
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Introduction

Welcome to IMPACT, the Chicago Public Schools (CPS) Instructional Management Program and Academic Communications Tool.

IMPACT is a new technology solution that will make student information at CPS more accessible, reduce paperwork, and allow teachers more instructional time with students. Once fully implemented, the IMPACT solution will be used throughout the District by administrators, teachers, support staff, Central Office staff, and parents.

IMPACT has five major components:

- **Student Information Management** (replaces the current Student Information (SI) system).
- **Gradebook** (record of student attendance, grading and reports).
- **Student Services Management** (tracks information for students with special needs).
- **Curriculum and Instructional Management** (provides helpful tools for instruction).
- **Verify** (provide valuable reporting tool on building access, student finances among others).

To support the roll-out of the aforementioned IMPACT solutions, the Online Data Acquisition (ODA) user guide has been developed to provide detailed instructions on how to maintain assignments for the following:

- Staff to business functions (CIM, Gradebook, SIM, SSM and Verify)

ODA combines the ability to assign business functions related to accessing IMPACT with other CPS data collection needs; i.e. school profile update, payroll and free and reduced meals (FRM).

User Guide Description

The ODA system is designed to assist each school with completing readiness tasks to implement IMPACT solutions. ODA alleviates the time-consuming manual tasks required to populate the new IMPACT solutions. Authorized users of ODA will be able to complete business function assignments online; ODA is accessible from the IMPACT Web site at [http://impact.cps.k12.il.us](http://impact.cps.k12.il.us), and only available to authorized CPS employees.

All schools will use ODA to create business function assignments. The assignment data created in ODA will be populated in the respective IMPACT solutions.

Instructions to complete the required assignments in ODA are included in this User Guide. Please follow the steps carefully to avoid errors in the data.
User Guide Objectives

After reviewing and following the instructions, users should be able to:

1. Maintain Staff Business Function Assignments;
2. Generate ODA Reports and
3. Update school profile

ODA Modules

The Staff module can be accessed from the Home and secondary pages in ODA. The Assign Staff to Business Functions option displays when the user clicks on the Staff module button as shown in the screen capture below:

Note:

If displayed, the Administration module button and hyperlinks are not accessible to Elementary and High School users. ODA Administrators only will have access to the Administration module.
## Module Descriptions

The following table includes a list of ODA modules, applicable functionality hyperlinks, descriptions and school specific access indicators.

<table>
<thead>
<tr>
<th>Module</th>
<th>Hyperlink/Page(s)</th>
<th>Description</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>Assign Staff to Business Functions</td>
<td>This page displays business function options (i.e., Principal, Teacher, Grading Coordinator and Attendance Coordinator) and a list of the current staff members at a school. In ODA, staff will be assigned to the appropriate business function by the Principal or Designee. Staff assigned to a business function in ODA will receive the applicable role in IMPACT solutions.</td>
<td>1. Principals 2. ODA Designee business function</td>
</tr>
<tr>
<td>Reports</td>
<td>Reports Page</td>
<td>Reports on the school’s business function assignments.</td>
<td>1. Principals 2. ODA Designee business function</td>
</tr>
<tr>
<td>School Data Collection</td>
<td>State School Report Card Title 1</td>
<td>Allow schools to submit data about their Title 1 funding and State School Report Card metrics.</td>
<td>1. Principals 2. ODA Designee business function</td>
</tr>
<tr>
<td>CPS.edu School Profile Update</td>
<td>CPS.EDU School Profile Update page</td>
<td>This page has functionality for updating the schools profile / information on CPS.EDU. Changes made on this page appears instantly on CPS.EDU.</td>
<td>1. Principals 2. ODA Designee business function 3. Website Administrator business function</td>
</tr>
<tr>
<td>Free &amp; Reduced Meals</td>
<td>Process FRM Applications Lunchroom Manager Roster Lunch Application Information Homeroom Statistics and Lunchroom Pilot</td>
<td>Functionality on the FRM pages enable an authorized user to search for a student at their school and submit their FRM data to determine if the student gets a free or reduced price lunch. Run school-level reports (Lunchroom Manager Roster, Lunch Application Information) Run Homeroom Statistics and Lunchroom Pilot.</td>
<td>1. Principals 2. ODA Designee business function 3. FRM Clerk business function</td>
</tr>
</tbody>
</table>
**Module Order of Completion**

Users should complete ODA assignments in the following order:

1. **Staff (ES and HS):**
   a. Assign Staff to CIM, SIM, and SSM Business Functions
   b. Assign Staff to FRM Clerk
   c. Assign Staff to Payroll Approver and Payroll Clerk

2. **Reports (ES and HS):**
   a. Generate business function assignment reports

3. **CPS.edu School Profile Update (ES and HS):**
   a. Update school profile information on CPS.edu

**Notes:**

1. IMPACT requests that Elementary and High School users routinely verify and update in ODA staff business function assignments.
2. If displayed, the ODA Administration module button and hyperlinks are not accessible to Elementary and High School users.

**Log On to ODA**

1. From a Web browser, access [http://impact.cps.k12.il.us](http://impact.cps.k12.il.us).
2. Locate and **click** on the ODA button. The **ODA** Sign-On screen displays:

3. In the CPS Username field, **enter** your CPSMail username and **press** the <TAB> key once.

4. In the Password field, **enter** your CPSMail password.

5. **Click** the *Sign in* button. The **ODA Home Page** displays.
Password Administration

Help option is available on the ODA Sign-In page for users to include the following:

Forgot your Password?

The Help options provide instructions to users regarding Password administration; https://password.cps.k12.il.us/ to include the following:

CPS Password setup
Password reset instructions
Standard ODA Page Layout

Each ODA page has three parts, as outlined in the figure below:

1. **The Title Bar** – Displays the school ID information, date and hyperlinks for Change Unit and Logout, across the top of the page
2. **The Task Area** – Displays the name of the ODA page; e.g., Assign Staff to Business Functions, modules and hyperlinks that allow users to access secondary pages in ODA.
3. **Content Area** – Displays the central pane of each ODA page.

   Users assign and remove assignment information for staff in the Content Area. The Content Area is divided into data grid sections displaying information such as staff, business functions, and current business function assignments.

![ODA Page Layout Diagram](image)

Standard ODA Page Elements

The following list details some of the standard page elements in ODA. Each element is outlined in the figure below.

1. **Title Bar** – displays the CPS unit, date, Change Unit (if applicable) and Logout hyperlinks.

2. **Task Area** – displays the name of the ODA page (e.g., Assign Staff to Business Functions) and enables the user to navigate in ODA from one page to another, for example users can navigate from the Assign Staff to Business Functions to the Reports module.

3. **Breadcrumbs** – series of hyperlinks in the center of each ODA page. Breadcrumbs indicate where a user is in the ODA system and how he got there.

4. **Instructions (Specific pages)** – step-by-step instructions for completing assignment (Assign/remove) tasks in ODA.
5. **Filters (Specific Pages)** – enables users to view specific unit data, for example:
   a. Show All Employees
   b. Show All Unassigned Employees

6. **Data Grids (Specific Pages)** – pages in ODA display the following unit specific data:
   a. Staff
   b. Assign and Remove buttons and hyperlinks

7. **Sort Options (Specific Pages)** – enable users to sort information displayed in data grids by clicking on column header hyperlinks.
**ODA Instructions**

Step-by-step instructions are available on ODA pages to assist users with completing assignment tasks as shown in the following screen capture:

Users should carefully follow the instructions displayed in ODA and use this User Guide to ensure that data is accurately updated and subsequently converted to the applicable IMPACT solution (i.e., CIM, Gradebook, SIM, SSM or Verify).

**Notes:**
1. The ODA User Guide includes step-by-step instructions for the following:
   - Assign/Remove Staff to/from Business Function
   - Generate ODA Reports
   - Update School Profile in CPS.edu

2. If the instruction steps are not displayed on the page, the user can follow the prompt that are provided to complete the assigned task.

**The IMPACT Web Site and Help Desk**

This User Guide contains detailed instructions, however, if users have questions or problems accessing ODA please contact IMPACT:

1. **IMPACT Web Site** – Enables the user to access information about the IMPACT project. This Web site provides access to IMPACT applications and online supplemental materials. For information on ODA visit the [IMPACT publications page](http://impact.cps.k12.il.us). The Website address is [impact@cps.k12.il.us](mailto:impact@cps.k12.il.us). Questions and comments can be e-mailed to [impact@cps.k12.il.us](mailto:impact@cps.k12.il.us).

2. **IMPACT Help Desk** – Operational from 7 a.m. to 5 p.m. weekdays. The phone number is (773) 553-3925, option 2.

**Maintain Staff Business Function Assignments (CIM, Gradebook, SIM, SSM, and Verify)**

The following is a table which list IMPACT business functions available in ODA for assignments to the appropriate staff; e.g. Principal, Teacher and Attendance Coordinator, at a school. CPS employees
assigned business functions in ODA will receive the applicable role and permissions in IMPACT CIM, SIM, and SSM.

### Business Functions

<table>
<thead>
<tr>
<th>School Business Function</th>
<th>Student Information Management (SIM)</th>
<th>Curriculum and Instructional Management (CIM)</th>
<th>Gradebook</th>
<th>Student Services Management (SSM)</th>
<th>Verify</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Principal</td>
<td>Edit and view <strong>all</strong> data (exceptions: Social Security Numbers and Student Health Conditions); generate reports.</td>
<td>Edit school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)</td>
<td>Edit school-level grades/attendance; Report on school-level data (attendance, grades, schedules, etc.); Manage school-level Parent Portal Accounts</td>
<td>Can view public reports at a school-wide level. May view and edit student and location data (i.e., submit PARF requests, case manager nominations, sped staff allocations)</td>
<td>Full view and edit access. All reports.</td>
<td>Automated Library System - Can view and run saved reports at a school-wide level.</td>
</tr>
<tr>
<td>Athletics Coordinator (SATHLETIC)</td>
<td>Edit student athletic data; generate reports, to include unofficial transcripts.</td>
<td></td>
<td></td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
</tr>
<tr>
<td>Attendance Coordinator (SATTEND)</td>
<td>Edit student attendance data; generate reports.</td>
<td>No Access</td>
<td>View school-level grades/attendance; Report on school-level data (attendance, grades, schedules, etc.)</td>
<td>No Access</td>
<td>View and edit access to Search, Viewbar and Truancy Reporting. Select reports.</td>
<td>N/A</td>
</tr>
<tr>
<td>Bilingual Coordinator (SELL)</td>
<td>Edit ELL Profile data; enter ELL screener test scores; generate reports.</td>
<td>View school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>N/A</td>
</tr>
<tr>
<td>School Business Function</td>
<td>Student Information Management (SIM)</td>
<td>Curriculum and Instructional Management (CIM)</td>
<td>Gradebook</td>
<td>Student Services Management (SSM)</td>
<td>Verify</td>
<td>OTHER</td>
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<tr>
<td>Business Manager (SBUSINESSMG)</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>View and edit access to Search, Viewbar, Student Finance Management. Select reports.</td>
<td>N/A</td>
</tr>
<tr>
<td>Case Manager (SSPED)</td>
<td>Submit transportation requests per IEP and 504. Generate reports.</td>
<td>View school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)</td>
<td>No Access</td>
<td>Enters and maintains documents for students referred to and/or receiving special education services either under an IEP or 504. In addition: Can send and receive messages; access caseloads; create private list and multi-dimensional reports; view class/students rosters, public lists and multi-dimensional reports.</td>
<td>No Access</td>
<td>N/A</td>
</tr>
<tr>
<td>Cashier (SCASHIER)</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>View and edit access to Search, Viewbar, Student Finance Management. Select Reports.</td>
<td>N/A</td>
</tr>
<tr>
<td>ID Clerk (SIDCLERK)</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>View and edit access to Search, ID printing. Select reports.</td>
<td>N/A</td>
</tr>
<tr>
<td>School Business Function</td>
<td>Student Information Management (SIM)</td>
<td>Curriculum and Instructional Management (CIM)</td>
<td>Gradebook</td>
<td>Student Services Management (SSM)</td>
<td>Verify</td>
<td>OTHER</td>
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</tr>
<tr>
<td>Counselor - ES (SCOUNSLER)</td>
<td>View school and student data; generate reports, to include ES transcripts.</td>
<td>View school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)</td>
<td>View school-level grades/attendance; Report on school-level data (attendance, grades, schedules, etc.)</td>
<td>No Access</td>
<td>View and edit access to Search, Viewbar, Building Access, Behavior Analytics, Interventions, Select Reports.</td>
<td>N/A</td>
</tr>
<tr>
<td>Counselor – HS (CNSL)</td>
<td>Edit student Social Security Numbers; access student Academic Plans; generate reports, to include transcripts.</td>
<td>View school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)</td>
<td>View school-level grades/attendance; Report on school-level data (attendance, grades, schedules, etc.)</td>
<td>No Access</td>
<td>View and edit access to Search, Viewbar, Messaging, Interventions, Behavior Analytics, Select reports.</td>
<td></td>
</tr>
<tr>
<td>Curriculum Coordinator (SCURR)</td>
<td>No Access</td>
<td>Edit school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)</td>
<td>View school-level grades/attendance; Report on school-level data (attendance, grades, schedules, etc.)</td>
<td>No Access</td>
<td>No Access</td>
<td></td>
</tr>
<tr>
<td>Disciplinarian (SBEHAVIOR)</td>
<td>View school and student data, to include historical student discipline data; generate reports.</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>View and edit access to Search, Student Misconduct, Incident Reporting, Behavior Analytics, Interventions. Select reports.</td>
<td>N/A</td>
</tr>
<tr>
<td>School Business Function</td>
<td>Student Information Management (SIM)</td>
<td>Curriculum and Instructional Management (CIM)</td>
<td>Gradebook</td>
<td>Student Services Management (SSM)</td>
<td>Verify</td>
<td>OTHER</td>
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<tr>
<td>Disciplinarian Clerk (SBEHAVIOR CLK)</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Same as Counselor access. View and edit access to Search, Viewbar, Messaging, Interventions, Behavior Analytics. Select reports.</td>
<td></td>
</tr>
<tr>
<td>ETC Coordinator (SETC)</td>
<td>Enter students into ETC Programs using Program Management functionality; generate reports.</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>N/A</td>
</tr>
<tr>
<td>FRM Clerk (FRM module only)</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td></td>
</tr>
<tr>
<td>Grading Coordinator (SGRADING)</td>
<td>Edit student grading data, to include HS historical edits; view HS student Academic plans; generate reports, to include transcripts.</td>
<td>View school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)</td>
<td>Edit school-level grades; Report on school-level data (attendance, grades, schedules, etc.)</td>
<td>No Access</td>
<td></td>
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</tr>
</tbody>
</table>

**Redundant Role:**
If you have Grading Coordinator role, Transcript Registrar role is **not** needed.
<table>
<thead>
<tr>
<th>School Business Function</th>
<th>Student Information Management (SIM)</th>
<th>Curriculum and Instructional Management (CIM)</th>
<th>Gradebook</th>
<th>Student Services Management (SSM)</th>
<th>Verify</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeless Liaison (Student Services Liaison - (SSTDS VCS))</td>
<td>Edit Student in Temporary Living Situations (STLS) data; submit transportation requests; generate reports.</td>
<td>View school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>N/A</td>
</tr>
<tr>
<td>IMPACT School Tech Admin (STECHCO)</td>
<td>No Access</td>
<td>View school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)</td>
<td>View school-level grades/attendance; Report on school-level data (attendance, grades, schedules, etc.); Manage school-level Parent Portal Accounts</td>
<td>No Access</td>
<td>Configuration access. Select report s.</td>
<td>N/A</td>
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<tr>
<td>Lead Literacy Teacher</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>N/A</td>
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<tr>
<td>School Business Function</td>
<td>Student Information Management (SIM)</td>
<td>Curriculum and Instructional Management (CIM)</td>
<td>Gradebook</td>
<td>Student Services Management (SSM)</td>
<td>Verify</td>
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<tr>
<td>Library Assistant</td>
<td>No Access</td>
<td>No Access</td>
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<tr>
<td>Math Specialist/Lead Teacher</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>N/A</td>
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<tr>
<td>Mobile Device Manager</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
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<tr>
<td>Nurse (SHEALTH)</td>
<td>Edit student health data, to include Food Allergy and Sports Physical data; generate reports.</td>
<td>View school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>N/A</td>
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</tr>
<tr>
<td>ODA Designee</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Can assign ODA roles to other school administration staff.</td>
</tr>
<tr>
<td>School Business Function</td>
<td>Student Information Management (SIM)</td>
<td>Curriculum and Instructional Management (CIM)</td>
<td>Gradebook</td>
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<tr>
<td>Payroll Approver</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Payroll Approver has all the same functional authority of a Payroll Clerk plus the following responsibility: Approves time in KRONOS as Validation reports of hours work by day for all employees in clerk’s respective unit. Workflow Reports sent via email such as; Payroll Exception Report, Employee Not Paid, Payroll Check register.</td>
</tr>
<tr>
<td>Principal (SADMIN)</td>
<td>Edit and view all data (exceptions: Social Security Numbers and Student Health Conditions); generate reports. <strong>Redundant Roles:</strong> If you have Principal role, <strong>no other role is needed.</strong></td>
<td>Manage school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)</td>
<td>Edit school-level grades/attendance; Report on school-level data (attendance, grades, schedules, etc.); Manage school-level Parent Portal Accounts</td>
<td>Can view public reports at a school-wide level. May view and edit student and location data (i.e., submit PARF requests, case manager nominations, sped staff allocations)</td>
<td>Full view and edit access. All reports.</td>
<td>Automated Library System - Can view and run saved reports at a schoolwide level.</td>
</tr>
<tr>
<td>Program Coordinator (SPROGRAMS)</td>
<td>Edit program management Data for all CPS programs tracked in the Program Management functionality; generate reports.</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>N/A</td>
</tr>
<tr>
<td>School Business Function</td>
<td>Student Information Management (SIM)</td>
<td>Curriculum and Instructional Management (CIM)</td>
<td>Gradebook</td>
<td>Student Services Management (SSM)</td>
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</tr>
<tr>
<td>Reading Specialist/ Coordinator</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>N/A</td>
</tr>
<tr>
<td>Scheduler (SSCHEDULE)</td>
<td>Edit school and student scheduling data; view HS student Academic Plans; generate reports, to include unofficial transcripts.</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>View and edit access to Search, Viewbar, Calendar. Select Reports.</td>
<td>N/A</td>
</tr>
<tr>
<td>School Business Function</td>
<td>Student Information Management (SIM)</td>
<td>Curriculum and Instructional Management (CIM)</td>
<td>Gradebook</td>
<td>Student Services Management (SSM)</td>
<td>Verify</td>
<td>OTHER</td>
</tr>
<tr>
<td>--------------------------</td>
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<td>---------------------------------------------</td>
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<td>----------------------------------</td>
<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td>School View (SVIEW)</td>
<td>View school and student data, to include HS student Academic Plans; generate reports.</td>
<td>View school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)</td>
<td>No Access</td>
<td>May only view staff and student profile data.</td>
<td>No Access</td>
<td>N/A</td>
</tr>
<tr>
<td>Security Guard (SSECURITYGUARD)</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>View and edit access to Search, Doorswipe, ID. Select reports.</td>
<td>N/A</td>
</tr>
<tr>
<td>Status Coordinator (SSTATUS)</td>
<td>Edit registration, enrollment, and student demographic data; submit transportation requests; edit STLS and program management data; generate reports.</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Redundant Role: If you have Status Coordinator, Student Service Liaison is not needed.</td>
</tr>
<tr>
<td>Teacher (STEACHER)</td>
<td>Edit student attendance and grading data for students assigned to him/her; generate reports.</td>
<td>Manage class-level instructional resources (lesson plans, assessments, etc.); Report on class-level data (attendance, grades, schedules, assessment results, etc.)</td>
<td>Edit class-level grades/attendance; Report on class-level data (attendance, grades, schedules, assessment results, etc.); Can review IEPs/504s for students on roster. May start a referral for sped evaluation.</td>
<td>No Access</td>
<td>No Access</td>
<td>N/A</td>
</tr>
<tr>
<td>School Business Function</td>
<td>Student Information Management (SIM)</td>
<td>Curriculum and Instructional Management (CIM)</td>
<td>Gradebook</td>
<td>Student Services Management (SSM)</td>
<td>Verify</td>
<td>OTHER</td>
</tr>
<tr>
<td>--------------------------</td>
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<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td>TechCo</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Main point of contact at school for Tech issues; administrative account (TechCo) password. ITS liaison.</td>
</tr>
<tr>
<td>Textbook Admin (STXTADMIN)</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>View and edit access to Search, Viewbar, Textbook Management. Select reports.</td>
<td>N/A</td>
</tr>
<tr>
<td>Textbook Clerk (TXTCLERK)</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>View and edit access to Search, Viewbar, Textbook Assign. Select reports.</td>
<td>N/A</td>
</tr>
<tr>
<td>Transcript Registrar (TRANSREG)</td>
<td>View school and student data; generate reports, to include transcripts.</td>
<td>View school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>N/A</td>
</tr>
<tr>
<td>Website Administrator</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Main point of contact for school’s website; access to update cps.edu school profile via ODA</td>
</tr>
</tbody>
</table>
Assign Staff to Business Functions

The Assign Staff to Business Functions page displays three primary data grids; staff, business functions and the staff assigned to business functions. Users will assign or remove staff from the applicable business function(s) on this page.

Complete the following steps to assign staff to business functions.
1. After logging on to ODA, on the Home page, click on the Staff button as shown below:

2. The Assign Staff to Business Functions page displays.
3. **Click** on the applicable radio button to filter the display of employees in the staff data grid:

   
   *Show All Employees*

   *Show Unassigned Employees*

4. To assign staff to business functions, complete the following steps:
   
   a. In the Staff data grid of the Content Area, **select** an employee name.
   
   b. In the Business Functions data grid of the Content Area, **select** one or more business functions. To select multiple business functions, after clicking on one business function, hold down the Ctrl key and select additional business functions.

   ![Staff Data Grid](image1)

   c. **Click** the *Assign* button located between the Staff and Business Functions data grids. The employee business function assignments display in the data grid located in the lower section of the Content Area, as shown in the screen capture below:

   ![Employee Assignments](image2)

   **Note:**

   An error message displays on the *Assign Staff to Business Functions* page if the user does not make a selection from the applicable data grid; i.e. staff name or does not select a business function, before clicking the *Assign* button. Users should ensure that a selection is made in each data grid.

   *Error: No Staff Person was selected.*

   *Error: No Business Function was selected.*

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Remove Staff Business Function Assignments

Complete the following steps to remove staff business function assignments, if required.

1. Locate the staff name in the currently assigned business functions data grid located in the lower section of the Assign Staff to Business Function page. Click the Remove Assignment < Remove Assignment > hyperlink for the applicable employee. A dialog box displays as follows prompting the user to confirm the request to remove the assignment of the business function:

![Dialog box](https://example.com/dialog-box.png)

2. **Click** the OK button. The selected employee’s name no longer displays with the previously assigned business function in the data grid.

![Data grid](https://example.com/data-grid.png)

3. **Scroll** up the page, **click** on the Home hyperlink located in the Breadcrumbs to return to the ODA Home page.

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**Note:** The Reports section of the ODA User Guide provides step-by-step instructions for generating Staff Business Function assignment reports.

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**Exception Process**

*Please note: these instructions are intended for the new business functions of TechCo, Website Administrator and Mobile Device Manager*

1. Principal must provide the following information to techcoupdate@cps.edu
   - Staff ID number (6 digits)
   - Staff First Name
   - Staff Last Name
   - Facility ID (6 digits)
   - Principal Staff ID number
   - Principal First Name
• Principal Last Name

2. Please wait one business day for the information to be processed.

3. Go into ODA and assign the newly added staff to the appropriate business function.

*Please note: each staff member added through this exception process (and their subsequent assigned business functions) will be removed from your school's roster at the end of every school year. Each school year, please repeat the above steps for any exceptions to your normal ODA staff roster.*

If you have any questions and/or if the role does not appear within the following business day, please contact techcoupdate@cps.edu.
ODA Reports

List of Available Reports

ODA functionality allows authorized logged on users to generate Reports. The following is a list of reports available in the Reports module.

1. **Unit Status Report** – This report list the percentage of business function assignments in ODA.
2. **Staff Business Function Assignment Totals** – Lists the names of business functions and total number of assignments.
3. **Staff Business Function Verification Report** – This report list the staff name and his/her assigned business function(s).

Running Reports

Complete the following steps to generate an ODA report.
1. From any page in ODA, click the Reports button. The Reports page displays:

![Image of Reports page]

2. In the Content Area, from the Select a report drop-down menu options, select the required report. The selected report displays in the Content Area of the page:

![Image of selected report]

3. To print, save and/or e-mail the report, click the Export to Excel hyperlink located to the right of the Select a report dropdown menu field. The Do you want to open or save this file dialog window displays.
4. **Click** the *Open* button displayed in the dialog window. The report displays in an excel format (**This might take several minutes**).

5. If you get a message prompting you to verify that the file is not corrupted… **Click Yes** as shown below to open the file:
6. From the Internet Explorer (IE) Task Bar located at the top of the page, users can save, print and/or email the report. From the File menu, select the Print option. The print window displays:

7. Select the applicable Printer, Print Range, Copies and if applicable Print What options.

8. Click the OK button <OK> to print the selected report.

9. Click the close button <X> located in the top right corner to close the excel document.

10. From the Reports page, click the Home hyperlink located in the breadcrumbs <Home > to return to the ODA Home page.
Change Unit

After logging on to ODA, users assigned to multiple schools have the option of selecting other schools to update data as displayed in the following screen capture:

The Change Unit page will be accessible by a hyperlink that appears at the top of each page in ODA as displayed in the screen capture above. This Change Unit functionality in ODA is only available to users who are authorized users for more than one CPS school.

If you are responsible for multiple schools, complete the following steps after logging on to ODA to select an alternative unit:

1. From any page in ODA, click the Change Unit hyperlink located at the top of the page on the School ID Task bar to display the Choose Unit page:

2. From the Choose Unit page, in the Content Area, click the drop-down arrow located between Select a Unit and the Submit button.

3. After selecting a School, click the Submit button. The Home page displays for the selected school.
Updating School Profile

From the home page or any page click on the CPS.edu School Profile Update hyperlink as shown above, update all the necessary information and click the save button located on the lower part of the page. All changes made will appear instantly on the CPS.EDU page, otherwise refresh the page on CPS.EDU to see the changes made.
Logging off ODA

IMPACT recommends that when the users have completed working in ODA to log off from the online system. From any page in ODA, **click** the *Logout* hyperlink located on the Title Bar at the top of the page to completely log off of ODA. The ODA Sign-on window displays.