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*** Note ***

This user guide was developed in IMPACT Student Information Management (SIM) Evening version 8.4.3. There may be slight differences between screens in this guide compared to the screens in the actual IMPACT SIM Evening production environment. All screens were captured in Windows using Internet Explorer; Macintosh views may differ.

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Overview

The Department of Instructional Supports manages the CPS NCLB High School Credit Recovery Program. This program is referenced as Evening School and includes the high school Saturday School program.

Recording Evening School Data

The Department of Instructional Supports requires all high schools hosting an Evening School program to record student enrollment, attendance, and course scheduling in SIM Evening. SIM Evening is the sole repository for student enrollment, scheduling, attendance, grading, and reporting. In order to capture accurate student data, the following steps are instrumental:

- Enrolling students
- Creating the ‘Master Schedule’
- Assigning teachers to classes
- Assigning students to classes
- Recording attendance by teachers
- Recording final semester grades

SIM Evening Location

The SIM Evening icon is located on the IMPACT website’s ‘Home Page’ at http://impact.cps.k12.il.us/

SIM Evening Support

The SIM Evening Quick Guide and other applicable documents will be posted on the IMPACT website http://impact.cps.k12.il.us/

All technical SIM Evening questions must be directed to the IT Service Desk at 773-553-3925, option 2. A Service Desk ticket is required for tracking purposes, resource assignment and escalation procedures.

Policy and/or program questions pertaining to the Evening High School Credit Recovery program must be directed to the Department of Instructional Supports.
Configuration of SIM Evening

District Configuration

IMPACT will configure approved high schools in SIM Evening at the District level.

In order to support SIM Evening semester-end conversion (e.g., the migration of semester final grades from SIM Evening to SIM), the SIM Evening calendar is aligned with the Chicago Public Schools District Calendar for ‘Regular Day School’.

High School Course Catalog

The Department of Instructional Supports determines the course catalog. The approved course catalog is provided to the IMPACT SIM Program team, which is implemented at a District level in SIM Evening.

For additional course, high schools must contact the Department of Instructional Supports for approval. Upon approval, the department will provide an updated curriculum file to the IMPACT SIM Program team. IMPACT is unable to approve additional course requests.

Registration

IMPACT will automatically register all ‘active’ high school students and all ‘in-active’ students between the ages of 14-21 in SIM Evening. Registration must be entered and maintained in SIM. Note: Students who enter the District after this initial registration will be automatically ‘swept’ into SIM Evening at the District level via a nightly process.

Enrollment

All evening school students require manual enrollment under the high school of attendance in SIM Evening. The enrollment date should be the first day of the student’s evening school program (e.g., first day of attendance).

Student Demographic Information

A limited set of student demographic data will be available in SIM Evening. For example: student full name, student ID number, home address, telephone number, date of birth, grade level and zoned school.

Student Demographic data must NOT be changed in SIM Evening. Modifications to student demographic information must be made in the regular SIM system.

Attendance

Evening school teachers are required to enter evening school attendance in SIM Evening. Evening school administration should ensure attendance is current and accurate.
SIM Evening ‘Master Schedule’

The Master Schedule functionality in SIM Evening is the foundation of the system with regards to enrollment, membership, master course scheduling, teacher and student scheduling, attendance and grades. Creating and maintaining a solid Master Schedule in SIM Evening is critical. Note the following:

- High schools hosting Evening School are responsible for ensuring the Master Schedule configuration is accurate, maintained and not altered without approval from the Credit Recovery manager and/or coordinator.

- High schools failing to record student data in SIM Evening will affect program management, funding requirements, student analysis, etc. Additionally, failure to record student data in SIM Evening will affect a student’s record; for example:

  SIM Evening data is converted to SIM at the conclusion of each semester. If an evening school student is not scheduled or graded in SIM Evening, then no course detail can be converted to the student’s SIM Historical record. This will affect the student’s SIM Academic Planner detail, the CPS High School Transcript Reports, GPA and/or Rank calculations. Additionally, the student will be unable to receive a semester grade report from SIM Evening.

**Master Scheduling Criteria**

The following Master Scheduling criteria must be adhered to under SIM Evening, to ensure accurate evening school scheduling.

<table>
<thead>
<tr>
<th>Scheduling Requirements</th>
<th>Scheduling Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Set components include:</td>
<td>High schools must not create individual:</td>
</tr>
<tr>
<td>1. Scheduling Groups – ALL (do not change)</td>
<td>• Scheduling Groups</td>
</tr>
<tr>
<td>2. Scheduling</td>
<td>• Term Sets and/or Terms</td>
</tr>
<tr>
<td>• Term Sets (Semester 1 and Semester 2)</td>
<td><strong>High schools must use the following Day Patterns:</strong></td>
</tr>
<tr>
<td>• Term Set Name (Semester 1 and Semester 2)</td>
<td>• Days of the week - is the only viable technical option in SIM Evening.</td>
</tr>
<tr>
<td>• Term Code (S1 and S2)</td>
<td></td>
</tr>
<tr>
<td>3. Day Patterns (5 Regular and 0 Special Days)</td>
<td></td>
</tr>
<tr>
<td>• Days of the Week - Refer to Scheduling Restrictions column</td>
<td></td>
</tr>
<tr>
<td>4. Relative Days (do not use)</td>
<td></td>
</tr>
<tr>
<td>5. Bell Schedules (one bell schedule for each attendance day)</td>
<td></td>
</tr>
</tbody>
</table>
### Scheduling Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Meeting Patterns (match to bell schedule)</td>
<td></td>
</tr>
<tr>
<td>7. Grading Period (IMPACT configures for schools)</td>
<td></td>
</tr>
</tbody>
</table>

### Scheduling Restrictions

### Term Sets in SIM Evening:

1. The Semester 1 and Semester 2 Term Sets are to be used for all courses.
2. That is, all classes offered in the Fall Semester shall have a Term Set of “Semester 1” and all classes offered in the Spring Semester shall have a Term Set of “Semester 2”.
3. Course Content (“Semester Content”) is now determined by the course number (6th digit of the course number).
   - It is critical that the appropriate course number be selected to indicate the content (S1 or S2) being offered in the class.

### Scheduling Saturday Classes

For high schools hosting Saturday classes, the following details how scheduling should be configured in order to record attendance:

1. Evening schools with a Saturday program will now take attendance on the actual Saturday.
2. “Saturday” will be available in the “Days of the Week” and the school will need to create a Saturday ‘Bell Schedule’ and a Saturday ‘Meeting Pattern’ to attach to the Saturday class(es).
3. Students are scheduled for the Saturday class(es) as usual.
Master Schedule Adherence

High schools offering Evening School must adhere to the following:

- Only use the All Scheduling Group
- Only use the Semesters Term Set
- Only use ‘Days of the Week’ Day Patterns
- Do not add a Scheduling Group
- Do not change the Term Dates (or add or change Term Sets)
- Do not change the Grading Period End Dates

**Note:** SIM Evening is monitored throughout each semester; reports are provided to the Department of Instructional Supports. High schools that deviate from the valid Master Schedule components may be responsible for correcting modifications.
SIM Evening Grading

Grades and Semester Report Cards
A final semester grade is required under a student’s record in SIM Evening. The CPS Evening High School Semester Report Card is required to be produced from SIM Evening for all students. Final semester grades must be entered in order to produce the semester report card.

High School Transcripts & SIM Academic Planner
SIM Evening Semester 1 and Semester 2 grades, including course detail (course name, number, potential credit and earned credit) are converted from SIM Evening to a student’s SIM Historical record at the end of the semester.

Upon completion of the SIM Evening conversion process, semester course detail will appear in SIM, as follows:
- On the CPS High School Official and Unofficial Transcript Reports
- Under a student’s Academic Planner
- Under a student’s SIM Historical record

SIM Evening Conversion Process
Note the following about the conversion process:
- Conversion process is conducted prior to the last day of the ‘Regular Day School’ semester.
- Conversion process is conducted one-time each semester for all SIM Evening schools.
- Conversion process will reject courses incorrectly scheduled in SIM Evening.

SIM Evening Grading Activities at the End of Semesters 1 and 2
The following section contains recommendations and “how to” steps to support schools in preparation for the conclusion of Evening and Saturday sessions.

Recommended Process for Grade Entry, Report Card Generation and Distribution
1. Teachers enter final grades in SIM Evening for the Semester in question.
2. Grading Coordinator verifies that final grades have been recorded in SIM Evening for the Semester in question.
3. Grading Coordinator generates the SIM Evening HS Semester Report Card. Important: See section on page 7 about the “Credits Earned” section of the Report Card and when report cards should be generated.
4. Grading Coordinator and/or Teacher reviews report cards (If needed, make final grade edits or entries and regenerate report cards after the next Calculate Credits cycle).

5. Grading Coordinator and/or Teacher distributes report cards to students. **Note:** If a student is taking more than one course, all courses a student is scheduled for will appear on the report card. A student should not be given the report card displaying the grade for a class that has not concluded.

### Calculating “Credits Earned” on the SIM Evening School Report Card

On the report card, there is a section entitled “Credits Earned.” This section, which reflects whether a student has earned any credits this session (0.0, 0.5, 1.0 or 1.5), will be populated through a process called Calculate Credits.

Note the following:

- **IMPACT** modified the Calculate Credits process in SIM Evening to run automatically every half hour (30 minutes) versus nightly. Based on the final grade recorded in SIM Evening, the potential credits will be automatically calculated. Upon completion of the Calculate Credits process, earned credits will have then been applied.

- To ensure that the Calculate Credits process has completed before generating report cards, it is recommended that schools generate the SIM Evening report card at least 10 minutes after the half hour. (for instance, the report should run at 5:40, 6:10, 6:40, etc.)

- If a student’s SIM Evening report card does not reflect earned credits, the Grading Coordinator should verify the grade in SIM Evening, edit as applicable, and regenerate the report card after the next 30-minute cycle.

### Generating the SIM Evening School Report Card

**NOTE:** Default Output When Generating SIM Evening Report Cards

The default output when generating report cards is alphabetically by student last name for the entire school.

The recommendation is to generate report cards by teacher name by first creating a saved list for each teacher and then generating their report cards, as detailed on pages 8 -10 of this quick guide.
How to Create a Saved List for each Teacher:

1. On the horizontal Menu bar, under Class, click Classes.

2. On the Classes page, click the # of Students link for the first teacher in question.

3. On the Class Roster page, click the check box at the top next to Student Name column heading to select all students.

4. From the Task bar, select Actions > Save To List…
5. On the Save To List page, for List Name, enter the Teacher’s name, and click OK.

6. If the teacher has more than one class, repeat steps 1 – 4 for each additional class.

On the Save To List page, click the radio button for Add to Existing List, select the Teacher’s existing saved list, and click OK.

Note: Saved Lists will be accessible from your Home Page under the Saved Lists section.
How to Generate SIM Evening Report Cards:

1. On the horizontal Menu bar, under Admin, click the Reports link.

2. Scroll down to the Grading Reports section, and click CPS High School Report Card Evening in ENG.

3. On the Report Options dialog box:

   - If generating by teacher, note that under Filters, the School Student section defaults to “School Student saved lists equals”.
   - Click the dropdown arrow for the third field, and select a teacher.
   - Click Run.
   - You will have to repeat for each teacher’s saved list.

   Note: if generating by the default output (alphabetically by student last name), select no filters. Click Run only.

Note the following:

- The report card can be generated as often as necessary, using one of the following authorized SIM roles: Principal, Scheduler, Grading Coordinator or Status Coordinator.

- SIM Evening does not calculate GPAs. GPAs are calculated within SIM. Evening course detail is converted to a student’s SIM Historical record prior to the end of Semester 1 and/or 2. GPA calculations will capture the grade/credit after conversion.
SIM Evening Roles

Access for School Administration

Principals, Assistant Principals, Evening Coordinators, Evening Schedulers and Evening School Clerks (if applicable) are automatically assigned the Principal role in SIM Evening.

Note: The Principal role has access to enter/edit/view ALL information in SIM Evening; as such, no other role is needed.

If the school has other staff that requires access, the Evening Coordinator should contact the IT Service Desk and submit a provisioning request. The following roles are available:

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Coordinator</td>
<td>Enters, maintains and reports student attendance information</td>
</tr>
<tr>
<td>Grading Coordinator</td>
<td>Enters, maintains and reports student grading information.</td>
</tr>
<tr>
<td></td>
<td>Generates the Grades Verification Report and/or Missing Grades Report.</td>
</tr>
<tr>
<td></td>
<td>Retains paper or electronic file of all Semester Grade Reports (e.g., save PDF file).</td>
</tr>
<tr>
<td>Principal</td>
<td>Can edit student attendance, grading, scheduling, and registration and enrollment information</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The Principal role has access to enter/edit/view ALL information in SIM Evening; as such, no other role is needed.</td>
</tr>
<tr>
<td>Scheduler</td>
<td>Creates master schedule and maintains and reports student schedule information</td>
</tr>
<tr>
<td>Status Coordinator</td>
<td>Enters, maintains and reports student registration and enrollment.</td>
</tr>
<tr>
<td></td>
<td><strong>Student Demographics:</strong> All student demographic data must be maintained in SIM.</td>
</tr>
</tbody>
</table>

Access for Teachers

Teacher access to SIM Evening is dependent on entry in the Department of Payroll’s ‘Supplemental Payroll System’, by the high school of evening employment. SPS entry is required in order for IMPACT to process teacher access to SIM Evening. Access will be available within approximately 72 hours after SPS entry.

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>Enters and maintains student attendance and final grade information</td>
</tr>
</tbody>
</table>