TABLE OF CONTENTS

Introduction ......................................................................................................... 1
SIM Basics: Navigating and Performing Student Searches .................................. 1
Overview of ES Grade Reporting in SIM and Gradebook ................................. 2

Enter and Edit Previous Marking Period Grades ............................................. 3

Recording the Elementary US Constitution Test ............................................ 6

Create and Print Awards .................................................................................... 8
Step 1 - Define Awards ......................................................................................... 8
Step 2 - Create List of Award Recipients ............................................................. 10
Step 3 - Generate and Print Award Certificates .................................................. 12

Generate Reports ............................................................................................. 14

*** Note***
This module was developed in IMPACT Student Information Management (SIM) version 8.4.1. There may be slight differences between screens in this lesson compared to the screens in the actual CPS IMPACT environment. All screens were captured in Windows using Internet Explorer; Macintosh views may differ.

© 2005 CHICAGO PUBLIC SCHOOLS – IMPACT, PEARSON SOFTWARE
Introduction

This user guide is geared towards staff with the ES Grading Coordinator role. It covers the basics of how to:

- Enter and edit previous marking period grades
- Administer student awards
- Generate reports

**SIM Basics: Navigating and Performing Student Searches**

For users new to using SIM, the Introduction to SIM quick guide is recommended as it covers the basics of navigating SIM and how to perform student searches. This quick guide is located on the IMPACT Website, under SIM Documents and Publications (http://impact.cps.k12.il.us/downloads/QuickGuide_SIMupgrade.pdf)

In addition to the Introduction to SIM Quick Guide, on-line Help documentation is available in SIM. On the **Header**, next to your name, click **Help**, as seen in the screen capture below.
Overview of ES Grade Reporting in SIM and Gradebook

Grading Coordinators now use Gradebook to (1) record marking period and progress report grades for substitute teachers, and (2) generate progress reports and report cards. For instructions on working in Gradebook, see the “Gradebook for Grade Coordinators User Guide.”

Grading Coordinators should continue to use SIM to (1) enter and edit previous marking period grades, and (2) generate reports, in particular ES transcripts.

The table below provides an overview of the elementary school grading procedures in IMPACT.

<table>
<thead>
<tr>
<th>Marking Period and Progress Report Grades</th>
<th>Report Cards and Progress Reports</th>
<th>Previous Marking Period Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teachers</strong></td>
<td><strong>System:</strong> Gradebook</td>
<td><strong>System:</strong> SIM</td>
</tr>
<tr>
<td></td>
<td>Teachers will submit marking</td>
<td>Teachers cannot make changes</td>
</tr>
<tr>
<td></td>
<td>period and progress report</td>
<td>to marking period grades</td>
</tr>
<tr>
<td></td>
<td>grades in Gradebook.</td>
<td>AFTER the grading period has</td>
</tr>
<tr>
<td></td>
<td>Reference the “Gradebook for</td>
<td>ended. Schools should follow</td>
</tr>
<tr>
<td></td>
<td>Teachers User Guide” for</td>
<td>the CPS Grade Change policy</td>
</tr>
<tr>
<td></td>
<td>instructions.</td>
<td>for changing grades AFTER</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the marking period has ended.</td>
</tr>
<tr>
<td><strong>Grading Coordinators</strong></td>
<td><strong>System:</strong> Gradebook</td>
<td><strong>System:</strong> SIM</td>
</tr>
<tr>
<td></td>
<td>Grading Coordinators have</td>
<td>Grading Coordinators will use</td>
</tr>
<tr>
<td></td>
<td>access to enter marking period</td>
<td>SIM to enter and edit previous</td>
</tr>
<tr>
<td></td>
<td>and progress report grades in</td>
<td>marking period grades. After</td>
</tr>
<tr>
<td></td>
<td>Gradebook for substitute</td>
<td>the marking period has ended,</td>
</tr>
<tr>
<td></td>
<td>teachers.</td>
<td>grading information is moved</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to SIM. Schools should follow</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the CPS Grade Change policy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>for changing grades AFTER</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the marking period has ended.</td>
</tr>
<tr>
<td><strong>Principals</strong></td>
<td><strong>System:</strong> Gradebook</td>
<td><strong>System:</strong> SIM</td>
</tr>
<tr>
<td></td>
<td>Principals will monitor teacher</td>
<td>Principals will ensure the</td>
</tr>
<tr>
<td></td>
<td>participation to ensure that</td>
<td>CPS Grade Change policy for</td>
</tr>
<tr>
<td></td>
<td>required grades are entered</td>
<td>changing grades AFTER the</td>
</tr>
<tr>
<td></td>
<td>and all reporting tasks can be</td>
<td>marking period has ended is</td>
</tr>
<tr>
<td></td>
<td>completed.</td>
<td>being followed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Principals will oversee the configuration and generation of failure notices, progress reports, and report cards.
Enter and Edit Previous Marking Period Grades

Using IMPACT Gradebook, teachers can enter grades up until the last day of the grading period. The District will automatically advance the cycle on the first day of the next cycle (marking period). This will effectively lock out teachers from making any grade changes and constitutes the quarter grade entry "deadline."

At this point, grades will be moved to SIM and the established CPS Grade Change policy must be followed. After the current grading cycle has been locked and advanced to the next cycle, only the Grading Coordinator or Principal role can make changes in SIM.

**Note:** When making grade changes in SIM, the SIM Audit Log records the old and new values of any grade changes for audit purposes. The Log also records the following information:

- Date and Time of Grade Change
- Name of (SIM) User who made the change
- Student Name and ID
- Subject
- Grading Period

The Principal role has access to the Audit Log, as follows:

1. On the horizontal Menu Bar, under Admin, **Click School Setup** link.
2. On the School Setup page, under Audit, **Click Audit Log**.
3. On the Audit Log page, **Enter** desired criteria, and **Click Search**.
The following steps describe how to enter or edit a student’s grade after the close of the grading period on an individual student’s record.

1. **Perform** a student search to locate and open the student’s record.
2. On the **Student Demographics** page, in the **Control Bar**, **click** the **Grades** link. The **Student Grades** page displays. Note the following:

   - Use the **No. of grade columns** dropdown to display all eight record card and progress reporting periods on the page.
   - The **Student Grades** page defaults to the current grade reporting period. Use the **Grading Period** dropdown list to select the appropriate marking period in which a grade change is needed.
3. On the Student Grades page, Click the Grading Period dropdown arrow and Select the marking period in which the grade change is needed. In this example, the Quarter 1 Report Card has a Writing Standards grade change.

4. Complete all needed information, as follows:

5. From the Breadcrumbs, click the Home link to return to the Home Page.

6. Repeat steps 1 – 5 for additional students, if any.
Recording the Elementary US Constitution Test

Every student graduating from an Illinois school must pass a constitution test or its equivalent. The results of the Elementary US Constitution Test are recorded in SIM as *Pass* or *Fail* and print on the ES Transcript.

The following steps detail how to enter constitution test results in SIM. In this example, a group of 8th grade students require updates. Note the Grading Coordinator or Principal role can enter this information in SIM.

1. On the *Home Page*, click the 8th grade link to display all 8th graders.
2. Under *Search Results* panel, select the students in question by checking the checkbox next to each student’s name.

3. Click on the name of the first student to open the record.

   **Note that all selected students’ records open.**

   Use the drop-down arrow or *Prev* | *Next* to quickly navigate to the next student’s record that requires an update.
4. In the Control bar, scroll down and click the Graduation Information link.

5. On the Graduation Info page, under the Elementary US Constitution Test panel, click the Pass/Fail dropdown and select the appropriate value.

6. Navigate to the next student's record and select the appropriate value.

7. Click OK after all students' records are updated.
Create and Print Awards

The Awards functionality in SIM can be used to track grading-related and other type of awards and to print award certificates. For example, users can set up awards for special activities, conduct, and citizenship. Users can also determine any specific date for an award, such as at the end of a semester, the end of the year, or any other date.

Note: SIM does not automatically add students to an awards list, nor does it perform any calculations regarding awards. Schools must make these types of determinations.

There are three basic steps:
1. Schools must first define the types of awards they plan to use.
2. Schools must then create a list of award recipients.
3. Schools can then generate and print award certificates.

Step 1 - Define Awards

The steps below describe how to define awards in SIM for your school.

1. On the horizontal Menu Bar under Admin, click the School Setup link.
2. On the School Set-up page, under School, click the Awards hyperlink.
3. To add an award, click the **Add** button.

4. On the **Add Awards** page, complete all needed information, as follows, and click **OK**:

   - **Enter Award name** to be printed on certificate
   - **Enter Certificate description** to be printed on certificate
   - **Enter Award criteria. For school’s internal use only; is not printed on certificate.**

Note the newly added Award now appears in the list on the **Awards** page.
Step 2 - Create List of Award Recipients

Students are not automatically added to an awards list, nor does SIM perform any calculations to determine which students are eligible for an award. **Awards criteria are determined by the School.**

The following steps describe how to create a list of award recipients.

1. **On the horizontal Menu bar, under School, click the Awards Link.**

2. **On the Awards page, to create a list of award recipients, click the Add button.**

3. **On the Award Recipient List page, under Award Definition panel, complete all needed information as follows:**
   - **Select the applicable award.**
   - **Criteria are defined during award setup and populate here after OK is clicked to save entered information.**
   - **Specify the date of the award.**
   - **Optional to enter comments**
4. Scroll down to the Award Recipients panel.

![Award Recipients panel]

Search for students, and Move them from the Search results column to the List members column.

5. Click the OK button. The Awards page displays with awards details.

![Awards page]

Click the # Recipients link to view the list of award recipients.

**Note:** All award information is stored on the individual student’s Award page and the school’s Awards page. To view an individual student’s award details, from the Student Demographics page, in the Control Bar, click the Awards link.
Step 3 - Generate and Print Award Certificates

This section describes the steps to print the award certificate.

1. On the Awards page, from the Reports menu, select Award Certificate.

2. On the Report Options: Award Certificate page, complete the needed information:
   - Highlight the award to be printed and click the middle arrow to move it to the Selected column.
   - If you are using certificates provided by your school, uncheck this box.

Note: Accessing the Award Certificate from the Reports menu is a shortcut. The report is located on the School Reports page and can also be accessed as follows:

1. On the horizontal Menu Bar, under Admin, Click the Reports link.
2. On the School Reports page, under Student List Reports, Click the Award Certificate link. The Report Options page displays.
3. **Click** the *Preview* button to generate the award certificates. The *Award Certificates* display in a PDF format in a new window.

![Award Certificate Preview](image)

- Click to close the PDF window.
- Click the *Printer* icon to print your certificates.
Generate Reports

The following list of Grading reports is located on the School Reports page in SIM and is available to the Grading Coordinator role. Clicking on the name of each report provides a description of the selected report.

To navigate to the School Reports page: on the horizontal Menu bar under Admin, click Reports.

See the document Printing the Elementary School Transcript in SIM for information about generating the ES Transcript. This document is located on the IMPACT website, link provided here: http://impact.cps.k12.il.us/downloads/How_to_Print_the_Elementary_School_Transcript_in_SIM.pdf.