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*** Note***
This module was updated 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.

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Introduction

This user guide is geared towards high school staff with the HS Grading Coordinators role. It covers the basics of how to:

- Enter and edit previous marking period grades
- Add/edit student historical information
- Administer student awards
- Generate reports, in particular official and unofficial transcripts

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 HS 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 transcripts.

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

<table>
<thead>
<tr>
<th></th>
<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>Teachers</td>
<td>System: Gradebook</td>
<td>System: Gradebook</td>
<td>System: SIM</td>
</tr>
<tr>
<td></td>
<td>Teachers will submit marking period and progress report grades in Gradebook. Reference the “Gradebook for Teachers User Guide” for instructions.</td>
<td>Teachers will identify which students need a failure notice and when, and submit grades in Gradebook so that report cards and progress reports can be generated.</td>
<td>Teachers cannot make changes to marking period grades AFTER the grading period has ended. Schools should follow the CPS Grade Change policy for changing grades AFTER the marking period has ended.</td>
</tr>
<tr>
<td>Grading Coordinators</td>
<td>System: Gradebook</td>
<td>System: Gradebook</td>
<td>System: SIM</td>
</tr>
<tr>
<td></td>
<td>Grading Coordinators have access to enter marking period and progress report grades in Gradebook for substitute teachers.</td>
<td>Grading Coordinators will use Gradebook to generate progress reports and report cards.</td>
<td>Grading Coordinators will use SIM to enter and edit previous marking period grades. After the marking period has ended, grading information is moved to SIM as it is the system of record for historical grading information that feeds the HS Transcript. Schools should follow the CPS Grade Change policy for changing grades AFTER the marking period has ended.</td>
</tr>
<tr>
<td>Principals</td>
<td>System: Gradebook</td>
<td>System: Gradebook</td>
<td>System: SIM</td>
</tr>
<tr>
<td></td>
<td>Principals will monitor teacher participation to ensure that required grades are entered and all reporting tasks can be completed.</td>
<td>Principals will oversee the configuration and generation of failure notices, progress reports, and report cards.</td>
<td>Principals will ensure the CPS Grade Change policy for changing grades AFTER the marking period has ended is being followed.</td>
</tr>
</tbody>
</table>
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
- Course
- 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 report card and progress reporting periods on the page.
   - The Student Grades page defaults to the current grade reporting period. Use the Grading Period dropdown arrow 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, a grade change is required for the student’s Chemistry class for the **1st Quarter Report Card**.

![Image of Grade Reporting Page]

4. Under the **1RC** column (**1st Quarter Report Card**), **complete** all needed information, and **click** **Save**.

![Image of Grade Entry]

5. Repeat steps 1 – 5 for additional students, if any.
Add/Edit Student Historical Information

SIM Historical is the repository for CPS high school historical transcript data. It is school level functionality within a student’s SIM record, as seen in the following screen capture:

Note the following:

- **HS Staff with Principal or Grading Coordinator role** has the ability to manually add or edit historical school or course detail to either an active student’s historical record or a student who has been withdrawn from the school during the current school year.

- **SIM Historical** is also the section in which foreign high school course and credit data can be manually entered for students who transfer into a Chicago Public high school.

See the **SIM Historical Quick Guide** for steps that detail how to add/edit student historical information. The quick guide is located on the IMPACT website, link provided here: [http://impact.cps.k12.il.us/downloads/QuickGuide_SIMHistorical.pdf](http://impact.cps.k12.il.us/downloads/QuickGuide_SIMHistorical.pdf).
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 award criteria. 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.

   ![Menu bar image]

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

   ![Awards page image]

3. On the **Award Recipient List** page, under Award Definition panel, complete all needed information as follows:

   ![Award Recipient List page image]

   - **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.

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.

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.

   ![Image of Report Options: Award Certificate]

   **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.

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.
3. **Click** the *Preview* button to generate the award certificates. The *Award Certificates* display in a PDF format in a new window.

- **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.

<table>
<thead>
<tr>
<th>Grading Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPS_Academic Warning Notice</td>
</tr>
<tr>
<td>CPS_ES Transcript (Permanent Record)</td>
</tr>
<tr>
<td>CPS_HI117 Teacher Mark Statistics (HS)</td>
</tr>
<tr>
<td>CPS_HI117-Teacher Grade Summaries (HS)</td>
</tr>
<tr>
<td>CPS_High School Official Transcript</td>
</tr>
<tr>
<td>CPS_High School UnOfficial Transcript</td>
</tr>
<tr>
<td>CPS_Quarterly Failure Report (HS)</td>
</tr>
<tr>
<td>CPS_Student SL by Academic Year</td>
</tr>
<tr>
<td>Cumulative GPA Report</td>
</tr>
<tr>
<td>Failing Grades Report (Secondary)</td>
</tr>
<tr>
<td>Grades Verification</td>
</tr>
<tr>
<td>Missing Grades Report (Secondary)</td>
</tr>
<tr>
<td>Specific Grades Report (Secondary)</td>
</tr>
</tbody>
</table>

See the document *Printing High School Official and Unofficial Transcripts* for information about generating these two reports. This document is located on the IMPACT website, link provided here: [http://impact.cps.k12.il.us/downloads/PrintingHSTranscripts.pdf](http://impact.cps.k12.il.us/downloads/PrintingHSTranscripts.pdf).