IMPACT Gradebook Report Card Help Guide for Elementary Schools

The purpose of this document is to provide comprehensive guidelines and step-by-step instructions for preparing all elementary schools for running CPS report cards from IMPACT Gradebook. The content of the guide will cover the following topics.

- ✧ Frequently Asked Questions

- ✧ Getting Started with Configuration

- ✧ Entering Elementary Marking Period Grades

- ✧ Entering ELL data for Elementary Report Cards

- ✧ Entering Comments for Elementary Report Cards

- ✧ Printing Report Cards

- ✧ Advancing the Grading Cycle

Frequentyly Asked Questions:

What system should schools use to generate report cards: SIM or Gradebook?
All elementary schools should use Gradebook to record marking period grades and generate school report cards.

What languages are available for the report cards?
The elementary report card is available in English, Spanish, and Polish. By default, the report cards will generate in ENGLISH but can be modified by going to Tools and Settings ->Mass Language Assignment. For more information, please see: http://impact.cps.k12.il.us/downloads/MassLanguageAssignment.pdf

Who can run the report cards and how is it done?
Report cards will be generated by IMPACT according to the report card generation schedule posted on the IMPACT Web site on the *Calendar* page: http://impact.cps.k12.il.us/calendar.shtml. Once generated, the report cards simply need to be printed. School administrators can access the generated report cards for printing.

What is the function of 'Teacher Verfication'?
Teacher verification is a tool to let the school administrator know a gradebook has been "signed off" and it is ready to run. Administrators can monitor teacher verification under the Tools and Settings -> Teacher Verification page.

Can schools generate a kindergarten report card?
Yes, the CPS custom Kindergarden report card is available in Gradebook. The kindergarten report card supports the 'W', 'P', 'B', '/" scale. Kindergarten grades may be entered by clicking on "verify gradebook" and entering the corresponding K grade in the "override cycle avg." Benchmarks may be entered by:

1) Click on "Grades" in the teacher gradebook
2) Click on the student's calculated average (will be displayed as " – " if not using Gradebook for assignments.
3) Select "report card entries" from the "View" drop-down menu
4) Enter the data for the various benchmarks.

How do teachers record *Growth in Habits and Attitudes?*
The elementary report card contains a section labeled "Growth in Habits and Attitudes." If a student needs improvement in any of the areas listed, place an "X" in the appropriate cycle next to that area. Any entry other than "X" is invalid, as the areas should remain blank if the student does not require improvement.

Where can teachers enter report card marks for English language learners (ELL)?
As with SIM, there is a screen that supports the entry of domain standards for ELL students. Please see section: '*Entering ELL Data for elementary report card'* on page 6.

Can different subjects be added to the report card, or a free form text field for data entry?
There are no free form text fields on the Elementary School Report Card. The Report Card Committee is currently discussing inclusion of narrative comments in the longer term. The subjects for this school year are locked.

If an elementary school changed their grading scale after teachers started submitting assignment grades, will the grades calculate according to the new scale?
If a change in the grading scale is made mid-stream, grades will be recalculated overnight. If the teacher needs to see the updated averages immediately, he or she can "verify" and then "un-verify" the gradebook after the scale is changed. Elementary school grading scales will not be changed after the first marking period.
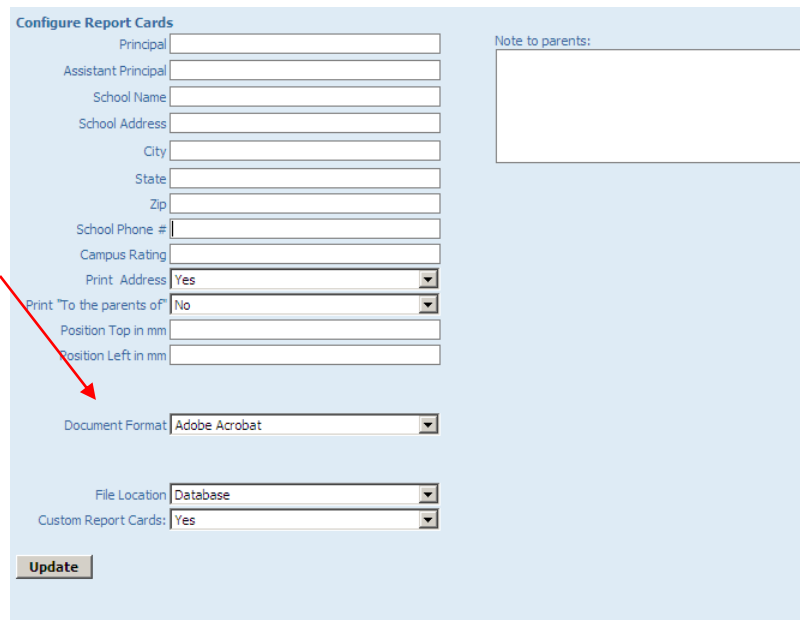
Can a school administrator save an 'all inclusive' file of all students report cards into one local PDF file?
Each grade level is stored as its own document, so if a principal wanted to save those files he/she would be able to do so. However, the files will also be stored indefinitely in the Gradebook database and will be retained through the year-end archive process.

Getting Started with Configuration

Administrators at each elementary school must enter some key information in order to ensure the accuracy and completeness of progress reports AND report cards. If these directions are followed to the letter, this is a one time activity that does not have to be duplicated each grading period.

1. Go to **Reports -> Report Cards -> Configure Report Cards** (settings saved on this screen will also apply to progress reports.)

2. Fill out the fields for the school **Principal, Address, City, State, Zip and Phone Number.**

3. Make sure that the "Document Format" box is set to **Adobe Acrobat**. Again, this setting must be changed to read *Adobe Acrobat*.

4. Make sure that "File Location" is **Database.**

5. Click **Update.**

Entering Elementary School Marking Period Grades

Since entry of assignment level grades is optional, we have included marking period grade guidelines that apply regardless of an individual teacher's level of data entry.

Note: Gradebook uses the generic term "cycle" to describe marking periods/grading periods/quarters. You may sometimes see this along with the marking period number (ex: "C2" is the second marking period).

Data Entry Detail

✧ By default, when teachers <u>do not</u> use Gradebook for any assignment level detail, the 'calculated' marking period grade will be 'F'. This is because the calculation would see '0' across the board in the teacher gradebook. This year, entry of marking period grades is the only data entry requirement; therefore teachers can override the final 'calculated' cycle average. **Teachers can use the values A,B,C,D,F and whole numbers between 1-100 as override values. Decimal values such as 87.5 CANNOT be used. Any numeric value used will covert to the appropriate letter grade as defined by the school's grading scale.**

✧ Alternatively, when teachers do enter assignment level detail in Gradebook it will calculate a final grade according to the school grading scale. A teacher can override the final 'calculated' cycle average in this scenario. Grade override can be accomplished by following the steps below.

1. Teachers should first log into their gradebooks and then click on the **Verify Gradebooks** icon at the top of the page. This page will display a roster of all students in the current class. Teachers enter the students' final cycle averages in the **Override Cycle Avg.** field.
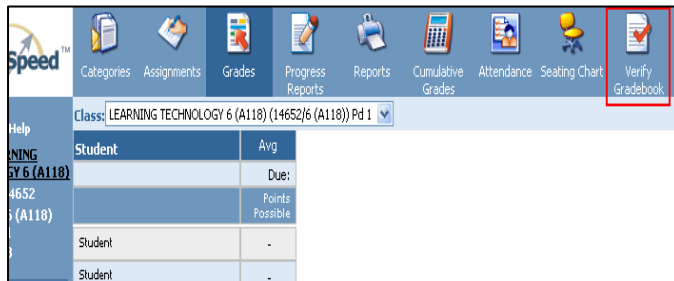
2. Select the appropriate class from the drop-down list.

3. Enter each student's marking period grade into the **Override Cycle Avg.** This will create a marking period grade that can appear on reports, progress reports, and report cards.
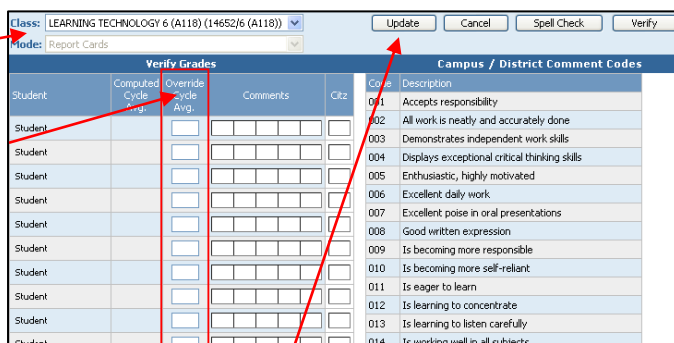
4. Click **Update** to save the grades that have been entered.

✧ Teachers can enter and update this grade at any time during the marking period. Teachers also have the option of recording all assignment grades in Gradebook and allowing Gradebook to calculate the marking period grade.

✧ At the end of the marking period, teachers should "verify" their gradebooks to let their grade coordinator know he/she is ready to run report cards. To verify a class, simply select the appropriate class from the drop-down list and click the **Verify** button. To verify all classes at once, check the **All Classes** box and then click the **Verify** button.

Re-Verifying Gradebook

The following procedure applies to the following scenario:

✧ Elementary school teachers that have had their schools implement an alternate grading scale AFTER assignments have been entered.

1. Teachers can verify their gradebooks by logging in and clicking the ***Verify Gradebooks*** icon.
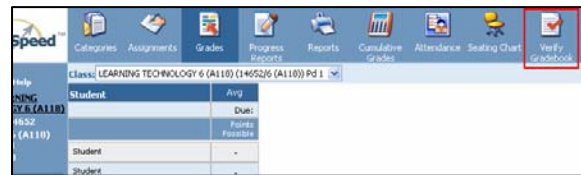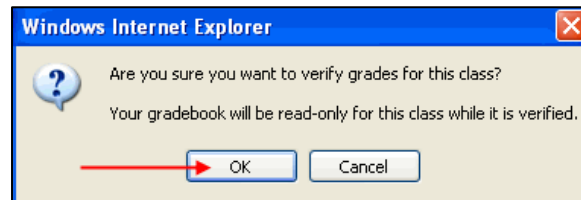

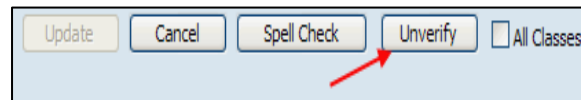2. At the top of the Verify Gradebooks page, there are four buttons. Click the ***Verify*** button.
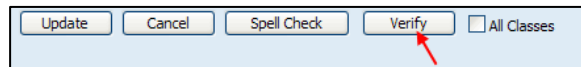
3. A prompt will appear. Click OK.

   Note: Remember that when a gradebook is verified, teachers are essentially "locked out" and cannot make any changes.

4. To "Unverify" the gradebook, click the ***Unverify*** button that will appear at the top of the Verify Gradebooks page.

✧ If a teacher verifies and then the cycle is advanced, they cannot ***Unverify*** for the past cycle.

✧ If an administrator verifies a teacher's gradebook, the teacher cannot ***Unverify.*** The administrator will need to unverify it if the teacher needs to make a modification to Gradebook.

Once the marking period ends, teachers need to follow the established grade changing policy if it becomes necessary to change a student's grade. After the end of the marking period, only the school administrator or grading coordinator can change a grade. That process will occur in SIM.

Entering ELL data and all Benchmarks for Elementary Report Cards

These instructions provide detail on the submission of report card English Language Proficiency Standards for Elementary Schools.

1. Log into Gradebook and click on the AVERAGE of the desired student.

2. This will bring the user to the "Grades by Student" page. Use the **VIEW** drop-down list to select **Report Card Entries**.

3. Score the standards on the screen using the allowed values as defined by the administration. The screen will allow for entry of *Listening, Speaking, Reading, Writing, and Social/Instructional domain scores.*
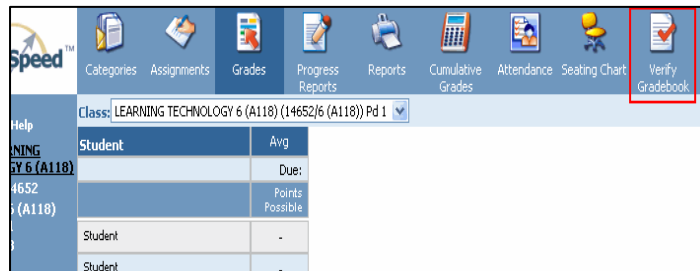

Please note:

Separate grade marks for each of the four domains for each of the 5 English language proficiency standards; social/instructional, language arts, mathematics, science, and social studies, will no longer be required. One overall numeric mark should be entered for each of the four language domains.
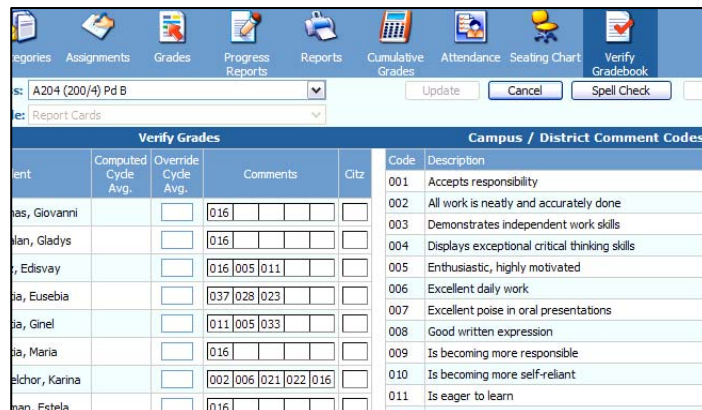
Entering Teacher Comments for Elementary Report Cards

Each of the five core subjects (Chicago Reading Framework, Math Standards, Science Standards, Writing Standards, Social Science Standards) will display ONE comment on the CPS Report Card.

1. From the Teacher Gradebook, click on the **Verify Gradebook** Tab.

2. Make sure the course is set to the appropriate core course.

3. Enter up to 5 comments from this screen. Please note only ONE comment will display on the Elementary Report Card under Comments.

Process for Printing Report Cards

Report cards will be organized first by grade level, then by teacher (homeroom), then by student. Please note that report cards are both generated and viewed by grading period ("cycle"). To view reports for the current cycle, make sure the current cycle is selected in the drop-down list. The administrator or grade coordinator has access to print report cards by following these steps:

1. Go to **Reports -> Report Cards -> View Report Cards.**
2. Select the current marking period
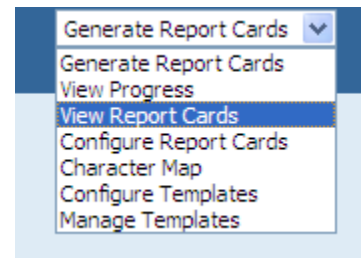
Changing the Language of the Report Card

The default language for all CPS report cards is English; however, the school administrator can choose to run specific student report cards in Spanish or Polish through the Mass Language Assignment tool. For more information, please see: http://impact.cps.k12.il.us/downloads/MassLanguageAssignment.pdf.

> **Note:**   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. **This will effectively lock out teachers from making any grade changes and constitutes the quarter grade entry 'deadline'.** At that point, grades will be moved to SIM and the established grade changing policy must be followed. After the cycle has been locked, only school administrators and grade coordinators can make changes in SIM.