Gradebook Parent Portal Orientation

Gradebook Parent Portal - Key Features

Here are some of the key features of IMPACT Gradebook's Parent Portal:

- Parents can use the Parent Portal to view grades and attendance online.

- Parents can view course syllabi, assignments, class descriptions, and several kinds of notes and comments from teachers.

- Parents can receive alerts regarding students' grades and attendance.

- Parents can access all of their students' profiles (regardless of school) with a single account.

Obtaining a Parent Portal Account

Parents can obtain a parent portal account by visiting https://parent.cps.k12.il.us. The following content highlights the high level setup tasks. For specific instructions with screenshots, please refer to the Appendix.

1. Once you enter some basic contact information, you can create a username and password.

2. Please provide an e-mail address so that you can receive an e-mail when your students' grades drop or when they are marked absent.

3. Once you have created an account, you will need to sign in and add a student to your account.

4. During school registration (or shortly thereafter), your student's school will provide you with a PIN number for your student. This PIN number will be unique to each student.

5. Once you receive the PIN number, you can log in to the Parent Portal and complete an online form. You will need to enter your student's CPS ID number and the PIN number.

6. After this is complete, you can view your student's grades, assignments, attendance history, and any "public" notes entered by the teacher.

Parent Gradebook Orientation

"The Campusware gradebook solution presents a great opportunity for us to significantly improve the user experience for our teachers. In addition, it gets us to the next level where we will soon have a compelling proposition for engaging our parents,"

Robert Runcie, Chief Information Officer of Chicago Public Schools

Usage Guidelines

To the Parent/Guardian:

CPS provides parents/guardians with internet access to their student's grade information as an optional service which may only be activated by the parent/guardian upon agreeing to the following terms and conditions.

By completing the application for this account, you allow CPS to make your student's grades available to you by means of the Internet on a secure Web site that is accessible only by a username and password. Only you will be able to see your student's grades. CPS will not make your username/password publicly available.

Please remember that the grades that you see posted on the Web site might not include all assignments or tests that have been completed by your child. As teachers complete the grading of assignments and tests, the teachers will update the report. If you have questions about any of these items, please contact the teacher. Also, pages on the Web site may contain technical inaccuracies, outdated information and typographical errors which you must discuss with your student's teacher when identified.

You may cancel this service, or change your username/password, by contacting the Principal or Assistant Principal of your child's school. You must immediately notify the Principal or Assistant Principal if your password has been lost, stolen or compromised so that passwords may be changed.

THE CHICAGO PUBLIC SCHOOLS (CPS) MAKES NO REPRESENTATIONS OR WARRANTIES THAT THIS WEB SITE IS FREE OF ERRORS, DEFECTS, VIRUSES OR OTHER HARMFUL COMPONENTS. CPS IS NOT RESPONSIBLE FOR ANY DAMAGES OR LOSS THAT MAY RESULT FROM THE HACKING OR INFILTRATION OF THIS WEB SITE OR CPS COMPUTER SYSTEMS. YOU ARE SOLELY RESPONSIBLE FOR THE ADEQUATE PROTECTION OF YOUR PASSWORD AND ACCOUNT INFORMATION AND AGREE TO HOLD CPS HARMLESS FROM ANY CLAIMS OR LIABILITY BASED ON YOUR USE OF THIS WEB SITE.

Parent Gradebook Orientation

Topics

- Key Features

- Obtaining a Parent Portal Account

- Usage Guidelines

- *Account Management*

- *Supporting Information*

Account Management

For assistance on the creation of maintenance of parent accounts, <u>please contact your student's school</u>. This includes general questions and inquiries regarding PIN numbers and passwords.

<u>Password Changes</u>
If you forget your password, click the **'Forgot Password'** link from the main login screen. If you provided an e-mail address during the sign up process, the password will be e-mailed to you.

If you did not provide an e-mail address during the sign up process, please contact your school if you forget your password. For security purposes, passwords will not be given over the phone. You may need to present a photo ID to obtain a password in-person.

<u>Multiple parent accounts</u>
Multiple parents/guardians can access a student's account. The only requirement is that each parent must have the appropriate PIN that is linked to the student's record.

<u>Existing District Students Changing Schools (Incoming or Outgoing)</u>
If a student changes schools, their information will transfer to the next CPS school as long as both schools use the Parent Portal.

<u>Removing parent rights to a student account</u>
In the event of a change in custody, school administrators have the ability to remove a parent's access to a student's record.

<u>Dormant Accounts</u>
The district will perform regular maintenance to ensure that inactive accounts are cleared out of the system on a regular basis. This will ensure the security of student data.

Supporting Information & Notes

- The amount of information entered into Gradebook may vary from school to school / teacher to teacher. Parents must remember this when viewing information for students at more than one location.

- The Parent Portal is not meant for school announcements. *Parents should visit each school's main Web site for details on upcoming events.*

- Check with your student's school to see if they have a designated computer at the school for you to access the Parent Portal. Parents can use these designated computers to help prepare for onsite parent teacher conferences as well as set-up their Parent Portal account.

- In the future, CPS will look for additional ways for parents without a home computer to access the Parent Portal.

- Elementary cumulative cards and high school transcripts are not available via the Gradebook Parent Portal.
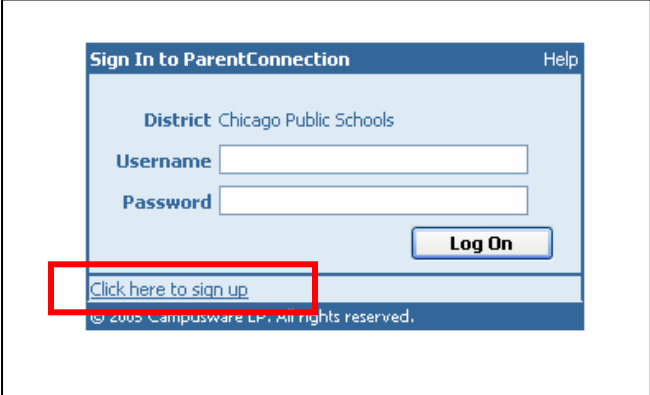
Appendix

The following details provide step-by-step instructions for establishing an account to the CPS Parent Portal.

Step One: Establishing an Account

1. From and internet accessible computer, access https://parent.cps.k12.il.us. You will be presented with the login screen to the right.

2. Click on the link labeled "Click here to sign up". This will result in the parent registration screen.

3. This will result in the Parent Account Signup Page. Please follow the instructions onscreen by completing all required fields demarked by an asterisk *. It is of vital importance to complete all fields and to use your full legal name. This information will be used to compare against student records.

4. We recommend provision of your e-mail address (if applicable) by clicking the 'Add Email' button. This address will be used as a notification mechanism for attendance and grading alerts.

5. Next, please read the User Agreement and click the terms of usage.

6. To complete the initial registration process click 'Sign Up' at the bottom of the screen.

This completed the first step in the registration process. To complete the process and link to your student's record, you must procure a PIN designation from the school.

Step Two: Linking to a Student Record

During school registration (or shortly thereafter), your student's school will provide you with a PIN number for your student. This PIN number will be unique to each student. Once you receive the PIN number, you can log in to the Parent Portal and complete an online form. You will need to enter your student's CPS ID number and the PIN number.

Student ID:	[ ] *
PIN:	[ ] *
Submit | Cancel	

Once you have provided this information, the parent portal will automatically link your student with your account. You can repeat this process if you have more than one student at participating schools in CPS.

Step Three: Using the Parent Portal

When you have access to a student, your main view will appear as shown below:

ParentConnection

Student Grades

Ben ISD

Current Student:
Adolf, William ▾

Select a section:

- Assignments
- Grades
- Attendance
- Report Cards
- Triggers
- Calendar
- Manage Students
- My Settings

You are currently logged in as parent1.

[Log Out]

Adolf, William (High School)

Teacher	Notes	Course	Period	Cycle 1	Cycle 2	Sem 1	Cycle 3	Cycle 4	Sem 2
Arthurs, James	Note	ENGLISH 3	1	A					
Bodson, Albert	Note	US HISTORY	2	B					
Brown, John	Note	HEALTH	3						
Annarella, Sergio	Note	NUT & FOOD SCI	4						
Wolfe, William	Note	INT.PHYS.& CHEM	5	C					
Redner, Clifford	Note	ALGEBRA 2	6	C			C		
Larson, Dorothy	Note	ATHLETICS-BOYS	7	A					

The links along the left side of the page can be used to view important information about your student's classes, grades, attendance and progress.

The **Assignments** link allows you to view assignments that have been given and graded in each class. Additional views allow you to see a summary of upcoming assignments from all classes, or any recent assignments from all classes.

Display Period 2. US HISTORY

Grading Cycle Cycle 4 - March 24, 2008 - June 30, 2009

Class

Teacher
Albert Bodson

Grading Scale
A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 65 - 69
F = 0 - 64

Categories
daily - 40%
six weeks test - 25%
tests - 35%

Assignments

1. depression terms - Due Friday, February 2, 2007
Category: daily
Assigned: Thursday, February 1, 2007
Grade Received: 100

2. prohibition - Due Friday, February 2, 2007
Category: daily
Assigned: Thursday, February 1, 2007
Grade Received: 100

3. treaty of versailles test - Due Thursday, January 25, 2007
Category: tests
Assigned: Wednesday, January 24, 2007
Grade Received: 75

4. political cartoon (LofN) - Due Friday, January 12, 2007
Category: daily
Assigned: Thursday, January 11, 2007
Grade Received: 100

The **Grades** link shows a summary of averages from each report card period for all classes. You can click the teacher's name to send them an e-mail, or you can use the "Notes" link to send them a message within the system.

Teacher	Notes	Course	Period	Cycle 1	Cycle 2	Sem 1	Cycle 3	Cycle 4	Sem 2
Arthurs, James	Note	ENGLISH 3	1	A					
Bodson, Albert	Note	US HISTORY	2	B					
Brown, John	Note	HEALTH	3						
Annarella, Sergio	Note	NUT & FOOD SCI	4						
Wolfe, William	Note	INT.PHYS.& CHEM	5	C					
Redner, Clifford	Note	ALGEBRA 2	6	C			C		
Larson, Dorothy	Note	ATHLETICS-BOYS	7	A					

The **Attendance** link will display a list of all attendance events (absences, tardies) recorded for your student during the school year.

Date	Class Period	Description
1/1/2008 (Jan-1)	1	Absent - Excused
1/2/2008 (Jan-2)	1	Absent - Excused
1/3/2008 (Jan-3)	1	Absent - Excused
1/4/2008 (Jan-4)	2	Absent - Excused

The **Report Cards** link will allow you to view report cards for the current grading period online.

Student	School	Format
Adolf, William	High School	Adobe Acrobat

You can create **Trigger** alerts within the system as well. You can decide what events (absences, low grades) should trigger these alerts within the system.

Trigger Options

☑ Trip when a grade changes:
  ◉ Below
  ○ Above
  an average of 70

☑ Watch Attendance

Notifications

☑ Send E-mail

☑ Send Text Message
to (773) 456 - 7890

The **Calendar** link will allow you to view attendance by date, as well as any campus or district events that have been placed on the calendar in GradeSpeed.

Jun	July 2008					Aug
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9