



## Topics

- *Key Features*
- *Obtaining a Parent Portal Account*
- Usage Guidelines
- Account Management
- Supporting Information

## 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 using a CPS designated PIN.
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 teachers.



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*“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 online 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 in their online gradebook, it updates information displayed on the portal. 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, assistant principal, or technical coordinator of your child’s school. You must immediately notify a school administrator if your password has been lost, stolen, or compromised so that your account can be reset.

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## Account Management

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

### Password Changes

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. 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.

### Multiple Parent Accounts

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 and the student's CPS ID number.

### Existing District Students Changing Schools (Incoming or Outgoing)

If a student changes schools, their information will transfer to the next CPS school as long as both schools use the Parent Portal.

### Removing Parent Rights to a Student Account

In the event of a change in custody, school administrators have the ability to remove a parent's access to a student's record.

### Dormant Accounts

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

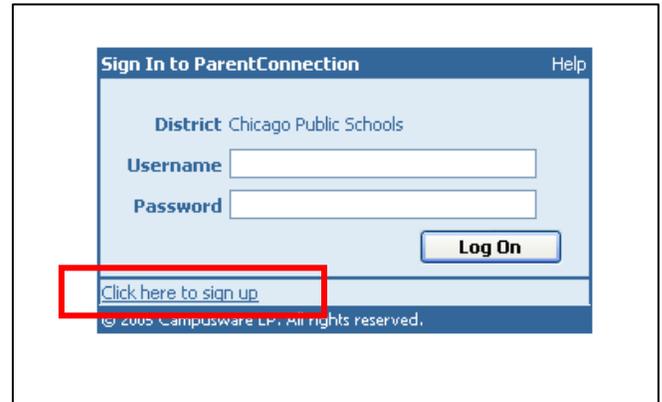
- The amount of information entered into Gradebook may vary from school to school and teacher to teacher. Parents must remember this when viewing information for students at more than one location.
- The Parent Portal has a Calendar feature, but it is not meant for detailed school announcements. *Parents 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

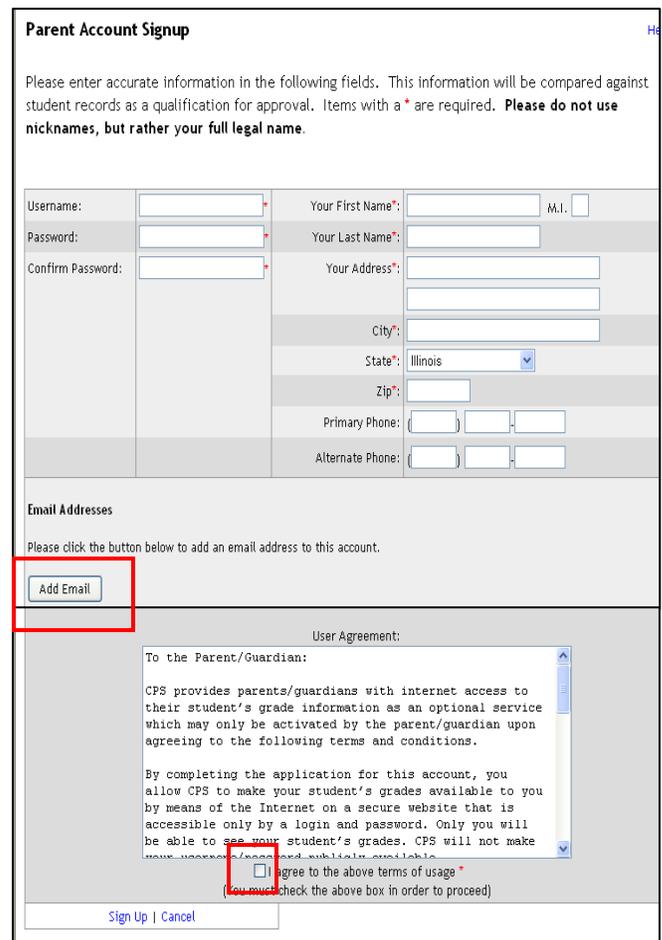
The following details provide step-by-step instructions for establishing an account to the CPS Parent Portal.

### Step One: Establishing an Account

1. From an Internet accessible computer, access <https://parent.cps.k12.il.us>. You will be presented with the login screen to the right.
2. Ignore the Username and Password fields and click on the link labeled **Click here to sign up**.



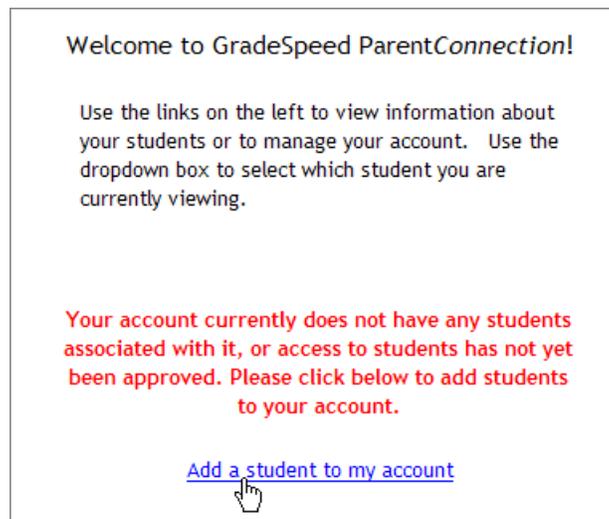
3. This will result in the *Parent Account Signup Page*. Please follow the instructions onscreen by completing all required fields demarked by an asterisk (\*). It is of vital importance to complete all fields and to use your full legal name.
4. We recommend provision of your e-mail address (if applicable) by clicking the **Add E-mail** button. This address will be used as a notification mechanism for attendance and grading alerts and for assistance in the case you have forgotten your password.
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 will log you into the Parent Portal, but you need to complete the next step in order to associate your account with one or more CPS students. To complete this process and link to your student's record, you must procure a student PIN designation from the school.

## Step Two: Linking to a Student Record

The first time you log in after signing up, you will see the following message on the screen:



Click the link “Add a student to my account.” This will bring you to the Application for Access to New Students.

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 the required information, including your student’s CPS ID number and the PIN number.

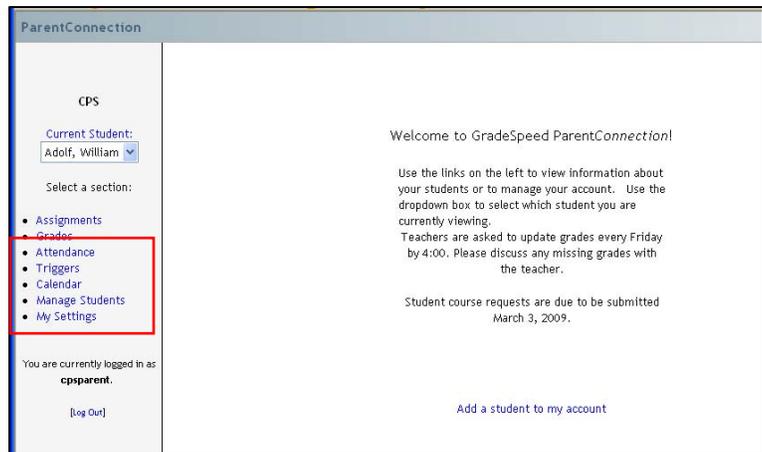
Student ID:	<input type="text"/> *
Student First Name:	<input type="text"/> *
Student Last Name:	<input type="text"/> *
Student Address:	<input type="text"/> *
City:	<input type="text"/> *
State:	Illinois <input type="button" value="v"/> *
Zip:	<input type="text"/> *
Campus:	Select One <input type="button" value="v"/> *
Date of Birth:	<input type="text"/> *
PIN:	<input type="text"/> *
<input type="button" value="Submit   Cancel"/>	

Once you have provided this information, click “Submit.” 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. If you have provided inaccurate information, the system will not link your account to the student records. If you believe the information you have entered is accurate, but the system rejects your application, please contact your student’s school to resolve the discrepancy.

## Step Three: Using the Parent Portal

Once you have access to a student, you can use the links along the left side of the main portal page to view different types of information about your student(s) or maintain your account.

- 👉 Assignments
- 👉 Grades
- 👉 Attendance
- 👉 **\*\*Report Card**
- 👉 Triggers
- 👉 Calendar
- 👉 Manage Students
- 👉 My Settings



**\*\* The Report Card link will only be made available AFTER report card pickup has been completed at the school.**

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## Assignments

This link allows you to view assignments that have been given and graded in each class.

The "Display" drop down list at the top of the page allows parents to view a summary of upcoming assignments from all classes (those due in the next seven days) as well as recent assignments from all classes (those due in the past seven days). Alternatively, a parent can use the Display drop down list to select a specific course to view.

The "Grading Cycle" drop down list allows parents to choose the marking period that they wish to view. The configuration and assignments will vary based on the filter option selected.

**Class** detail will include the teacher name, the school grading scale, and the categories the teacher has defined in his or her gradebook. Typically categories include homework, tests, quizzes, and projects.

**Assignments** detail will include a general description, the due date, the grading subcategory, the date assigned, and the grade received (once given).

## Grades

This link shows a summary of student 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 Gradebook system. This page will display the marking period grade "to date" and may reflect the running average of your student's scores in the class.

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

## Attendance

This 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

## Report Cards

This link will allow you to view report cards for the current grading period online.

Student	School	Format
Adolf, William	High School	<a href="#">Adobe Acrobat</a>

## Triggers

Parents can create alerts within the system as well. Triggers allow parents to set customized thresholds or "alert events." In this example, the parent will receive both an e-mail and a text message if the student's average in one or more classes drops below a 70 OR if the student is marked with any attendance code other than "Present." The system checks for trigger events every two hours during the school day.

Trigger Options	Notifications
<input checked="" type="checkbox"/> Trip when a grade changes: <input checked="" type="radio"/> Below <input type="radio"/> Above an average of <input type="text" value="70"/>	<input checked="" type="checkbox"/> Send E-mail <input checked="" type="checkbox"/> Send Text Message to <input type="text" value="773"/> <input type="text" value="456"/> <input type="text" value="7890"/>
<input checked="" type="checkbox"/> Watch Attendance	

## Calendar

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	

This link will allow you to view attendance by date, as well as any campus or District events that have been added by the school administrator. Any recorded events, whether attendance or school-specific, will be highlighted in yellow. Click the date to view the events that occurred on that date.

## Manage Students

This link is used to add more students to your account. Simply click the "Add Students" button, and you will be able to repeat the process detailed in **Step 2: Linking to a Student Record** for your additional students.

## My Settings

This link is used to manage your own account information. Here you can update your password, enter additional e-mail addresses and adjust other personal contract information for your account. Please be aware that these updates will NOT update the District's permanent records. If you have change of address or other relevant change in status, you must contact the school office to record this change.