

Gradebook Student Portal Orientation



Students at participating schools in grades 5th – 12th can use the Student Portal.

Step One: Establishing an Account

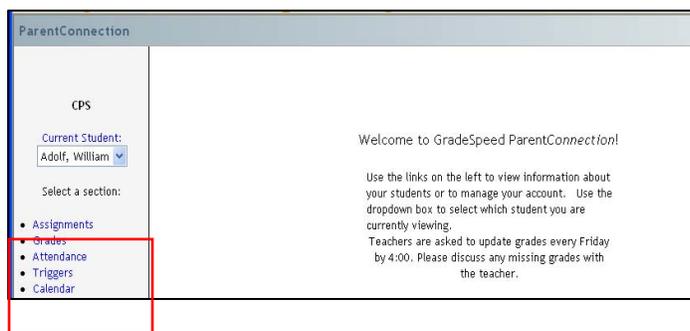
1. Students already have a designated Student Portal username and password, or login credentials. Student login credentials are the same as their FirstClass username and password. Login credentials can be obtained from the students' school-based staff.

2. From an Internet accessible computer, access <https://parent.cps.k12.il.us>. You will be presented with the login screen to the right.

Using the Student Portal

Once students have access to their login credentials, they can use the links along the left side of the main portal page to view grading and attendance information or to maintain your account.

- 👉 Assignments
- 👉 Grades
- 👉 Attendance
- 👉 *Report Card
- 👉 **HS Course Requests
- 👉 Triggers
- 👉 Calendar



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

** The High School Course Request link may not be enabled for the 2008-2009 school year.

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 students to view a summary of upcoming assignments from all classes (those due in the next seven days), recent assignments from all classes (those due in the past seven days). Alternatively, a student can use the Display drop-down list to select a specific course to view.

The *Grading Cycle* drop-down list allows students 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.

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

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

Grades

This link shows a summary of student averages from each report card period for all classes. This page will display the marking period grade "to date" and may reflect the running average of your student's scores in the class. You can use the "Notes" link to send teachers a message within the Gradebook system. Use of the Notes feature is subject to the terms and conditions, including the penalties for misuse, outlined in the Portal terms of use. Students are subject to discipline under the Student Code of Conduct for any misuse of the Portal. Use of the Notes feature for any topic unrelated to academic pursuits is strictly prohibited.

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					

Attendance

This link will display a list of all attendance events (absences, tardies) recorded 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	Adobe Acrobat

Triggers

Students can create alerts within the system as well. Triggers allow students to set customized thresholds or "alert events." In this example, the student 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="checkbox"/> Send E-mail
<input checked="" type="radio"/> Below	<input checked="" type="checkbox"/> Send Text Message
<input type="radio"/> Above	to (773) 456-7890
an average of <input type="text" value="70"/>	
<input checked="" type="checkbox"/> Watch Attendance	

Calendar

This link will allow students 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.

July 2008								
Jun	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Aug
	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	