Gradebook Parent Portal Orientation

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

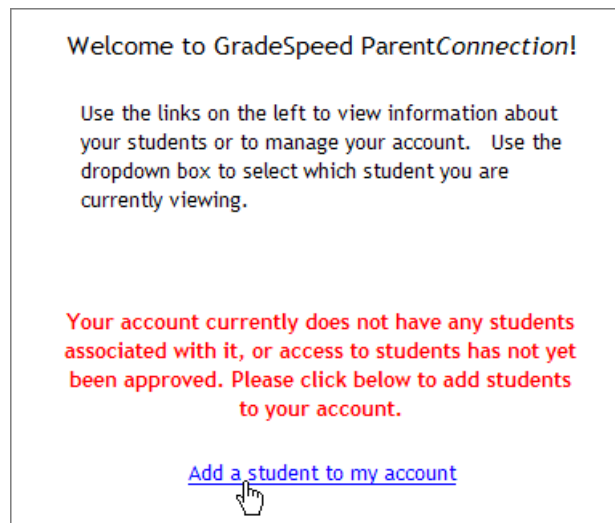## Step One: Establishing an Account

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 Email* 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 personal identification number (PIN) 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:

> **Welcome to GradeSpeed Parent*Connection*!**
>
> Use the links on the left to view information about your students or to manage your account. Use the dropdown box to select which student you are currently viewing.
>
> Your account currently does not have any students associated with it, or access to students has not yet been approved. Please click below to add students to your account.
>
> Add a student to my account

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

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:	[ ] *
Student First Name:	[ ] *
Student Last Name:	[ ] *
Student Address:	[ ] *
City:	[ ] *
State:	Illinois [v] *
Zip:	[ ] *
Campus:	Select One [v] *
Date of Birth:	[ ] *
PIN:	[ ] *

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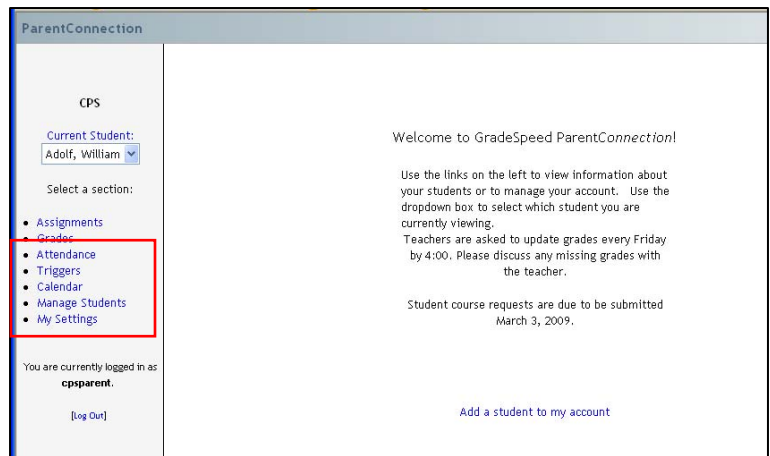
** The Report Card link will only be made available *AFTER* report card pickup has been completed at the school.

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), 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. This page will display the marking period grade "to date" and may reflect the running average of your student's scores in the class. Use of the *Notes* feature is subject to the terms and conditions, including the penalties for misuse, outlined in the Portal terms of use. Use of the *Notes* feature for any topic unrelated to academic pursuits is strictly prohibited. You can use the *Notes* link to send teachers a message within the Gradebook 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					

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	Adobe Acrobat

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

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

Notifications

- ☑ Send E-mail
- ☑ Send Text Message
  - to (773) 456 - 7890

Calendar

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

| 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

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.