



**Instructional Management Program  
& Academic Communications Tool**

***Online Data Acquisition (ODA)  
User Guide***

**08/2016  
Version 3.0**

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## Introduction

Welcome to IMPACT, the Chicago Public Schools (CPS) Instructional Management Program and Academic Communications Tool.

IMPACT is a new technology solution that will make student information at CPS more accessible, reduce paperwork, and allow teachers more instructional time with students. Once fully implemented, the IMPACT solution will be used throughout the District by administrators, teachers, support staff, Central Office staff, and parents.

IMPACT has five major components:

- Student Information Management (replaces the current Student Information (SI) system).
- Gradebook (record of student attendance, grading and reports).\_\_
- Student Services Management (tracks information for students with special needs).
- Curriculum and Instructional Management (provides helpful tools for instruction).
- Verify (provide valuable reporting tool on building access, student finances among others).

To support the roll-out of the aforementioned IMPACT solutions, the Online Data Acquisition (ODA) user guide has been developed to provide detailed instructions on how to maintain assignments for the following:

Staff to business functions (CIM, Gradebook, SIM, SSM and Verify)

ODA combines the ability to assign business functions related to accessing IMPACT with other CPS data collection needs; i.e. school profile update, payroll and free and reduced meals (FRM).

## User Guide Description

The ODA system is designed to assist each school with completing readiness tasks to implement IMPACT solutions. ODA alleviates the time-consuming manual tasks required to populate the new IMPACT solutions. Authorized users of ODA will be able to complete business function assignments online; ODA is accessible from the IMPACT Web site at <http://impact.cps.k12.il.us>, and only available to authorized CPS employees.

All schools will use ODA to create business function assignments. The assignment data created in ODA will be populated in the respective IMPACT solutions.

Instructions to complete the required assignments in ODA are included in this User Guide. Please follow the steps carefully to avoid errors in the data.

## User Guide Objectives

After reviewing and following the instructions, users should be able to:

1. Maintain Staff Business Function Assignments;
2. Generate ODA Reports and
3. Update school profile

## ODA Modules

The Staff module can be accessed from the Home and secondary pages in ODA. The Assign Staff to Business Functions option displays when the user **clicks** on the Staff module button as shown in the screen capture below:



**Note:**

**If displayed, the Administration module button and hyperlinks are not accessible to Elementary and High School users. ODA Administrators only will have access to the Administration module.**

## Module Descriptions

The following table includes a list of ODA modules, applicable functionality hyperlinks, descriptions and school specific access indicators.

Module	Hyperlink/Page(s)	Description	Access
Staff	Assign Staff to Business Functions	This page displays business function options (i.e., Principal, Teacher, Grading Coordinator and Attendance Coordinator) and a list of the current staff members at a school. In ODA, staff will be assigned to the appropriate business function by the Principal or Designee. Staff assigned to a business function in ODA will receive the applicable role in IMPACT solutions.	1. Principals 2. ODA Designee business function
Reports	Reports Page	Reports on the school's business function assignments.	1. Principals 2. ODA Designee business function
School Data Collection	State School Report Card Title 1	Allow schools to submit data about their Title 1 funding and State School Report Card metrics.	1. Principals 2. ODA Designee business function
CPS.edu School Profile Update	CPS.EDU School Profile Update page	This page has functionality for updating the schools profile / information on CPS.EDU. Changes made on this page appears instantly on CPS.EDU	1. Principals 2. ODA Designee business function 3. Website Administrator business function
Free & Reduced Meals  ODA access (FRM module only)	Process FRM Applications Lunchroom Manager Roster Lunch Application Information Homeroom Statistics and Lunchroom Pilot	Functionality on the FRM pages enable an authorized user to search for a student at their school and submit their FRM data to determine if the student gets a free or reduced price lunch.  Run school-level reports (Lunchroom Manager Roster, Lunch Application Information) Run Homeroom Statistics and Lunchroom Pilot.	1. Principals 2. ODA Designee business function 3. FRM Clerk business function

## Module Order of Completion

Users should complete ODA assignments in the following order:

1. Staff (**ES and HS**):
  - a. Assign Staff to CIM, SIM, and SSM Business Functions
  - b. Assign Staff to FRM Clerk
  - c. Assign Staff to Payroll Approver and Payroll Clerk
2. Reports (**ES and HS**):
  - a. Generate business function assignment reports
3. CPS.edu School Profile Update (**ES and HS**):
  - a. Update school profile information on CPS.edu

### Notes:

1. **IMPACT requests that Elementary and High School users routinely verify and update in ODA staff business function assignments.**
2. **If displayed, the ODA Administration module button and hyperlinks are not accessible to Elementary and High School users.**

## Log On to ODA

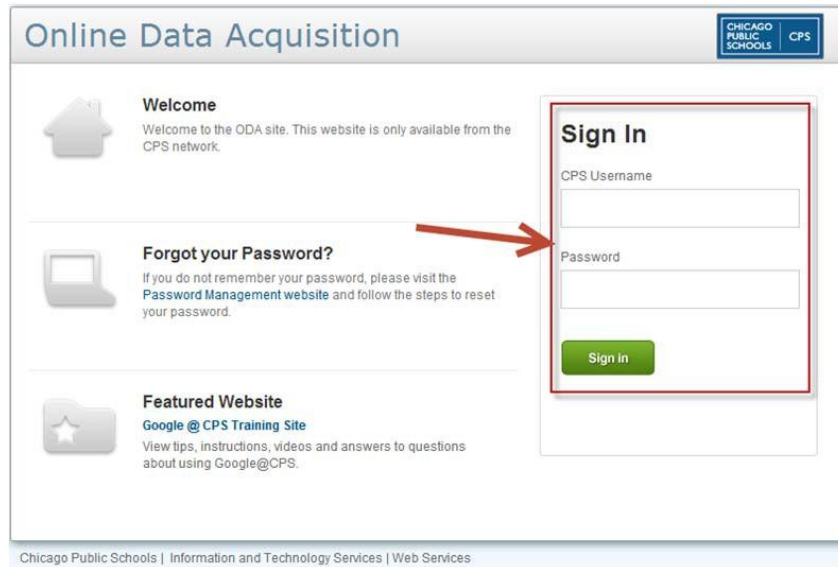
1. From a Web browser, access <http://impact.cps.k12.il.us>.


The screenshot shows the IMPACT web application interface. At the top, there is a header with the text "Educate • Inspire • Transform" and the "CHICAGO PUBLIC SCHOOLS CPS" logo. Below the header is a navigation menu with links: Home, Support, FAQ, Data Quality Index, Training, Calendar, About, and Summer School. The main content area is divided into several sections:

- Key Documents:** A list of links including "Modifying Suspension Days to Account for Unplanned Snow Days", "Maintaining Student Mentoring Information in SIM", "Immigrant and Home Language Functionality Updates in SIM", "Generating SIR Transcripts using IMPACT SIM", "Student Logger - Product Summary", "SY13-14 ES Principal Checklist", "SY13-14 HS Principal Checklist", "Prevent Duplicate Student Records", "Request for Emergency Health Information: English Polish Spanish", and "Did Not Arrive (DNA) Process".
- News & announcements:** A section with a blue header. It contains a notice about "Try StudentLogger Lite free of charge for the remaining school year" and "Full StudentLogger licensing can be purchased in the CPS eMarketplace".
- System availability:** A section with a blue header stating "IMPACT will have limited availability on Thursdays between 10 p.m. and 2 a.m. Friday morning, due to regularly scheduled maintenance."
- Documentation:** A section with a blue header and a sub-header "Click the links below to view documents for each system." It lists several document categories with links: "Student Information Management Documents and Publications", "Gradebook Documents and Publications", "Student Services Management Documents and Publications", "Curriculum & Instructional Management Documents and Publications", and "Verify Documents and Publications".
- IMPACT Tools:** A section with a blue header and a sub-header "Information...". It contains buttons for "Go to...", "Dashboard", "Online Data Acquisition", and "IMPACT icon Installation for IMACs". A red arrow points to the "ODA" button in this section.

On the right side of the page, there are several buttons for different modules: SIM, Gradebook, SSM, CIM, and VERIFY.

2. Locate and **click** on the ODA button. The *ODA Sign-On* screen displays:



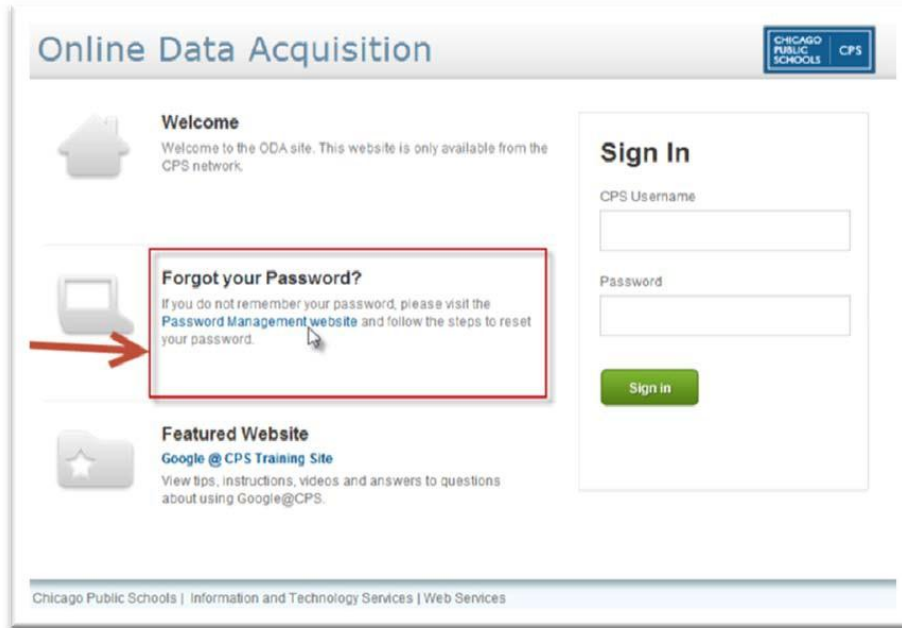
3. In the CPS Username field, **enter** your CPSMail username and **press** the <TAB> key once.
4. In the Password field, **enter** your CPSMail password.
5. **Click** the *Sign in* <  > button. The *ODA Home Page* displays.



## [Password Administration](#)

Help option is available on the ODA Sign-In page for users to include the following:

Forgot your Password?



**Online Data Acquisition**

**Welcome**  
Welcome to the ODA site. This website is only available from the CPS network.

**Sign In**  
CPS Username  
  
Password  
  
**Sign in**

**Forgot your Password?**  
If you do not remember your password, please visit the [Password Management website](#) and follow the steps to reset your password.

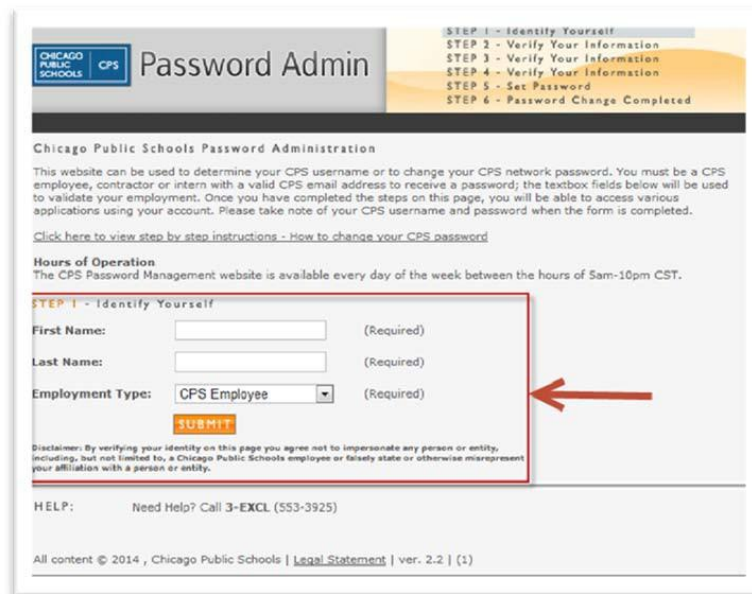
**Featured Website**  
**Google @ CPS Training Site**  
View tips, instructions, videos and answers to questions about using Google@CPS.

Chicago Public Schools | Information and Technology Services | Web Services

The *Help* options provide instructions to users regarding Password administration; <https://password.cps.k12.il.us/> to include the following:

CPS Password setup

Password reset instructions



**CHICAGO PUBLIC SCHOOLS CPS Password Admin**

STEP 1 - Identify Yourself  
STEP 2 - Verify Your Information  
STEP 3 - Verify Your Information  
STEP 4 - Verify Your Information  
STEP 5 - Set Password  
STEP 6 - Password Change Completed

Chicago Public Schools Password Administration

This website can be used to determine your CPS username or to change your CPS network password. You must be a CPS employee, contractor or intern with a valid CPS email address to receive a password; the textbox fields below will be used to validate your employment. Once you have completed the steps on this page, you will be able to access various applications using your account. Please take note of your CPS username and password when the form is completed.

[Click here to view step by step instructions - How to change your CPS password](#)

**Hours of Operation**  
The CPS Password Management website is available every day of the week between the hours of 5am-10pm CST.

**STEP 1 - Identify Yourself**

First Name:  (Required)  
Last Name:  (Required)  
Employment Type:  (Required)

**SUBMIT**

Disclaimer: By verifying your identity on this page you agree not to impersonate any person or entity, including, but not limited to, a Chicago Public Schools employee or faculty state or otherwise misrepresent your affiliation with a person or entity.

HELP: Need Help? Call 3-EXCL (553-3925)

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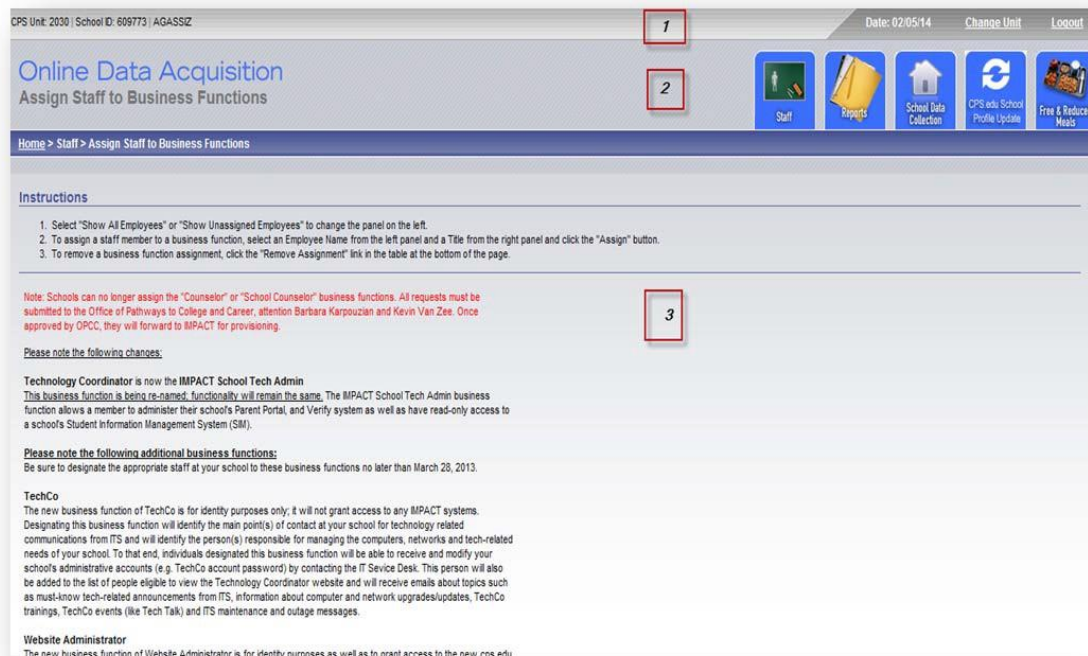


## Standard ODA Page Layout

Each ODA page has three parts, as outlined in the figure below:

1. **The Title Bar** – Displays the school ID information, date and hyperlinks for *Change Unit* and *Logout*, across the top of the page
2. **The Task Area** – Displays the name of the ODA page; e.g., *Assign Staff to Business Functions*, modules and hyperlinks that allow users to access secondary pages in ODA.
3. **Content Area** – Displays the central pane of each ODA page.

Users assign and remove assignment information for staff in the *Content Area*. The *Content Area* is divided into data grid sections displaying information such as staff, business functions, and current business function assignments.



## Standard ODA Page Elements

The following list details some of the standard page elements in ODA. Each element is outlined in the figure below.

1. **Title Bar** – displays the CPS unit, date, Change Unit (if applicable) and Logout hyperlinks.
2. **Task Area** – displays the name of the ODA page (e.g., Assign Staff to Business Functions) and enables the user to navigate in ODA from one page to another, for example users can navigate from the Assign Staff to Business Functions to the Reports module.
3. **Breadcrumbs** – series of hyperlinks in the center of each ODA page. Breadcrumbs indicate where a user is in the ODA system and how he got there.
4. **Instructions (Specific pages)** – step-by-step instructions for completing assignment (Assign/remove) tasks in ODA.

5. **Filters (Specific Pages)** – enables users to view specific unit data, for example:
  - a. Show All Employees
  - b. Show All Unassigned Employees
6. **Data Grids (Specific Pages)** – pages in ODA display the following unit specific data:
  - a. Staff
  - b. Assign and Remove buttons and hyperlinks
7. **Sort Options (Specific Pages)** – enable users to sort information displayed in data grids by clicking on column header hyperlinks.

CPS Unit: 2030 | School ID: 009773 | AGASSIZ | Date: 01/10/14 | Change Unit | Logout

Online Data Acquisition  
Assign Staff to Business Functions

Home > Staff > Assign Staff to Business Functions

Instructions

- Select "Show All Employees" or "Show Unassigned Employees" to change the panel on the left.
- To assign a staff member to a business function, select an Employee Name from the left panel and a Title from the right panel and click the "Assign" button.
- To remove a business function assignment, click the "Remove Assignment" link in the table at the bottom of the page.

Note: Schools can no longer assign the "Courtself" or "School Counselor" roles. All requests must be submitted to the Office of Pathways to College and Career, attention Barbara Karpowicz and Karen Van Zee. Once approved by OPEC, they will forward to IMPACT for provisioning.

Show All Employees  Show Unassigned Employees

Assign

Next	First	Last	Business Function	Actions	
	Joni	P	Appelman	Teacher	<a href="#">Remove Assignment</a>
	Amy	Correa	Teacher	<a href="#">Remove Assignment</a>	

<a href="#">Next</a>	<a href="#">First</a>	<a href="#">Last</a>	<a href="#">Business Function</a>	<a href="#">Actions</a>	
	Joni	P	Appelman	Teacher	<a href="#">Remove Assignment</a>
	Amy	Correa	Teacher	<a href="#">Remove Assignment</a>	
	Stefanie	M.	Curry	Teacher	<a href="#">Remove Assignment</a>
	Adam	Ebbole	Athletics Coordinator	<a href="#">Remove Assignment</a>	
	Adam	Ebbole	Teacher	<a href="#">Remove Assignment</a>	
	Adam	Ebbole	TechCo	<a href="#">Remove Assignment</a>	

## ODA Instructions

Step-by-step instructions are available on ODA pages to assist users with completing assignment tasks as shown in the following screen capture:



Users should carefully follow the instructions displayed in ODA and use this User Guide to ensure that data is accurately updated and subsequently converted to the applicable IMPACT solution (i.e., CIM, Gradebook, SIM, SSM or Verify).

### Notes:

1. The ODA User Guide includes step-by-step instructions for the following:  
**Assign/Remove Staff to/from Business Function**  
**Generate ODA Reports**  
**Update School Profile in CPS.edu**
2. If the instruction steps are not displayed on the page, the user can follow the prompt that are provided to complete the assigned task.

## The IMPACT Website and ITS Service Desk

This User Guide contains detailed instructions, however, if users have questions or problems accessing ODA please contact IMPACT:

1. **IMPACT Web Site** – Enables the user to access information about the IMPACT project. This Web site provides access to IMPACT applications and online supplemental materials. The Website address is <http://impact.cps.k12.il.us>.
2. **ITS Service Desk** – Operational from 7 a.m. to 5 p.m. weekdays. The phone number is (773) 553-3925, option 2.

## Maintain Staff Business Function Assignments (CIM, Gradebook, SIM, SSM, and Verify)

The following table lists IMPACT business functions available in ODA for assignment to the appropriate staff (e.g. Principal, Teacher, etc.) at a school. CPS employees who are assigned business functions in ODA will receive the assigned role and permissions in the applicable IMPACT applications as indicated in the table.

## *Business Functions Mapped to IMPACT Applications*

School Business Function	Student Information Management (SIM)	Curriculum and Instructional Management (CIM)	Gradebook	Student Services Management (SSM)	Verify
Assistant Principal  <b>Note:</b> <ul style="list-style-type: none"> <li>The Assistant Principal business function maps to the Principal (SADMIN) role in IMPACT.</li> <li>Can access the Automated Library System to view and run saved reports at a school-wide level.</li> </ul>	Edit and view <u>all</u> data (exceptions: Social Security Numbers and Student Health Conditions); generate reports.	Edit school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)	Edit school-level grades/attendance; Report on school-level data (attendance, grades, schedules, etc.); Manage school-level Parent Portal Accounts.	Can view public reports at a school-wide level. May view and edit student and location data (i.e., submit PARF requests, case manager nominations, sped staff allocations)	Full view and edit access. All reports.
Athletics Coordinator (SATHLETIC)	Edit student athletic data; generate reports, to include unofficial transcripts.	<i>No Access</i>	View school-level grades/attendance; Report on school-level data (attendance, grades, schedules, etc.)	<i>No Access</i>	<i>No Access</i>
Attendance Coordinator (SATTEND)	Edit student attendance data; generate reports.	<i>No Access</i>	View school-level grades/attendance; Report on school-level data (attendance, grades, schedules, etc.)	<i>No Access</i>	View and edit access to Search, Viewbar and Truancy Reporting. Select reports.
Bilingual Coordinator (SELL)	Edit ELL Profile data; enter ELL screener test scores; generate reports.	View school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)	<i>No Access</i>	<i>No Access</i>	<i>No Access</i>

School Business Function	Student Information Management (SIM)	Curriculum and Instructional Management (CIM)	Gradebook	Student Services Management (SSM)	Verify
Business Manger (SBUSINESSMGR)	No Access	No Access	No Access	No Access	View and edit access to Search, Viewbar, Student Finance Management; Select reports.
Case Manager (SSPED)	Submit transportation requests per IEP and 504; generate reports.	View school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)	No Access	Enter/maintain documents for students referred to and/or receiving special education services either under an IEP or 504. Can send and receive messages; access caseloads; create private list and multi-dimensional reports; view class/student rosters, public lists and multi-dimensional reports.	No Access
Cashier (SCASHIER)	No Access	No Access	No Access	No Access	View and edit access to Search, Viewbar, Student Finance Management. Select reports.
ID Clerk (SIDCLERK)	No Access	No Access	No Access	No Access	View and edit access to Search, ID printing. Select reports.
Counselor - ES (SCOUNSLER) <b>Redundant Role:</b> If you have <i>ES Counselor</i> role, <i>Transcript Registrar</i> role is <b>not</b> needed.	View school and student data; generate reports, to include ES transcripts.	View school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)	View school-level grades/attendance; Report on school-level data (attendance, grades, schedules, etc.)	No Access	View and edit access to Search, Viewbar, Building Access, Behavior Analytics, Interventions. Select Reports.

School Business Function	Student Information Management (SIM)	Curriculum and Instructional Management (CIM)	Gradebook	Student Services Management (SSM)	Verify
Counselor – HS (CNSL)  <b>Redundant Role:</b> If you have <i>HS Counselor</i> role, <i>Transcript Registrar</i> role is <b>not</b> needed.	Edit student Social Security Numbers; Access student Academic Plans; Generate reports, to include transcripts.	View school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)	View school-level grades/attendance; Report on school-level data (attendance, grades, schedules, etc.)	<i>No Access</i>	View and edit access to Search, Viewbar, Messaging, Interventions, Behavior Analytics. Select reports.
Curriculum Coordinator (SCURR)	<i>No Access</i>	Edit school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)	View school-level grades/attendance; Report on school-level data (attendance, grades, schedules, etc.)	<i>No Access</i>	<i>No Access</i>
Disciplinarian (SBEHAVIOR)	View school and student data, to include historical student discipline data; generate reports.	<i>No Access</i>	<i>No Access</i>	<i>No Access</i>	View and edit access to Search, Student Misconduct, Incident Reporting, Behavior Analytics, Interventions. Select reports.
Disciplinarian Clerk (SBEHAVIOR CLK)	<i>No Access</i>	<i>No Access</i>	<i>No Access</i>	<i>No Access</i>	View and edit access to Search, Viewbar, Messaging, Interventions, Behavior Analytics. Select reports.
ETC Coordinator (SETC)	Enter students into ETC Programs using Program Management functionality; generate reports.	<i>No Access</i>	<i>No Access</i>	<i>No Access</i>	<i>No Access</i>

School Business Function	Student Information Management (SIM)	Curriculum and Instructional Management (CIM)	Gradebook	Student Services Management (SSM)	Verify
FRM Clerk (FRM module only in ODA)  <b>Note:</b> <ul style="list-style-type: none"> <li>• Able to search for students at user's school; enter Free-Reduced Meal data for students; and run school-level reports (Lunchroom Manager Roster, Lunch Application Information)</li> </ul>	No Access	No Access	No Access	No Access	No Access
Grading Coordinator (SGRADING)  <b>Redundant Roles:</b> If you have <i>Grading Coordinator</i> role, <i>Transcript Registrar</i> and <i>Service Learning Coach</i> roles are <b>not</b> needed.	Edit student grading data, to include HS historical edits and service learning hours; use the Awards functionality; view HS student Academic plans; generate reports, to include transcripts.	View school- level Instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)	Edit school-level grades; Report on school-level data (attendance, grades, schedules, etc.)	No Access	No Access
Homeless Liaison (Student Services Liaison) (SSTDSVCS)  <b>Redundant Role:</b> If you have <i>Status Coordinator</i> role, <i>Student Services Liaison</i> (Homeless) role is <b>not</b> needed.	Edit Student in Temporary Living Situations (STLS) data; submit transportation requests; generate reports.	View school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)	No Access	No Access	No Access

School Business Function	Student Information Management (SIM)	Curriculum and Instructional Management (CIM)	Gradebook	Student Services Management (SSM)	Verify
IMPACT School Tech Admin (STECHCO)	View school and student data, to Include HS student Academic Plans; Generate reports.	View school- level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)	View school-level grades/attendance; Report on school-level data attendance, grades, schedules, etc.); Manage Parent Portal Accounts.	No Access	Configuration access. Select reports.
Lead Literacy Teacher	No Access	No Access	No Access	No Access	No Access
Librarian <b>Note:</b> • Can access the Automated Library System to access circulation, cataloging, and report modules.	No Access	No Access	No Access	No Access	No Access
Library Assistant <b>Note:</b> • Can access the Automated Library System to access circulation and cataloging modules with functionality limited to check-in, check-out, holds, adding items, and viewing patron circulation and fines records.	No Access	No Access	No Access	No Access	No Access
Math Specialist/Lead Teacher	No Access	No Access	No Access	No Access	No Access
Mobile Device Manager <b>Note:</b> • Main point of contact at school for ITS (re: mobile devices such as iPads and/or Chromebooks)	No Access	No Access	No Access	No Access	No Access



School Business Function	Student Information Management (SIM)	Curriculum and Instructional Management (CIM)	Gradebook	Student Services Management (SSM)	Verify
MTSS Lead (SMTSSLEAD)  <b>Note:</b> <ul style="list-style-type: none"> <li>Role is automatically assigned to Principals, who can assign the SMTSS MEMBER and SMTSSLEAD roles to other users at the school.</li> </ul>	No Access	No Access	Edit and view student tiers, providers, escalation requests, and school specific interventions.	No Access	No Access
MTSS School Committee Member (SMTSS MEMBER)	No Access	No Access	Edit and view student tiers, providers, escalation requests, and school specific interventions.	No Access	No Access
MTSS Intervention Provider (SMTSS INTPROV)  <b>Note:</b> <ul style="list-style-type: none"> <li>Role is automatically given to all users with Teacher role in ODA.</li> </ul>	No Access	No Access	Edit and view access: create school-specific interventions, assign students/ themselves to interventions, add/edit progress notes.	No Access	No Access
Nurse (SHEALTH)	Edit student health data, to include Food Allergy and Sports Physical data; generate reports.	View school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)	No Access	No Access	No Access
ODA Designee  <b>Note:</b> <ul style="list-style-type: none"> <li>Can assign ODA roles to other school administration staff.</li> </ul>	No Access	No Access	No Access	No Access	No Access

School Business Function	Student Information Management (SIM)	Curriculum and Instructional Management (CIM)	Gradebook	Student Services Management (SSM)	Verify
Payroll Approver  <b>Note:</b> <ul style="list-style-type: none"> <li>Payroll Approver has the same functional authority as a Payroll Clerk. In addition, can approve time in KRONOS as Validation reports of hours worked by day for all employees in the respective unit. Workflow Reports sent via email (e.g., Payroll Exception Report, Employee Not Paid, Payroll Check Register).</li> </ul>	No Access	No Access	No Access	No Access	No Access
Principal (SADMIN)  <b>Redundant Roles:</b> If you have <i>Principal</i> role, <b>no other role is needed.</b>  <b>Note:</b> <ul style="list-style-type: none"> <li>Can access the Automated Library System to view and run saved reports at a school-wide level.</li> </ul>	Edit and view <b>all</b> data (exceptions: Social Security Numbers and Student Health Conditions); generate reports.	Manage school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)	Edit school-level grades/attendance; Report on school-level data (attendance, grades, schedules, etc.); Manage MTSS Logging Tool and Parent Portal Accounts.	Can view public reports at a school-wide level. May view and edit student and location data (i.e., submit PARF requests, case manager nominations, sped staff	Full view and Edit access. All reports.
Program Coordinator (SPROGRAMS)	Edit program management data for all CPS programs tracked in the Program Management Functionality; generate reports.	No Access	No Access	No Access	No Access
Reading Specialist/Coordinator	No Access	No Access	No Access	No Access	No Access

School Business Function	Student Information Management (SIM)	Curriculum and Instructional Management (CIM)	Gradebook	Student Services Management (SSM)	Verify
Scheduler (SSCHEDULER)	Edit school and student scheduling data; view HS student Academic Plans; generate reports, to include unofficial transcripts	No Access	No Access	No Access	View and edit access to Search, Viewbar, Calendar. Select reports.
School View (SVIEW)	View school and student data, to Include HS student Academic Plans; Generate reports.	View school-level instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)	No Access	View staff and student profile data.	No Access
Security Guard (SSECURITYGUARD)	No Access	No Access	No Access	No Access	View and edit access to Search, Doorswipe, ID. Select reports.
Service Learning Coach (SSERVLC) <b>Redundant Role:</b> If you have <i>Grading Coordinator</i> role, <i>Service Learning Coach</i> role is <b>not</b> needed.	Edit/maintain student service learning hours; generate reports.	No Access	No Access	No Access	No Access
Status Coordinator (SSTATUS) <b>Redundant Role:</b> If you have <i>Status Coordinator</i> role, <i>Student Services Liaison (Homeless)</i> role is <b>not</b> needed.	Edit registration, enrollment, and student demographic data; edit STLS and program management data; submit transportation requests; generate reports.	No Access	No Access	No Access	No Access

School Business Function	Student Information Management (SIM)	Curriculum and Instructional Management (CIM)	Gradebook	Student Services Management (SSM)	Verify
Teacher (STEACHER)	Edit student attendance and grading data for assigned students; generate reports.	Manage class-level Instructional resources (lesson plans, assessments, etc.); Report on class-level data (attendance, grades, schedules, assessments).	Edit class- level grades/ attendance; Report on class-level data (attendance, grades, schedules, etc.)	Can review IEPs/ 504s for students on roster. May start a referral for sped evaluation.	No Access
Technology Coordinator (STECHCO)  <b>Note:</b> <ul style="list-style-type: none"> <li>Main point of contact at school for Tech issues; administrative account (TechCo) password. ITS liaison.</li> </ul>	No Access	No Access	Manage Parent Portal Accounts (approve pending applications, re-set passwords, and generate parent portal reports).	No Access	No Access
Textbook Admin (STXTADMIN)	No Access	No Access	No Access	No Access	View and edit access to Search, Viewbar, Textbook Management. Select reports.
Textbook Clerk (TXTCLERK)	No Access	No Access	No Access	No Access	View and edit access to Search, Viewbar, Textbook Assign. Select reports.
Transcript Registrar (STRANSREG)  <b>Redundant Role:</b> If you have <i>Grading Coordinator</i> role, <i>Transcript Registrar</i> role is <b>not</b> needed.	View school and student data; generate reports, to include transcripts.	View school-level Instructional resources (lesson plans, assessments, etc.); Report on school-level data (attendance, grades, schedules, assessment results, etc.)	No Access	No Access	No Access
Website Administrator  <b>Note:</b> <ul style="list-style-type: none"> <li>Main point of contact for school's website; access to update cps.edu school profile via ODA.</li> </ul>	No Access	No Access	No Access	No Access	No Access

## Assign Staff to Business Functions

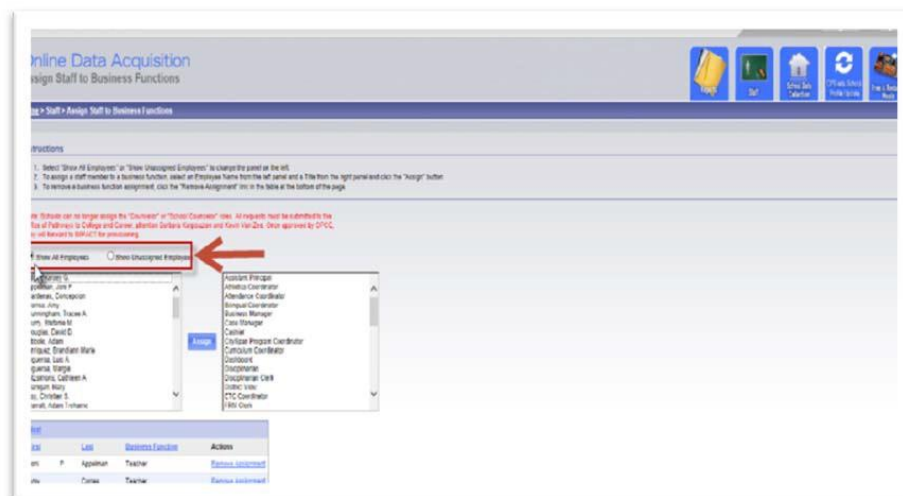
The *Assign Staff to Business Functions* page displays three primary data grids; staff, business functions and the staff assigned to business functions. Users will assign or remove staff from the applicable business function(s) on this page.

Complete the following steps to assign staff to business functions.

1. After logging on to ODA, on the Home page, **click** on the *Staff* button as shown below:



2. The *Assign Staff to Business Functions* page displays.



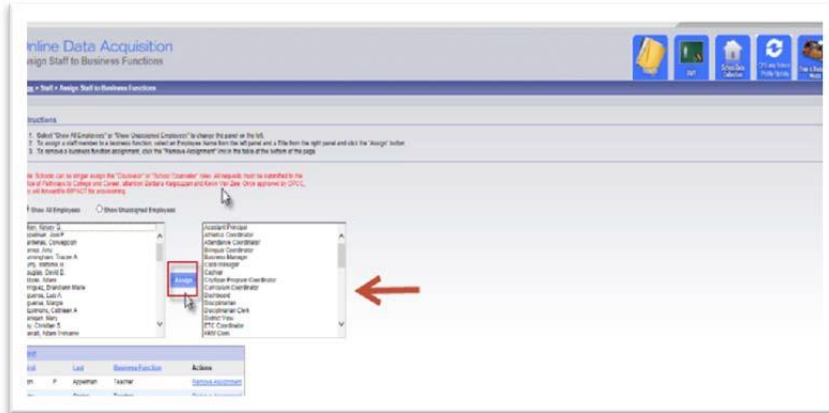
3. **Click** on the applicable radio button to filter the display of employees in the staff data grid:

*Show All Employees*

*Show Unassigned Employees*

4. To assign staff to business functions, complete the following steps:

- In the Staff data grid of the Content Area, **select** an employee name.
- In the Business Functions data grid of the Content Area, **select** one or more business functions. To select multiple business functions, after clicking on one business function, hold down the Ctrl key and select additional business functions.



c. **Click** the *Assign* <  > button located between the Staff and Business

Functions data grids. The employee business function assignments display in the data grid located in the lower section of the Content Area, as shown in the screen capture below:

<a href="#">Next</a>	<a href="#">First</a>	<a href="#">Last</a>	<a href="#">Business Function</a>	<a href="#">Actions</a>
	Daniel	R. Alvarez	Teacher	<a href="#">Remove Assignment</a>
	Laura	A. Avalos	Teacher	<a href="#">Remove Assignment</a>
	Kelly	A. Campbell	Teacher	<a href="#">Remove Assignment</a>
	Mario	A. Castaneda	Teacher	<a href="#">Remove Assignment</a>

**F Note:**

An error message displays on the *Assign Staff to Business Functions* page if the user does not make a selection from the applicable data grid; i.e. staff name or does not select a business function, before clicking the *Assign* button. Users should ensure that a selection is made in each data grid.

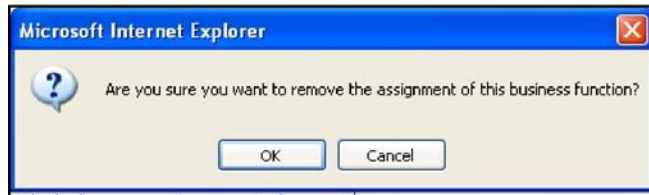
**Error: No Staff Person was selected.**

**Error: No Business Function was selected.**

## Remove Staff Business Function Assignments

Complete the following steps to remove staff business function assignments, if required.

1. Locate the staff name in the currently assigned business functions data grid located in the lower section of the Assign Staff to Business Function page. Click the Remove Assignment < [Remove Assignment](#) > hyperlink for the applicable employee. A dialog box displays as follows prompting the user to confirm the request to remove the assignment of the business function:



2. **Click** the *OK* button. The selected employee's name no longer displays with the previously assigned business function in the data grid.

Pamela	A	Falkenberg	Teacher	<a href="#">Remove Assignment</a>
Andrea	F	Ferraro	Case Manager	<a href="#">Remove Assignment</a>
Andrea	F	Ferraro	Counselor	<a href="#">Remove Assignment</a>

3. **Scroll** up the page, **click** on the *Home* hyperlink located in the *Breadcrumbs* < [Home > Staff > Assign Staff to Business Functions](#) > to return to the ODA Home page.

**F Note:** The Reports section of the ODA User Guide provides step-by-step instructions for generating Staff Business Function assignment reports.

## Exception Process

*Please note: these instructions are intended for the new business functions of TechCo, Website Administrator and Mobile Device Manager*

1. Principal must provide the following information to [techcouupdate@cps.edu](mailto:techcouupdate@cps.edu)
  - Staff ID number (6 digits)
  - Staff First Name
  - Staff Last Name
  - Facility ID (6 digits)
  - Principal Staff ID number
  - Principal First Name

- Principal Last Name

2. Please wait one business day for the information to be processed.

3. Go into ODA and assign the newly added staff to the appropriate business function.

*Please note: each staff member added through this exception process (and their subsequent assigned business functions) will be removed from your school's roster at the end of every school year. Each school year, please repeat the above steps for any exceptions to your normal ODA staff roster.*

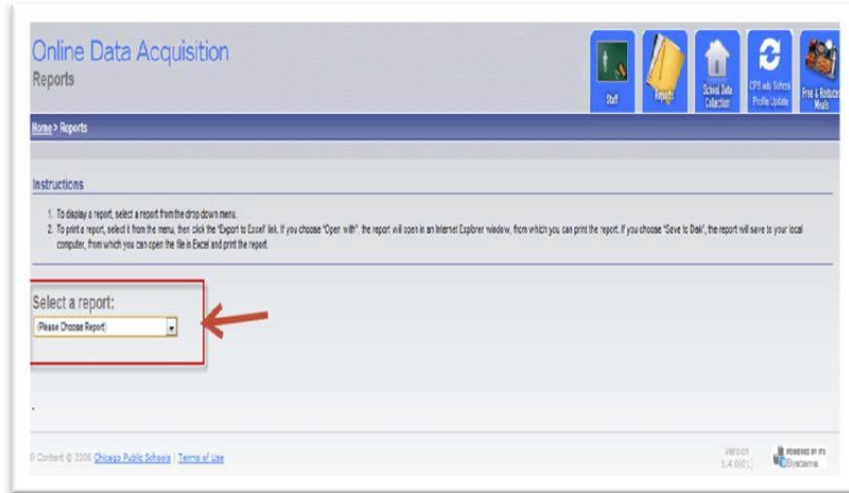
If you have any questions and/or if the role does not appear within the following business day, please contact [techcouupdate@cps.edu](mailto:techcouupdate@cps.edu).



# ODA Reports

## List of Available Reports

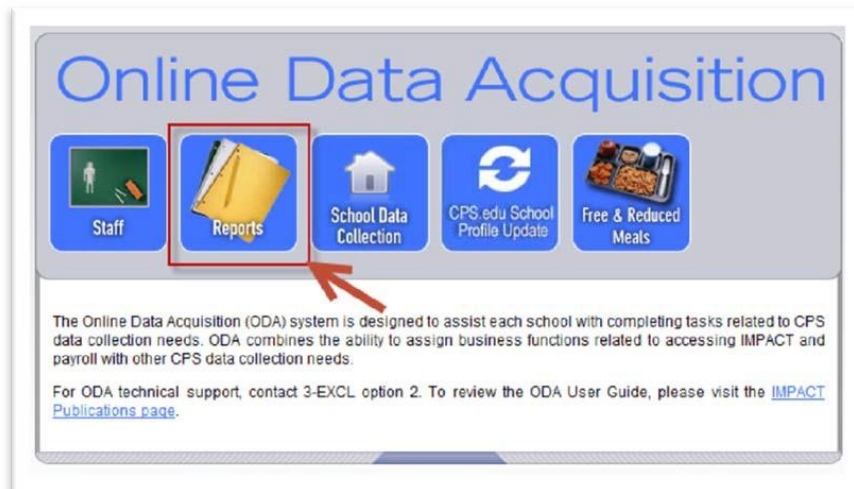
ODA functionality allows authorized logged on users to generate *Reports*. The following is a list of reports available in the *Reports* module.



1. **Unit Status Report** – This report list the percentage of business function assignments in ODA.
2. **Staff Business Function Assignment Totals** – Lists the names of business functions and total number of assignments.
3. **Staff Business Function Verification Report** – This report list the staff name and his/her assigned business function(s).

## Running Reports

Complete the following steps to generate an ODA report.



1. From any page in ODA, **click** the *Reports* button. The *Reports* page displays:



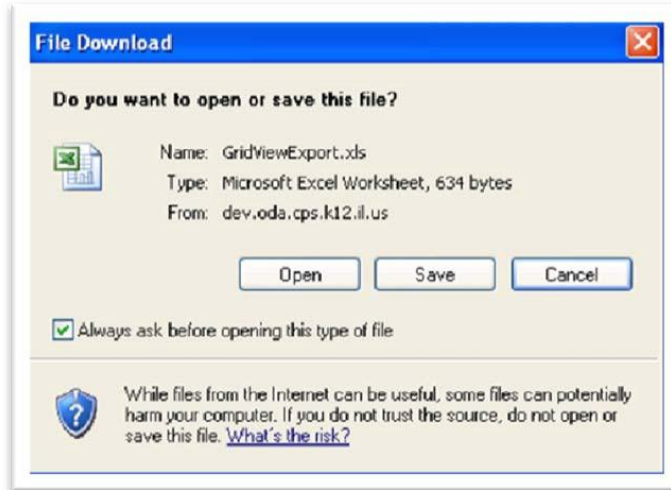
2. In the Content Area, from the *Select a report drop-down* menu options, **select** the required report. The selected report displays in the Content Area of the page:

**Select a report:**  
 Staff Business Function Assignment Totals ▼ [Export to Excel](#)

**Staff Business Function Assignment Totals**  
 Records:27

Business Function Name	Total
Assistant Principal	1
Athletics Coordinator	1
Attendance Coordinator	2
Bilingual Coordinator	1
Case Manager	2

3. To print, save and/or e-mail the report, **click** the *Export to Excel* hyperlink < [Export to Excel](#) > located to the right of the *Select a report* dropdown menu field. The *Do you want to open or save this file dialog* window displays.

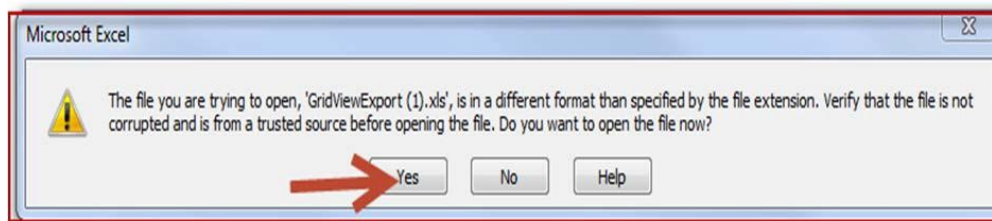


4. Click the *Open* button displayed in the dialog window. The report displays in an excel format (**This might take several minutes**).

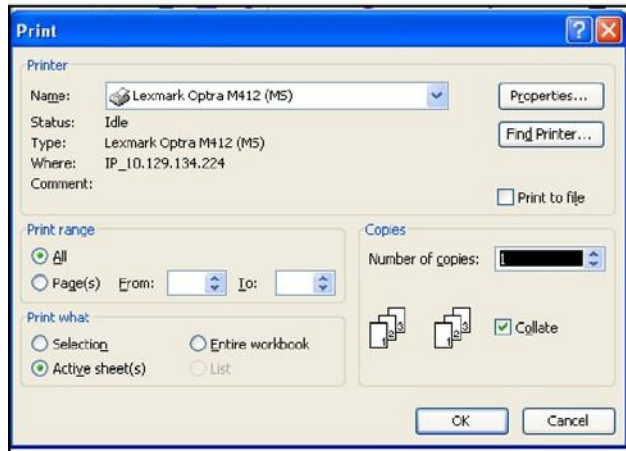
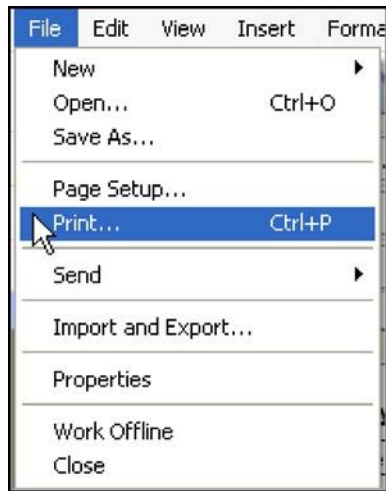
A screenshot of an Excel spreadsheet. Row 1 is empty. Row 2 contains the text "Staff Business Function Assignment Totals : ADDAMS (609772)". Row 3 is the header for a table with two columns: "Business Function Name" and "Total". Rows 4 through 10 list various business functions and their corresponding totals.

Business Function Name	Total
Assistant Principal	1
Athletics Coordinator	1
Attendance Coordinator	3
Bilingual Coordinator	1
Business Manager	1
Case Manager	1
Curriculum Coordinator	1

5. If you get a message prompting you to verify that the file is not corrupted... Click Yes as shown below to open the file:





- From the Internet Explorer (IE) Task Bar located at the top of the page, users can save, print and/or email the report. From the *File* menu, **select** the *Print* option. The print window displays:



- Select the applicable *Printer*, *Print Range*, *Copies* and if applicable *Print What* options.

- Click** the *OK* button  to print the selected report.

- Click** the close button  located in the top right corner to close the excel document.

- From the *Reports page*, click the *Home* hyperlink located in the breadcrumbs  to return to the ODA Home page.

## Change Unit

After logging on to ODA, users assigned to multiple schools have the option of selecting other schools to update data as displayed in the following screen capture:



The *Change Unit* page will be accessible by a hyperlink < [Change Unit](#) > that appears at the top of each page in ODA as displayed in the screen capture above. This Change Unit functionality in ODA is only available to users who are authorized users for more than one CPS school.

If you are responsible for multiple schools, complete the following steps after logging on to ODA to select an alternative unit:

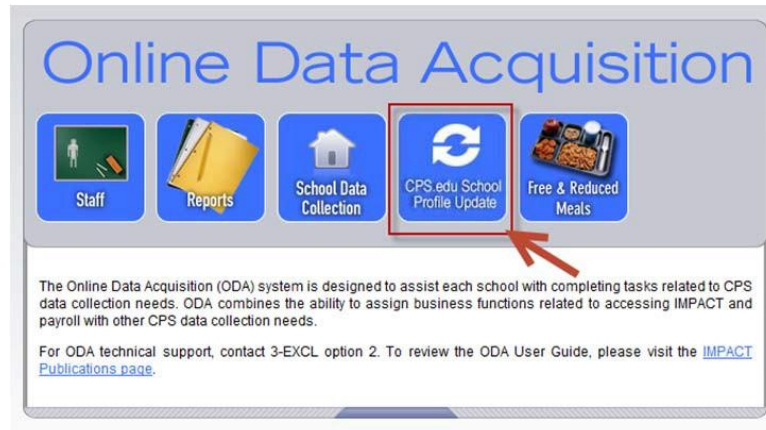


1. From any page in ODA, **click** the *Change Unit* hyperlink located at the top of the page on the School ID Task bar to display the *Choose Unit* page:



2. From the *Choose Unit* page, in the Content Area, **click** the drop-down arrow located between *Select a Unit* and the *Submit* button.
3. After selecting a School, **click** the *Submit* button. The Home page displays for the selected school.

## Updating School Profile



From the home page or any page click on the CPS.edu School Profile Update hyperlink as shown above, update all the necessary information and click the save button located on the lower part of the page. All changes made will appear instantly on the CPS.EDU page, otherwise refresh the page on CPS.EDU to see the changes made.

Online Data Acquisition  
CPS.EDU School Profile Update

Home > CPS.EDU School Profile Update

Use this page to make changes to your school's profile page on CPS.EDU. Please remember to click the 'Save Changes' button. Any changes that you make here will appear instantly on CPS.EDU. If not, try refreshing the page on CPS.EDU.

Basic School information for Agassiz

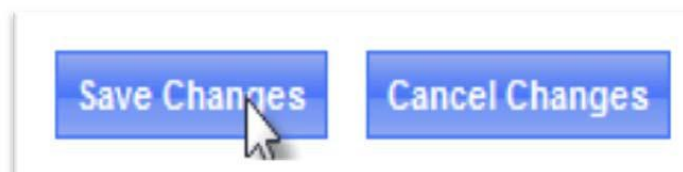
Website Address: (Must start with either http:// or https://)  
 Preview

Secondary Contact Title: (ex: Assistant Principal, Admissions Officer, etc.)

Secondary Contact Name:

Facebook URL: (ex: http://www.facebook.com/schoolname)  
 Preview

Twitter URL: (ex: http://twitter.com/schoolname)  
 Preview



## Logging off ODA



IMPACT recommends that when the users have completed working in ODA to log off from the online system. From any page in ODA, **click** the *Logout* < **Logout** > hyperlink located on the Title Bar at the top of the page to completely log off of ODA. The ODA Sign-on window displays.

