



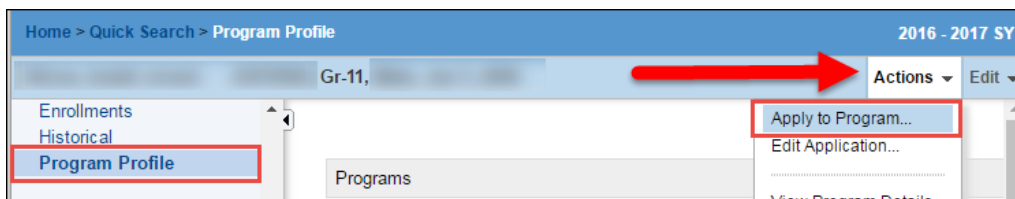
Assigning Students to Magnet, Gifted and IB Programs in SIM

Once a student accepts and enrolls into an Options for Knowledge Program, he/she is assigned to the program in SIM, using the Program Management functionality. The steps in this document detail how to apply and assign students to Magnet, Gifted and IB Programs.

Note: The Programs Coordinator and Status Coordinator roles can complete these tasks in SIM. If needed, roles are assigned by the Principal, using the [Online Data Acquisition \(ODA\)](#) system. After the role is assigned, access will be granted in approximately 48 – 72 hours.

Assign an Individual Student

1. Perform a search to locate and open the record of the student in question.
2. On the *Control bar* (left-side bar), click the *Program Profile* link, and on the *Task bar*, select *Actions > Apply to Program*.



3. On the *Apply to Program* page, complete the following information:

a. For *Program Category*, select **IB Program** **OR** **Academic Enhancement**

b. For *Program*, select the appropriate program.

c. For *Program session*, select the appropriate program session.

d. For *Location*, select **your school**.

e. For *Queue*, select **General**.

f. Click **Continue**.



Instructional Management Program & Academic Communication Tool

4. On the *Manage Queues* page, under the # *Applications* column, click the number that displays.

Home > Student Search > Program Profile > Apply To Program > Manage Queues 2016 - 2017 SY

Charles Allen Prosser Career Academy High School

Program session: IB Diploma

Queues

Selected: 0

Queue Name	Capacity	% Over Allowed	# Spaces Taken	# Spaces Available	# Applications	Queue Close Date	Queue Elig. Rules
General	0	0%	107	Unlimited	1		

5. On the *Manage Applicants* page, click the checkbox next to the name of the student in question, and on the *Task bar*, select *Actions > Assign to Program*.

Home > Quick Search > Program Profile > Apply To Program > Manage Queues > Manage Applicants 2016 - 2017 SY

Queue: General

Applicants

Selected: 1

Student name	Rank weight	Rank	Eligibility status	Eligibility last run	Queue status	Queue
[Student Name]		1	Not Calculated		Offered	

Actions

- Edit Applicants...
- Move/Copy Applicants
- Calculate Status...
- Calculate Eligibility...
- Calculate Rank...
- Offer Position
- Decline Position...
- Reset To New
- Assign to Program

6. In the *Assign to Program* dialog box, select the appropriate *Effective Date*, and click *OK* to save. The student is now assigned to the program in question.

Assign To Program - Google Chrome

eus.sim.cps.k12.il.us/PowerSchoolSMS/ProgramManagement/AssignToProgr

Enter the effective date for the student assignment to this program.

*Effective Date:

Today

Tomorrow

Specify: mm/dd/yyyy

*Required

OK Cancel



Assign More Than One Student (Mass Assign)

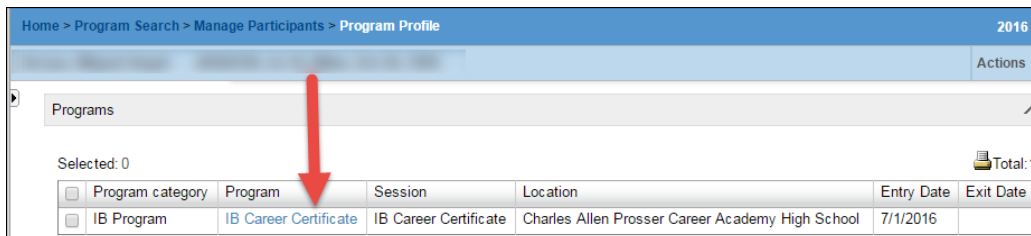
The following steps detail how to assign more than one student to a program at the same time:

1. Perform a student search (for example, 9th graders), and select the students in question by clicking the checkbox next to their names.
2. On the *Task bar*, select *Actions > Apply to Program*.
3. Then follow the steps as detailed on page 1 of this document, beginning with step 3.

Remove a Student from a Program

The following steps detail how to remove a student from an assigned program:

1. Perform a search to locate and open the record of the student in question.
2. On the *Control bar* (left-side bar), click the *Program Profile* link, and click the name of the program that needs an exit date added.



3. Under the *Assignment Details* panel, enter an exit date and click *OK* to save.

