Maintaining Academic Competition Chess Information in SIM

IMPACT SIM Program Management will now be used to track student participation in Academic Competition Chess for both High Schools and Elementary Schools. The steps in this document detail how to apply and assign students to the Chess program, as well as generate a roster. For purposes of this document, a high school example is being used.

The authorized SIM role for completing these tasks is the Programs Coordinator (SPROGRAMS). This role is 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.

Tracking Students in More Than One Program Session

As with last school year, when applying and assigning students to the Academic Competition Chess program in SIM, schools will track students who participate in the regular Chess Season and then the Playoffs and Championships, as follows:

For High Schools:

High Schools will track applicable students in two Program Sessions: HS Chess (for regular season) and HS Chess Championships.

For Elementary Schools:

Elementary Schools will track applicable students in three Program Sessions:
- ES Chess (for regular season)
- ES Chess North Playoff OR South Playoff
- ES Chess Championship

See the following pages of this document for steps to apply and assign students to the various Chess Program Sessions.
Applying a 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.
3. On the Task bar, select Actions > Apply to Program.
4. On the Apply to Program page, complete the following information:

   - For Program Category, select After School Programs
   - For Program, select Academic Competition – HS Chess (for ES, select Academic Competition – ES Chess)
   - For Program session, select the appropriate session. See page 1 for the list of Program Sessions.
   - For Location, select your school
   - For Queue, select General

5. Click Continue to go to the Manage Queues page. See next section for how to assign the student to Chess program.
Assigning a Student

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

2. 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.
3. In the Assign to Program dialog box, for Effective Date, confirm the radio button for Today is selected, and click OK.

Note: “Mass Assigning” Students to the Chess Program

SIM allows a user to apply and assign more than one student to a program at the same time, as follows:

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 2 of this document, beginning with step 4.

Generating a Roster

1. On the horizontal Menu bar, under School, select Manage Programs.

2. On the Program Search page, enter the following search criteria: “Program equals Academic Competition – HS Chess” (for ES, select Academic Competition – ES Chess), and click Search.
3. Under the Search Results section, under the # of Participants column, click the number that displays.

![Search Results](image1.png)

4. On the Manage Participants page, on the Task bar, select Edit > Choose Columns.

![Manage Participants](image2.png)

5. On the Choose Columns page, ensure the following columns appear in the Selected Columns field: Student name, Student number, Gender, Homeroom, Grade level, and Entry date.

![Choose Columns](image3.png)

6. Click OK to return to the Manage Participants page.
7. Under the Participating Students section, click the Print icon.

8. On the Grid Print Options page, enter a Report name, select the Include school/district name check box, and click Print. The report will display in the output selected.