



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:

*Program category:	After School Programs
*Program:	Academic Competition - HS Chess(1/1/1970 - 12/31/2078)
*Program session:	N/A
	N/A
	Academic Competition - HS Chess(7/1/2015 - 6/29/2016)
	Academic Competition - HS Chess Championship(7/1/2015 - 6/30/2016)

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

For Elementary Schools:

*Program category:	After School Programs
*Program:	Academic Competition - ES Chess(1/1/1970 - 12/31/2078)
*Program session:	N/A
	N/A
*Location:	Academic Competition - ES Chess(7/1/2015 - 6/29/2016)
Miles from school:	Academic Competition - ES Chess Championship(7/1/2015 - 6/30/2016)
	Academic Competition - ES Chess North Playoff(7/1/2015 - 6/30/2016)
	Academic Competition - ES Chess South Playoff(7/1/2015 - 6/30/2016)

Elementary Schools will track applicable students in three Program Sessions:

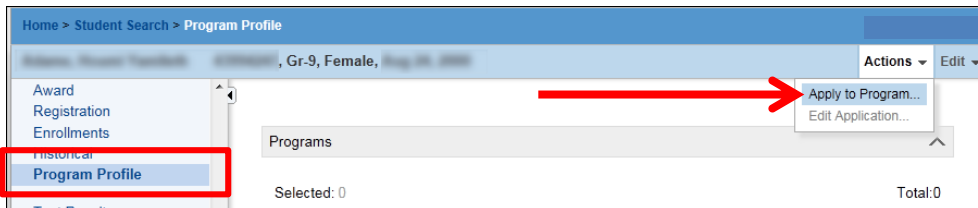
- ES Chess (for regular season)
- ES Chess North Playoff OR South Playoff
- ES Chess Championship

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.

Home > Student Search > Program Profile > Apply To Program > Manage Queues

Ellen H Richards Career Academy High School

Program Information

Program category: After School Programs

Program: Academic Competition - HS Chess

Program session: Academic Competition - HS Chess

Queues

Selected: 0

Queue Name	Capacity	% Over Allowed	# Spaces Taken	# Spaces Available	# Applications	Queue Close Date	Queue Elig. Rules
<input checked="" type="checkbox"/> General	0	0%	1	Unlimited	1		No

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*.

Home > Student Search > Program Profile > Apply To Program > Manage Queues > Manage Applicants

Queue: General

Selected: 0

Rule Name	Rule Description	Rule Start Date	Rule End Date
There are no records in this list.			

Select one rule above and one or more students below, then from the Action menu, click Calculate Eligibility.

Applicants

All

Selected: 1

Student name	Rank weight	Rank	Eligibility status	Eligibility last run	Queue status	Other queues
<input checked="" type="checkbox"/>		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**
- Manage Participants



Instructional Management Program & Academic Communication Tool

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

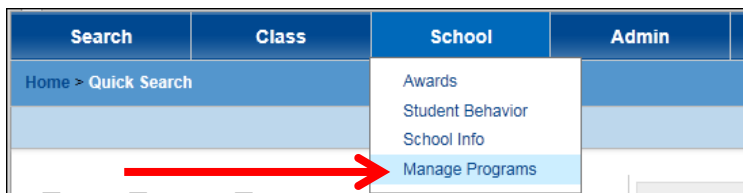
Note: “Mass Assigning” Students to the Chess Program

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*.



Instructional Management Program & Academic Communication Tool

- Under the *Search Results* section, under the *# of Participants* column, click the number that displays.

Search Results

List: Program equals "Academic Competition - HS Chess"

Selected: 0 Total: 1

Session	Start Date	End Date	Student Capacity	# of Participants	# of Applicants
Academic Competition - HS Chess					
<input type="checkbox"/>	Academic Competition - HS Chess	07/01/2014	06/30/2015	0	3

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

Home > Program Search > Manage Participants

Ellen H Richards Career Academy High School

Program category: After School Programs
Program: Academic Competition - HS Chess
Program session: Academic Competition - HS Chess
Planning calendar option: Create session/do not roll students
 Roll existing applicants
 Planning calendar Requested School controlled by Program Management

Actions Edit

- Select All
- Deselect All
- Show Past Participants
- Show Future Participants
- Sort Columns...
- Choose Columns...**

- 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.

Home > Program Search > Manage Participants > Choose Columns

Available Columns:

- Birthdate
- Contact name and phones
- Eligibility last run
- Eligibility rule name
- Eligibility status
- Ethnic category
- Exit date
- Home language
- Home school
- Override
- Student home phone

Selected Columns:

- Student name
- Student number
- Gender
- Homeroom
- Grade level (end of session)
- Entry date**


Restore Defaults


OK Cancel

- Click *OK* to return to the *Manage Participants* page.



**Instructional Management Program &
Academic Communication Tool**

7. Under the *Participating Students* section, click the Print icon [].

Participating Students						
Selected: 0						 Total: 3
<input type="checkbox"/>	Student name	Student number	Gender	Homeroom	Grade level (end of session)	Entry date
<input type="checkbox"/>	[blurred]	[blurred]	F	A801	Ninth Grade	11/30/2014
<input type="checkbox"/>	[blurred]	[blurred]	F	A701	Tenth Grade	11/30/2014
<input type="checkbox"/>	[blurred]	[blurred]	M	A702	Tenth Grade	11/30/2014

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.

Grid Print Options

Print options
Report name: Academic Competition - HS Chess
Comments:
 Include school/district name
 Expand to show all content

Paper options
Size is: Letter (8.5 x 11 inches)
Format is: Portrait

Output options
Report format: Adobe Acrobat (.pdf)

Print **Cancel**