Instructional Management Program & Academic Communication Tool

QUICK GUIDE to Academic Decathlon Program
For 2017-18SY

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*** Note***

This module was updated in IMPACT Student Information Management (SIM) version 8.4.3. There may be slight differences between screens in this lesson compared to the screens in the actual CPS IMPACT environment. All screens were captured in Windows using Internet Explorer; Macintosh views may differ.

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Introduction

Program Overview

The Academic Decathlon program is offered at approximately 35 high schools in the District and affects approximately 500 students. Each team’s competitors are grouped into three levels: Honors, Scholastic and Varsity. Positions 1-3 are reserved for Honors participants, 4-6 for Scholastic and 7-9 for Varsity.

In addition to grouping the team’s competitors into the three levels noted above, schools will also group their “Alternates”, as illustrated in the screen capture on page 9 of this quick guide.

GPA Calculation Process

The Office of College and Career Success (OCCS), Department of Student Support & Engagement, developed the following internal process for assisting Academic Decathlon coaches with GPA calculation so that Coaches will not have to manually calculate Academic Decathlon GPAs.

Participating students must be entered into the Academic Decathlon program using the IMPACT SIM Program Management functionality, to include the entry of students’ Academic Decathlon GPAs.

Coaches may submit a participant roster to the CPS Academic Competitions Manager or their Designee. The manager or designee will then provide the coach with the participants’ Academic Decathlon GPAs. Upon receipt of the internally calculated Academic Decathlon GPAs, coaches will complete the SIM Program Management tasks detailed in this quick guide.

The process of providing the participants’ Academic Decathlon GPAs will ensure that the calculation is accurate, and reduce the time spent manually calculating. Note that the “GPA” measurement is a custom metric based on courses selected by the United States National Academic Decathlon Program. This means the GPA is not derived in the same manner as the CPS GPA. Therefore, GPA determination and subsequent ranking is determined outside of the SIM system, and applicable students are ranked based upon this custom GPA measurement.

Note: Academic Decathlon GPAs are only available from the Department of Student Support & Engagement, Academic Decathlon team. IMPACT is not authorized to distribute calculations.
IMPACT SIM Program Management

IMPACT SIM Program Management is the required system for assigning and tracking student participation for the 2017-2018 CPS High School Academic Decathlon program, as detailed in this quick guide.

SIM Role

The authorized role for completing tasks in SIM Program Management is the Programs Coordinator (SPROGRAMS). This role is assigned by the HS Principal to authorized users. The Principal has the authority to assign the appropriate role to school users using the Online Data Acquisition (ODA) system. After the principal assigns the authorized role, access will be granted in approximately 48 – 72 hours.

Contact your HS Principal if you need the Programs Coordinator role.

Entering Students into the Academic Decathlon Program

The following pages outline the required steps for applying and assigning students to the Academic Decathlon program.

Step 1 of 3: Applying a Student

For the purposes of this illustration, we are using the Academic Decathlon program at Edwin G Foreman High School.

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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Category</td>
<td>select <strong>After School Programs</strong></td>
</tr>
<tr>
<td>Program</td>
<td>select <strong>Academic Decathlon</strong></td>
</tr>
<tr>
<td>Program Session</td>
<td>select <strong>Academic Decathlon</strong></td>
</tr>
<tr>
<td>Location</td>
<td>select your school</td>
</tr>
<tr>
<td>Queue</td>
<td>select <strong>General</strong></td>
</tr>
</tbody>
</table>

5. Click **Continue** to go to the **Manage Queues** page.

See the next page for steps to assign a student to the Academic Decathlon Program.
Step 2 of 3: Assigning a Student

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

![Manage Queues Page]

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 enter an Override reason.

4. Click OK.

5. In the Breadcrumbs, click the Program Profile link to return to the student’s Program Profile page.
6. On the Program Profile page, under Programs, click the Academic Decathlon link.

7. On the student’s Edit Academic Decathlon Details page, scroll down to the Academic Decathlon Information section, and complete the applicable fields.

8. Click OK to save your information and return to the student’s Program Profile page.

9. Click the IMPACT SIM icon in the Header to return to the Home Page.

See the next page for steps to print a student roster of participants.
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Step 3 of 3: Printing a Student Roster of Participants

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

2. On the Program Search page, enter the following criteria: “Program equals Academic Decathlon”, and click Search.

3. Under the Search Results section, under the # of Participants column, click the number that displays.
4. On the Manage Participants page, click the Print icon [ ].

5. On the Grid Print Options page, enter a name for your report and click Print. The report will display in the output selected.

Note: The default Output option is Adobe Acrobat PDF. Other options are Excel, Word, csv, etc.
Removing a Participant from the Program

The following steps detail how to remove a participant from the Academic Decathlon program:

1. On the horizontal Menu bar, under School, select Manage Programs.
2. On the Program Search page, enter the following criteria: “Program equals Academic Decathlon”, and click Search.
3. Under the Search Results section, under the # of Participants column, click the number that displays.
4. On the Manage Participants page, select the student or students in question by clicking the checkbox next to each name.
5. On the Task bar, select Actions > Remove from Program.

6. In the Remove from Program dialog box, enter an Exit Date and select an Exit Reason.

7. Click OK.
Changing a Participant's Academic Decathlon Details

The following steps detail how to change a participant's Academic Decathlon details:

1. On the horizontal Menu bar, under School, select Manage Programs.
2. On the Program Search page, enter the following criteria: "Program equals Academic Decathlon", and click Search.
3. Under the Search Results section, under the # of Participants column, click the number that displays.
4. On the Manage Participants page, click the name of the student in question to open the record.
5. On the student's Program Profile page, under Programs, click the Academic Decathlon link.
6. On the Edit Academic Decathlon Details page, scroll down to the Academic Decathlon Information section and update the applicable fields.
7. Click OK to save your information.