Instructional Management Program
and Academic Communication Tool

QUICK GUIDE:
SIM Summer
For
High School Programs

06/01/2016
Version 1.0 FINAL
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*** Note ***

This user guide was developed in IMPACT Student Information Management (SIM) Summer version 8.4.1. There may be slight differences between screens in this guide compared to the screens in the actual IMPACT SIM Summer production environment. All screens were captured in Windows using Internet Explorer; Macintosh views may differ.

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Introduction

Using SIM Summer is required for designated high school summer programs to record summer school data, as detailed in the chart below. In addition, individual schools hosting their own school-funded summer program are welcome to utilize SIM Summer for student enrollment, class scheduling, attendance, and/or grading. This quick guide provides guidance to ensure the accurate capture of data in SIM Summer.

<table>
<thead>
<tr>
<th>Summer Program</th>
<th>Grades</th>
<th>Enrollment</th>
<th>Attendance</th>
<th>Scheduling</th>
<th>Report Card (Final Grade)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* HS Credit Recovery</td>
<td>9-12</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Summer Acceleration</td>
<td>5, 6, 7, 8</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>N/A</td>
</tr>
<tr>
<td>HS Refugee Summer Support</td>
<td>9-11</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>HS ESL Credit Attainment</td>
<td>9-11</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>HS Extended School Year (ESY)</td>
<td>9-12</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Note:** Reference the 2016 Summer Programs Book for descriptions of all district-wide programs as well as the logistical systems that support these programs.

* Virtual Learning is also available. See the 2016 Summer Programs Book, section entitled “Credit Recovery (Face to Face and Virtual) – High School”.

SIM Summer Location

SIM Summer is located on the IMPACT website, under the Summer School tab: http://impact.cps.k12.il.us/summerschool.shtml
**SIM Summer Access**

Principals, Assistant Principals, Summer School Coordinators, and identified High School Schedulers at all Summer School Host sites will receive access to SIM Summer automatically. Teacher and Clerk access to SIM Summer is dependent on the employee being entered under the Department of Payroll’s *Supplemental Payroll System (SPS)*. School administration must ensure Summer teachers and/or clerks are entered under SPS, as detailed in the 2016 Summer Programs Book.

Note that employees will be granted access based on their summer employment position; not regular school year position.

**SIM Summer Support**

The particular quick guide and other applicable documents will be posted on the IMPACT website, under the Summer School tab.

All technical questions for SIM Summer must be directed to the ITs Service Desk at 773-553-3925, option 2. A Service Desk ticket is required for tracking purposes, resource assignment and escalation procedures.

Policy and/or program questions pertaining to High School Summer Programs must be directed to the *Department of Instructional Supports’ Summer Programs Hotline at 773-553-4500.*
Registration and Enrollment

**Student Demographics in SIM Summer**

A limited set of student demographic and services data will be available in SIM Summer. For example: student full name, student ID number, home address, telephone number, date of birth, grade level, and zoned school. **Student demographic data should not be edited in SIM Summer. It must be edited in SIM.**

**Student Registration**

IMPACT will automatically **register** all high school students who are active and inactive in **SIM** as of May 15, 2016 into SIM Summer. District level registrations after May 15th will be ‘swept’ into SIM Summer through a nightly process.

**Student Enrollment Date**

All students for High School Summer Programs (except Summer Acceleration) require **manual enrollment** into the high school of attendance in SIM Summer. The enrollment date should be the first day of the student’s Summer School program. Note that Summer Acceleration students are automatically enrolled in SIM Summer by IMPACT.

**Viewing Roster of Incoming Students**

School staff will be able to generate a roster of enrolled students, as follows:

1. From the **Home Page** in SIM Summer, check both the **Active** and **Incoming** checkboxes, and click the **All Students** link.
2. On the Student Search page, under Search Results, all students currently enrolled in the school will display.

Use the Paging Controls to navigate through the list.
Click the Printer icon to generate and print the list.

Dual Enrollment for High Schools

High Schools will continue to have access to enroll a student in two high schools at the same time in SIM Summer. With the upgraded SIM environment, only one high school can be designated as the “Home School” in SIM Summer. Note that this does not pertain to the student’s “Home School” in SIM, instead it is for SIM Summer only.

To accommodate this “Home School” setting, the following process should be followed when enrolling a student:

1. On the Enroll page, Summer School #1 (who enrolls the student first) should ensure the Set as Home School field is set to Yes.

2. On the Enroll page, Summer School #2 (who enrolls the student second) will need to select “No” for the Set as Home School field.

3. The following screen captures illustrates a student who is dual enrolled. Note the column “Is Home School”.
Summer Program Tracking Field

In order to facilitate accurate district-level reporting of students who attend any Summer Program, each student enrolled in SIM Summer must have his/her Summer Program indicated in the student’s record. The following steps detail how to indicate the applicable Summer Program for each student:

1. Using the Status Coordinator or Principal role, perform a student search to locate and open the record of the student in question.

2. On the Student Demographics page, under the Overview tab, scroll down to the Summer Program panel.

3. Under the Summer Program panel, click the Summer Program drop-down, and select the applicable Summer Program for the student, as detailed in the table below.

Note the following about the Summer Program tracking field:

- A student can be indicated as participating in one Summer Program only in SIM Summer.
- Students attending Summer Bridge (to include Summer Acceleration) will have their value automatically populated. School users will not be able to select/change these auto-populated values.

<table>
<thead>
<tr>
<th>Values for School Use Only</th>
<th>Values Auto-populated for Summer Bridge and Summer Acceleration Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. EL Summer Support</td>
<td>1. ESL Bilingual Bridge</td>
</tr>
<tr>
<td>2. Extended School Year (ESY)</td>
<td>2. General Bridge – 1B</td>
</tr>
<tr>
<td>3. HS Credit Recovery (District-funded)</td>
<td>3. General Bridge – 2B</td>
</tr>
<tr>
<td>4. HS ESL Credit attainment</td>
<td>4. General Bridge – 3A</td>
</tr>
<tr>
<td>5. HS Extended School Year</td>
<td>5. General Bridge – 3B</td>
</tr>
<tr>
<td>6. HS Original Credit (District-funded)</td>
<td>6. PROMOTE – 1A</td>
</tr>
<tr>
<td>7. HS Refugee Summer Support</td>
<td>7. PROMOTE – 1A ELL</td>
</tr>
<tr>
<td>8. Refugee Summer Support</td>
<td>8. PROMOTE – 1A SPED</td>
</tr>
<tr>
<td>9. School-funded Program</td>
<td>9. PROMOTE – 2A</td>
</tr>
<tr>
<td></td>
<td>10. Spanish Bilingual Bridge</td>
</tr>
<tr>
<td></td>
<td>11. Summer Acceleration – 1SA</td>
</tr>
</tbody>
</table>
SIM Summer ‘Master Schedule’

High School Course Catalog

The Department of Instructional Supports determines the course catalog. The approved course catalog is provided to the IMPACT SIM Program team, which is implemented at a District level in SIM Summer.

For additional courses, high schools should complete the “SIM Summer 2016: Individual School Usage Request” form. Once completed, the Office of Teaching and Learning’s Student Scheduling team will coordinate approval and assign the course to the high school in SIM Summer.

The Master Schedule functionality in SIM Summer is the foundation of the system with regards to enrollment, membership, master course scheduling, teacher and student scheduling, attendance and grades. Creating and maintaining a solid Master Schedule in SIM Summer is critical. Note the following:

- High schools hosting Summer School are responsible for ensuring the Master Schedule configuration is accurate, maintained and not altered without approval from the Credit Recovery manager and/or coordinator.
- High schools failing to record student data in SIM Summer will affect program management, funding requirements, student analysis, etc. Additionally, failure to record student data in SIM Summer will affect a student’s record; for example:

  SIM Summer data is converted to SIM at the conclusion of each semester. If a summer school student is not scheduled or graded in SIM Summer, then no course detail can be converted to the student’s SIM Historical record. This will affect the student’s SIM Academic Planner detail, the CPS High School Transcript Reports, GPA and/or Rank calculations. Additionally, the student will be unable to receive a semester grade report from SIM Summer.

Master Scheduling Criteria

The following Master Scheduling criteria must be adhered to under SIM Summer, to ensure accurate summer school scheduling.

<table>
<thead>
<tr>
<th>Scheduling Requirements</th>
<th>Scheduling Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term Set components include:</strong></td>
<td></td>
</tr>
<tr>
<td>1. Scheduling Groups – ALL (do not change)</td>
<td></td>
</tr>
<tr>
<td>2. Scheduling</td>
<td></td>
</tr>
<tr>
<td>• Term Sets (Semester 1)</td>
<td></td>
</tr>
<tr>
<td>• Term Set Name (Semester 1)</td>
<td></td>
</tr>
<tr>
<td>• Term Code (S1)</td>
<td></td>
</tr>
<tr>
<td>3. Day Patterns (5 Regular)</td>
<td></td>
</tr>
<tr>
<td>• Days of the Week - Refer to Scheduling Restrictions column</td>
<td></td>
</tr>
<tr>
<td>High schools must not create individual:</td>
<td></td>
</tr>
<tr>
<td>• Scheduling Groups</td>
<td></td>
</tr>
<tr>
<td>• Term Sets and/or Terms</td>
<td></td>
</tr>
<tr>
<td>High schools must use the following Day Patterns:</td>
<td></td>
</tr>
<tr>
<td>➢ Days of the week - is the only viable technical option in SIM Summer.</td>
<td></td>
</tr>
<tr>
<td>Scheduling Requirements</td>
<td>Scheduling Restrictions</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>4. Relative Days (do not use)</td>
<td></td>
</tr>
<tr>
<td>5. Bell Schedules (one bell schedule for each attendance day)</td>
<td></td>
</tr>
<tr>
<td>6. Meeting Patterns (match to bell schedule)</td>
<td></td>
</tr>
<tr>
<td>7. Grading Period (IMPACT configures for schools)</td>
<td></td>
</tr>
</tbody>
</table>

**Term Sets in SIM Summer:**

1. The Semester 1 Term Sets are to be used for all courses.
2. That is, all classes offered in the Fall Semester shall have a Term Set of “Semester 1” and all classes offered in the Spring Semester shall have a Term Set of “Semester 1”.
3. Course Content (“Semester Content”) is now determined by the course number (6th digit of the course number).
   - It is critical that the appropriate course number be selected to indicate the content (S1 or S2) being offered in the class.

High schools offering Summer School must adhere to the following:

- Only use the All Scheduling Group
- Only use the Semesters Term Set
- Only use ‘Days of the Week’ Day Patterns
- Do not add a Scheduling Group
- Do not change the Term Dates (or add or change Term Sets)
- Do not change the Grading Period End Dates

**Note:** SIM Summer is monitored throughout the summer by the Department of Instructional Supports. High schools that deviate from the valid Master Schedule components may be responsible for correcting modifications.
SIM Summer Attendance

Summer school teachers are required to enter attendance in SIM Summer. Summer school administration should ensure attendance is current and accurate.

SIM Summer Grading

Grades and Final Report Cards
A final semester grade is required under a student’s record in SIM Summer. The CPS Summer High School Report Card is required to be produced from SIM Summer for all students. Final grades must be entered in order to produce the Summer School report card.

High School Transcripts & SIM Academic Planner

SIM Summer grades, including course detail (course name, number, potential credit and earned credit) are converted from SIM Summer to a student’s SIM Historical record at the end of Summer School.

Upon completion of the SIM Summer conversion process, semester course detail will appear in SIM, as follows:

- On the CPS High School Official and Unofficial Transcript Reports
- Under a student’s Academic Planner
- Under a student’s SIM Historical record

SIM Summer Conversion Process

Note the following about the conversion process:

- Conversion process is conducted at the end of Summer School.
- Conversion process is conducted one-time for all SIM Summer schools.
- Conversion process will reject courses incorrectly scheduled in SIM Summer.
SIM Summer for HS Programs 2016

SIM Summer Grading Activities

The following section contains recommendations and “how to” steps to support schools in preparation for the conclusion of Summer School.

Recommended Process for Grade Entry, Report Card Generation and Distribution

1. Teachers enter final grades in SIM Summer.
2. Grading Coordinator verifies that final grades have been recorded in SIM Summer.
3. Grading Coordinator generates the SIM Summer HS Report Card. **Important:** See section below about the “Credits Earned” section of the Report Card and when report cards should be generated.
4. Grading Coordinator and/or Teacher reviews report cards (If needed, make final grade edits or entries and regenerate report cards after the next Calculate Credits cycle).
5. Grading Coordinator and/or Teacher distributes report cards to students. **Note:** If a student is taking more than one course, all courses a student is scheduled for will appear on the report card. A student should not be given the report card displaying the grade for a class that has not concluded.

Calculating “Credits Earned” on the SIM Summer School Report Card

On the report card, there is a section entitled “Credits Earned.” This section, which reflects whether a student has earned any credits this session (0.0, 0.5, 1.0 or 1.5), will be populated through a process called Calculate Credits.

Note the following:

- IMPACT modified the Calculate Credits process in SIM Summer to run automatically every half hour (30 minutes) versus nightly. Based on the final grade recorded in SIM Summer, the potential credits will be automatically calculated. Upon completion of the Calculate Credits process, earned credits will have then been applied.
- To ensure that the Calculate Credits process has completed before generating report cards, it is recommended that schools **generate the SIM Summer report card at least 10 minutes after the half hour.** (for instance, the report should run at 5:40, 6:10, 6:40, etc.)
- If a student's SIM Summer report card does not reflect earned credits, the Grading Coordinator should verify the grade in SIM Summer, edit as applicable, and regenerate the report card after the next 30-minute cycle.
Generating the SIM Summer School Report Card

NOTE: Default Output When Generating SIM Summer Report Cards

The default output when generating report cards is alphabetically by student last name for the entire school.

The recommendation is to generate report cards by teacher name by first creating a saved list for each teacher and then generating their report cards, as detailed here.

How to Create a Saved List for each Teacher:

1. On the horizontal Menu bar, under Class, click Classes.

2. On the Classes page, click the # of Students link for the first teacher in question.

3. On the Class Roster page, click the check box at the top next to Student Name column heading to select all students.
4. From the Task bar, select Actions > Save To List...

5. On the Save To List page, for List Name, enter the Teacher’s name, and click OK.

6. If the teacher has more than one class, repeat steps 1 – 4 for each additional class.

   On the Save To List page, click the radio button for Add to Existing List, select the Teacher’s existing saved list, and click OK.
Note: Saved Lists will be accessible from your Home Page under the Saved Lists section.

How to Generate SIM Summer Report Cards:

1. On the horizontal Menu bar, under Admin, click the Reports link.

2. Scroll down to the Grading Reports section, and click CPS High School Report Card Summer in ENG.
3. On the Report Options dialog box:

- If generating by teacher, under Filters, under the School Student section, filter the report by selecting “School Student saved lists equals”.
- Click the dropdown arrow for the third field, and select a teacher.
- Click Add Criteria.
- Click Run.
- You will have to repeat for each teacher’s saved list.

Note: if generating by the default output (alphabetically by student last name), select no filters. Click Run only.

Note the following:

1. The report card can be generated as often as necessary, using one of the following authorized SIM roles: Principal, Scheduler, Grading Coordinator or Status Coordinator.

2. SIM Summer does not calculate GPAs. GPAs are calculated within SIM. Summer course detail is converted to a student’s SIM Historical record at the end of Summer School. GPA calculations will capture the grade/credit after conversion.