Instructional Management Program and Academic Communication Tool

Athletics Program User Guide

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TABLE OF CONTENTS

Introduction .............................................................................................................................................. 3
Access Permissions for School Staff ............................................................................................................ 3
Athletics Page Overview ............................................................................................................................. 3

For Elementary Schools (ES) ..................................................................................................................... 4
  Applying and Tracking Students in ES Sports Programs ........................................................................ 4

For High Schools (HS) ............................................................................................................................... 5
  Applying a High School Student to a Sports Program ............................................................................. 5
  Managing the ISP Process ....................................................................................................................... 6
  Entering Sports Physical Information .................................................................................................... 6
    Can Nurses enter Sports Physicals? ........................................................................................................ 7
  Setting a Student’s Participation Status to “Inactive” ............................................................................. 8
  Generating HS Reports .......................................................................................................................... 9
    CPS Athletics Central Office Records Sheet ......................................................................................... 9
    CPS Athletics Official Eligibility Certificate .......................................................................................... 10

Removing a Student from a Sports Program (ES and HS) ....................................................................... 11
Viewing All Sports Programs for a School (ES and HS) .......................................................................... 12
Monitoring Student Grades/Attendance in Gradebook (ES and HS) ..................................................... 14

*** Note***

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

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Introduction

Applying students to Sports programs in SIM and tracking their participation are performed on an Athletics page, located inside each student’s individual record. The previous Program Management pages are now read-only, however, student information processed on the Athletics page can still be viewed on them.

Access Permissions for School Staff

School Staff with the Athletics Coordinator role (SAthletics) or the Principal role will be able to enter and edit athletic information for students. The Principal must assign the Athletics Coordinator role to appropriate staff using the Online Data Acquisition (ODA) database.

Athletics Page Overview

The following steps detail how to access a student’s Athletics page:

1. From the Home Page, perform a student search to locate and open the student’s record.
2. In the Control bar (left-side bar), click Athletics.

Information on the Athletics page is grouped under eight panels (or sections), as seen in the screen capture below.
For Elementary Schools (ES)

Applying and Tracking Students in ES Sports Programs

Elementary Schools should reference the following two documents for steps to apply a student to an ES Sports Program:

1. Applying Students to ES Fall and Winter Sports in SIM
2. Applying Students to ES Spring Sports in SIM

These documents are located on the IMPACT website, under SIM > Documents > Athletics section, as shown here:

For additional information on tracking students participating in sports, Elementary Schools should refer to the following sections of this user guide:

1. Removing a Student from a Sports Program, page 11
2. Viewing All Sports Programs for a School, pages 12 - 13
3. Monitoring Student Grades/Attendance in Gradebook, pages 14 – 16
For High Schools (HS)

Applying a High School Student to a Sports Program
The following steps detail how to apply a high school student to a Sports Program. In this example, an 11th grader will be playing Varsity Football.

1. From the Home Page, perform a student search to locate and open the student’s record.
2. In the Control bar (left-side bar), click Athletics.
3. Under Apply for Athletic Program, complete each field (as shown here), and click Apply.

4. SIM will calculate eligibility and if the student is eligible, scroll down to the Athletic Participation History section to view the name of the sport:

5. If the student is ineligible, the ineligibility reason(s) will be populated in the Athletic Eligibility Information section:

Note: The Sports Administration Office provides to schools the list of approved sports by Season. The list contains the Sport, Sports Level, Sport Season, and Gender.
Managing the ISP Process
The following steps detail the how SIM will be used to manage the Individual Study Plan (ISP) Process:

1. Schools should continue to follow the established procedure for submitting ISPs to the Sports Administration office (Sports Admin).

2. Once the ISP is received, Sports Admin will update the student's Athletics page, as shown here, under the Athletic Demographic Information section:

3. Sports Admin will then notify the school.

4. The School will need to then re-apply the student to the applicable sports program.

Entering Sports Physical Information
The following steps detail how to enter a sports physical:

1. Perform a student search to locate and open the student's record.

2. In the Control bar (left-side bar), click Athletics.

3. Under the Sports Physical Examination section, click Add.
4. Enter the applicable information, and click OK to save it.

Can Nurses enter Sports Physicals?
Yes, School Nurses can enter sports physicals from the student's Health and Immunization page in SIM, as shown here:

Note: When Nurses are entering a sports physical, they need to select Athletic Program – Sports Physical for exam category. Once the information is saved, it will appear on the student’s Athletics page.
Setting a Student’s Participation Status to “Inactive”

If a student becomes “inactive” to participate, this status should be noted in the student’s record. If the student should become “active” again, this “active” status should then be noted.

**Note:** An “inactive” status refers to a student who was eligible to play a sport, and due to a particular circumstance, he/she cannot participate for a period of time. Some reasons for denoting a student as “inactive” are injured, suspension, attendance, academics.

The following steps detail how to denote a student as “inactive”:

1. Perform a student search to locate and open the student’s record.
2. In the Control bar (left-side bar), click Athletics.
3. Under the Athletic Participation Status section, click Add.
4. Complete the appropriate fields, as shown here, and click OK to save your information.
5. If the student should become “active” to participate again:
   a. Under the Athletic Participation Status section, click Add
   b. Complete the appropriate fields to indicate the student is now “Active”, and click OK to save your information. **Important:** add a new record for the sport in question; do not change the original “Inactive” one.
Generating HS Reports

CPS Athletics Central Office Records Sheet

1. On the horizontal Menu bar, under Admin, select Reports.

2. Under the Athletics section, click CPS Athletics Central Office Records Sheet.

3. On the Reports Options page, under Preferences, select the desired Sports program and click Run.

The report displays as a PDF:
CPS Athletics Official Eligibility Certificate

1. On the horizontal Menu bar, under Admin, select Reports.

2. Under the Athletics section, click CPS Athletics Official Eligibility Certificate.

3. On the Reports Options page, under Preferences, select the desired Sports program and click Run.

The report displays as a PDF:
Removing a Student from a Sports Program (ES and HS)

When a student is no longer participating in a particular sport before the end of the season, the student should be exited from the sport, as follows:

1. Perform a search to locate and open the record of the student in question.
2. In the Control bar (left-side bar), click Program Profile, and click the name of the program that needs an exit date added.
3. Under the Assignment Details section, enter an exit date and reason, and click OK to save. Note: once an exit date is added, the student’s name will be removed from the CPS Athletics Eligibility Certificate.

Note: Removing an Exit Date

When a student is withdrawn from the school, SIM will automatically add an exit date to any program the student is currently in. If the student returns to school and is still eligible to participate, you will need to go to the student’s Program Profile and remove the “exit date.” Once removed, the student’s name will re-appear on the CPS Athletics Eligibility Certificate.
Viewing All Sports Programs for a School (ES and HS)

Schools can view, at-a-glance, all Sports programs and participants. The following steps detail how to view all programs:

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

2. On the Program Search page:
   a. To view all Athletics programs, select “Program Category equals Athletics” and click Search.
   b. To view all sports offered during a particular season, select Session Start Date equals…” option and enter the start date of the season in question. Click Search.
   c. To view a specific sport only, select “Program equals . . .” option and select the specific sport in question. Click Search.
3. Scroll down to the *Search Results* section, as noted in the following screen capture.

To view list of students, click the "*number*" link located under the # of Participants column.
Monitoring Student Grades/Attendance in Gradebook (ES and HS)

The Athletics Coordinator role has access to Gradebook so that student grades and attendance can be viewed.

1. From the Gradebook Sign-in screen,
   - Enter your CPS Username and Password.
   - Click Sign In.

2. On the main Admin Menu, click GradeSpeed Monitor.
   - Note: The GradeSpeed Monitor allows you to view schedule and grade information by teacher or by student.

3. To display grade information for a specific student, select a student from the Student drop-down list.
The following page will appear. See table below for explanation of this view.

<table>
<thead>
<tr>
<th>Column</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>contains the names of the teachers who have the selected student in their classes.</td>
</tr>
<tr>
<td>Course</td>
<td>contains the names of the courses that the student is scheduled in. To view all students in a course, click the hyperlinked course name.</td>
</tr>
<tr>
<td>Section and Period</td>
<td>display the course section and period.</td>
</tr>
<tr>
<td>Grades:</td>
<td></td>
</tr>
<tr>
<td>Cycle Averages, Exam Grade,</td>
<td></td>
</tr>
<tr>
<td>Overall Average</td>
<td>Grades are displayed for the current semester. To view another semester, select the correct semester from the Semester drop-down list. The semester average will be color coded as seen in the screen capture above. The color coding allows the user to distinguish between a semester average that is based on the grades contained in IMPACT Gradebook and a semester average that has been posted back from the SIM.</td>
</tr>
<tr>
<td>Comments</td>
<td>Any comments currently assigned to the student will be displayed in the Comments column.</td>
</tr>
<tr>
<td>Last Updated</td>
<td>displays the time and date stamp from the last time the teacher updated his or her gradebook.</td>
</tr>
</tbody>
</table>

**Note: Activity Codes in Gradebook**

Activity Codes are assigned to any student activity or group that the school offers, such as Varsity Co-ed Football, Varsity Girls Volleyball, etc. Activity codes allow you to view reports on student groups, monitor eligibility of players, and more.

For more information on setting up and using activity codes, see the following document located on the IMPACT website:


You should work with the school’s Grading Coordinator, who has permissions to create activity codes in the Gradebook.
4. To view student's attendance and other student data, click the **Profile** button [Profile] next to the student's name. The following screen will appear:

![Profile Screen]

Click [Attendance] to view student attendance.