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.

What’s NEW! For 2015-16 School Year

When applying and assigning students to the Academic Competition Chess program in SIM, schools will now track students who participate in the regular Chess Season and then the Playoffs and Championships, as follows:

For High Schools:

For Elementary Schools:

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**.

![Assign to Program dialog box](image)

**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.

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**Generating a Roster**

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

![Menu bar with Manage Programs highlighted](image)

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.

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

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.

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

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.