Instructional Management Program & Academic Communication Tool

QUICK GUIDE:
SIM Historical (for High Schools)

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*** Note***

This module was updated in IMPACT Student Information Management (SIM) version 8.4.1. 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**

**What is SIM Historical?**

SIM Historical is the repository for Chicago Public Schools high school historical transcript data. SIM Historical is school level functionality within a student’s SIM record.

Authorized high school staff has the ability to manually add or edit historical school or course detail to either an active student’s historical record or a student who has been withdrawn from the school during the current school year.

SIM Historical is also the section in which foreign high school course and credit data can be manually entered for students who transfer into a Chicago Public high school.

**Where is SIM Historical located?**

SIM Historical is available within an individual student's SIM record. See page 6 for detailed steps on how to access a student’s SIM Historical record.

**Which SIM roles have access to edit a Student’s SIM Historical record?**

The following two roles have access to edit a student’s SIM Historical record. Other District-level and School-level roles have view only access.

- Grading Coordinator role
- Principal role
What is ‘New’ in SIM Historical?

With the implementation of the CPS Grad Status page and Academic Planner, several key changes have been made to SIM Historical. For more information on Academic Planner, reference the Academic Planner Quick Guide, located on the IMPACT website.

1 - Course Code Number Conversion

Existing course records in SIM Historical now reflect the new course number format, as illustrated in the following table. IMPACT developed a one-time process which converted all historical course numbers from the ‘old’ format to the ‘new’ format.

<table>
<thead>
<tr>
<th>Old Course Number Format</th>
<th>New Course Number Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>41330</td>
<td>413301R</td>
</tr>
</tbody>
</table>

6th digit = course content  
7th digit = course level

2 - Semester 1 and Semester 2 Course Content Breakout

Existing historical courses are now listed as two individual rows within a student's Historical Courses grid, as illustrated in the following screen capture. This breakout also aligns with the updated District Course Catalog for the 2011-12 School Year.

Manual historical edits must be entered as two individual “course numbers.”

For example, one for course content 1 (131201R) and one for course content 2 (131202R).

If not entered as two individual course numbers, the course information will not display correctly on the student’s Academic Plan and transcripts.
3 - Use of the “Lookup” Button

Schools should now use the Lookup button to select the appropriate course number. Use of the Lookup button will ensure that the correct course number is used and that course information populates correctly on the student’s Academic Plan and transcripts.

Use the Lookup button to select the correct course number. If you know the course number, enter it into the Course number field and still use the Lookup button.

Using the Lookup button ensures the course information populates correctly on the student’s Academic Plan and transcripts.
**When are manual additions or edits reflected on the Academic Plan and HS Transcript?**

IMPACT executes an automated process nightly to capture additions/edits made manually in SIM Historical. The nightly process allows high schools to view a grade, credit and/or GPA changes on the CPS HS Transcript, *Academic Plan*, and *CPS Grad Status* page, as follows:

- **Change/Addition entered in SIM Historical**
  - **Immediately**: Change/addition reflected on student's Academic Plan
  - **Next Day (after overnight processing)**: Change/addition reflected on student's CPS Grad Status page and Transcripts

**When is current year data available under SIM Historical?**

Current year school and course detail is migrated to SIM Historical during Year End Processing (YEP) the end of June.

**When are Summer and Evening courses available in SIM Historical?**

IMPACT converts specific summer or evening semester course detail at the end of each semester, as follows:

- **Evening**: approximately one week prior to the last day of the regular day school calendar for Fall and Spring Semester.
- **Summer**: approximately one business week after the last day of the High School Credit Recovery program (based on the CPS District Calendar).
How to Access a Student’s SIM Historical Record

The following steps detail how to access a student’s SIM Historical record:

1. Perform a student search to locate and open the student’s record.
2. On the Control Bar, click the Historical link. The student’s SIM Historical page displays.

3. Scroll down to the Historical Years section.

- Click the Year (link) to view school and attendance information.
- Click the No. Courses link to view completed course detail (name, number, grade, credit, etc.)
How to Edit an Existing Historical Course

1. Perform a student search to locate and open the student’s record.
2. On the Control Bar, click the Historical link.
3. Scroll down to the Historical Years section, and click the appropriate No. Courses link.
   **Note:** if multiple years are available, select the No. Courses link which coincides with the appropriate year to be edited.
4. On the Historical Courses page, click on the Course No. link to edit the existing course.
5. Edit Course Information as necessary.

6. Scroll down to the Historical Grades Information (grid) and make any necessary edits.

7. Click the OK button when edits are complete.

**NOTE:** Tracked in School's Audit Log

All changes to a student's historical record are tracked in the School's Audit Log. School and District Administrators will be able to determine what edits/additions were made, who made them, and when (date and time).
How to Add a New Course (to an existing Historical Year)

1. Perform a student search to locate and open the student’s record.
2. On the Control Bar, click the Historical link.
3. Scroll down to the Historical Years section, and select the appropriate No. Courses link.
4. On the Historical Courses page, click Add.
5. On the Add Historical Course page, click the Lookup button.

**Important:** use the Lookup button to select the course number. If you already know the course number, enter it into the Course number field and still click Lookup.

See page 4 for more information.
6. On the Select Course Equivalent dialog box, select the course number, and click OK.

Note that you are returned to the Add Historical Course page, where other course information has now been populated (i.e., Course Name, Alternate name and short name).

7. Scroll down to the Historical Grades Information grid, and click Add Rows.

In the resulting row, enter the necessary information and click OK.

8. Click OK to save all information and exit the Add Historical Course page.
How to Add a Historical Year

If a new course needs to be added and the Historical Year is not yet available in SIM, it can be added by the school. The following steps detail how to add a Historical Year:

1. Perform a student search to locate and open the student’s record.
2. On the Control Bar, click the Historical link.
3. On the Historical page, scroll down to the Historical Years panel and click Add.
4. On the Add Historical Year page, enter the year in question in the Year field.

Use the Select hyperlink to select the school name. Note that once the school is selected, school information automatically populates.
5. Scroll down the page and complete all necessary information.

**Note:** at a minimum, complete the following fields:

- Select the appropriate grade level for the year in question.
- Select the appropriate grade level for the semester(s) in question.

6. Click OK to save and return to the Historical page. The newly added historical year is now available in the Historical Years section.