# TABLE OF CONTENTS

Introduction ....................................................................................................................1  
Access Permissions for School Staff ..........................................................................1  
Athletics Page Overview ...............................................................................................2  
Applying a Student to a Program .................................................................................5  
  High Schools .................................................................................................................. 5  
  Elementary Schools ......................................................................................................... 7  
Managing the ISP Process ............................................................................................9  
Updating a Student’s Athletic Participation Status .................................................. 10  
  Denoting a Student as Inactive ....................................................................................... 10  
  Reinstating a Student as Active ..................................................................................... 11  
Entering Sports Physical Information ........................................................................ 13  
  Can Nurses enter Sports Physicals? ................................................................................ 14  
Removing a Student from a Sports Program ............................................................ 15  
  Step One: Set Athletic Participation Status to “Inactive” .............................................. 15  
  Step Two: Exit Student on Program Profile Page ......................................................... 16  
Generating Reports .....................................................................................................17  
  CPS Athletics Official Eligibility Certificate ................................................................. 17  
  CPS Athletics Central Office Records Sheet ............................................................... 18  
Viewing all Sports Programs for a School ................................................................. 19  
Monitoring Student Grades/Attendance in Gradebook .............................................21

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*** Note ***  
This user guide was developed in IMPACT Student Information Management (SIM) version 8.4.1 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

Previously, applying students to Athletic programs was performed in SIM’s Program Management functionality.

Effective August 2010, applying students and tracking their participation will be performed on an Athletics page, located inside each student’s individual record.

The SIM Athletics page provides a streamlined process for schools to maintain athletic programs, including the ability to create program rosters, check student eligibility, and generate reports. The custom Athletics page is integrated with existing Program Management capabilities and provides an interface to historical student information required for eligibility calculations.

The Athletics page provides schools with the capability to:

- Add individual students to a program roster;
- Check student eligibility, including access to prior period GPA and Earned Credits;
- Support for Individual Study Plan (ISP) overrides;
- Add/Edit the status of the Sports Physical Examination;
- Track a student’s active/inactive status;
- View athletic program participation history; and
- Generate reports.

Note: Effective August 2010, applying students to Athletic programs and tracking their participation will be performed in SIM on an Athletics page, located inside each student’s individual record.

The previous Program Management pages are now read-only. Student information processed on the new Athletics pages can be viewed as read only on the Program Management pages, both at the school and individual student level.

Access Permissions for School Staff

School Staff with the S Athletics and Principal roles will be able to enter and edit Athletic program information for students. The Principal must assign the S Athletics role to appropriate staff members using the Online Data Acquisition (ODA) database.
Athletics Program User Guide

Athletics Page Overview

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

1. Perform a student search to locate and open the student’s record.
2. On the student’s Demographics page, in the Control Bar, click Athletics.
3. Information on the Athletics page is grouped under eight panels (or sections), as seen in the screen capture below. See pages 3 and 4 for an explanation of each panel.
**Athletics Program User Guide**

**Instructional Management Program and Academic Communication Tool**

**Athletics Page Overview: Panel Explanations**

1. **Apply for Athletic Program**
   - To apply a student to an athletic program, please choose from the options below. These fields are intended for initial athletic program entry only.
   - Note: Please ensure the applicant’s home school is set appropriately prior to applying to an athletic program.
   - **Sport:** N/A
   - **Sports Level:** N/A
   - **Sport Season:** N/A
   - **Gender:** N/A

   **Section is used to apply students for initial program entry only. Updates are tracked under other panels. See explanations below.**

2. **Elementary School Athletic Eligibility**
   - Elementary school programs must complete this section and click “Apply” to save criteria prior to enrolling student into a sport.
   - **Meets medical requirement:** N/A
   - **Meets grade requirement:** N/A
   - **Meets age requirement:** N/A

   **Section is used by Elementary Schools only. ES must complete and save this information first, before applying a student to a program.**

3. **Athletic Demographic Information**
   - **Date of birth:** 7/12/1998
   - **Grade Level (Active):** Eleventh Grade
   - **Date ISP Received:** m/yyyy
   - **Cumulative GPA:** 3.5200
   - **Earned Credit:** 3.5000

   **Read only section. District Athletic Administrators will note “ISP on File.”**

4. **Athletic Eligibility Information**
   - **Selected:** 0
   - **View**
   - **Ineligibility Reason**
   - **No records match the search criteria.**

   **Read only section populates if student is applied to a program and found ineligible. Ineligibility reason(s) will be populated here (for instance, “Physical exam exceeds 13 months”)**
Athletics Page Overview: Panel Explanations (continued)

5. **Sports Examination**
   - Section lists all sports physicals on record for the student. New physicals can also be entered here.

6. **Athletic Participation Status**
   - Section is used to indicate student who is inactive due to injury or other condition. Historical information is maintained throughout student’s participation in sports programs.

7. **Athletic Participation History**
   - Section lists all current and past athletic programs in which the student participated.

8. **Athletic Reports & Training Materials**
   - Section provides links to available reports and user documentation.
Applying a Student to a Program

High Schools
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. Perform a student search to locate and open the student’s record.
2. On the student’s Demographics page, in the Control Bar, click Athletics.
3. On the Athletics page, under Apply for Athletic Program, complete each field (as shown in the screen capture below), and click Apply.

Reference Appendices A, B, and C for list of CPS Sports Programs by Season.
4. SIM will calculate eligibility and if the student is eligible, scroll down to the Athletic Participant History section, which will be updated accordingly, as shown in the screen capture below.

5. If the student is ineligible, the reasons will be populated in the Athletic Eligibility Information panel, as shown in the screen capture below.
**Elementary Schools**

The following steps detail how to apply an elementary school student to a Sports Program. In this example, a 6th grader will be playing Flag Football.

1. Perform a student search to locate and open the student’s record.
2. On the student’s Demographics page, in the Control Bar, click Athletics.
3. On the Athletics page, under Elementary School Athletic Eligibility, complete each field and click Apply, as shown in the screen capture below.

4. Under Apply for Athletic Program, complete each field, as shown in the screen capture below.

Reference Appendices A, B, and C for the list of CPS Sports Programs by Season.
5. Click *Apply*. SIM will calculate eligibility and if the student is eligible, the *Athletic Participation History* section will be updated, as shown in the screen capture below.

![Athletic Participation History Table](image)

<table>
<thead>
<tr>
<th>Date of Participation</th>
<th>Sports Level</th>
<th>Sport</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/5/2014</td>
<td>Grade 5 &amp; 6</td>
<td>Flag Football</td>
<td></td>
</tr>
</tbody>
</table>
Managing the ISP Process

The following steps detail how SIM will be used to manage the ISP Process:

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

2. Once the ISP is received, the Sports Administration office will acknowledge receipt by denoting on the student’s Athletics page, under the Athletic Demographic Information section that the ISP is on file and the date received, as demonstrated in the following screen capture.

3. The Sports Administration office will then notify the school.

4. The School should then apply the student to the applicable sports program. For schools, the ISP on File and Date ISP Received fields are read only.
Updating a Student’s Athletic Participation Status

If a student becomes “inactive” to participate, whether for a short period or indefinitely, this status should be noted in the student’s record. If the student should then become “active” again, this status should be noted as well. Participation status is tracked on the Athletics page, under the Athletic Participation Status section.

Note: An “inactive” status refers to a student who was eligible to play in a sports program, 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, on-going medical condition, suspension, attendance, academics.

Denoting a Student as Inactive

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. On the student’s Demographics page, in the Control Bar, click Athletics.
3. On the Athletics page, scroll down to the Athletic Participation Status section, and click the link for the Sport in question.

![Athletics participation status screenshot](image)
4. On the **Athletic Participation Status** page for the sport in question, complete the appropriate fields and click **OK**.

![Athletic Participation Status page](image)

The student's record is now updated to reflect the “inactive” status.

![Updated athletic status](image)

**Reinstating a Student as Active**

The following steps detail how to reinstate a student, who was previously listed as “inactive”:

1. Perform a student search to locate and open the student’s record.
2. On the student’s **Demographics** page, in the **Control Bar**, click **Athletics**.
3. On the Athletics page, scroll down to the Athletic Participation Status section, and click the Add button.

4. On the Add Athletic Participation Status page, complete the appropriate fields and click OK.

The student’s record is now updated to reflect the “Active” status.
Entering Sports Physical Information

The following steps detail how to enter sports physical information:

1. Perform a student search to locate and open the student’s record.
2. On the student’s Demographics page, in the Control Bar, click Athletics.
3. On the Athletics page, scroll down to the Sports Physical Examination section and click the Add button.

4. On the Add Sports Examination page, enter needed information and click OK.
5. The student’s record is now updated, as shown in the screen capture below.

![Screen Capture of Updated Student Record](image)

**Can Nurses enter Sports Physicals?**

Yes, School Nurses can enter sports physicals from the student’s *Health and Immunization* page in SIM, as noted in the following screen capture.

![Screen Capture of Nurse Entering Sports Physical](image)

When entering a sports physical, be sure to select **Athletic Program – Sports Physical** for exam category. Once the information is saved, it will appear on the student’s **Athletics** page.
Removing a Student from a Sports Program

When a student is no longer participating in a particular sport before the end of that sport’s season, there are two actions that must be completed in SIM:

1. The student’s *Athletic Participation Status* must be set to “inactive” on the student’s *Athletics* page;

   AND

2. The student must be exited from the program on the student’s *Program Profile* page.

The following steps detail how to remove a student from a sports program:

**Step One: Set Athletic Participation Status to “Inactive”**

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

2. On the student’s *Demographics* page, in the *Control Bar*, click *Athletics*.

3. On the *Athletics* page, scroll down to the *Athletic Participation Status* section, and click the link for the sport in question.

4. On the *Athletic Participation Status* for the sport in question, complete the appropriate fields and click *OK*.
Step Two: Exit Student on Program Profile Page

5. In the Control Bar, click the student’s Program Profile link, and under Programs, click the “Sport Program’s Name.”

6. On the Edit Details page, enter the Exit date and select an Exit reason, as shown in the screen capture below.

7. Click OK. The student is now exited from the program.
Generating Reports

This section covers how to generate the CPS Athletics Central Office Records Sheet and the CPS Athletics Official Eligibility Certificate.

CPS Athletics Official Eligibility Certificate

The following steps detail how to generate the Official Eligibility Certificate:

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

2. On the Reports page, under the Athletics section, click the CPS Athletics Official Eligibility Certificate.

3. On the Reports Options page, under Preferences, select the desired Sports program from the dropdown list.

4. Click Run. The report will display in a PDF format.

IMPORTANT: There is a no overnight wait for same day changes to appear on the eligibility certificate. (For instance, a student applied to a particular program will appear on the eligibility certificate the same day he/she is applied.)
CPS Athletics Central Office Records Sheet

The following steps detail how to generate the CPS Athletics Central Office Records Sheet:

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

2. On the Reports page, under the Athletics section, click the CPS Athletics Central Office Records Sheet.

3. On the Reports Options page, scroll down to the Programs filter and select the desired Sports program from the far-right dropdown list.

4. Click Run. The report will display in a PDF format.

IMPORTANT: There is an overnight wait between applying a student to a Sports program and then having that student appear on the Central Office Records Sheet for that particular program.
Viewing all Sports Programs for a School

As the AD, you may want to view, at-a-glance, all Sports Programs and participants for your school.

The following steps detail how to view all programs:

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

2. On the Program Search page, to view all Athletics programs, select “Program Category equals Athletics” and click Search. To view a specific sport, use the “Program equals . . .” option and select the specific program from the dropdown. To view all sports offered during a particular season, use the “Session Start Date equals . . .” option and enter the start date.
3. Scroll down to the Search Results section, as noted in the following screen capture.

To view list of students, click the “number” (8) link located under the # of Participants column.
Monitoring Student Grades/Attendance in Gradebook

Athletic Directors now have access to Gradebook so that they can view student grades and attendance. The following steps detail how to view grades and attendance for a student.

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 to view student's grades.
   Note: The GradeSpeed Monitor allows administrators 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.
### Column | Explanation
--- | ---
**Teacher** | contains the names of the teachers who have the selected student in their classes
**Course** | contains the names of the courses that the student is scheduled in. To view all students in a course, click the hyperlinked course name
**Section and Period** | display the course section and period.
**Cycle Averages, Semester Exam Grade, Overall Average** | 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.
**Comments** | Any comments currently assigned to the student will be displayed in the Comments column.
**Last Updated** | displays the time and date stamp from the last time the teacher updated his or her gradebook.

### 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: [http://impact.cps.k12.il.us/downloads/Using_Activity_Codes_within_Gradebook.pdf](http://impact.cps.k12.il.us/downloads/Using_Activity_Codes_within_Gradebook.pdf).

ADs 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 next to the student's name in the list. The following page will appear: