# USAD Software Training Manual


Introduction ..... 3

Web-Based Software ..... 4

**Competition Setup** ..... 4

**Create and Setup New Contest** ..... 4

**Create and Setup New Teams** ..... 9

**Create and Setup New Tests** ..... 15

**Create and Setup New Testing Rooms** ..... 18

**Reports and Scoring** ..... 19

**Pre-Competition Reports** ..... 19

Desktop Software ..... 22

**Download Event Data and Log In** ..... 22

**Create and Setup New Teams** ..... 25

**Create and Setup New Tests** ..... 30

**Create and Setup New Testing Rooms** ..... 33

**Preslug Forms** ..... 37

**Appendixes** ..... 44

**State Directors-Adding credentials for coaches** ..... 44

- Credentials must be set up in the web-based software ..... 44

**Coaches – Entering in Team Information** ..... 45

**Pre-Competition Reports** ..... 48

- Cheating Policy ..... 48
- Coach Badge ..... 48
- Interview Roster ..... 48
- Registration ..... 48

- Speech Roster ..... 48
- Speech Timing Log ..... 48
- Student Badge – ( ) ..... 48
- Student Check-In - Speech ..... 48
- Team Check-In Speech ..... 48
- Team Check-In Speech – By Division ..... 48
- Student Check-In - Interview ..... 48
- Team Check-In Interview ..... 48
- Team Check-In Interview – By Division ..... 48
- Team Contact Information ..... 48
- Team List ..... 48
- Team Testing Itineraries ..... 48

**Post-Competition Reports** ..... 48

- Team Reports ..... 48
  - Overall Team Scores ..... 48
  - Overall Team Scores by Division ..... 48
  - Overall Team Scores by Category ..... 48
  - Overall Team Scores (Objective Only) ..... 48
- Individual Ranking ..... 48
  - Ranking of All Students Competing ..... 48
  - Top Scorers for Decathlon ..... 48
  - Top Scorers for Decathlon by Division ..... 48
  - Top Scorers for Decathlon by Category ..... 48
  - Top Scorer by Team ..... 48

- Top Scorer by Event ..... 48
- Top Scorer by Event by Division ..... 48
- Top Scorer by Event by Category ..... 48

- Team Comprehensive ..... 48
- Team Competition Status Update ..... 48
- Team Report with Individual Rankings ..... 48
- Team Report with Individual Rankings by Division ..... 48
- Comprehensive Final Team Report ..... 49
- Comprehensive Final Team Report by Division ..... 49
- Comprehensive Final Team Report by Division Individual ..... 49
- Comprehensive Final Team Report by Category ..... 49

**Updating Scoring Program** ..... 49


# Introduction

The United States Academic Decathlon® Event Management and Scoring program was developed primarily to provide automated scoring and event management at the USAD National Competition. With this program, you will use web-based and desktop software to:

- Manage pre-competition data entry, including team and student registration data, answer keys, room and judge definitions and Super Quiz definition.
- Produce the forms, schedules, and seating charts needed for your competition.
- Use Scantron or Apperson optical mark reader devices to automatically scan student answer sheets and judge forms.
- Import answer data from Turning Technologies handheld devices for objective events.
- Enter or edit student answer data manually.
- Print various scoring, statistical, and award reports during and after the competition.

The two main options to use the software include:

Web-based Software:

- Allows coach to input all team and student data.
- Answer keys, room assignments, judge assignments, etc. can be put into the cloud. Once all information is ready, you can import data from the cloud into the desktop software.
- Once competition is complete, upload competition data to the cloud. (Test answers, etc.)

Desktop Software:

- An entire competition can be run using the desktop software only.
- You must use the web-based software to create your contest before running the desktop software.
- Once set up in the web-based software, all data can be imported to the desktop software.
- Scanning must be done in the desktop software on a PC. To prevent changes after the competition has started, use the 'lock contest' button checked in both the web-based and the desktop software. Results can be uploaded to the web-based software after the competition.

# Web-Based Software

## Competition Setup

### Create and Setup New Contest

***In this section you will learn how to enter all of the information regarding the type of competition. This includes number of judges, site location, date, etc.***

1. Go to https://scoring.usad.org/.
    - Important updates will be posted on this website.

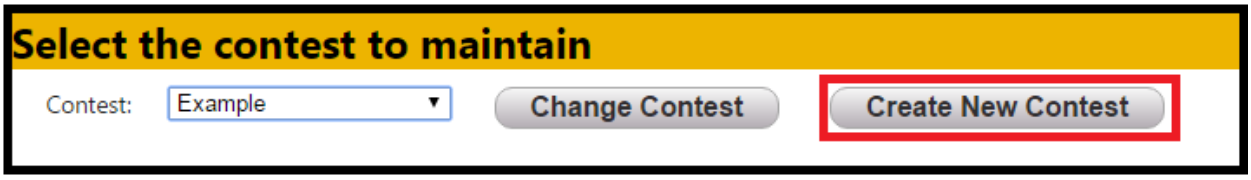
2. Select **Log In** in the upper-right hand corner.

3. Enter your User Name* and Password and then select **Log In**.

* obtained from USAD after purchase

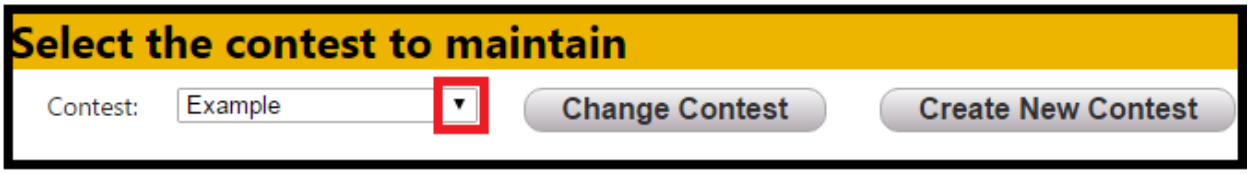
4. Select **Contest** next to login e-mail address.

5. If there is no contest in the corner, select **Create New Contest .**




6. Enter in new Contest Name then select **Create Contest**.

7. Select the drop-down arrow next to list of contests.



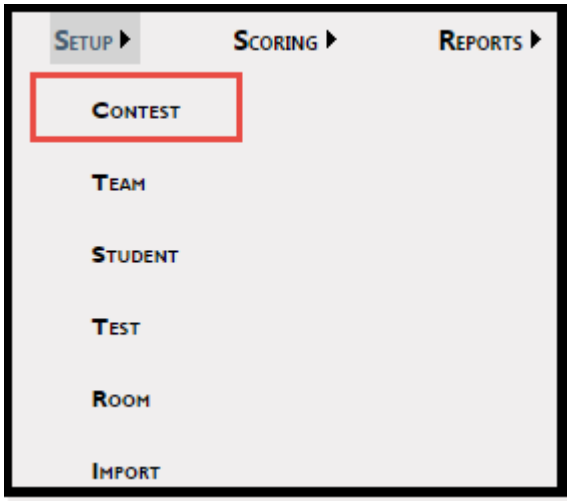

8. Locate the contest created in Step #6.

9. Select **Change Contest**.

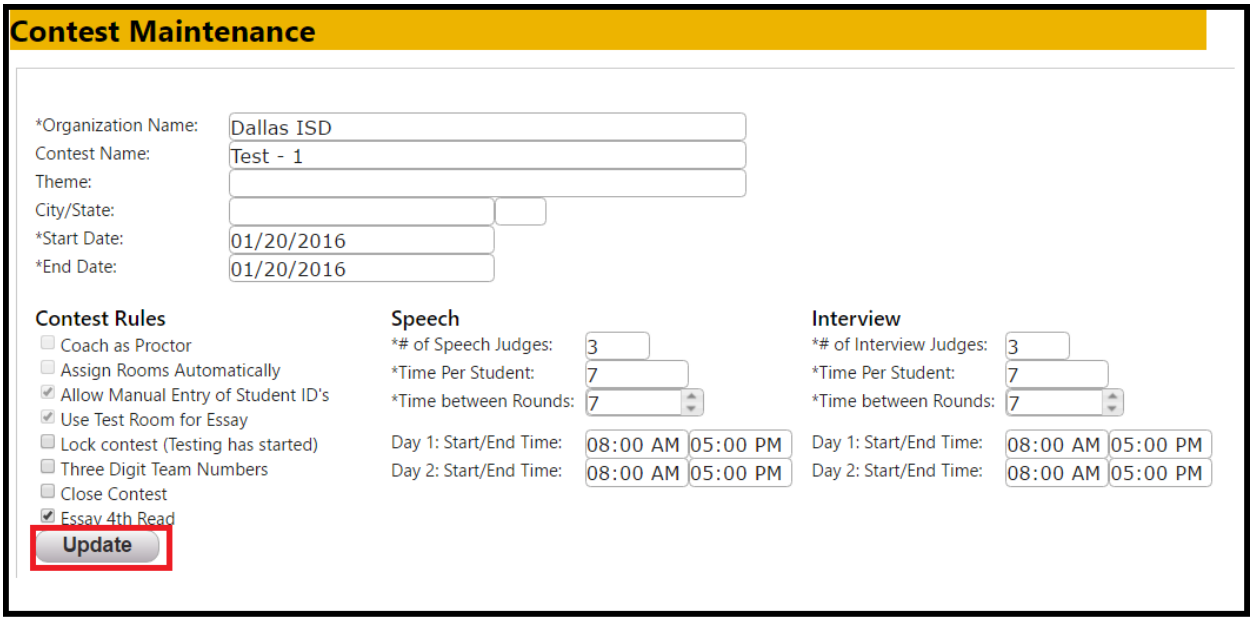
- Notice the upper right-hand corner contest name has changed.

***You should check occasionally to make sure that you are in the correct contest, especially if you have other competitions in the list.***

10. Select **Setup** then **Contest**.

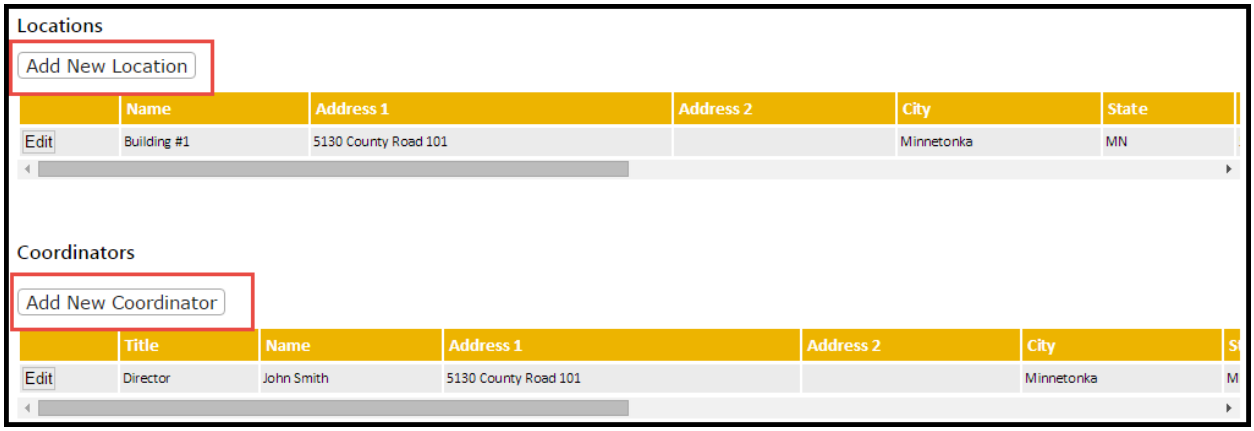



11. Enter in the contest information and select **Update**.




- ✓ **Coach as Proctor**
  - Allows the coach to proctor the competition. Informational use only.
- ✓ **Assign Rooms Automatically**
  - The functionality is not available at this time. Informational use only.
- ✓ **Lock contest (Testing has started)**
  - Select this when all student and coach entries are complete and testing has begun.
- ✓ **Three Digit Team Numbers**
  - If over 100 teams are present, select this to allow for three-digit team numbers. If this option is selected, it is not possible to have more than 10 students on a team, with student number 0 – 9.
- ✓ **Close Contest**
  - Releases scores allowing coaches to view only their team's scores after the competition
- ✓ **Essay 4th Read**
  - Select this option if you require 2 out of 3 scores to be within 200 points for essay. Not checked essay will grab the 2 highest scores.

12. To keep track of locations and coordinators, select the appropriate action.



Locations and Coordinators are purely information only and do not link to anywhere within system

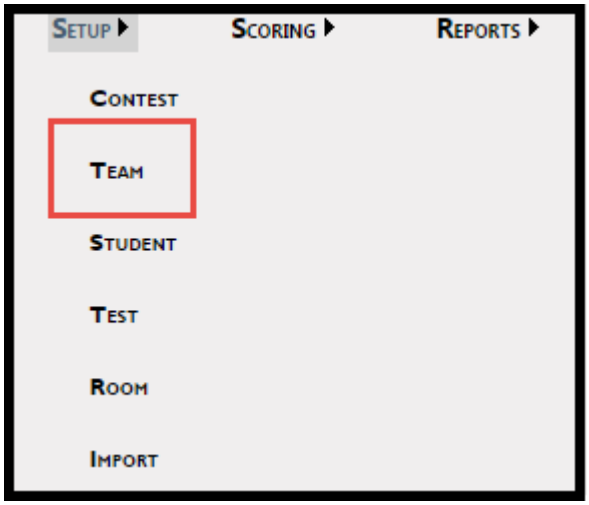
***You are now ready to enter the teams, students, tests, judges, and room assignments. In many cases, room assignments might not be used, but the assignments can ease the pre-slugging process. You will input the teams followed by entering the students.***

***This process can be done by creating a spreadsheet and uploading the information or by entering the information manually. If you are interested in the spreadsheet directions, please see Appendix-Create Spreadsheet and Import. The following information details the manual process.***

***You can also begin using the desktop version of the software. You will be able to import the rest of the data for your competition. If you wish to do this, please skip to page 18.***

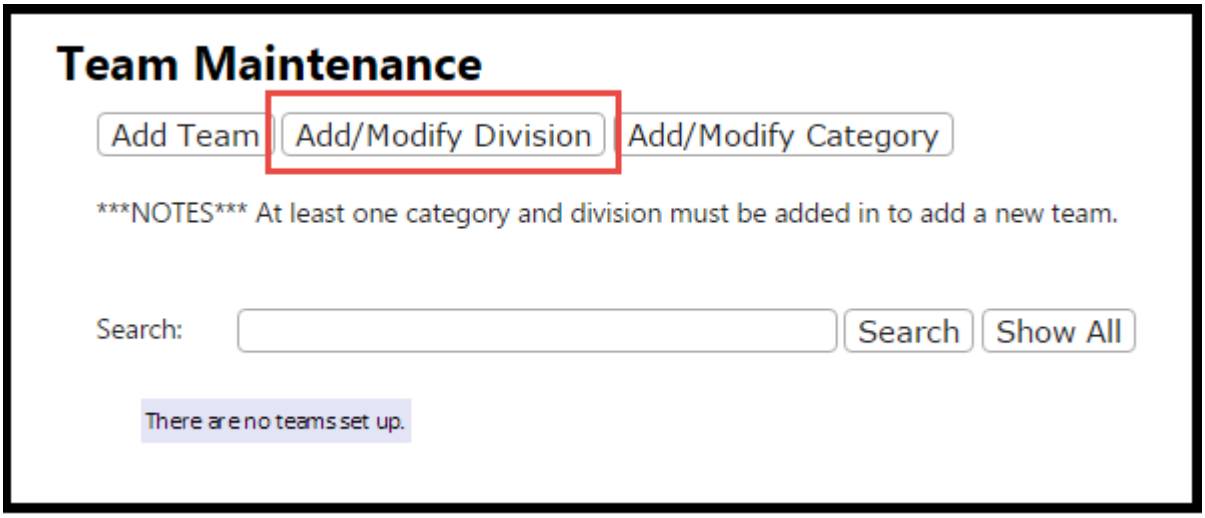
## Create and Setup New Teams

1. Select **Setup** then select **Team**.
    a. To import, go to select the setup tab and click import

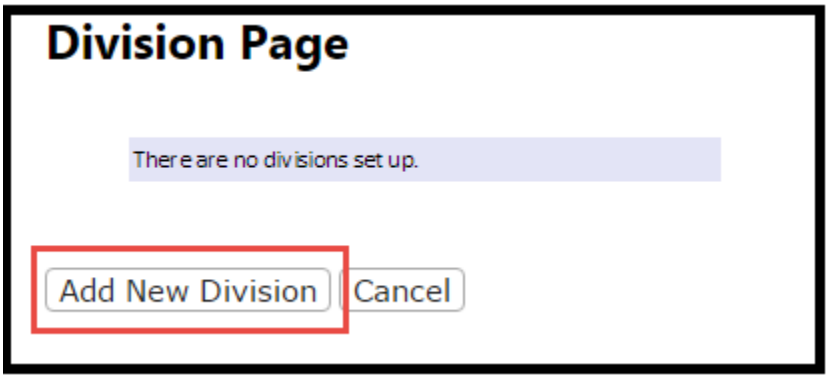



| | |
|---|---|
| | The Division and Category setup is used for reporting, so utilize these as you would like to see breakouts on your reports |

2. Select **Add/Modify Division**.



3. Select **Add New Division**.




3. Enter **Division Name** then select **Add**.

4. Repeat Steps #3-4 as necessary. When done select **Cancel**.

5. Select **Add/Modify Category**.

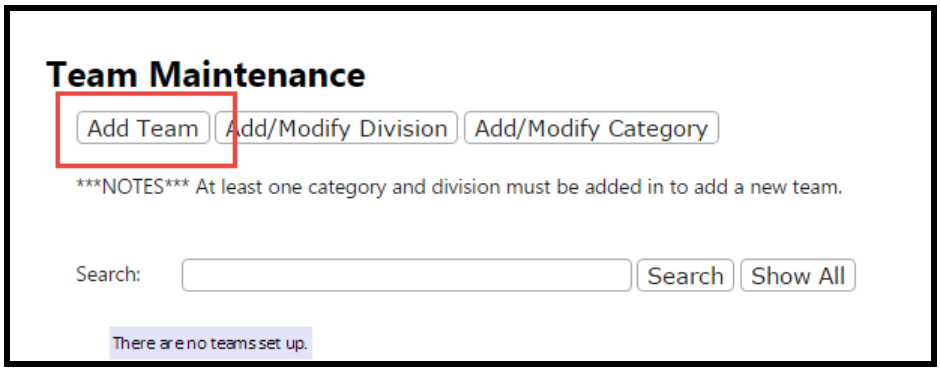
6. Select **Add New Category**.

7. Enter **Category Name** then select **Add**.

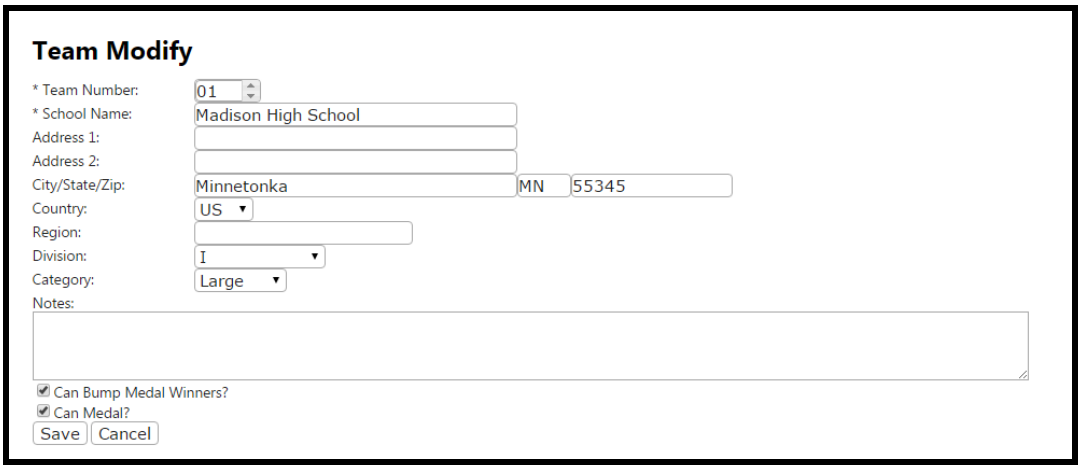
8. Repeat Steps #7-8 as necessary. When done select **Cancel**.

- **You must have at least one division and category.**

9. Once Divisions and Categories are setup, select **Add Team**.



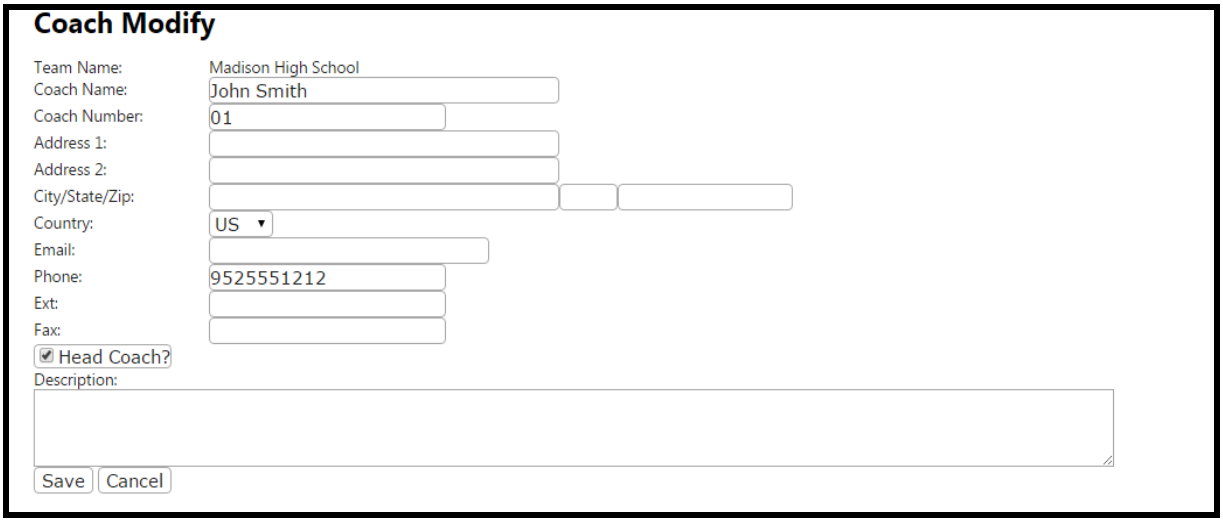

10. Enter in appropriate **Team Information** then select **Save**.



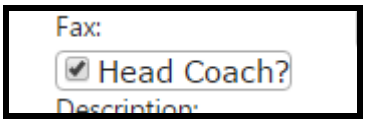

- **Bump Medal Winners**
  - Allows certain teams to not medal over other teams
    - Example: Individuals or international students would not medal over regular teams
- **Can Medal**
  - If the student is an alternate and cannot medal, the check box would be unchecked.

11. Scroll-down to locate **Add New Coach**.

12. Enter in appropriate **Coach Information** then select **Save**.



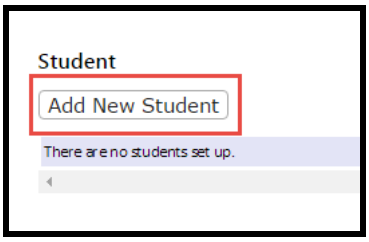

- Select **Head Coach** for multiple coaches.



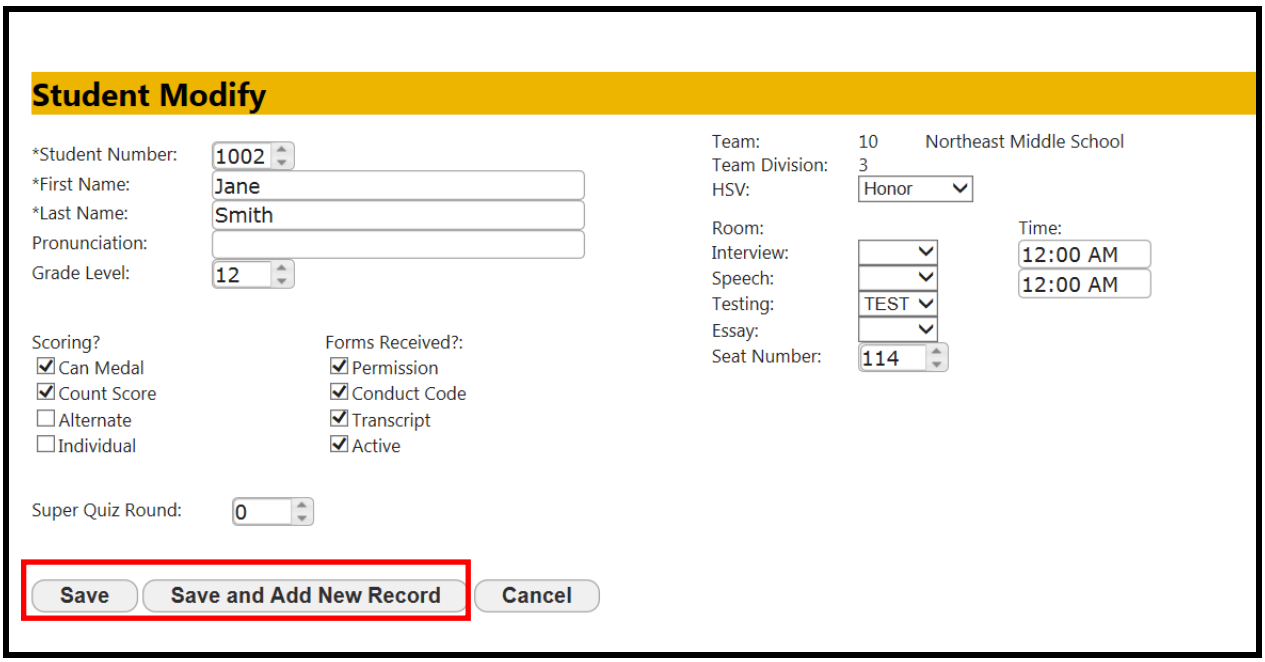

| | |
|---|---|
| | Once these steps have been complete and Add New Credentials have been completed (Step #18) a coach can add their own students. |

13. Repeat Steps #12-13 until all coaches have been added then select **Cancel** to return to Team.

14. Scroll-down to locate **Add New Student**.



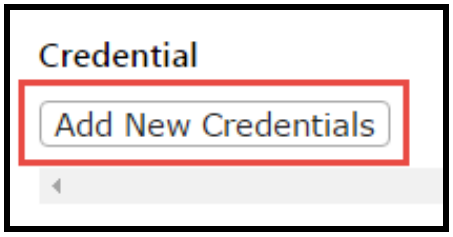

15. Enter in appropriate information then select **Save**.
    - To continue adding students, select **Save and Add New Record** instead.
    - Student numbers must have four digits, even if the team has three digits. I.E. Team 100 would have students 0101, 0102, etc.




- **Can Medal**
  - Can medal in the competition
- **Count Score**
  - Score counts in competition
- **Alternate**
  - Allows for manual alternate selection – Informational use only
- **Individual**
  - For Nationals individual competition
- **Super Quiz Round**
  - The scoring software is not set up for Super Quiz at this time
- **Forms Received**
  - Allows for tracking of forms on individual students; information purposes only
- **Seat Number**
  - Will print on name badge

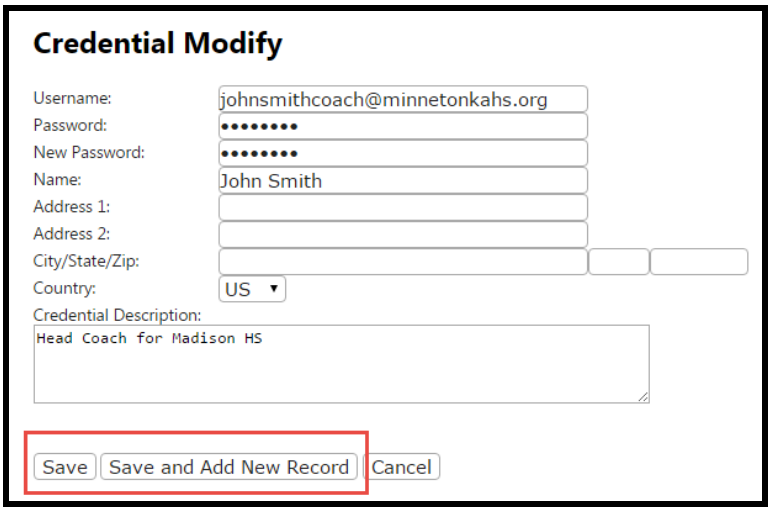
16. Repeat Steps #14-15 until all students have been added then select **Cancel** to return to Team.

17. Scroll-down to locate **Add New Credentials** – this will allow coaches access enter their team information.




18. Enter in appropriate information then select **Save**.

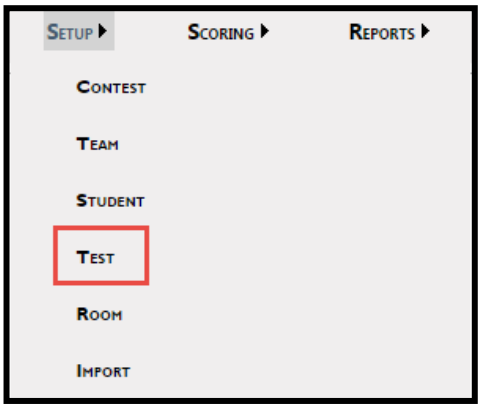
    - To continue adding credentials for other coaches select **Save and Add New Record** instead.



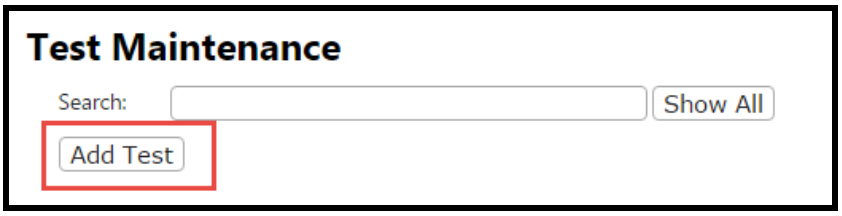

19. The team setup is now complete.

## Create and Setup New Tests

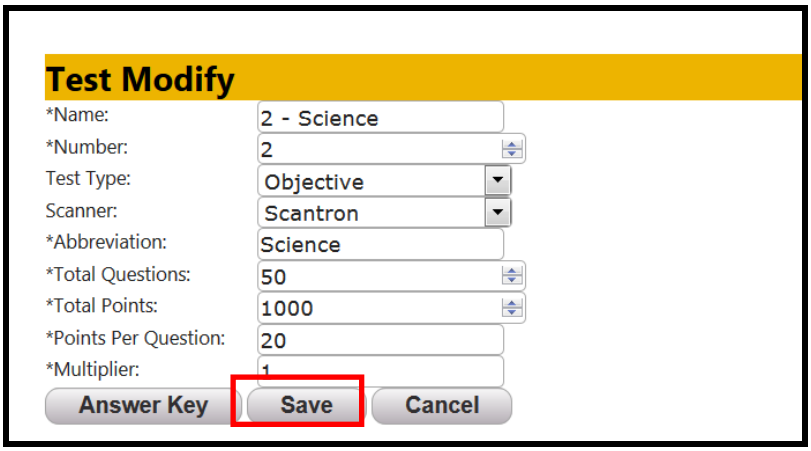
1. Select **Setup** then select **Test**.



2. Select **Add Test**.



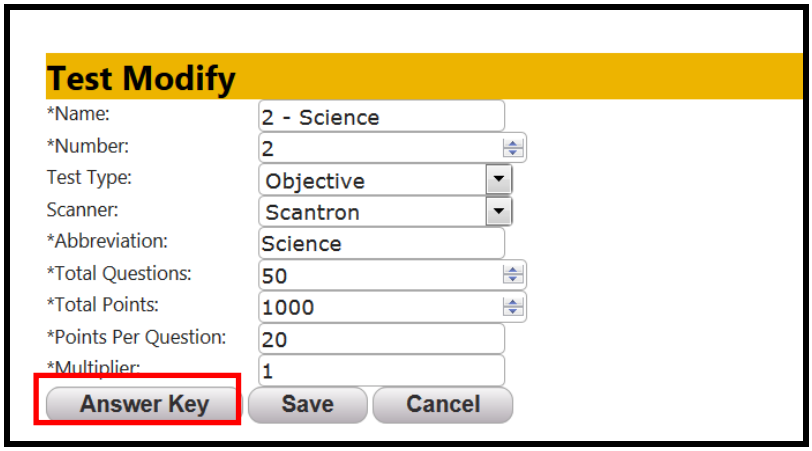

3. Enter in appropriate information then select **Save**.



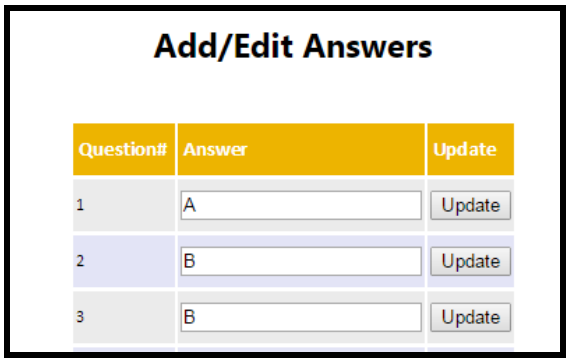

- **Abbreviation**
  - This title will print on your final reports.
- **Total Questions** for the subjective tests should be entered as:
  - Essay
    - Total Questions: 2
    - Total Points: 1000
    - Points Per Question: Not required, a zero is all that is needed
  - Speech:
    - Total Questions: 11
    - Total Points: 1000
    - Points Per Question: Not required, a zero is all that is needed
  - Interview:
    - Total Questions: 10
    - Total Points: 1000
    - Points Per Question: Not required, a zero is all that is needed
- **Multiplier**
  - Used for Pentathlon scoring, should be set to 1 for Decathlon

| | |
|---|---|
| | Abbreviation field is what shows up on reports |

4. Once saved, select **Answer Key**.




5. Enter in appropriate information then select **Update All** at bottom of screen.




- If two answers are correct due to challenge, etc. enter both in Answer Key with no separation.

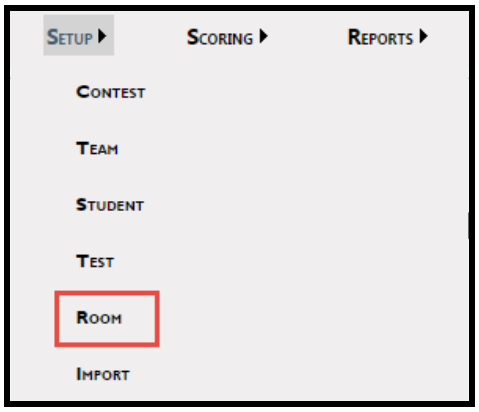
- If you are throwing out a question due to challenge, etc. enter all answers in Answer Key with no separation.

6. Repeat Steps #2-5 for all tests.

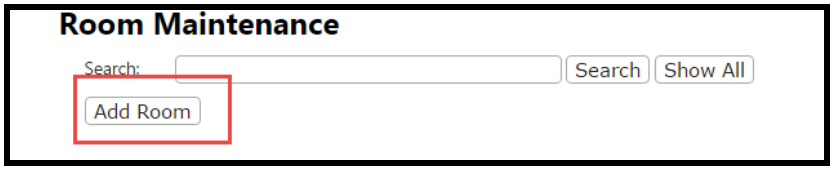
7. The tests and answer keys can be imported all at once as well which is covered in the section “Import Data into Contest”

## Create and Setup New Testing Rooms

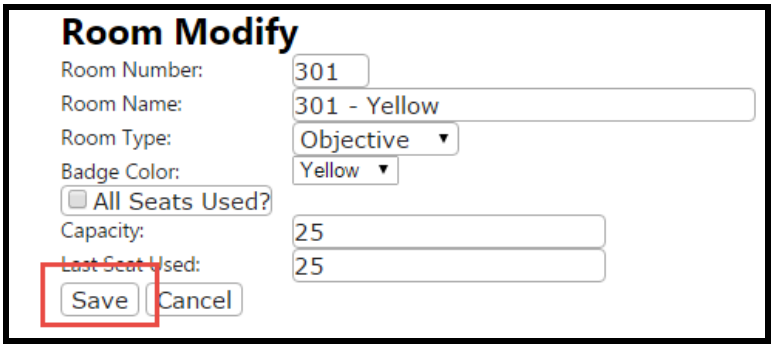
1. Select **Setup** then **Room**.




2. Select **Add Room**.




3. Enter in the appropriate information then select **Save**.




   - It is not required to enter Capacity or Last Seat Used.

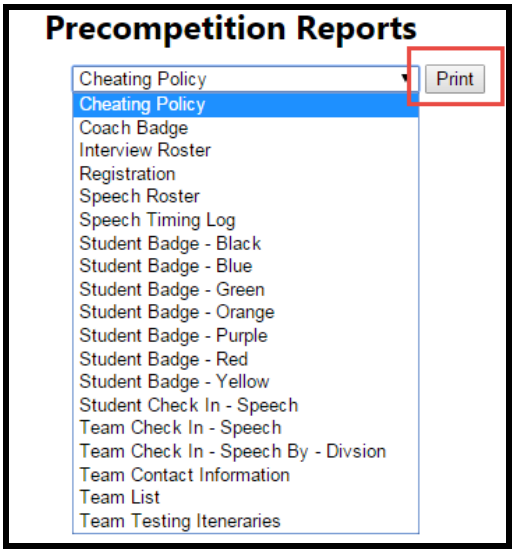
4. Repeat Steps #2-3 until all of the rooms have been entered.

# Reports and Scoring

## Pre-Competition Reports

1. Select **Reports** then select **Pre-Competition**.

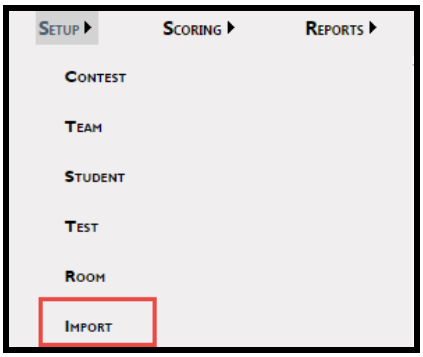
2. Select appropriate report then select **Print**.




# Import Data into Contest

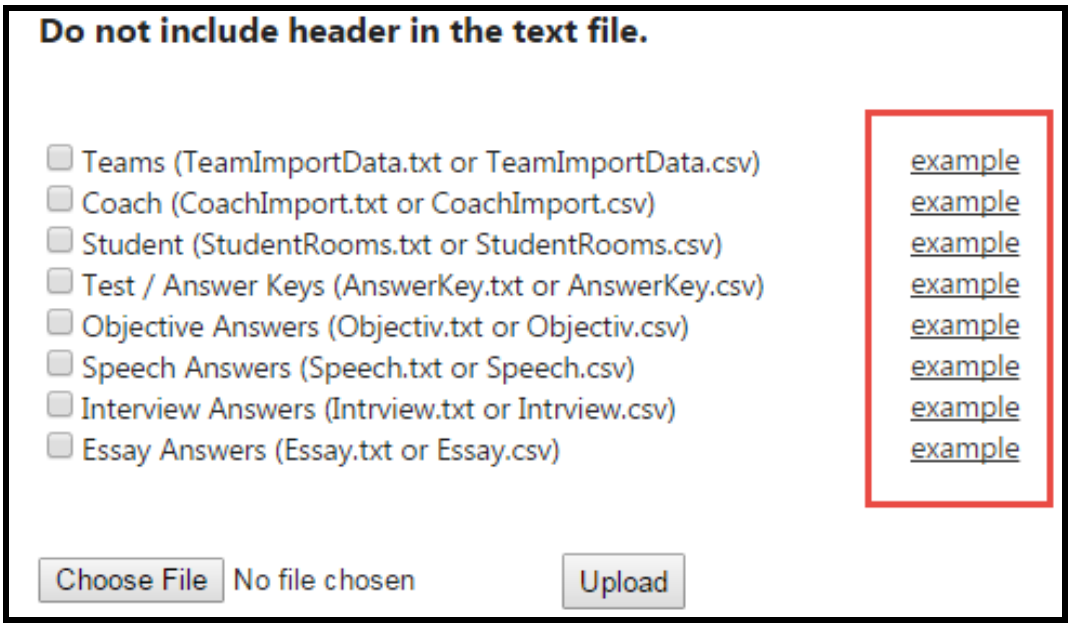
All data above can be imported

1. Select **Setup** then select **Import**.

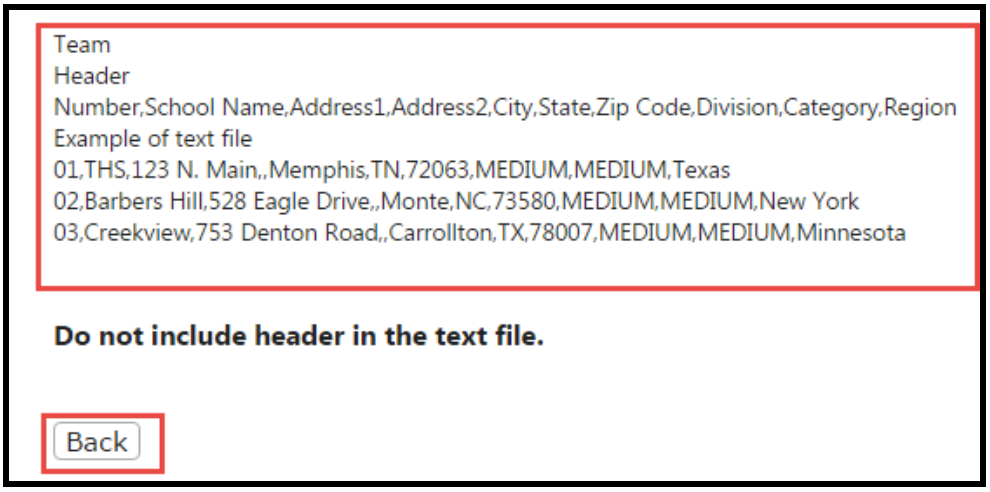


- Data must be imported in the same order as shown in the list. For example, you must import your teams before you can import your coach data.

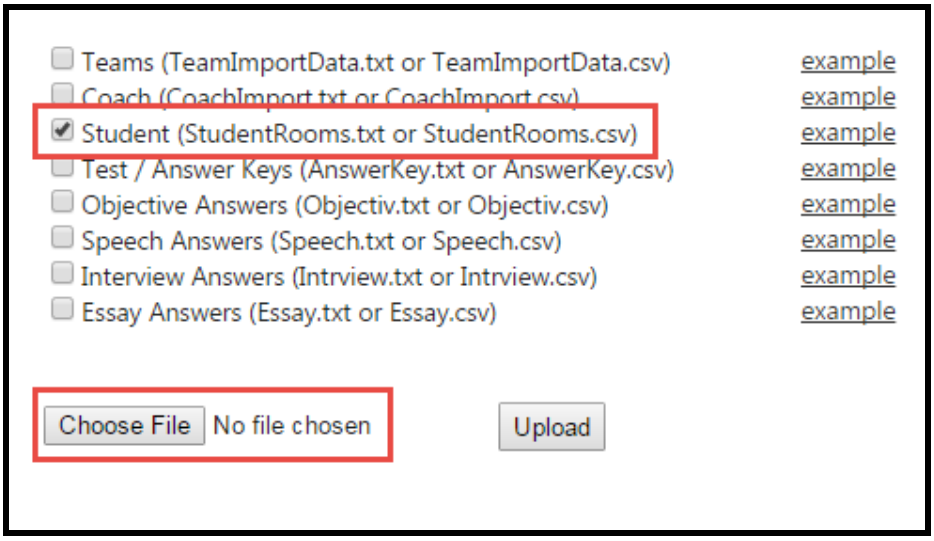
2. To view the required format of each file type, select **example**.



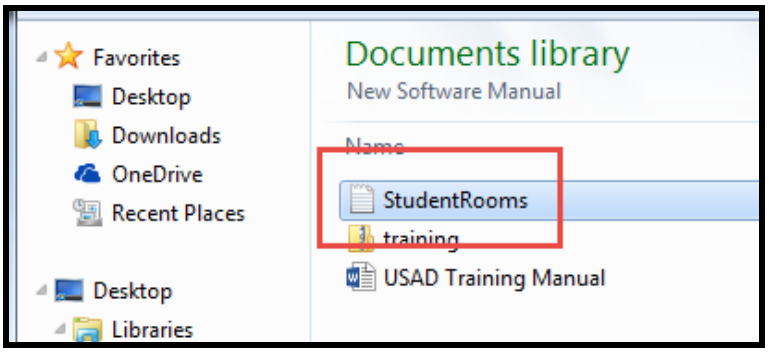

3. Preview example of import file format then select **Back**.



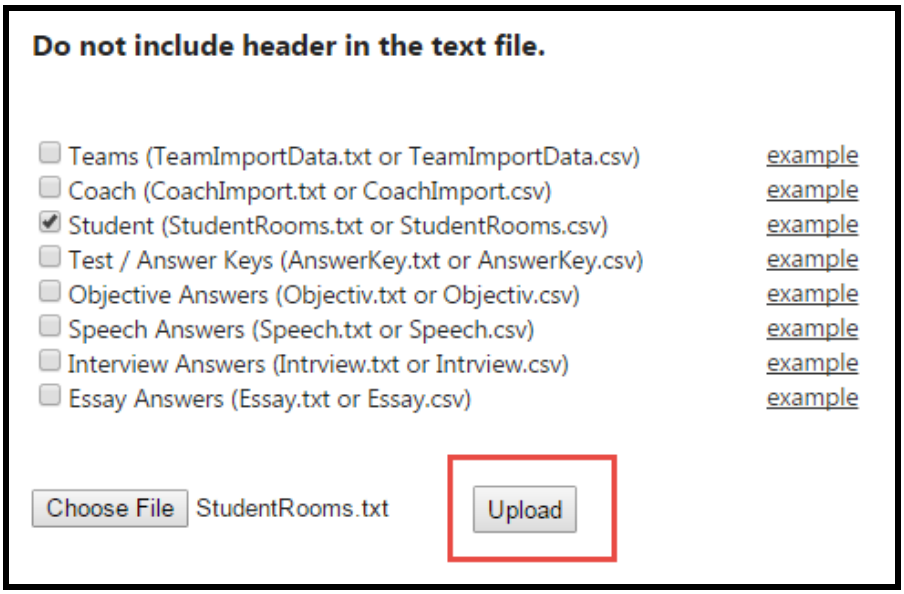
4. Select the file type which will be imported then select **Choose File**.




5. Locate and select the file.




6. Select **Upload**.



- Team numbers cannot exceed 2 or 3 digits, depending on your contest setup.
- You must have “true” or “false” in files N-Q in the student rooms file.
- You must have a seat number for testing rooms – even if you just enter 1 for all students.
- Speech and interview times must be entered in military time.
- You must have times (military format) and rooms for speech/interview – even for pentathlon.
- **If there is a field that you do not wish to enter (i.e. coach phone number on the Coach Import), you must enter a comma in that column to fill it.**

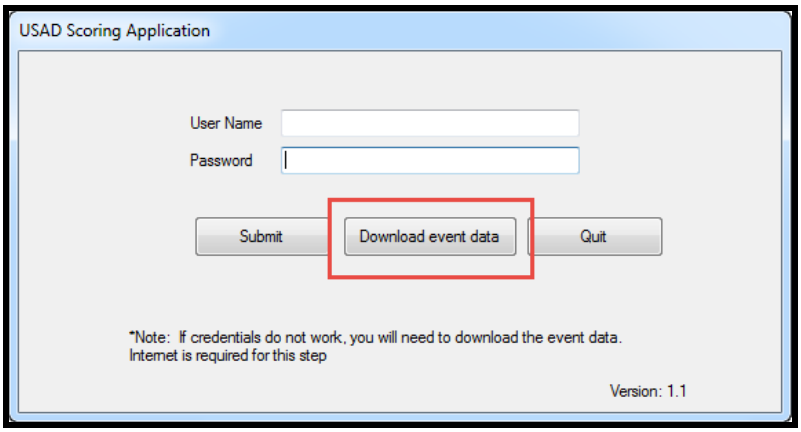
7. Repeat Steps #2-6 until all files have been imported.

# Desktop Software

## Download Event Data and Log In

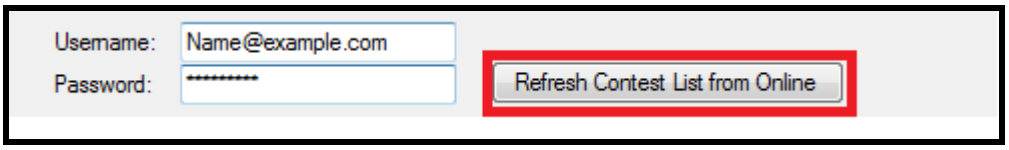
These steps must be completed in Desktop Version of Software, not Web-Based Version; Also **‘Lock contest’** should be set in Web-Based Version before scoring begins

1. Open Desktop Version of USAD
2. Select **Download event data**

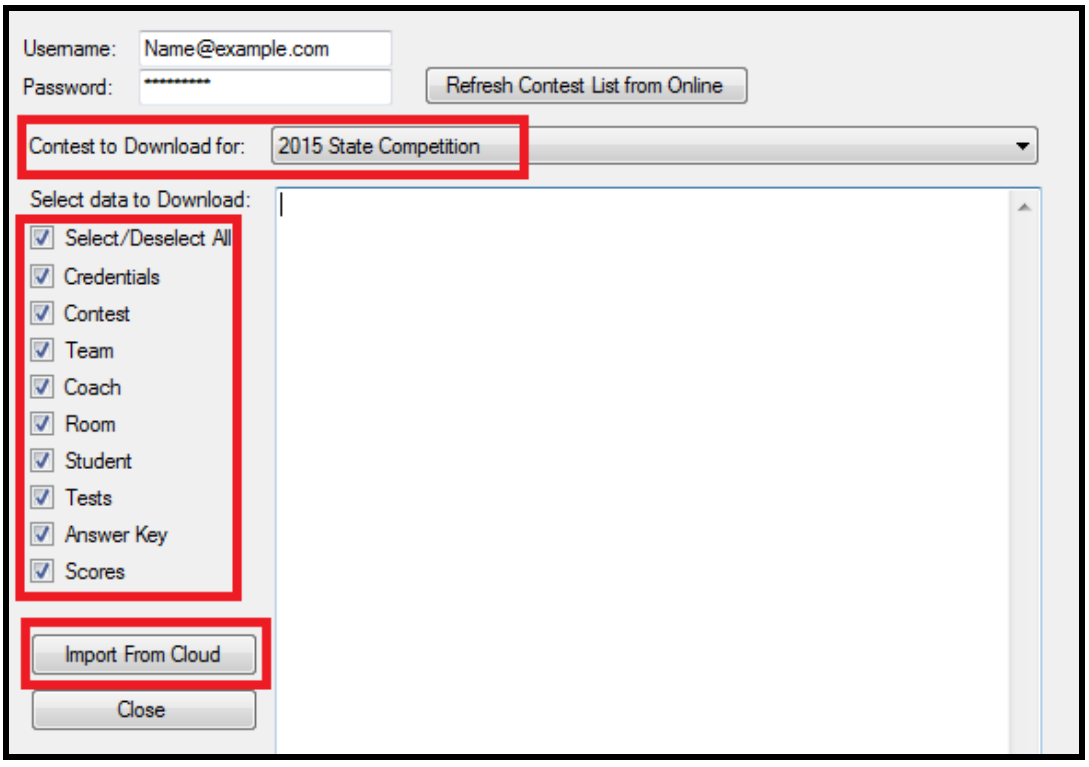



- You **must** download event data before logging in

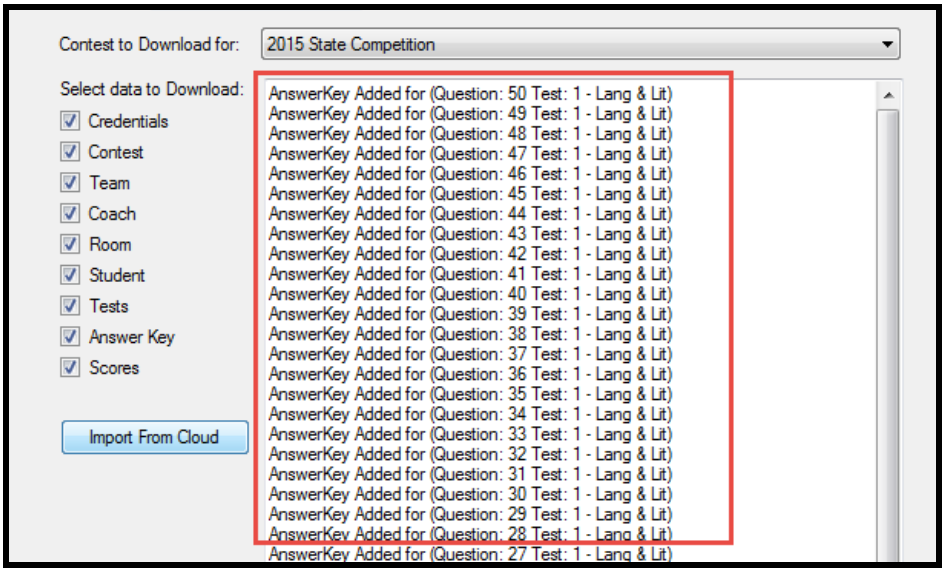
3. Enter in **Username** and **Password** then select **Refresh Contest List from Online**



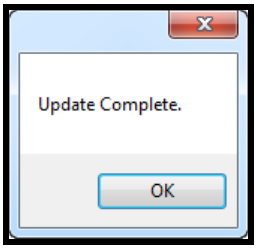

4. Select appropriate contest and all data then select **Import from Cloud**



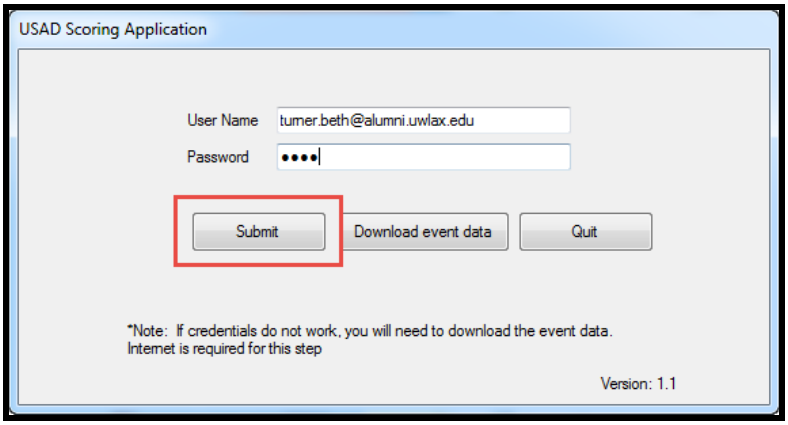
5. You will begin to see all the data being imported



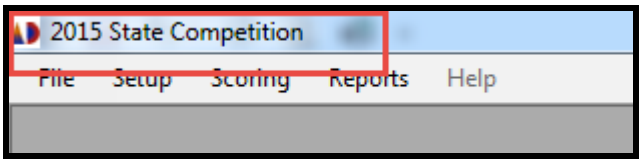

6. Once all information has imported, you will receive an **Update Complete** then select **OK**



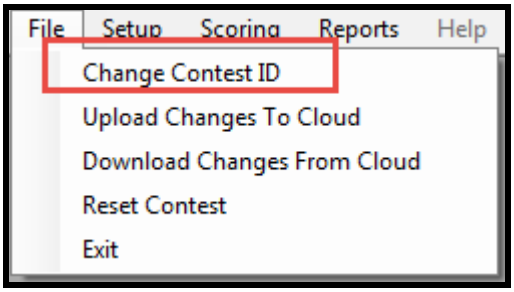

7. Close download window and enter in **Username** and **Password** then **Submit**



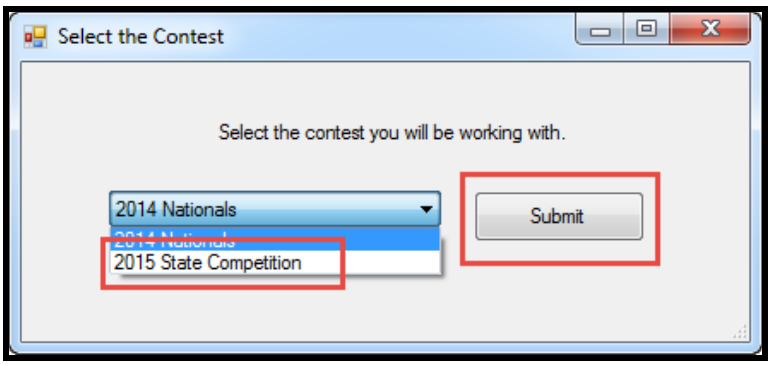

8. Verify contest name in upper left-hand corner is correct




a. If it is not, select **File** then **Change Contest ID**



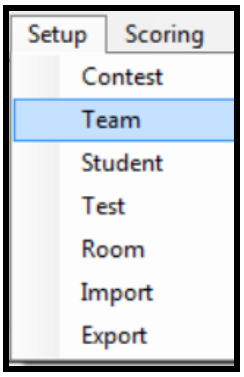

b. Locate appropriate contest and select **Submit**




## Create and Setup New Teams

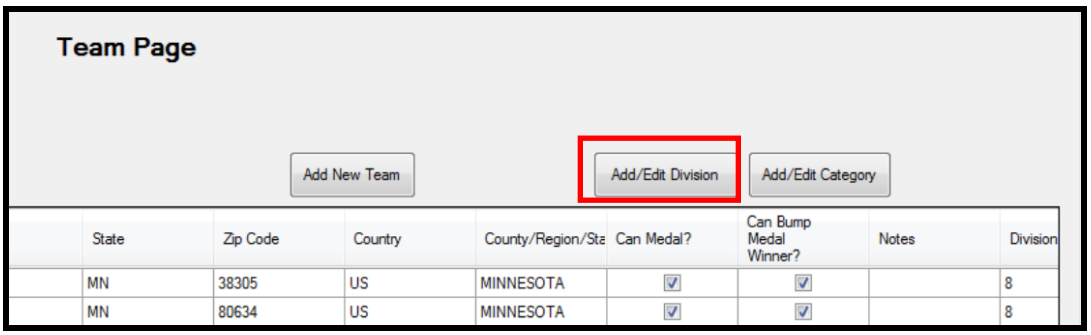
You can also import your team, coach, student, test/answer keys, objective, speech, interview and essays answers. If you wish to do this skip to page 32.

1. Select **Setup** then select **Team**




The Division and Category setup is used for reporting, so utilize these as you would like to see breakouts on your reports

2. Select **Add/Edit Division**

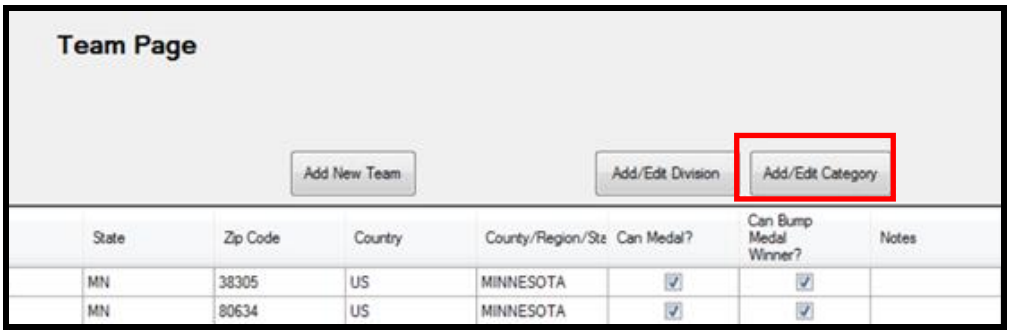



3. Select **Add Division**

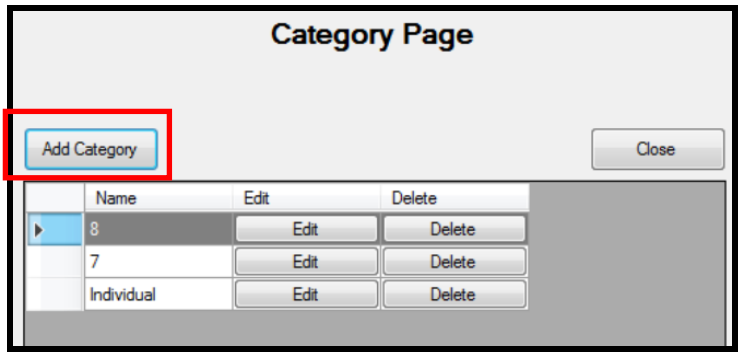
4. Enter **Division Name** then select **Add**

5. Repeat Steps #3-4 as necessary and when done select **Cancel**

6. Select **Add/Edit Category**



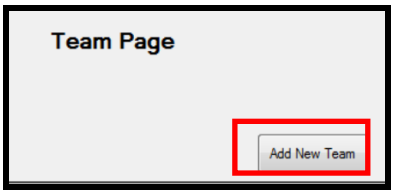

7. Select **Add Category**



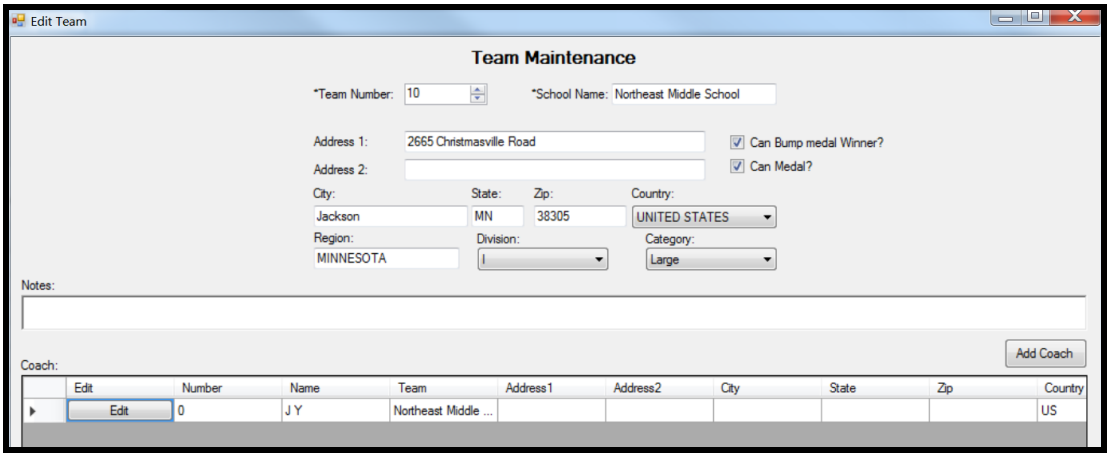
8. Enter **Category Name** then select **Add**

9. Repeat Steps #7-8 as necessary and when done select **Cancel**

10. Once Divisions and Categories are setup, select **Add New Team**



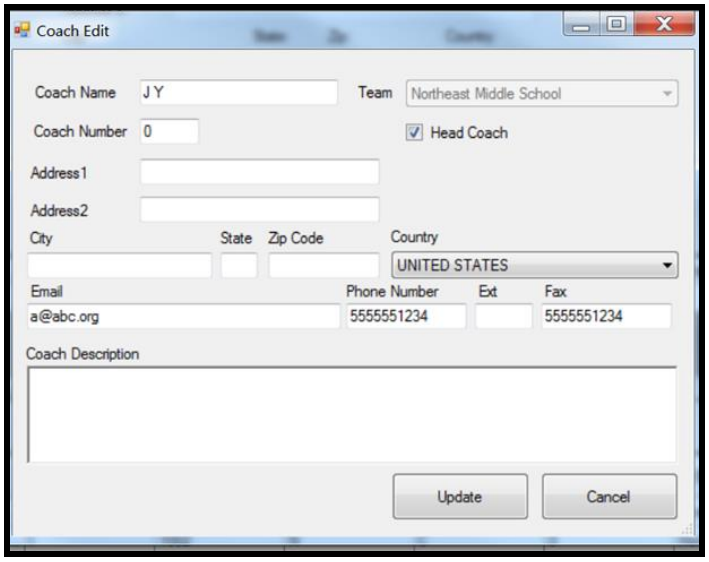

11. Enter in appropriate **Team Information** then select **Add**




- **Bump Medal Winners**
  - Allows certain teams to not medal over other teams
    - Example: Individuals or international students would not medal over regular teams
- **Can Medal**
  - If the student is an alternate and cannot medal, the box would be unchecked.

12. Select **Add Coach**

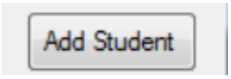
13. Enter in appropriate **Coach Information** then select **Update**



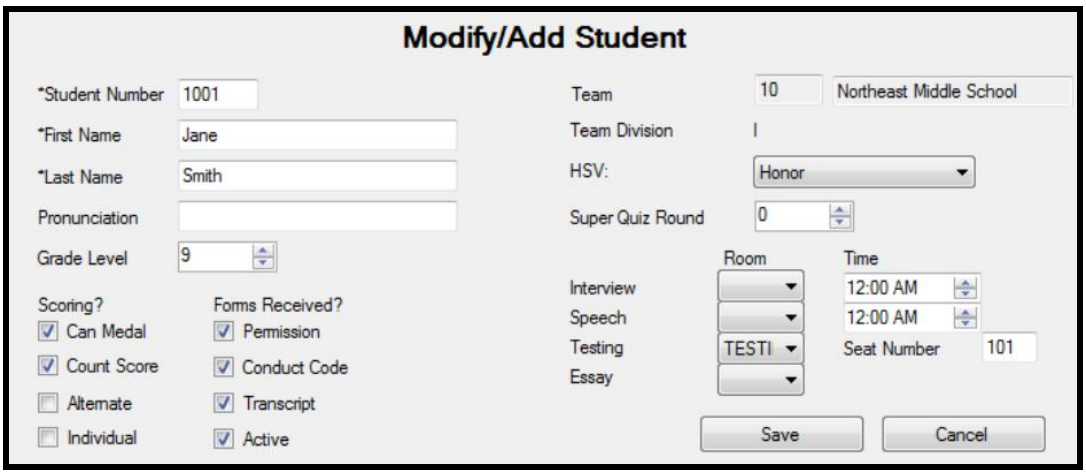

- Select **Head Coach** for multiple coaches

14. Repeat Steps #12-13 until all coaches have been added then select **Cancel** to return to Team

15. On the right side of the screen locate **Add Student**




16. Enter in appropriate information then select **Save**



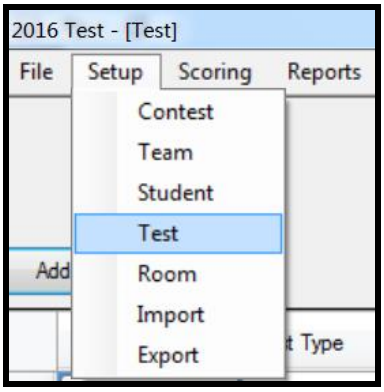

- Student numbers **must** have four digits, even if the team has three digits. I.E. Team 100 would have students 0101, 0102, etc.
- **Can Medal**

        - Can medal in the competition
    - **Count Score**
        - Score counts in competition
    - **Alternate**
        - Allows for manual alternate selection
    - **Individual**
        - For Nationals individual competition
    - **Forms Received**
        - Allows for tracking of forms on individual students; information purposes only
    - **Seat Number**
        - Will print on name badge

17. Repeat Steps #15-16 until all students have been added then select **Cancel** to return to Team
18. The team setup is now complete

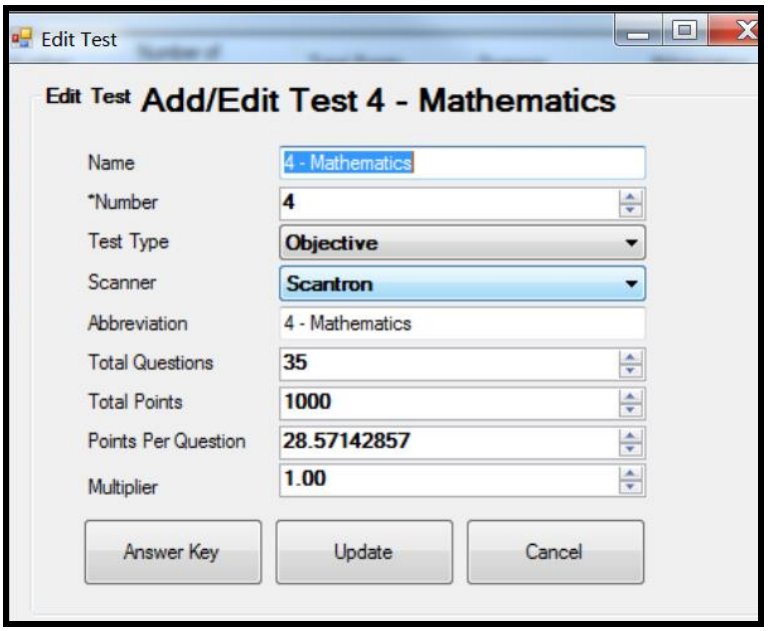
## Create and Setup New Tests

1. Select **Setup** then select **Test**



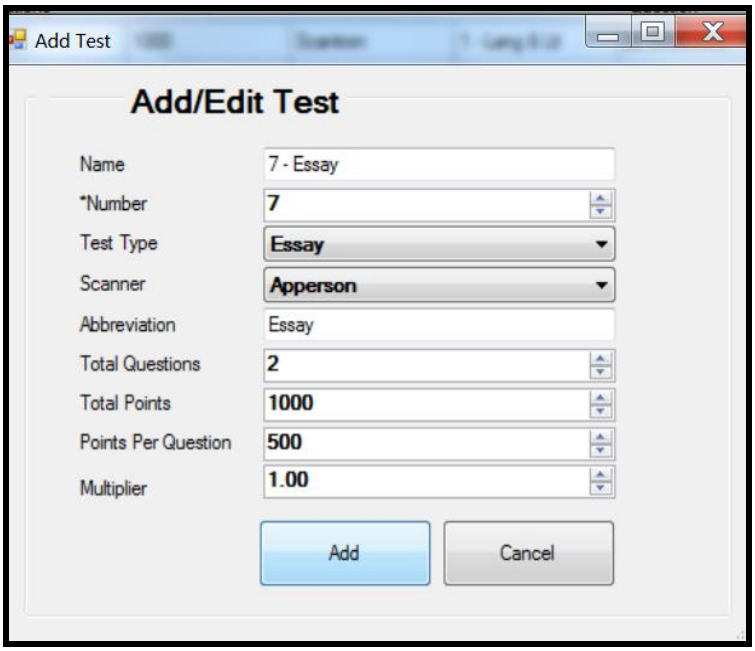

2. Select **Add New**

3. Enter in appropriate information then select **Update**

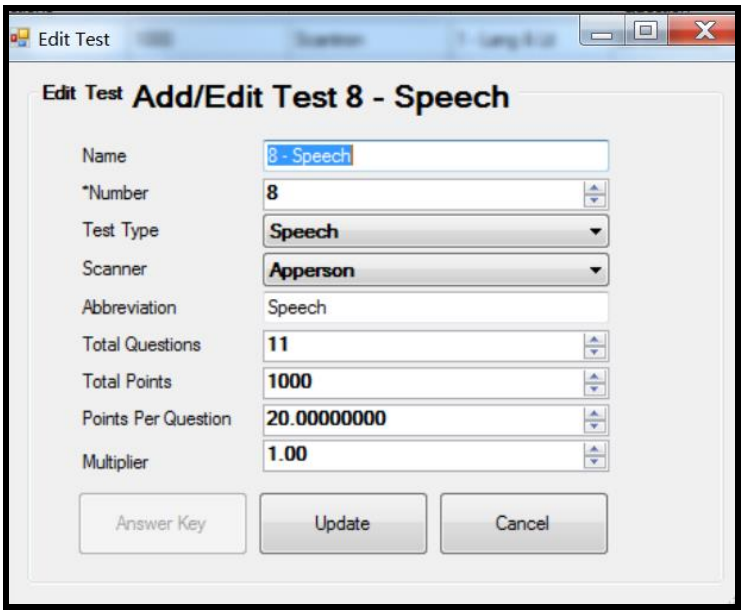



- **Abbreviation**
  - This title will print on your final reports

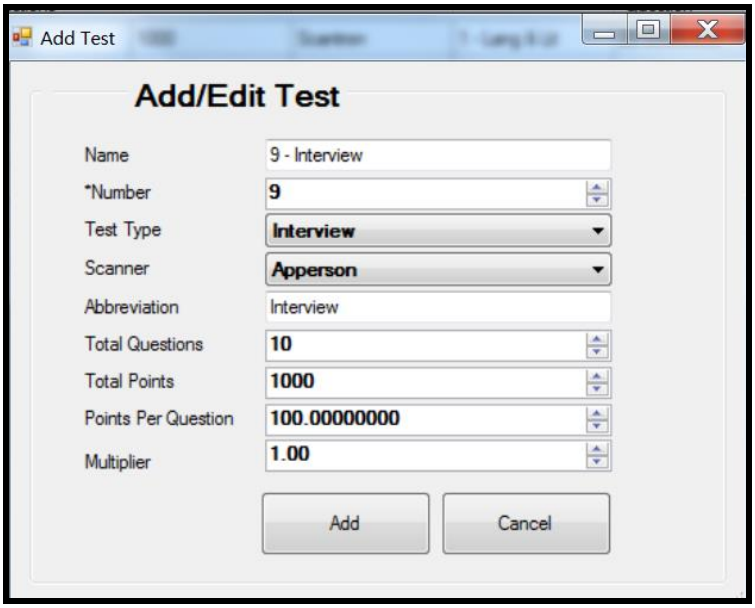
- **Total Questions** for the subjective tests is generally entered as shown below:
  - Essay
    - Total Questions: 2
    - Total Points: 1000
    - Points Per Question: 500



- Speech
    - Total Questions: 11
    - Total Points: 1000
    - Points Per Question: 20

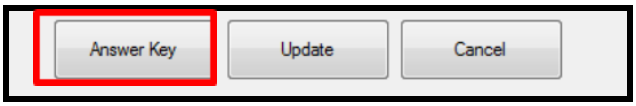



- Interview
    - Total Questions: 10
    - Total Points: 1000
    - Points Per Question: 100

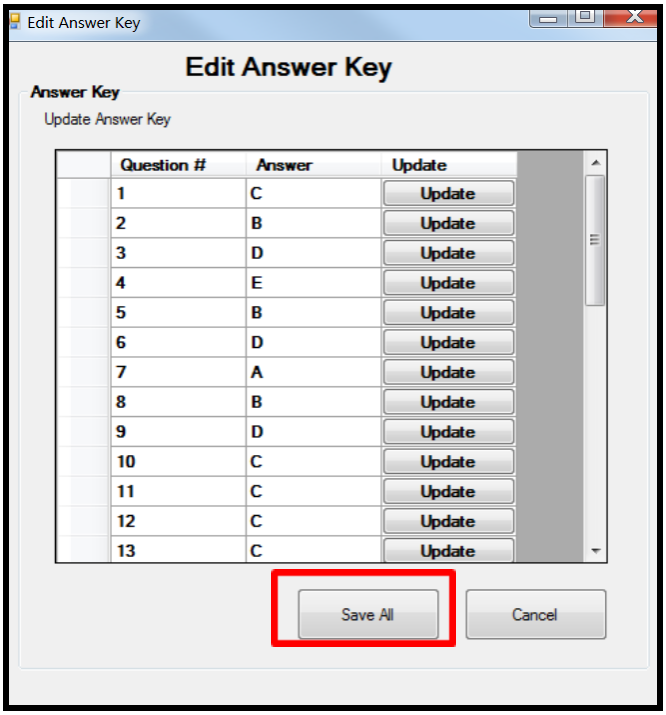


- **Multiplier**
  - Used for Pentathlon scoring, should be set to 1 for Decathlon

5. Once saved, select **Answer Key**




6. Enter in appropriate information then select **Save All** at bottom of screen



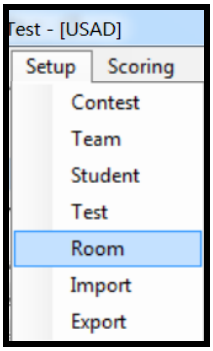

- If two answers are correct due to challenge, etc. enter both in Answer Key with no separation

- If you are throwing out a question due to challenge, etc. enter all answers in Answer Key with no separation

8. Repeat Steps #2-5 for all tests

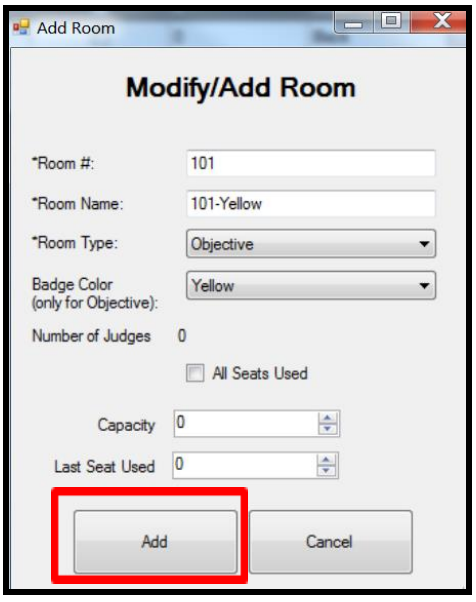
## Create and Setup New Testing Rooms

1. Select **Setup** then **Room**




2. Select **Add New**

3. Enter in appropriate information then select **Add**



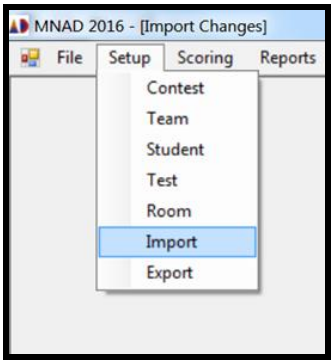

- It is not required to enter Capacity or Last Seat Used

4. Repeat Steps #2-3 until all rooms have been entered

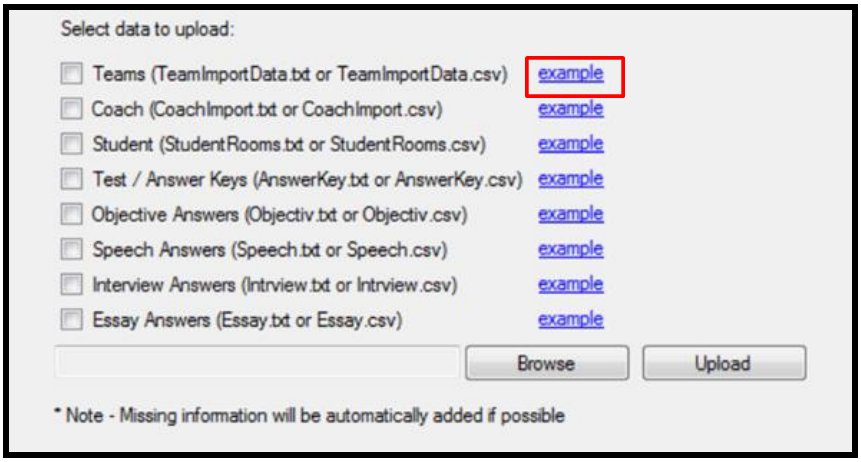
## Import Data into Contest

All data input above can also be imported.

1. Select **Setup** then select **Import**



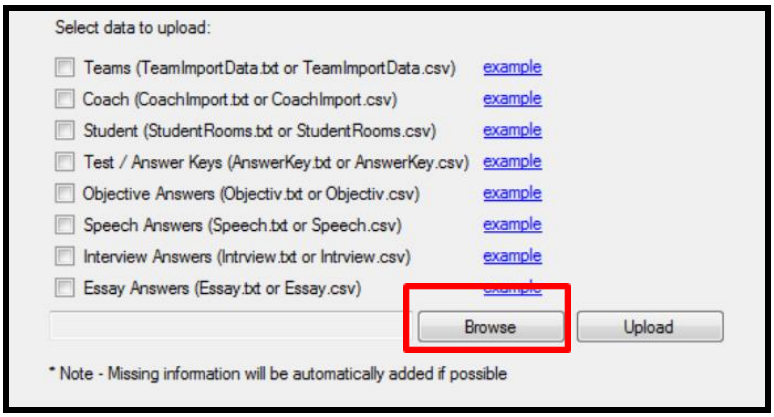

2. To view required format of each file type, select **example**
   - **Do include header in text file**



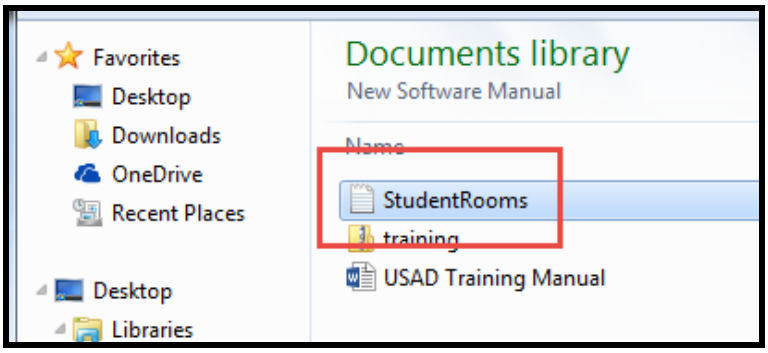

   - Data must be imported in the same order as shown, for example you must import your teams before you can import your coach data

3. Preview example of import file format then select **Close**

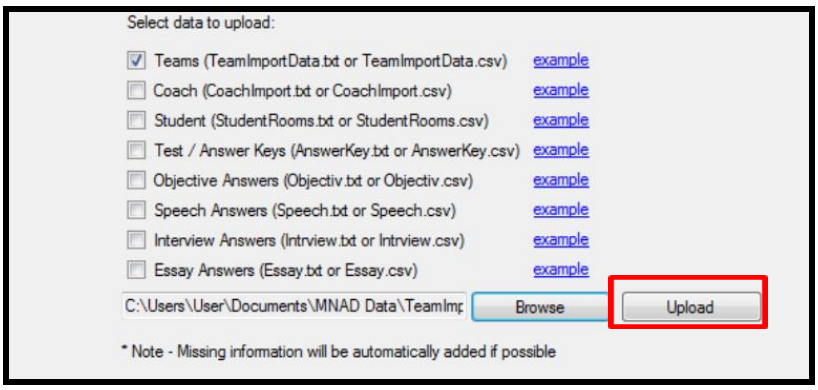
4. Select file which to be imported then select **Browse**




5. Locate and select file




6. Select **Upload**



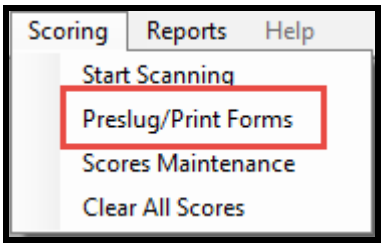

- Team numbers cannot exceed 2 or 3 digits, depending on your contest setup.
- You must have “true” or “false” in files N-Q in the student rooms file.
- You must have a seat number for testing rooms – even if you just enter 1 for all students.

- Speech and interview times must be entered in military time.
- You must have times (military format) and rooms for speech/interview – even for pentathlon.
- **If there is a field that you do not wish to enter (i.e. coach phone number on the Coach Import), you must enter a comma in that column to fill it.**

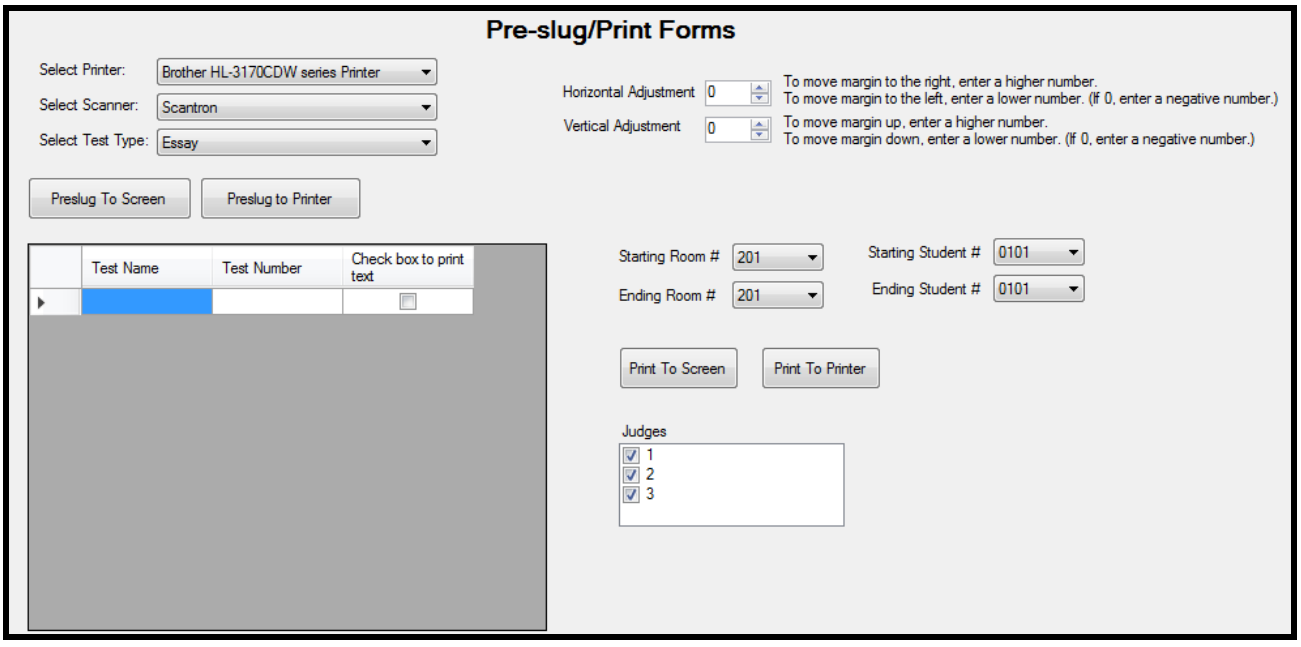
7. Repeat Steps #2-6 until all files have been imported.

# Preslug Forms

1. Select **Scoring** then **Preslug/Print Forms**




2. Enter in appropriate information then select either **Print to Screen** or **Print to Printer**




- **Select Printer**
  - Will give list of printers on your computer
- **Select Scanner**
  - Select appropriate scanner used for scanning in forms

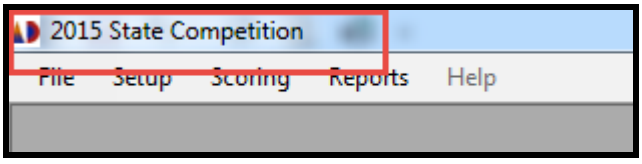
- **Select Test Type**
  - Select appropriate test to pre-slug
- **Horizontal and Vertical Adjustments**
  - Horizontal: higher number moves right; lower number moves left
  - Vertical: higher number moves up; lower number moves down
- **Starting/Ending Room #s**
  - Enter in rooms which you would like to start and end pre-slugging
- **Starting/Ending Student #s**
  - Enter in student numbers which you would like to start and end pre-slugging
- **Judges**
  - Select the number of judges you would like to print (Essay, Speech and Interview Only)

3. Print out all pre-slugged forms for all appropriate events

# Scanning in Tests

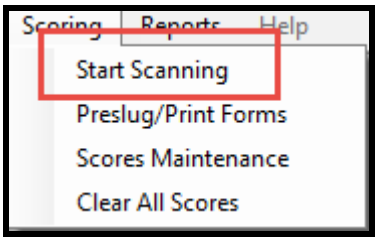
'**Lock contest**' must also be set in Web-Based Version before scoring begins

1. Verify contest name in upper left-hand corner is correct

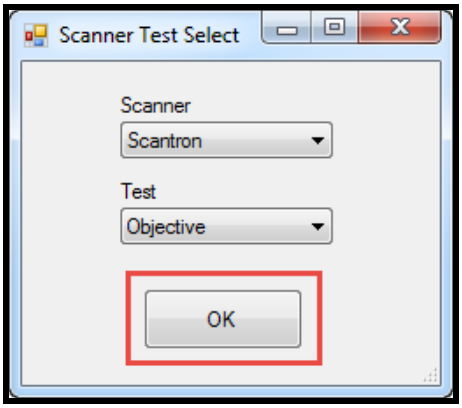



   - If it is not, refer to previous section

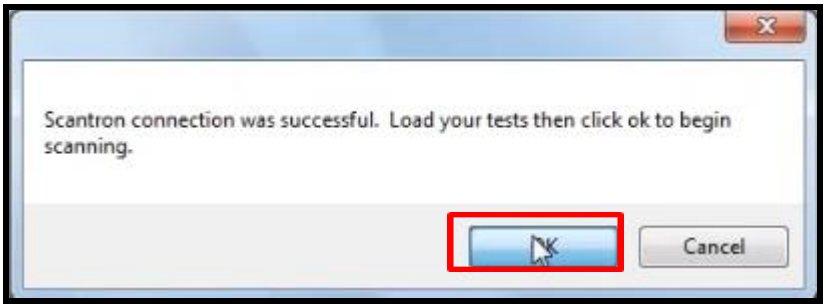
2. Select **Scoring** then **Start Scanning**



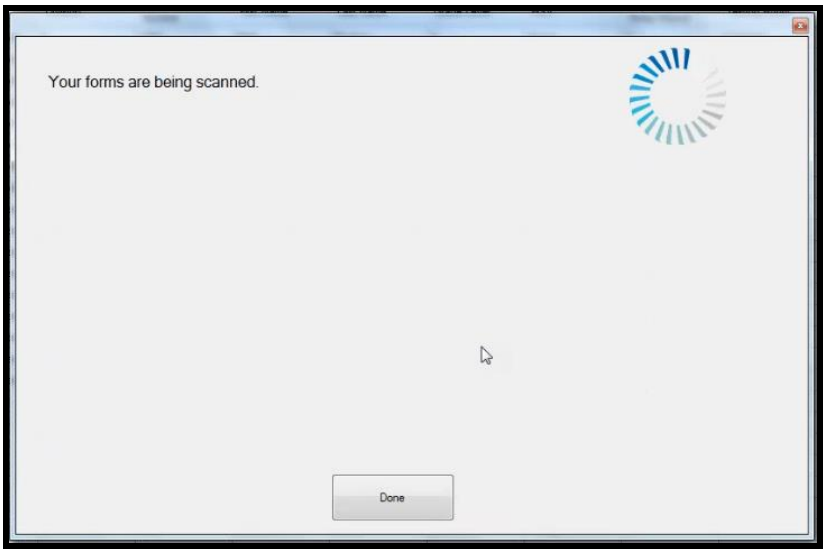

3. Select appropriate **scanner** and **test** then select **OK**



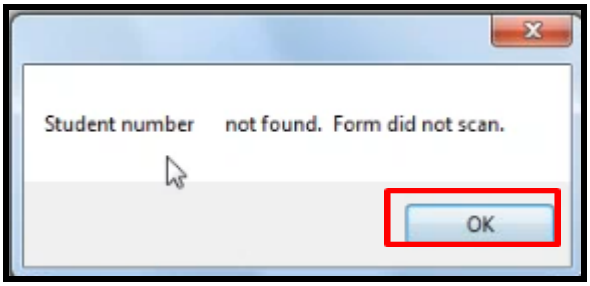

4. A 'Connection Successful' message will be pop-up then select **OK**



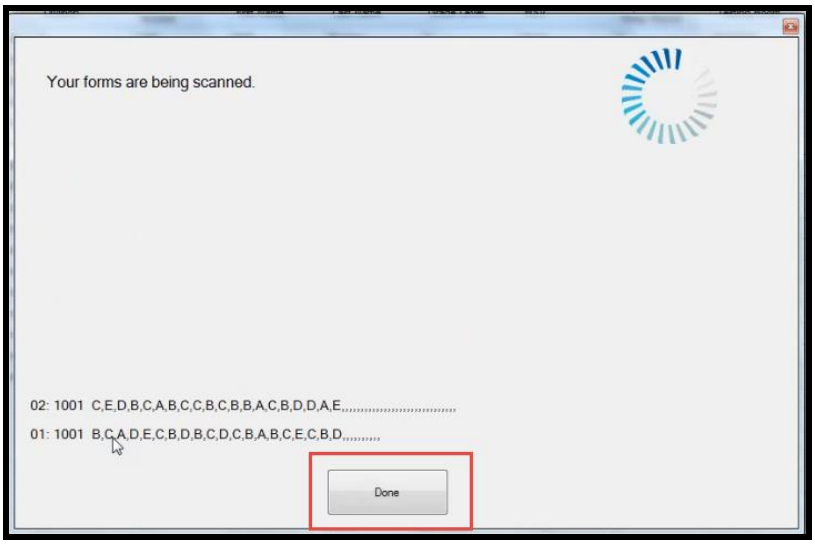

5. A 'Forms are being scanned' screen will open



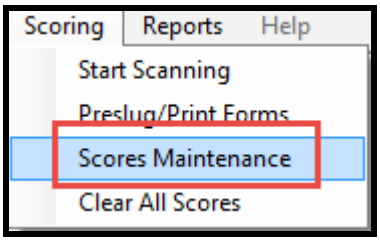

- If any errors are on the forms, a pop-up with present and will require you to click **OK**



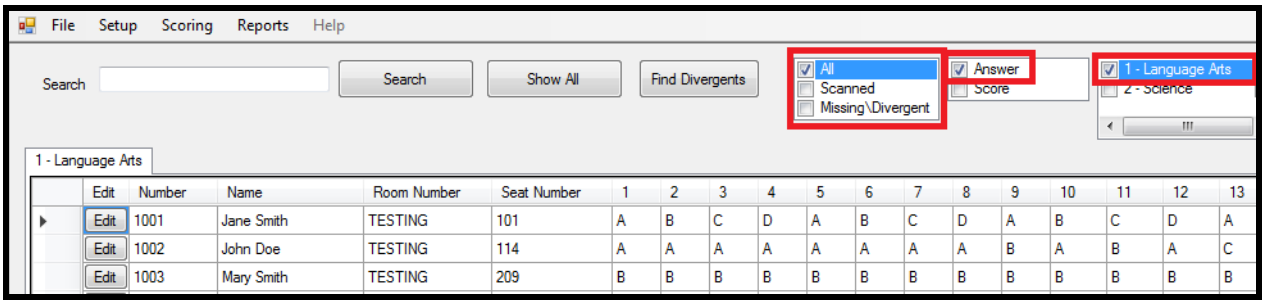

6. Once all forms are scanned, select **Done**




7. After all forms are scanned, select **Scoring** then **Scoring Maintenance**



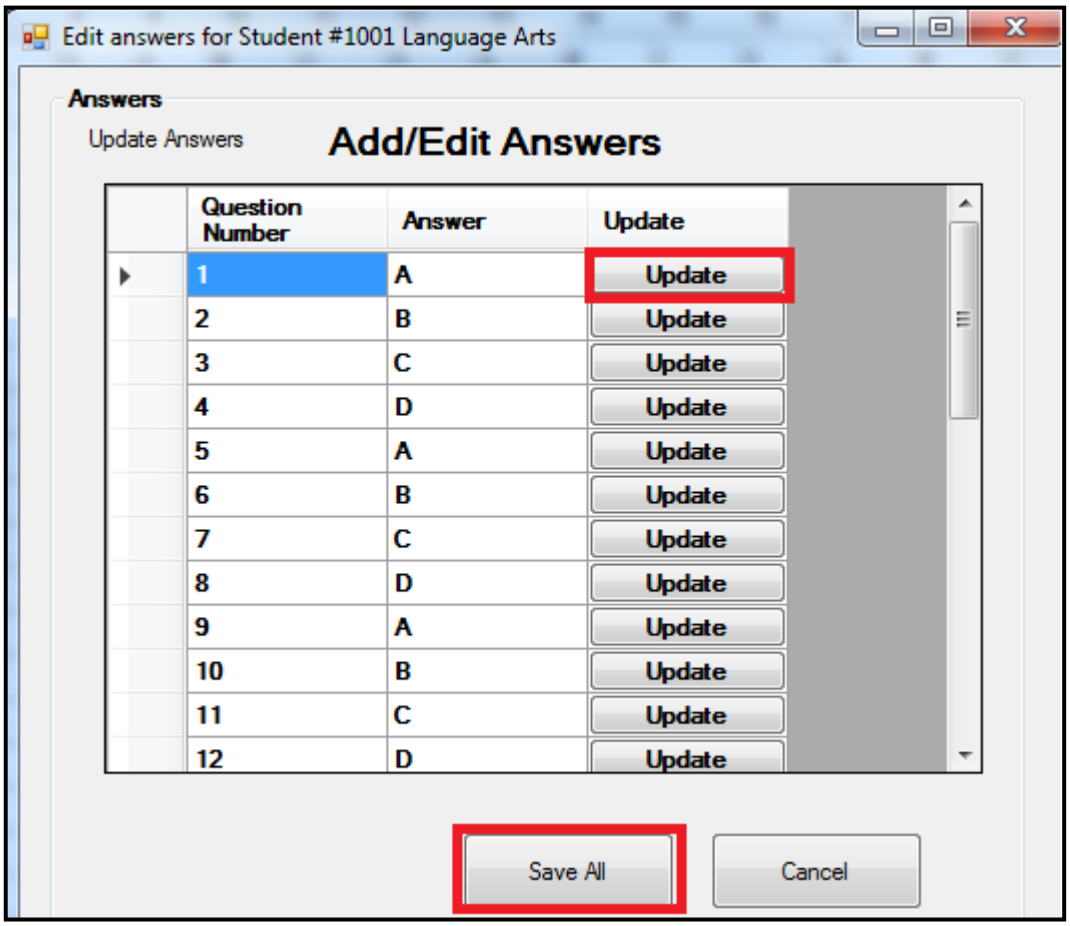

# Scoring Maintenance



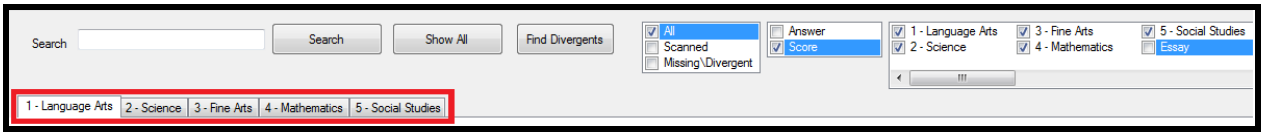

1)

To use Scoring Maintenance you must select what you want to view. For example, to see all answers for the Language Arts event, select boxes as above. To see scores, change to score and similar for missing or divergent. You can also search students by name.

2) If you need to change an answer manually select edit next to the students name and the box below will appear. Change the answers you need and select update next to the answers changed or save all below the grid



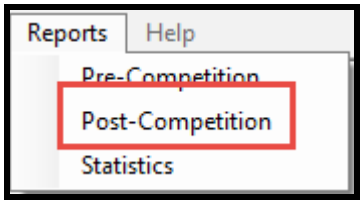

3.) You may select multiple tests and they will display as tabs above the main grid as seen below



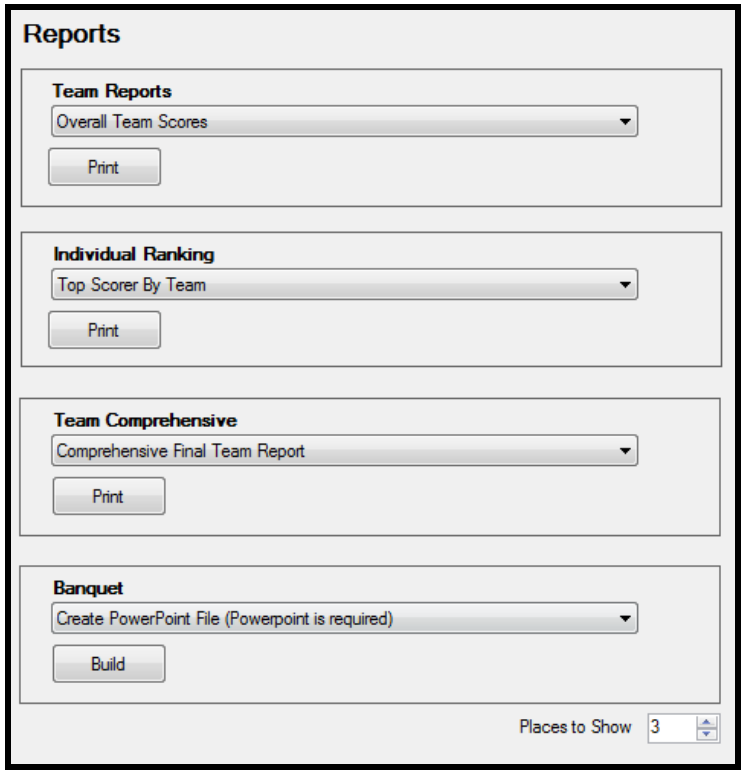
# Post-Competition Reports

These steps can be completed in Desktop Version or Web-Based of Software; Data must be imported to the Web-Based Version before reports can be run. Also '**Lock contest**' must also be set in Web-Based Version

1. Select **Reports** then **Post-Competition**




2. Select appropriate report then select **Print/Build**

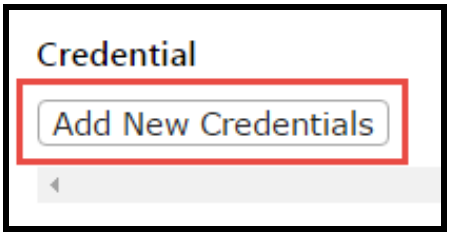


# Appendixes

## State Directors-Adding credentials for coaches

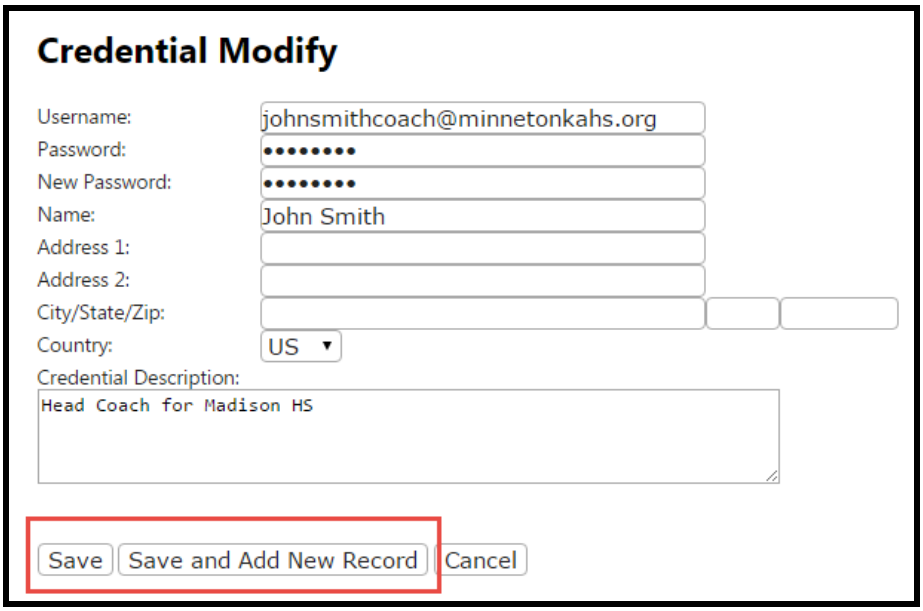
- Credentials must be set up in the web-based software

1. In the web-based software, select **Setup** then **Team**. Select **Edit** for the team you wish to give credentials for. Scroll-down to locate **Add New Credentials** – this will allow coaches access enter their team information




2. Enter in appropriate information then select **Save**

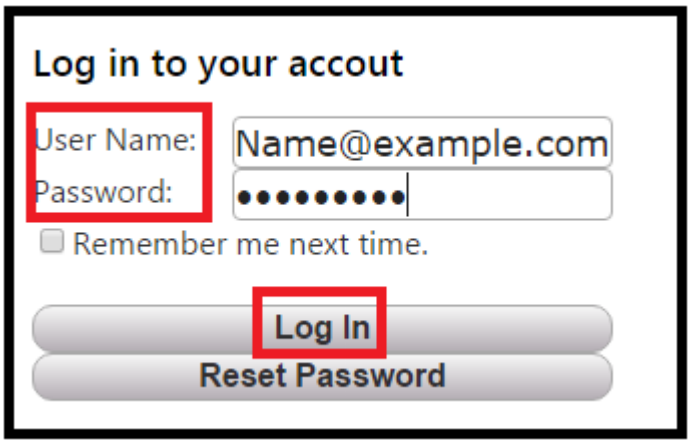
   - To continue adding credentials for other coaches select **Save and Add New Record** instead



# Coaches – Entering in Team Information

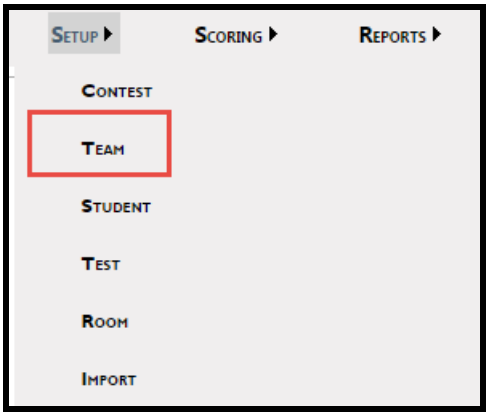
1. Obtain log-in credentials and team number from Regional Coordinators and/or State Director. **NOTE: Each team has its own login credential.**
2. Visit http://www.scoring.usad.org.
3. Select **Log In** in upper-right hand corner

4. Enter **User Name** and **Password** then select **Log In**

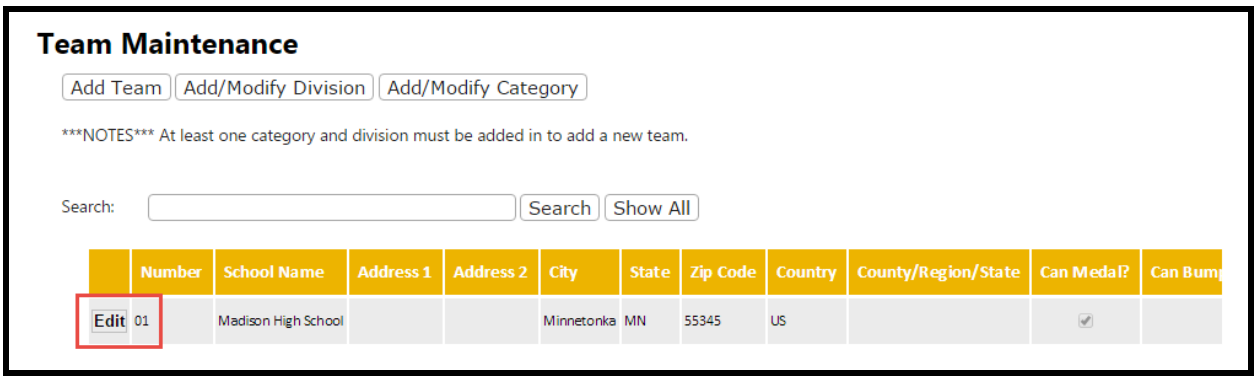



5. Verify appropriate Contest in upper-right hand corner

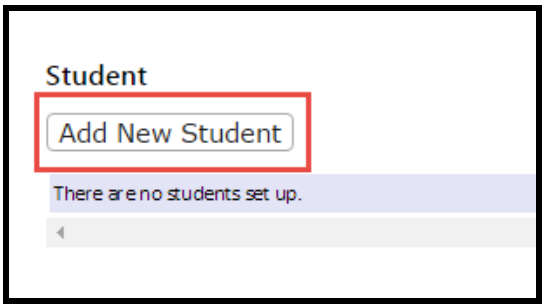
6. Select **Setup** then **Team**




7. Locate your team and select **Edit**



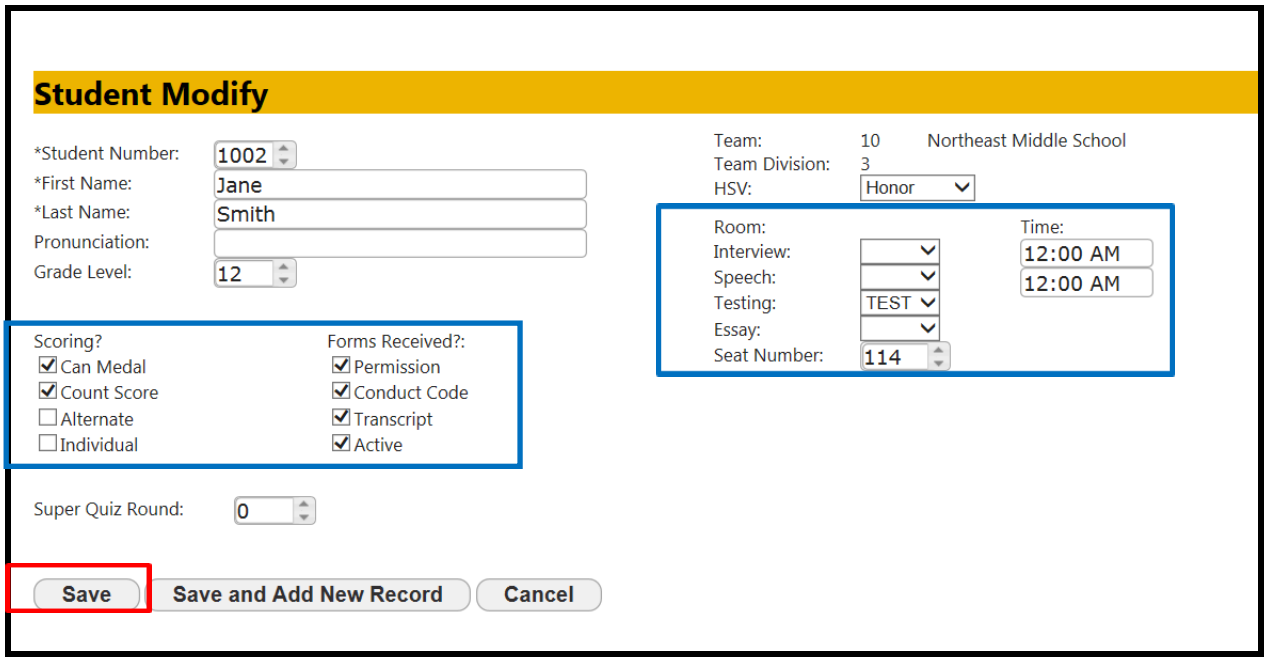

8. Scroll-down to select **Add New Student**




   - Please verify all team details are correct (address, names, etc.).
   - **IMPORTANT: DO NOT CHANGE YOUR TEAM NUMBER**
   - Coaches may update coach information, but the main goal is adding students to the team.

9. Enter in appropriate information then select **Save**

- Student numbers must have four digits, even if the team has three digits. I.E. Team 100 would have students 0101, 0102, etc.
- The team number is followed by student number. For example Team 10's first honors student (01) would be student number 1001.
    - Honors numbers are: 01, 02, 03
    - Scholastic numbers are: 04, 05, 06
    - Varsity numbers are: 07, 08, 09
- Select the correct HSV Dropdown = Honors, Scholastic, or Varsity
- To continue adding students select **Save and Add New Record** instead
- **IMPORTANT: DO NOT MODIFY THE BLUE BOXES SHOWN BELOW**




10. Once students on all teams have been added, email the regional coordinator and/or state director to notify them of your completion. Do not make any changes after this notification unless you talk with the regional coordinator and/or state director first.

# Pre-Competition Reports

- Cheating Policy
- Coach Badge
- Interview Roster
- Registration
- Speech Roster
- Speech Timing Log
- Student Badge – (  )
- Student Check-In - Speech
- Team Check-In Speech
- Team Check-In Speech – By Division
- Student Check-In - Interview
- Team Check-In Interview
- Team Check-In Interview – By Division
- Team Contact Information
- Team List
- Team Testing Itineraries

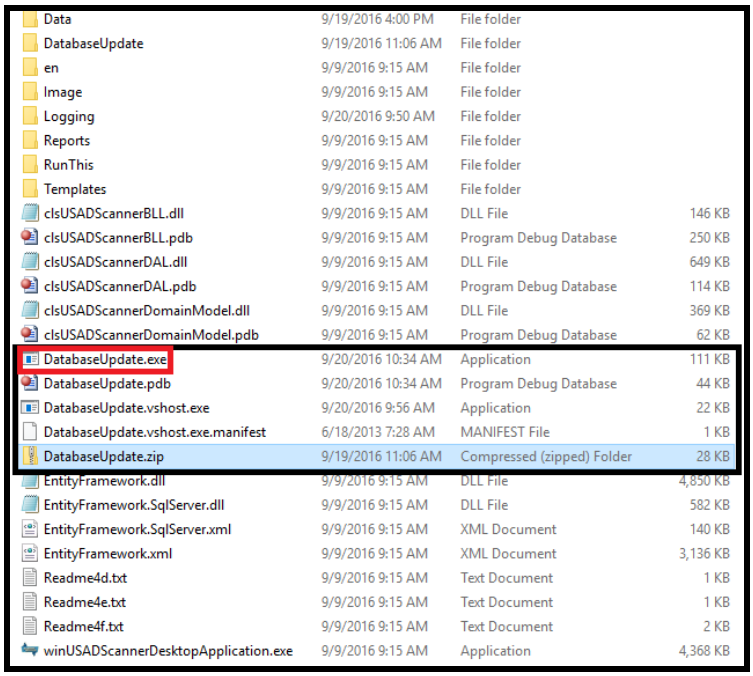
# Post-Competition Reports

- Team Reports
    - Overall Team Scores
    - Overall Team Scores by Division
    - Overall Team Scores by Category
    - Overall Team Scores (Objective Only)
- Individual Ranking
    - Ranking of All Students Competing
    - Top Scorers for Decathlon
    - Top Scorers for Decathlon by Division
    - Top Scorers for Decathlon by Category
    - Top Scorer by Team
    - Top Scorer by Event
    - Top Scorer by Event by Division
    - Top Scorer by Event by Category
- Team Comprehensive
- Team Competition Status Update
- Team Report with Individual Rankings
- Team Report with Individual Rankings by Division

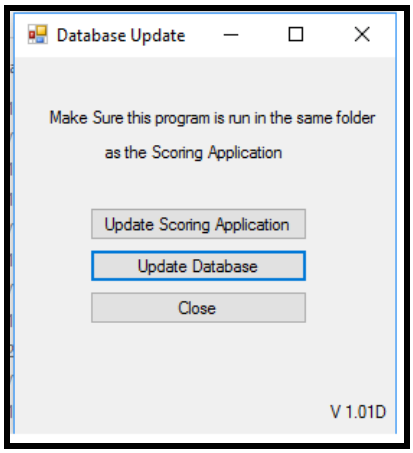
- Comprehensive Final Team Report
- Comprehensive Final Team Report by Division
- Comprehensive Final Team Report by Division Individual
- Comprehensive Final Team Report by Category

# Updating Scoring Program

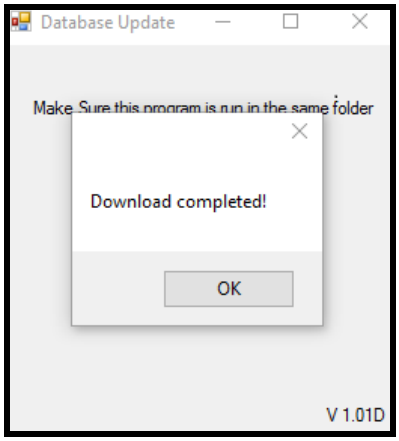
1. Navigate to scoring.usad.org\databaseupdate.zip
2. This will download a zip file
3. Extract the contents of the zip folder into the root of your scoring program folder.
4. You should see something like what is depicted below.



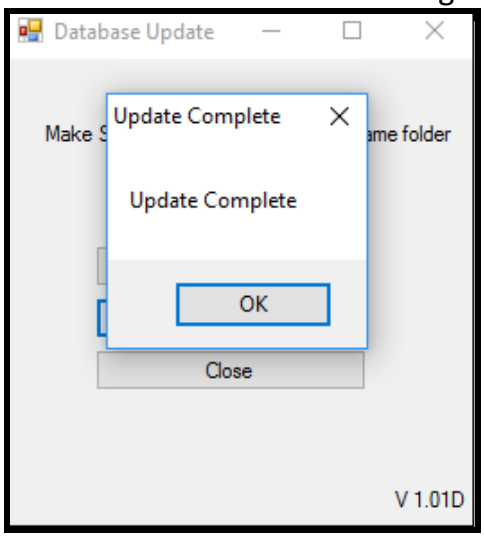

5. You will need to close out of the scoring software before you update.
6. Run the program labeled databaseupdate or databaseupdate.exe (some computers hide the exe at the end)
7. Once the program is open, you have 2 options: update scoring application and update Database




8. Select the Update Scoring Application button and a complete message box will appear when the process is complete




9. After you see the download complete message box, and click ok. Click Update Database. You will see another message box letting you know when it is finished



10. Once you have run both buttons, the program and the database are updated and you can open the scoring software again.