

USAD Software Training Manual

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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.
- After downloading the Scoring Software for the first time on a computer 3 pieces of software need to be run. The software can be found in the root of the Scoring software in a folder called run this. The 3 software are "CRRuntime_32bit_13_0_24.msi", "ScantronNewEssay.bat", and "SqlLocalDB.msi". The Program will not run if these are not run.
- 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

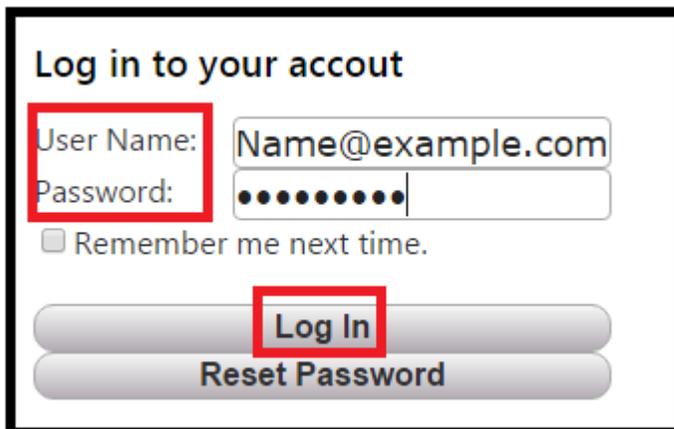
Create and Setup New Contest

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**.

A screenshot of a login form titled "Log in to your account". The form has two input fields: "User Name:" with the text "Name@example.com" and "Password:" with a masked password of ten dots. Below the password field is a checkbox labeled "Remember me next time." At the bottom of the form are two buttons: "Log In" and "Reset Password". Red boxes highlight the "User Name:" label, the "Log In" button, and the "Password:" label.

* obtained from USAD after purchase

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



Hello, [Name@example.com](#) ! **Example** Log Out

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



Hello, [Name@example.com](#) ! Log Out



Select the contest to maintain

Contest: **Example**

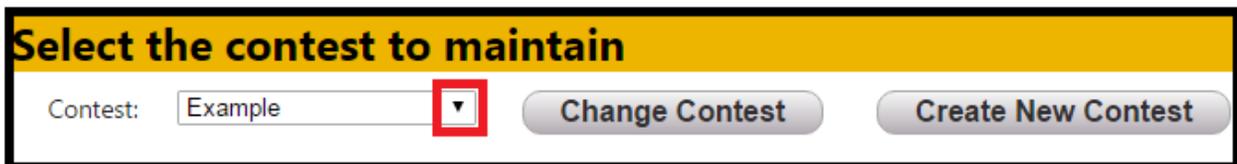
6. Enter in new Contest Name then select **Create Contest**.



Select the new contest name

Contest Name:

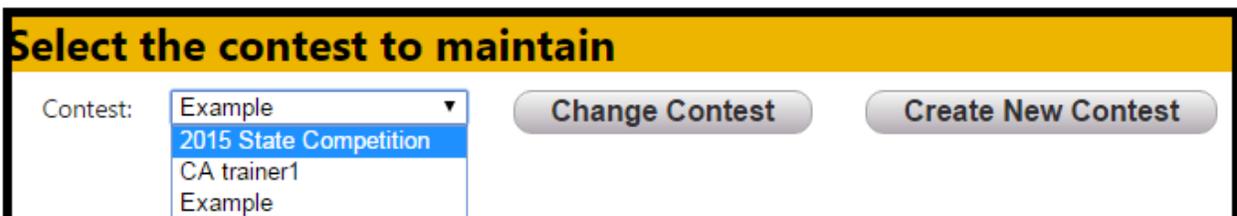
7. Select the drop-down arrow next to list of contests.



Select the contest to maintain

Contest: **Example**

8. Locate the contest created in Step #6.



Select the contest to maintain

Contest: **2015 State Competition**

- Example
- 2015 State Competition
- CA trainer1
- Example

9. Select **Change Contest**.

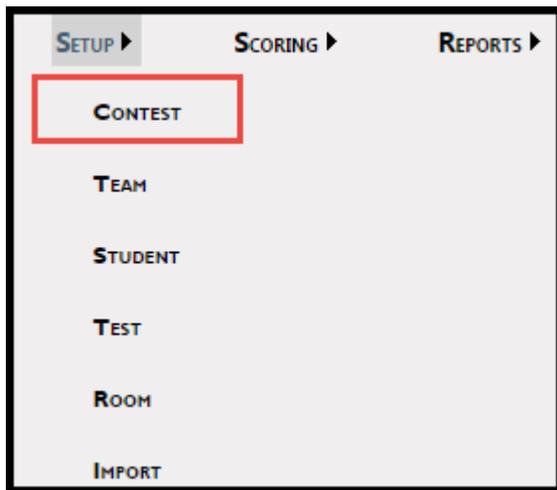


- Notice the upper right-hand corner contest name has changed.



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**.

Contest Maintenance

*Organization Name:

Contest Name:

Theme:

City/State:

*Start Date:

*End Date:

Contest Rules	Speech	Interview
<input type="checkbox"/> Coach as Proctor	*# of Speech Judges: <input type="text" value="3"/>	*# of Interview Judges: <input type="text" value="3"/>
<input type="checkbox"/> Assign Rooms Automatically	*Time Per Student: <input type="text" value="7"/>	*Time Per Student: <input type="text" value="7"/>
<input checked="" type="checkbox"/> Allow Manual Entry of Student ID's	*Time between Rounds: <input type="text" value="7"/>	*Time between Rounds: <input type="text" value="7"/>
<input checked="" type="checkbox"/> Use Test Room for Essay	Day 1: Start/End Time: <input type="text" value="08:00 AM"/> <input type="text" value="05:00 PM"/>	Day 1: Start/End Time: <input type="text" value="08:00 AM"/> <input type="text" value="05:00 PM"/>
<input type="checkbox"/> Lock contest (Testing has started)	Day 2: Start/End Time: <input type="text" value="08:00 AM"/> <input type="text" value="05:00 PM"/>	Day 2: Start/End Time: <input type="text" value="08:00 AM"/> <input type="text" value="05:00 PM"/>
<input type="checkbox"/> Three Digit Team Numbers		
<input type="checkbox"/> Close Contest		
<input checked="" type="checkbox"/> Essay 4th Read		
<input type="button" value="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

	Name	Address 1	Address 2	City	State
<input type="button" value="Edit"/>	Building #1	5130 County Road 101		Minnetonka	MN

Coordinator

	Title	Name	Address 1	Address 2	City	S
<input type="button" value="Edit"/>	Director	John Smith	5130 County Road 101		Minnetonka	M



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

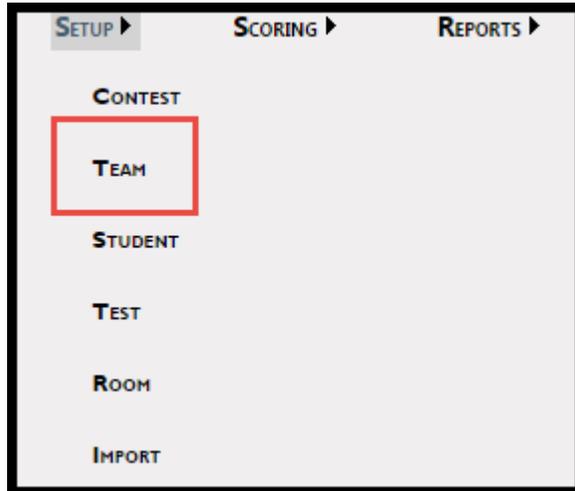
You are now ready to enter the teams, students, tests, judges, and room assignments. In many cases, room assignments might not be used, but the assignments can ease the pre-slugging process. You will input the teams followed by entering the students.

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**.

Team Maintenance

NOTES At least one category and division must be added in to add a new team.

Search:

There are no teams set up.

3. Select **Add New Division**.

The screenshot shows a window titled "Division Page". At the top, there is a light blue message box that says "There are no divisions set up." Below this, there are two buttons: "Add New Division" and "Cancel". The "Add New Division" button is highlighted with a red rectangular border.

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

The screenshot shows a form with a label "Division Name" above a text input field. The letter "I" is entered in the field. Below the input field are two buttons: "Add" and "Close". The "Add" button is highlighted with a red rectangular border.

4. Repeat Steps #3-4 as necessary. When done select **Cancel**.
5. Select **Add/Modify Category**.

The screenshot shows a window titled "Team Maintenance". At the bottom, there are three buttons: "Add Team", "Add/Modify Division", and "Add/Modify Category". The "Add/Modify Category" button is highlighted with a red rectangular border.

6. Select **Add New Category**.

The screenshot shows a window titled "Category Page". At the top, there is a light blue message box that says "There are no categories set up." Below this, there are two buttons: "Add New Category" and "Cancel". The "Add New Category" button is highlighted with a red rectangular border.

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

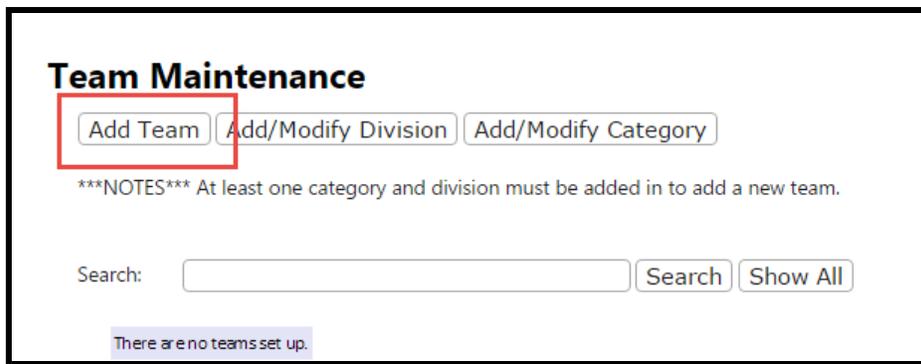


A screenshot of a web form. At the top, there is a text input field labeled "Category Name" containing the word "Large". Below the input field are two buttons: "Add" and "Close". A red rectangular box highlights the "Category Name" input field.

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

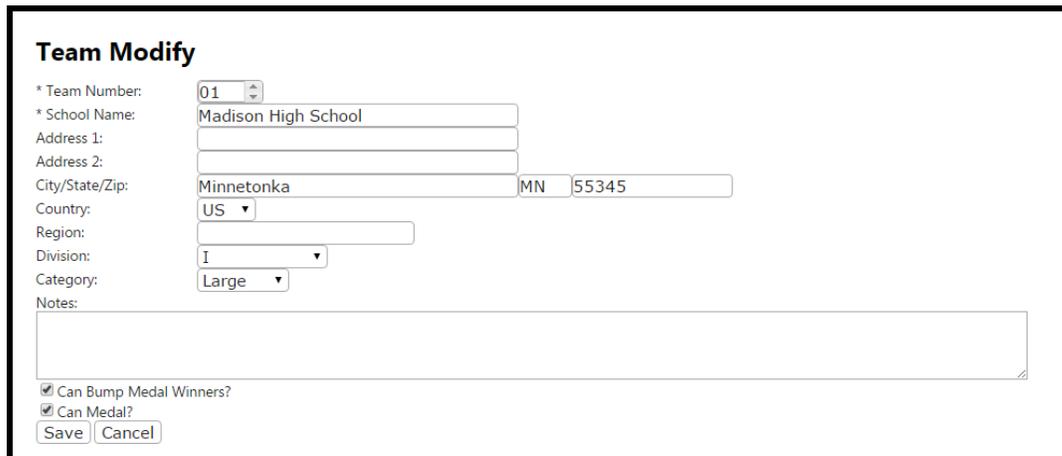
- **You must have at least one division and category.**

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



A screenshot of a web page titled "Team Maintenance". At the top, there are three buttons: "Add Team", "Add/Modify Division", and "Add/Modify Category". The "Add Team" button is highlighted with a red rectangular box. Below the buttons is a note: "***NOTES*** At least one category and division must be added in to add a new team." Below the note is a search section with a text input field, a "Search" button, and a "Show All" button. At the bottom, there is a message in a light blue box: "There are no teams set up."

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

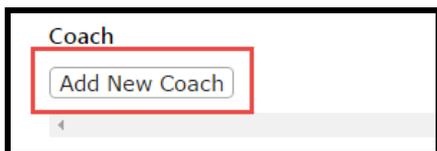


A screenshot of a web form titled "Team Modify". The form contains the following fields and options:

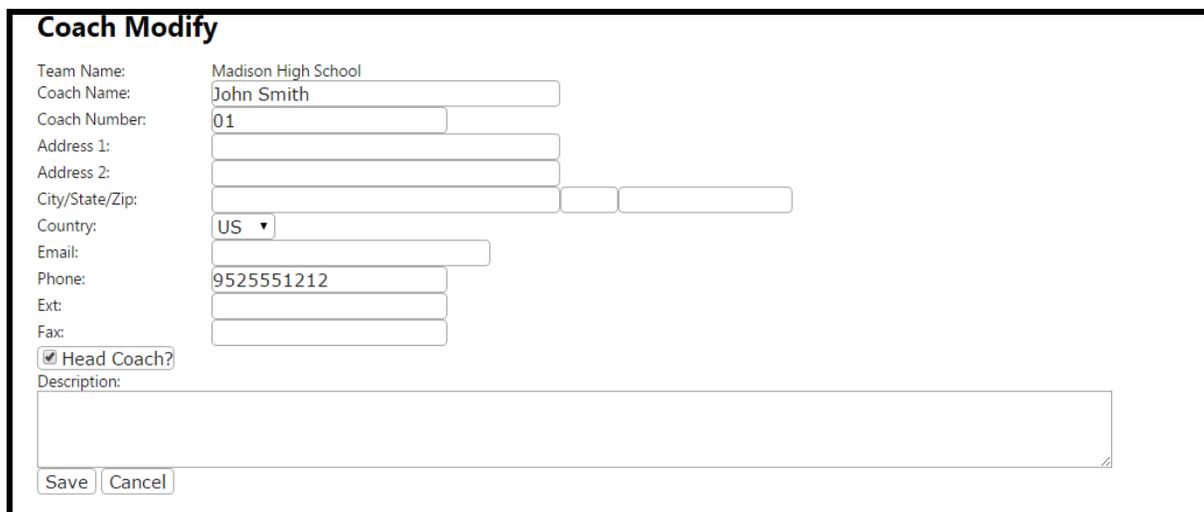
- * Team Number: 01 (dropdown)
- * School Name: Madison High School (text input)
- Address 1: (text input)
- Address 2: (text input)
- City/State/Zip: Minnetonka MN 55345 (text input)
- Country: US (dropdown)
- Region: (text input)
- Division: I (dropdown)
- Category: Large (dropdown)
- Notes: (text area)
- Can Bump Medal Winners?
- Can Medal?
- Save Cancel (buttons)

- **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.

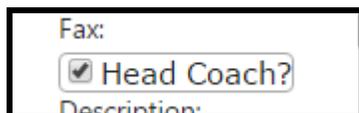
11. Scroll-down to locate **Add New Coach**.



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

A screenshot of a "Coach Modify" form. The form contains the following fields: Team Name (Madison High School), Coach Name (John Smith), Coach Number (01), Address 1, Address 2, City/State/Zip (with separate boxes for city, state, and zip), Country (US with a dropdown arrow), Email, Phone (9525551212), Ext., Fax, a checked checkbox for "Head Coach?", and a large text area for "Description". At the bottom left are "Save" and "Cancel" buttons.

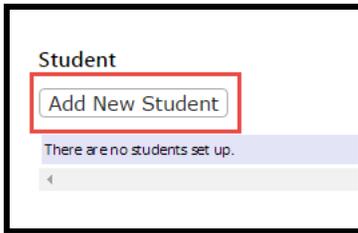
- Select **Head Coach** for multiple coaches.



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.

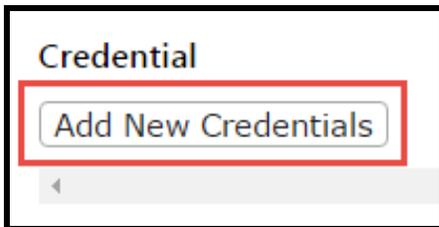
A screenshot of a "Student Modify" form. The form has a yellow header. It contains several input fields and checkboxes. At the bottom, there are three buttons: "Save", "Save and Add New Record", and "Cancel". The "Save" and "Save and Add New Record" buttons are highlighted with a red box. The form fields include: *Student Number: 1002; *First Name: Jane; *Last Name: Smith; Pronunciation: (empty); Grade Level: 12; Scoring? (Can Medal, Count Score, Alternate, Individual); Forms Received? (Permission, Conduct Code, Transcript, Active); Team: 10 Northeast Middle School; Team Division: 3; HSV: Honor; Room: (dropdown); Interview: (dropdown); Speech: (dropdown); Testing: TEST; Essay: (dropdown); Seat Number: 114; Time: 12:00 AM.

- **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**.

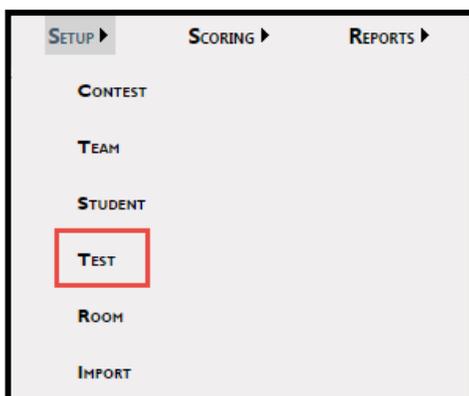
- To continue adding credentials for other coaches select **Save and Add New Record** instead.

 A screenshot of a "Credential Modify" form. The form contains several input fields: "Username:" with the value "johnsmithcoach@minnetonkajs.org", "Password:" with masked characters, "New Password:" with masked characters, "Name:" with the value "John Smith", "Address 1:", "Address 2:", "City/State/Zip:" with separate fields for city, state, and zip, and "Country:" with a dropdown menu set to "US". There is also a "Credential Description:" text area containing "Head Coach for Madison HS". At the bottom of the form, three buttons are visible: "Save", "Save and Add New Record", and "Cancel". The "Save" and "Save and Add New Record" buttons are highlighted with a red rectangular border.

19. The team setup is now complete.

Create and Setup New Tests

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



2. Select **Add Test**.

Test Maintenance

Search:

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

Test Modify

*Name:

*Number:

Test Type:

Scanner:

*Abbreviation:

*Total Questions:

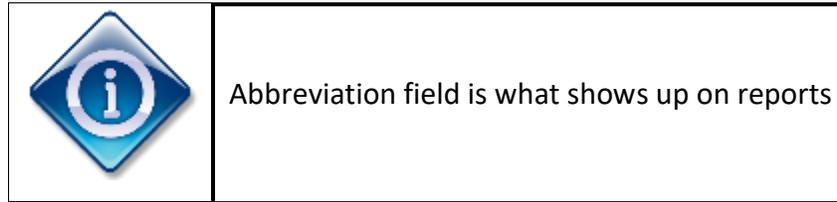
*Total Points:

*Points Per Question:

*Multiplier:

- **Abbreviation**
 - This title will print on your final reports.
- **Total Questions** for the subjective tests should be entered as:
 - Original Essay
 - Total Questions: 2
 - Total Points: 1000
 - Points Per Question: Not required, a zero is all that is needed
 - Essay New
 - Total Questions: 10
 - 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



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

Test Modify

*Name: 2 - Science

*Number: 2

Test Type: Objective

Scanner: Scantron

*Abbreviation: Science

*Total Questions: 50

*Total Points: 1000

*Points Per Question: 20

*Multiplier: 1

Answer Key Save Cancel

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

Add/Edit Answers

Question#	Answer	Update
1	A	Update
2	B	Update
3	B	Update

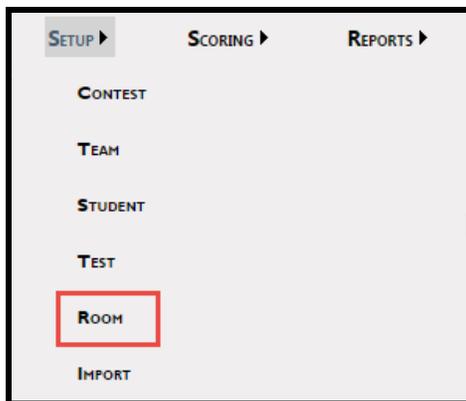
- If two answers are correct due to challenge, etc. enter both in Answer Key with no separation.

10	AB	Update
----	----	--------

- 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

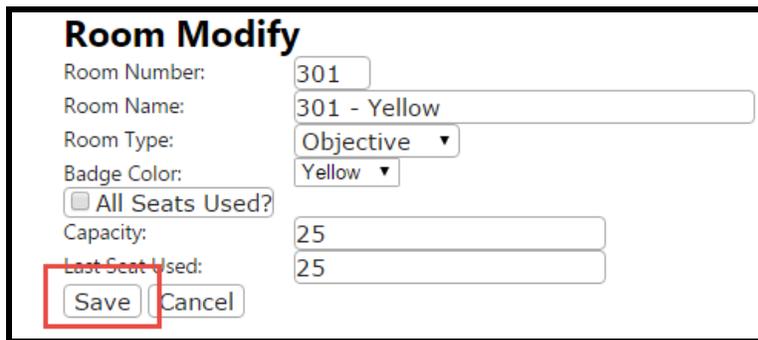
1. Select **Setup** then **Room**.



2. Select **Add Room**.



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

A screenshot of the 'Room Modify' form. The form contains several input fields and a checkbox. The fields are: 'Room Number' (301), 'Room Name' (301 - Yellow), 'Room Type' (Objective), 'Badge Color' (Yellow), 'Capacity' (25), and 'Last Seat Used' (25). There is a checkbox labeled 'All Seats Used?' which is currently unchecked. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangular box.

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

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

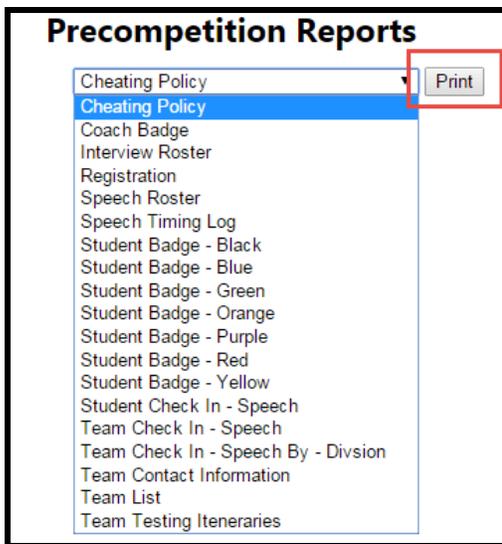
Reports and Scoring

Pre-Competition Reports

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



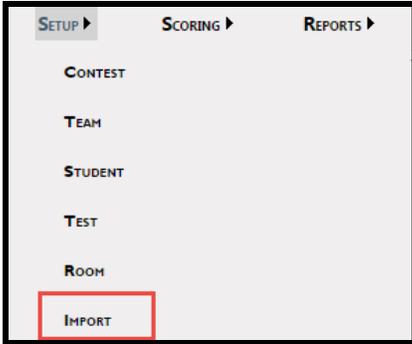
2. Select appropriate report then select **Print**.



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**.

Do not include header in the text file.

- Teams (TeamImportData.txt or TeamImportData.csv)
- Coach (CoachImport.txt or CoachImport.csv)
- Student (StudentRooms.txt or StudentRooms.csv)
- Test / Answer Keys (AnswerKey.txt or AnswerKey.csv)
- Objective Answers (Objectiv.txt or Objectiv.csv)
- Speech Answers (Speech.txt or Speech.csv)
- Interview Answers (Intrview.txt or Intrview.csv)
- Essay Answers (Essay.txt or Essay.csv)

[example](#)
[example](#)
[example](#)
[example](#)
[example](#)
[example](#)
[example](#)
[example](#)

No file chosen

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

Team
Header
Number,School Name,Address1,Address2,City,State,Zip Code,Division,Category,Region
Example of text file
01,THS,123 N. Main,,Memphis,TN,72063,MEDIUM,MEDIUM,Texas
02,Barbers Hill,528 Eagle Drive,,Monte,NC,73580,MEDIUM,MEDIUM,New York
03,Creekview,753 Denton Road,,Carrollton,TX,78007,MEDIUM,MEDIUM,Minnesota

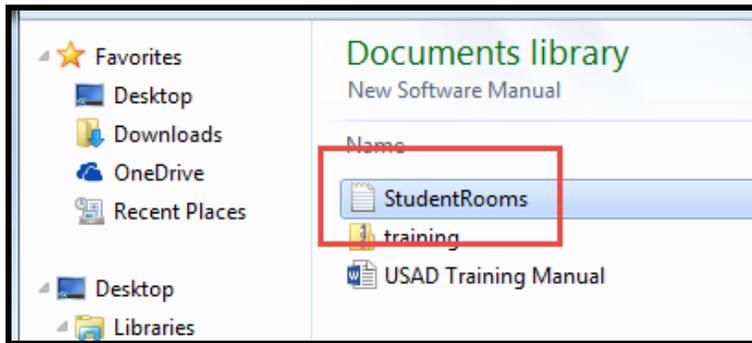
Do not include header in the text file.

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

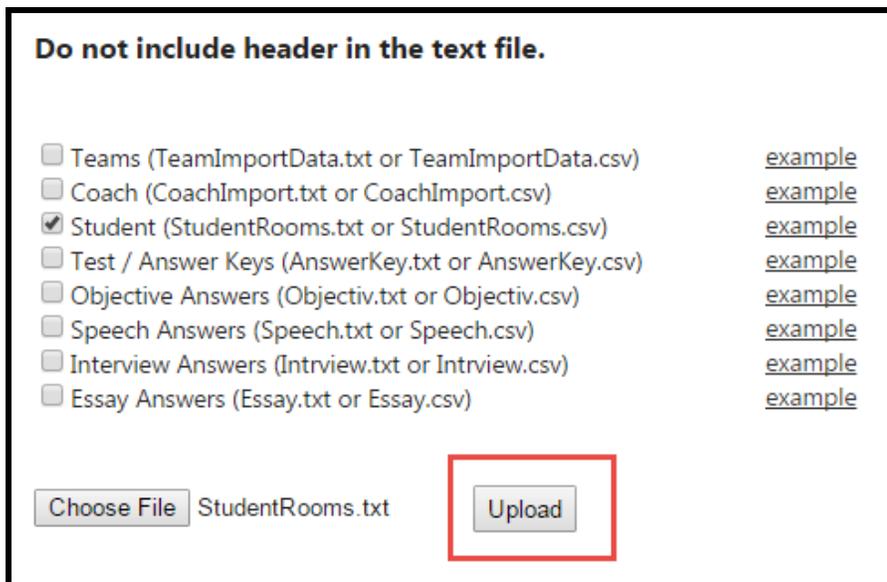
<input type="checkbox"/> Teams (TeamImportData.txt or TeamImportData.csv)	example
<input type="checkbox"/> Coach (CoachImport.txt or CoachImport.csv)	example
<input checked="" type="checkbox"/> Student (StudentRooms.txt or StudentRooms.csv)	example
<input type="checkbox"/> Test / Answer Keys (AnswerKey.txt or AnswerKey.csv)	example
<input type="checkbox"/> Objective Answers (Objectiv.txt or Objectiv.csv)	example
<input type="checkbox"/> Speech Answers (Speech.txt or Speech.csv)	example
<input type="checkbox"/> Interview Answers (Intrview.txt or Intrview.csv)	example
<input type="checkbox"/> Essay Answers (Essay.txt or Essay.csv)	example

No file chosen

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.

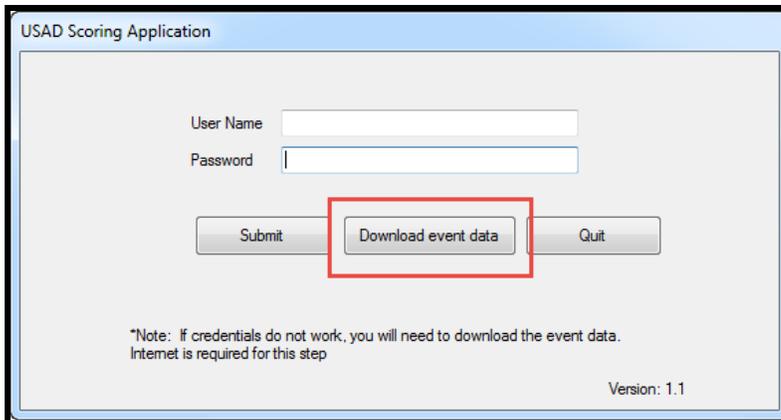
Desktop Software

Download Event Data and Log In



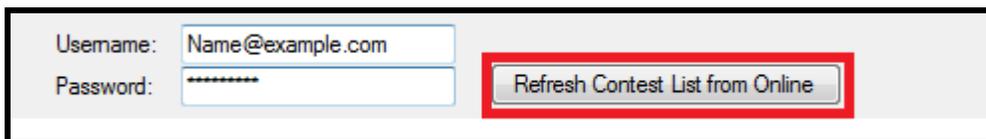
These steps must be completed in Desktop Version of Software, not Web-Based Version; Also '**Lock contest**' should be set in Web-Based Version before scoring begins

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

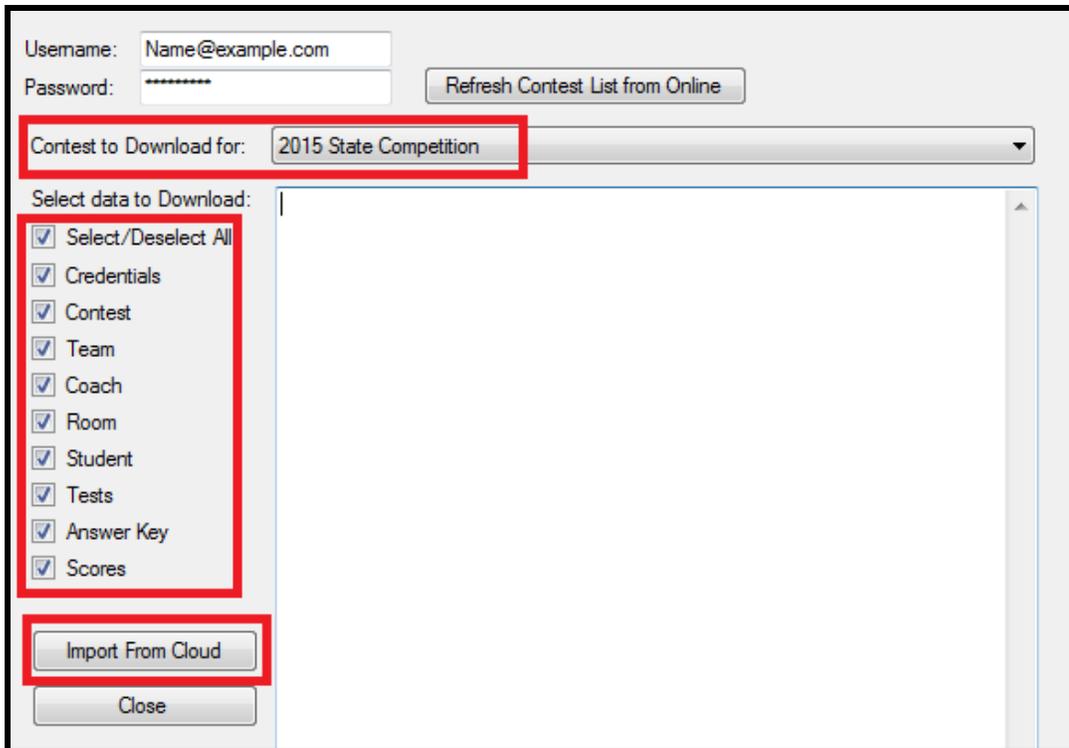


- You **must** download event data before logging in

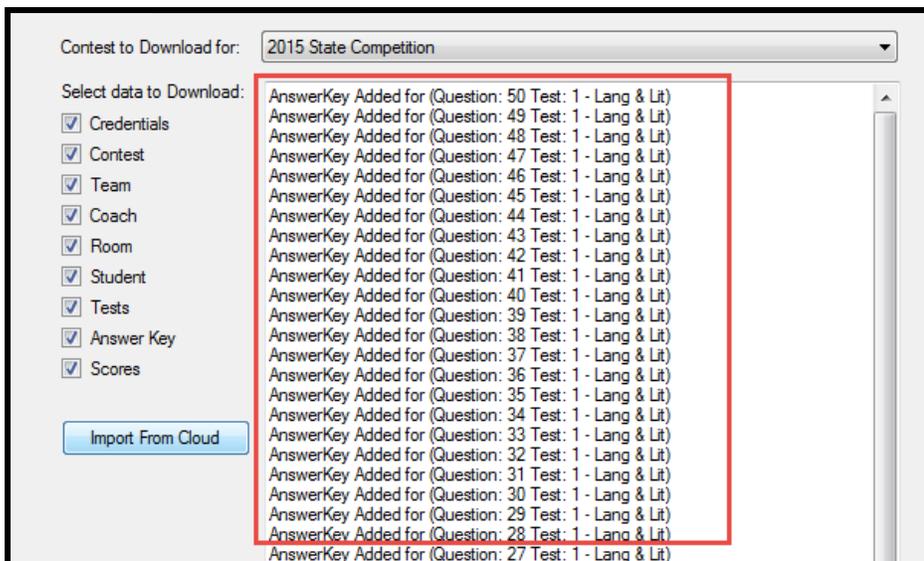
3. Enter in **Username** and **Password** then select **Refresh Contest List from Online**



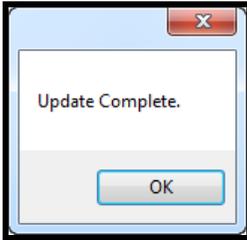
4. Select appropriate contest and all data then select **Import from Cloud**



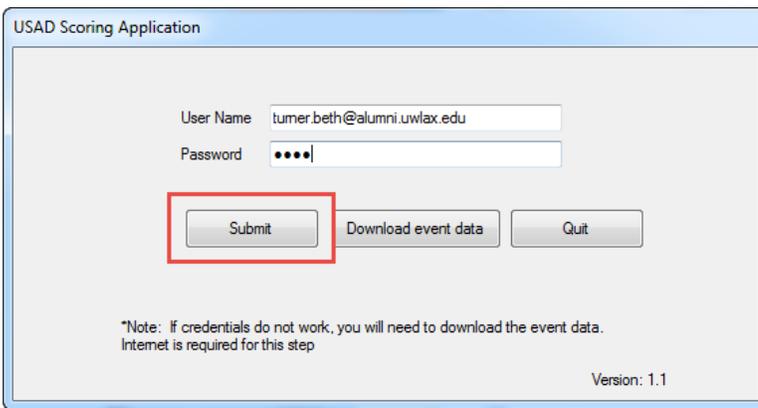
5. You will begin to see all the data being imported



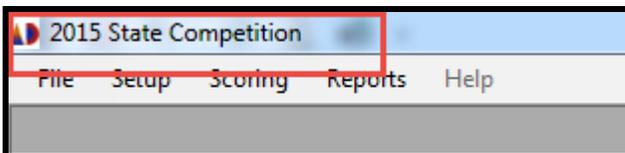
6. Once all information has imported, you will receive an **Update Complete** then select **OK**



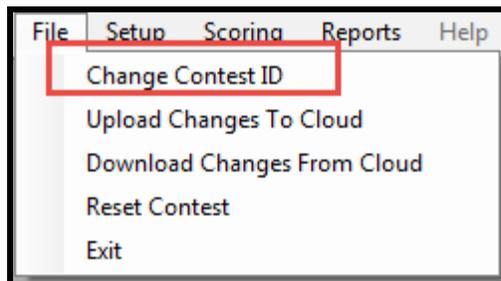
7. Close download window and enter in **Username** and **Password** then **Submit**



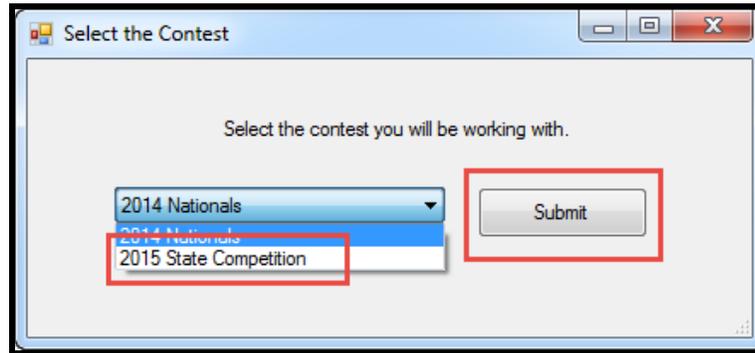
8. Verify contest name in upper left-hand corner is correct



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



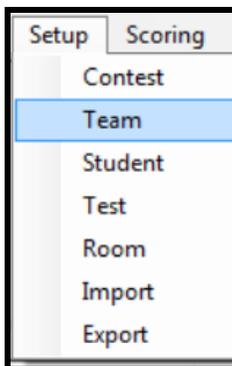
- b. Locate appropriate contest and select **Submit**



Create and Setup New Teams

	<p>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.</p>
---	--

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



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

2. Select **Add/Edit Division**

The screenshot shows the 'Team Page' interface. At the top, there are three buttons: 'Add New Team', 'Add/Edit Division' (highlighted with a red box), and 'Add/Edit Category'. Below the buttons is a table with the following data:

	State	Zip Code	Country	County/Region/Sta	Can Medal?	Can Bump Medal Winner?	Notes	Division
	MN	38305	US	MINNESOTA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8
	MN	80634	US	MINNESOTA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		8

3. Select **Add Division**

The screenshot shows the 'Division Page' interface. At the top, there are two buttons: 'Add Division' (highlighted with a red box) and 'Close'. Below the buttons is a table with the following data:

	Name	Edit	Delete
▶	8	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
	7	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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

The screenshot shows a form for entering a division name. It has a text input field labeled 'Division Name' containing the letter 'I'. Below the input field are two buttons: 'Add' (highlighted with a red box) and 'Close'.

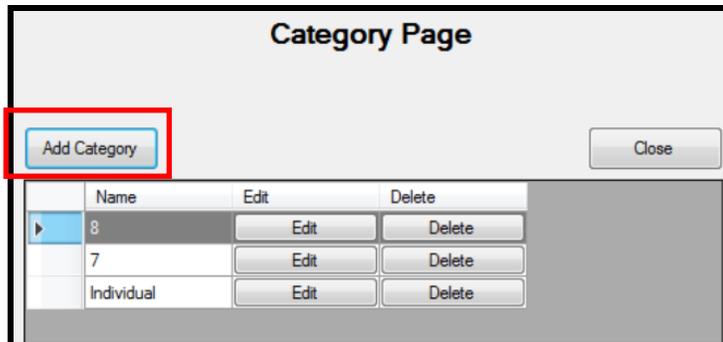
5. Repeat Steps #3-4 as necessary and when done select **Cancel**

6. Select **Add/Edit Category**

The screenshot shows the 'Team Page' interface. At the top, there are three buttons: 'Add New Team', 'Add/Edit Division', and 'Add/Edit Category' (highlighted with a red box). Below the buttons is a table with the following data:

	State	Zip Code	Country	County/Region/Sta	Can Medal?	Can Bump Medal Winner?	Notes
	MN	38305	US	MINNESOTA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	MN	80634	US	MINNESOTA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

7. Select **Add Category**



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

Category Name
Large

Add Close

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**

The screenshot shows a window titled "Edit Team" with a "Team Maintenance" section. It contains several input fields and checkboxes. The "Team Number" is 10 and the "School Name" is Northeast Middle School. Address 1 is 2665 Christmasville Road. There are checkboxes for "Can Bump medal Winner?" and "Can Medal?". City is Jackson, State is MN, Zip is 38305, and Country is UNITED STATES. Region is MINNESOTA and Category is Large. There is a "Notes" text area and an "Add Coach" button. Below the form is a table with columns: Edit, Number, Name, Team, Address1, Address2, City, State, Zip, Country. The table contains one row with values: Edit (a button), 0, J Y, Northeast Middle ..., and US.

- **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**

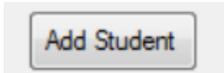


13. Enter in appropriate **Coach Information** then select **Update**

The screenshot shows a window titled "Coach Edit". It contains several input fields and a checkbox. "Coach Name" is J Y and "Team" is Northeast Middle School. "Coach Number" is 0 and the "Head Coach" checkbox is checked. There are fields for "Address1", "Address2", "City", "State", "Zip Code", and "Country" (UNITED STATES). There are also fields for "Email" (a@abc.org), "Phone Number" (5555551234), "Ext", and "Fax" (5555551234). There is a "Coach Description" text area. At the bottom are "Update" and "Cancel" buttons.

- 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**

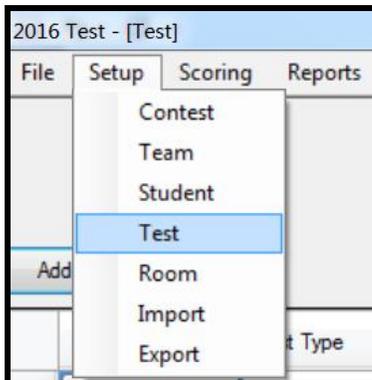
Modify/Add Student

*Student Number	<input type="text" value="1001"/>	Team	<input type="text" value="10"/> Northeast Middle School
*First Name	<input type="text" value="Jane"/>	Team Division	<input type="text" value="I"/>
*Last Name	<input type="text" value="Smith"/>	HSV:	<input type="text" value="Honor"/>
Pronunciation	<input type="text"/>	Super Quiz Round	<input type="text" value="0"/>
Grade Level	<input type="text" value="9"/>	Room	<input type="text"/>
Scoring?	Forms Received?	Time	<input type="text" value="12:00 AM"/>
<input checked="" type="checkbox"/> Can Medal	<input checked="" type="checkbox"/> Permission	Interview	<input type="text" value="12:00 AM"/>
<input checked="" type="checkbox"/> Count Score	<input checked="" type="checkbox"/> Conduct Code	Speech	<input type="text" value="12:00 AM"/>
<input type="checkbox"/> Alternate	<input checked="" type="checkbox"/> Transcript	Testing	Seat Number <input type="text" value="101"/>
<input type="checkbox"/> Individual	<input checked="" type="checkbox"/> Active	Essay	
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

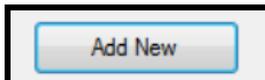
- Student numbers **must** have four digits, even if the team has three digits. I.E. Team 100 would have students 0101, 0102, etc.
 - **Can Medal**
 - Can medal in the competition
 - **Count Score**
 - Score counts in competition
 - **Alternate**
 - Allows for manual alternate selection
 - **Individual**
 - 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

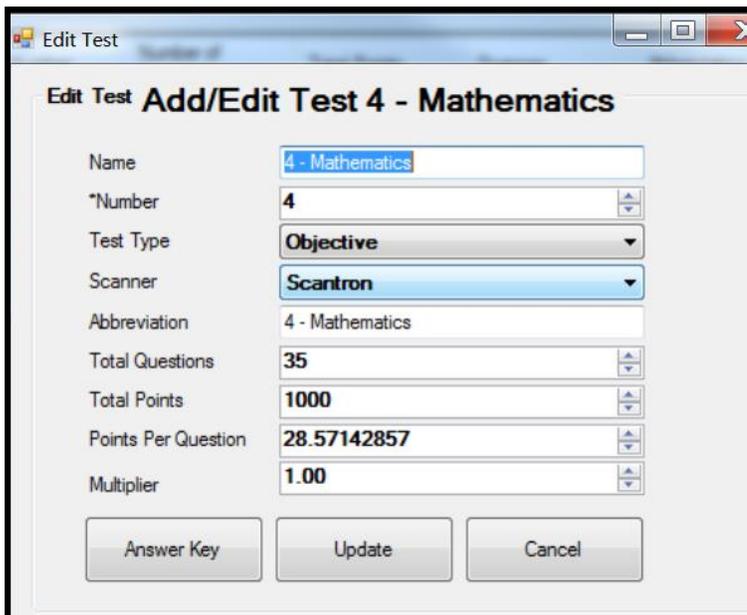
1. Select **Setup** then select **Test**



2. Select **Add New**

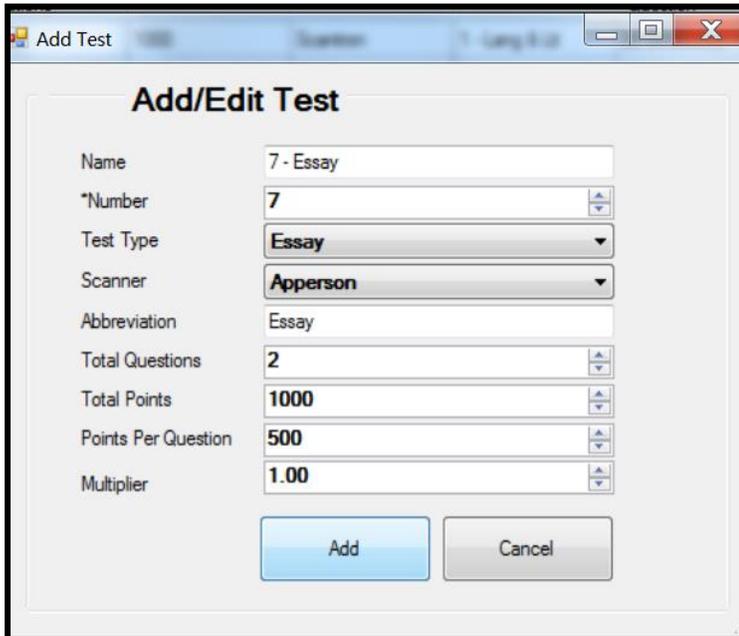


3. Enter in appropriate information then select **Update**

A screenshot of a dialog box titled "Edit Test" with the subtitle "Add/Edit Test 4 - Mathematics". The dialog box contains several fields and buttons. The fields are: "Name" (text box with "4 - Mathematics"), "*Number" (text box with "4"), "Test Type" (dropdown menu with "Objective"), "Scanner" (dropdown menu with "Scantron"), "Abbreviation" (text box with "4 - Mathematics"), "Total Questions" (text box with "35"), "Total Points" (text box with "1000"), "Points Per Question" (text box with "28.57142857"), and "Multiplier" (text box with "1.00"). At the bottom of the dialog box are three buttons: "Answer Key", "Update", and "Cancel".

- **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

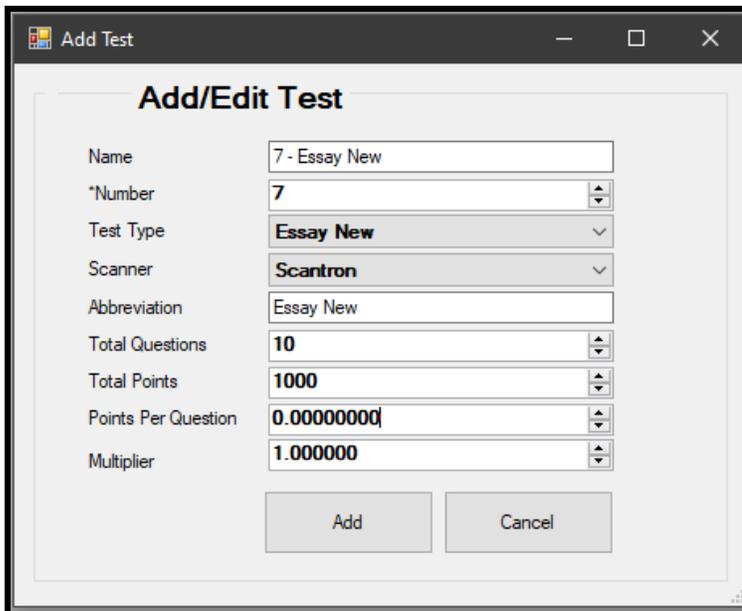


The screenshot shows a window titled "Add Test" with a sub-header "Add/Edit Test". The form contains the following fields:

Name	7 - Essay
*Number	7
Test Type	Essay
Scanner	Apperson
Abbreviation	Essay
Total Questions	2
Total Points	1000
Points Per Question	500
Multiplier	1.00

At the bottom, there are two buttons: "Add" and "Cancel".

- Essay New
 - Total Questions: 10
 - Total Points: 1000
 - Points Per Question: 0



The screenshot shows a window titled "Add Test" with a sub-header "Add/Edit Test". The form contains the following fields:

Name	7 - Essay New
*Number	7
Test Type	Essay New
Scanner	Scantron
Abbreviation	Essay New
Total Questions	10
Total Points	1000
Points Per Question	0.0000000
Multiplier	1.000000

At the bottom, there are two buttons: "Add" and "Cancel".

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

The screenshot shows a dialog box titled "Edit Test" with the subtitle "Add/Edit Test 8 - Speech". It contains the following fields and values:

Name	8 - Speech
*Number	8
Test Type	Speech
Scanner	Aperson
Abbreviation	Speech
Total Questions	11
Total Points	1000
Points Per Question	20.00000000
Multiplier	1.00

Buttons at the bottom: Answer Key, Update, Cancel.

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

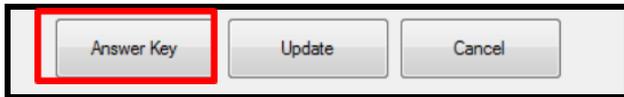
The screenshot shows a dialog box titled "Add Test" with the subtitle "Add/Edit Test". It contains the following fields and values:

Name	9 - Interview
*Number	9
Test Type	Interview
Scanner	Aperson
Abbreviation	Interview
Total Questions	10
Total Points	1000
Points Per Question	100.00000000
Multiplier	1.00

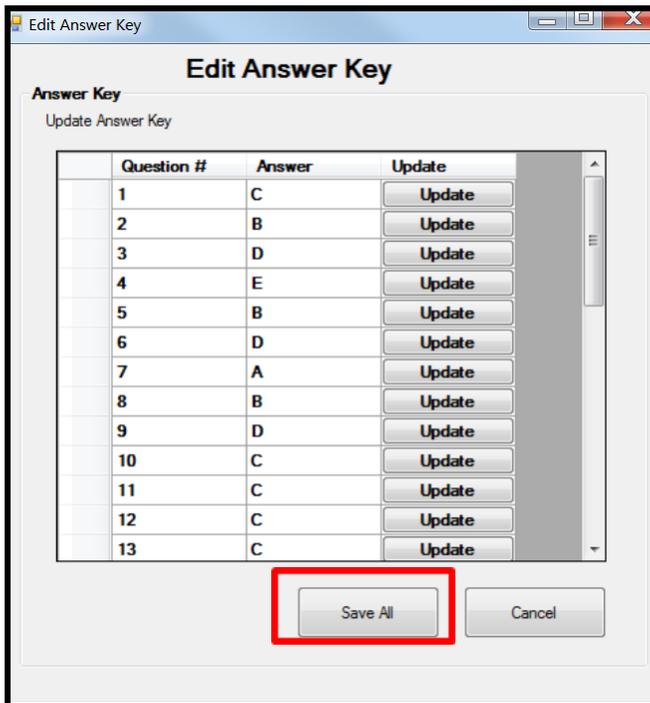
Buttons at the bottom: Add, Cancel.

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

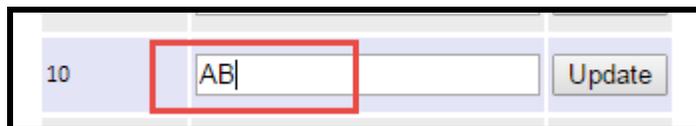
5. Once saved, select **Answer Key**



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

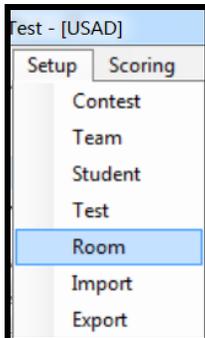


- If you are throwing out a question due to challenge, etc. enter all answers in Answer Key with no separation

8. Repeat Steps #2-5 for all tests

Create and Setup New Testing Rooms

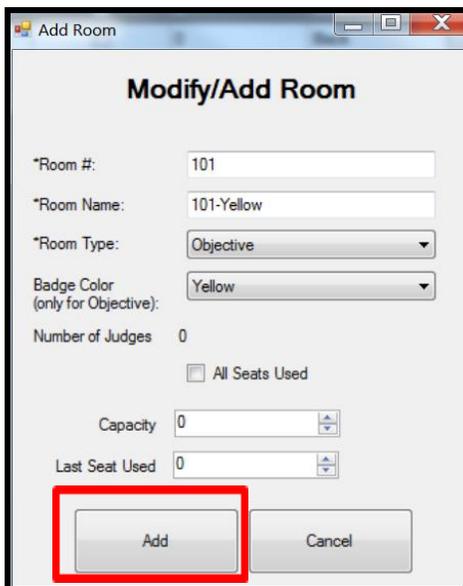
1. Select **Setup** then **Room**



2. Select **Add New**



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

A screenshot of a software interface showing a dialog box titled 'Add Room'. The dialog box has a title bar with 'Add Room' and standard window controls. The main content area is titled 'Modify/Add Room' and contains several input fields and a checkbox. The fields are: '*Room #:' with the value '101', '*Room Name:' with the value '101-Yellow', '*Room Type:' with a dropdown menu set to 'Objective', 'Badge Color (only for Objective):' with a dropdown menu set to 'Yellow', 'Number of Judges' with the value '0', 'Capacity' with the value '0', and 'Last Seat Used' with the value '0'. There is also a checkbox labeled 'All Seats Used' which is unchecked. At the bottom of the dialog box, there are two buttons: 'Add' and 'Cancel'. The 'Add' button is highlighted with a red border.

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

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

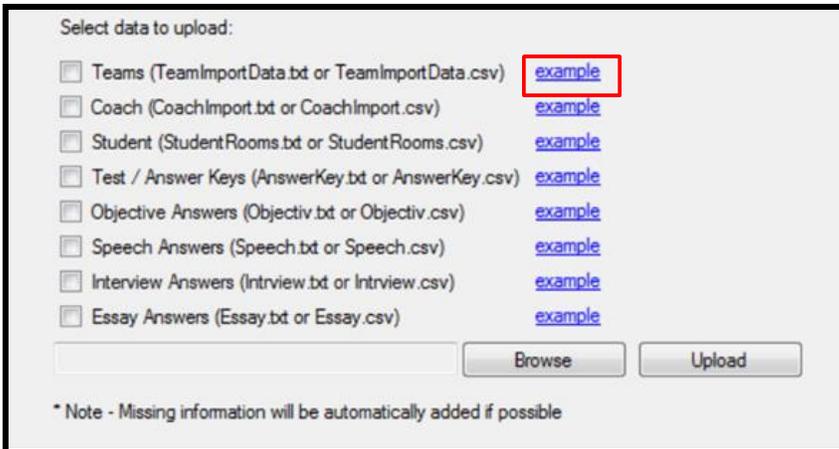
Import Data into Contest

All data input above can also be imported.

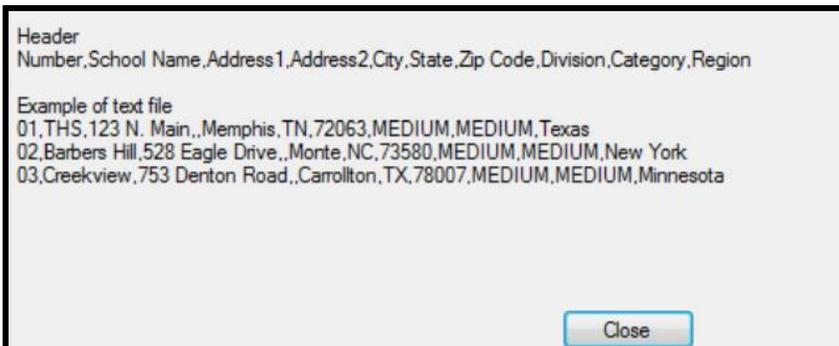
1. Select **Setup** then select **Import**



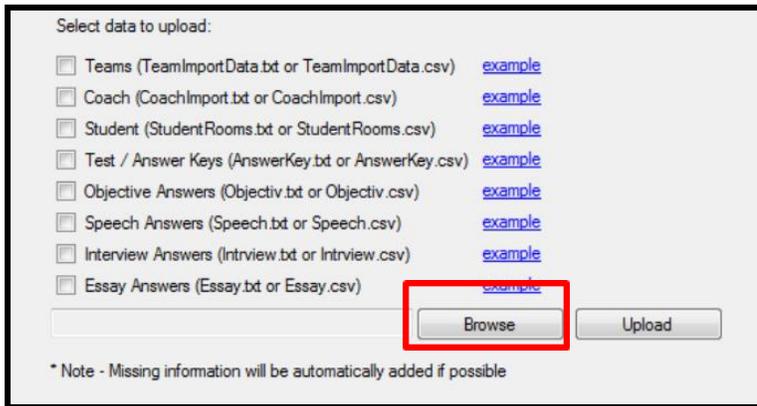
2. To view required format of each file type, select **example**
 - **Do include header in text file**



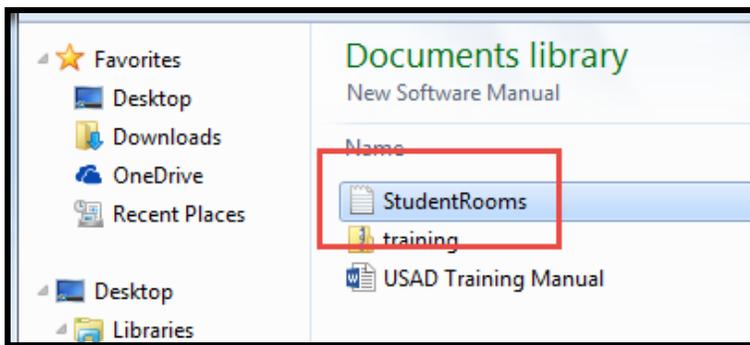
- o Data must be imported in the same order as shown, for example you must import your teams before you can import your coach data
3. Preview example of import file format then select **Close**



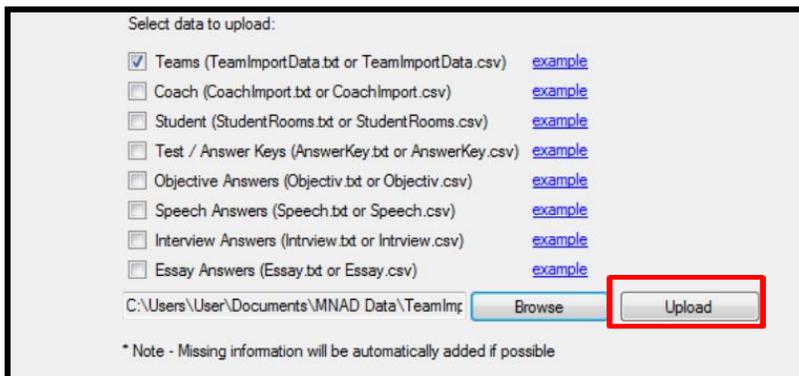
4. Select file which to be imported then select **Browse**



5. Locate and select file



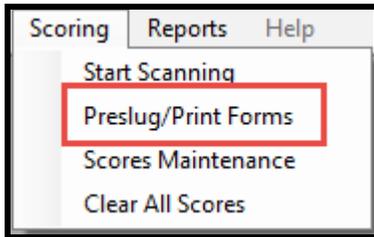
6. Select **Upload**



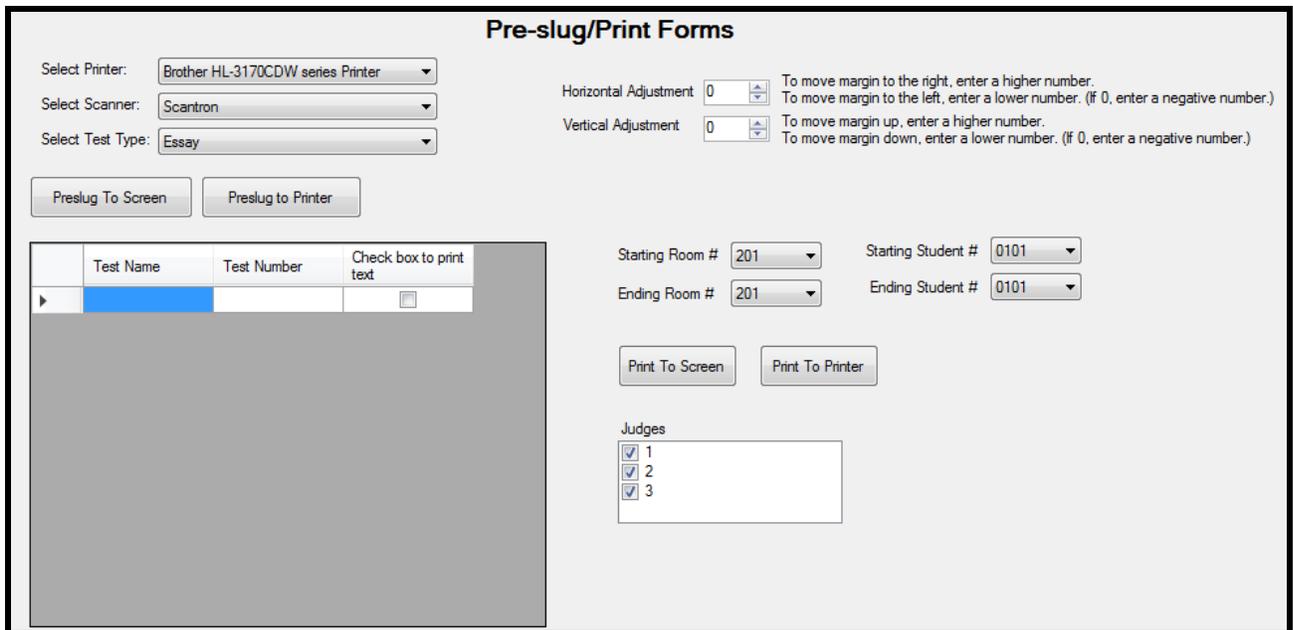
7. Repeat Steps #2-6 until all files have been imported.

Preslug Forms

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



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

A screenshot of the 'Pre-slug/Print Forms' interface. It features several input fields and buttons. On the left, there are dropdown menus for 'Select Printer' (Brother HL-3170CDW series Printer), 'Select Scanner' (Scantron), and 'Select Test Type' (Essay). Below these are 'Preslug To Screen' and 'Preslug to Printer' buttons. In the center, there are 'Horizontal Adjustment' and 'Vertical Adjustment' spinners, both set to 0, with explanatory text. On the right, there are dropdowns for 'Starting Room #' (201), 'Ending Room #' (201), 'Starting Student #' (0101), and 'Ending Student #' (0101). Below these are 'Print To Screen' and 'Print To Printer' buttons. At the bottom right, there is a 'Judges' section with a list of checkboxes for 1, 2, and 3, all of which are checked. On the left side of the interface, there is a table with columns for 'Test Name', 'Test Number', and 'Check box to print text'. The table is mostly obscured by a greyed-out area, but the header is visible.

Test Name	Test Number	Check box to print text
		<input type="checkbox"/>

- **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 New Essay Scantron form

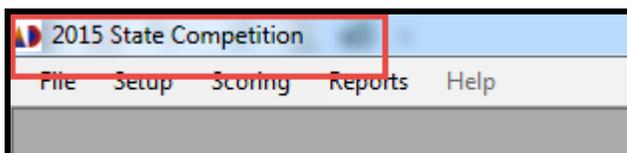


'Lock contest' must also be set in Web-Based Version before scoring begins

1. To use Essay New you need to have Scoring software Version 1.1 or higher and the program ScantronNewEssay.bat in the "Run This" folder needs to have been run on your computer before.

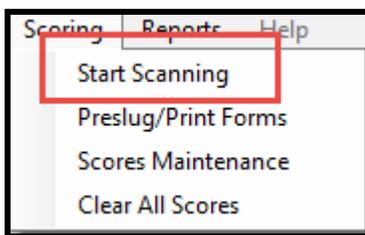
Name	Date modified	Type	Size
ScanTools Prisma v3.0.1	11/15/2022 3:09 PM	File folder	
CRRuntime_32bit_13_0_24.msi	11/15/2022 3:09 PM	Windows Installer ...	94,900 KB
ScantronNewEssay.bat	11/15/2022 3:09 PM	Windows Batch File	1 KB
sql.bat	11/15/2022 3:09 PM	Windows Batch File	1 KB
SqlLocalDB.msi	11/15/2022 3:09 PM	Windows Installer ...	33,824 KB
USAD_Update.sql	11/15/2022 3:09 PM	Microsoft SQL Ser...	13 KB

- 2.

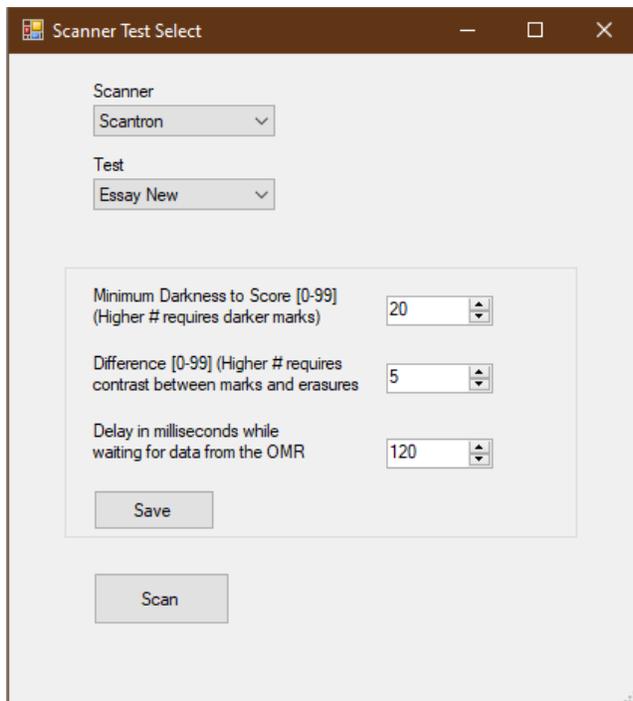


- If it is not, refer to previous section

3. Select **Scoring** then **Start Scanning**



4. Select **Scantron** and **Essay New**

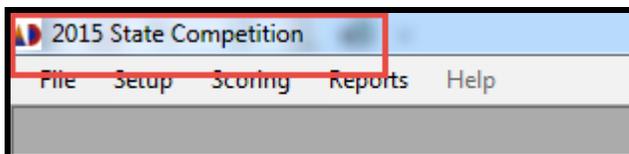


5. Change Scantron to **OMR Only** Mode. You will get an error that there is no scanner if this is not set. (Directions on how to do this is at the end of this document)
6. Press Scan.
7. If any errors are on the forms, a pop-up will present and will require you to click rescan or stop.
8. When there are no more forms to scan a message box will pop up letting you know the hopper is empty. Load more forms and hit scan or click stop scanning.

Scanning in Tests

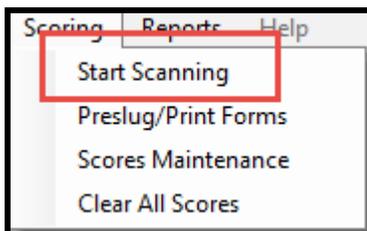
	'Lock contest' must also be set in Web-Based Version before scoring begins
---	--

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

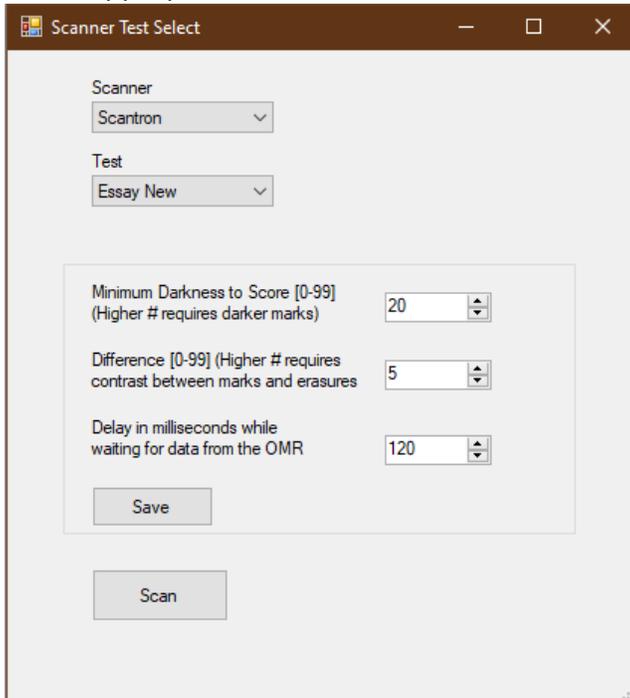


- o If it is not, refer to previous section

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



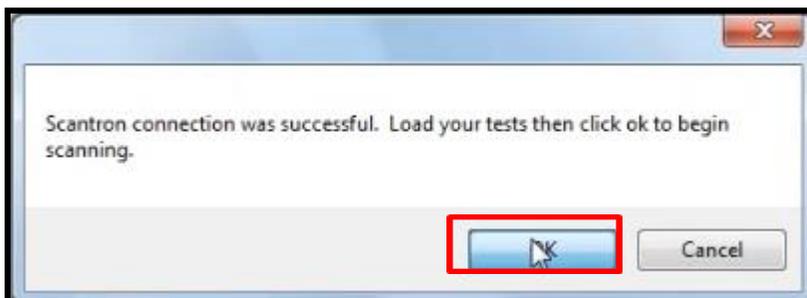
3. Select appropriate **scanner** and **test**



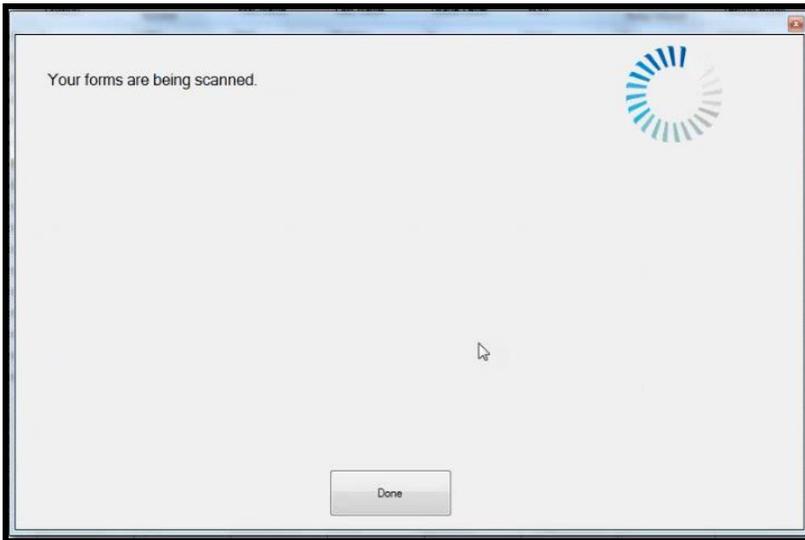
4. If you are using Scantron make sure it is set to **ES\Scanmark** Mode. You will get an error that there is no scanner if this is not set. (Directions on how to do this is at the end of this document)

5. Click on Scan.

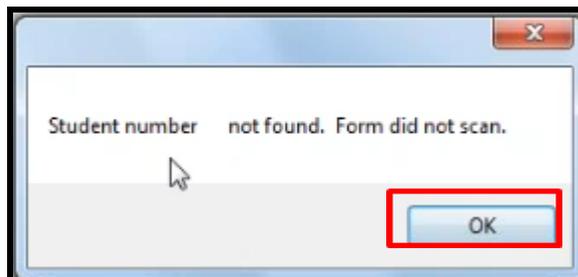
6. A 'Connection Successful' message will be pop-up then select **OK**



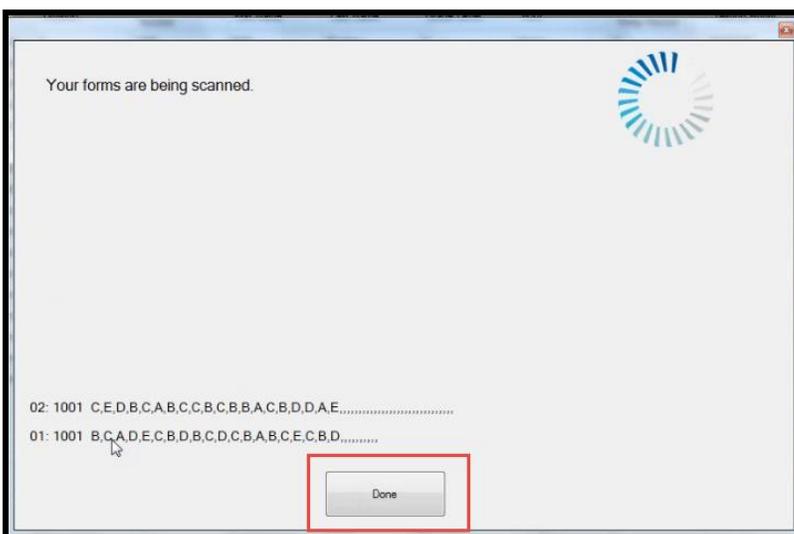
7. A 'Forms are being scanned' screen will open



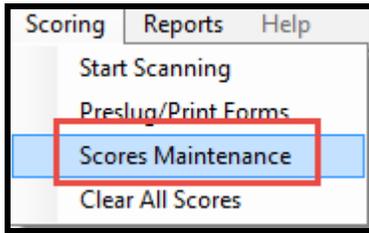
- If any errors are on the forms, a pop-up will present and will require you to click **OK**



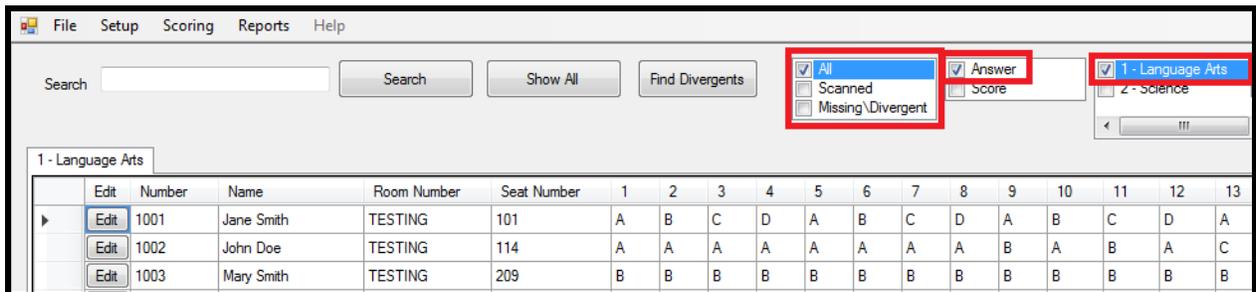
8. Once all forms are scanned, select **Done**



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

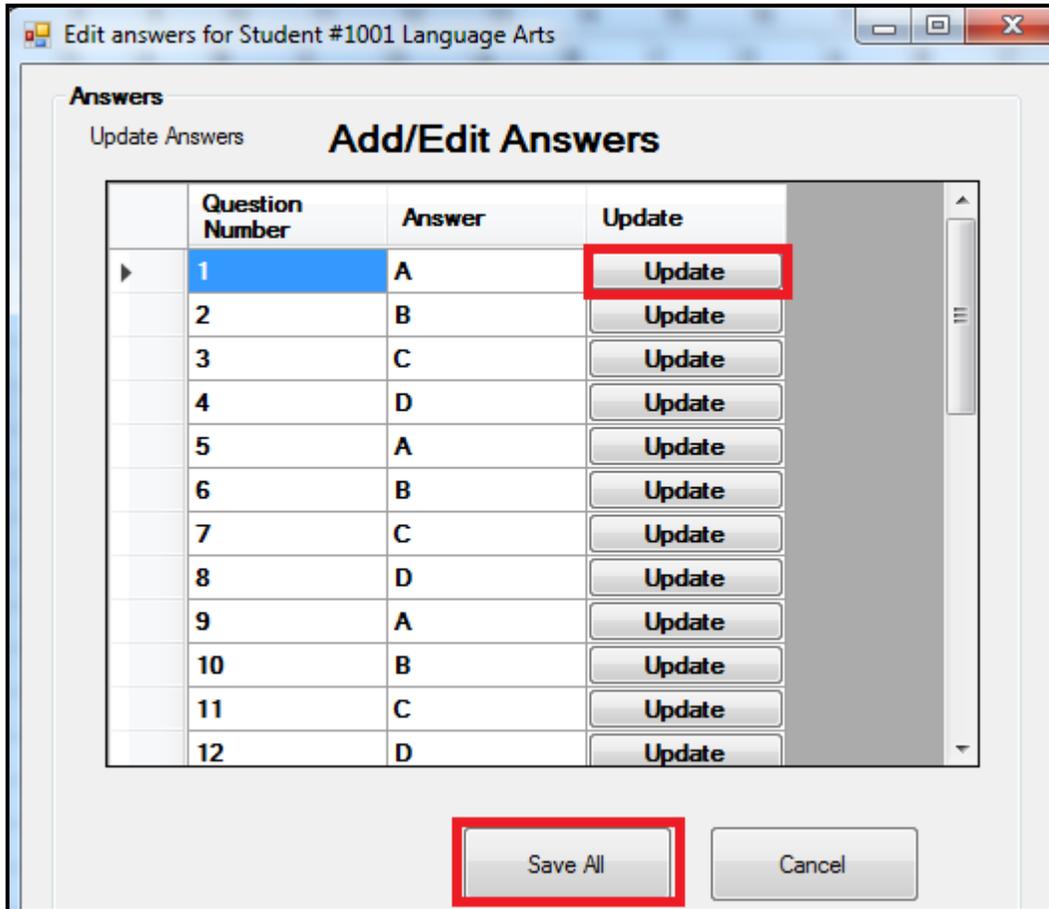


Scoring Maintenance

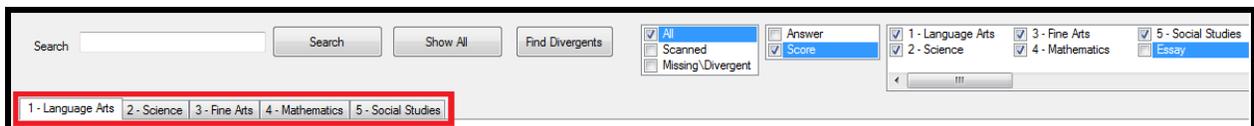


- 1) To use Scoring Maintenance you must select what you want to view. For example, to see all answers for the Language Arts event, select boxes as above. To see scores, change to score and similar for missing or divergent. You can also search students by name.

- 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

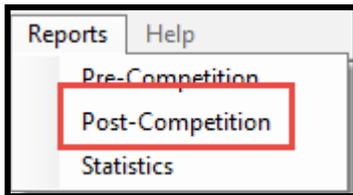


Post-Competition Reports

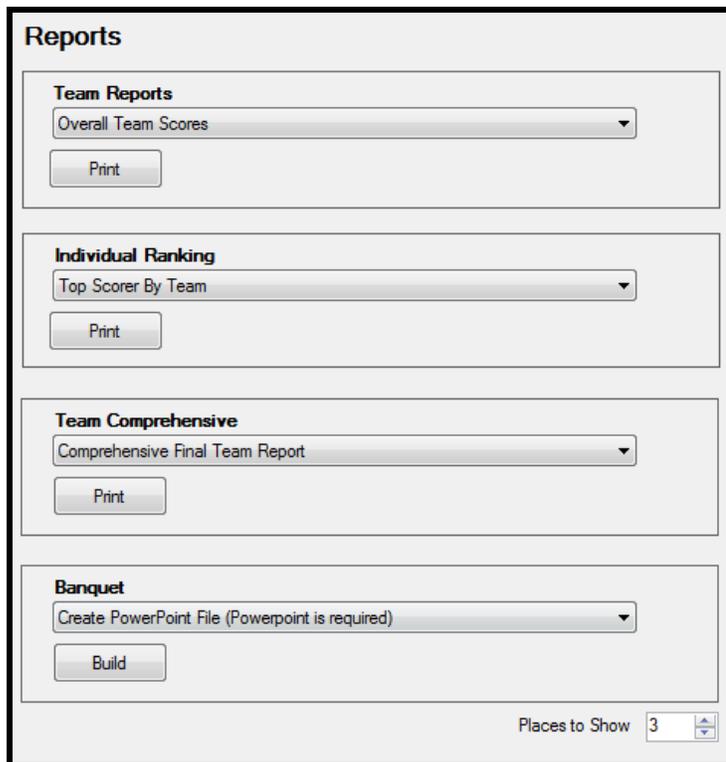


These steps can be completed in Desktop Version or Web-Based of Software;
Data must be imported to the Web-Based Version before reports can be run.
Also '**Lock contest**' must also be set in Web-Based Version

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



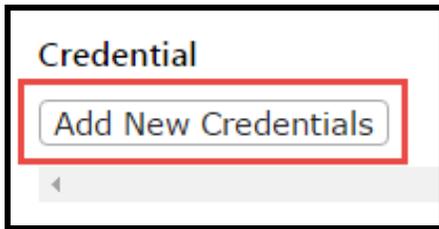
2. Select appropriate report then select **Print/Build**



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

A screenshot of a web application form titled "Credential Modify". The form contains several input fields: "Username:" with the value "johnsmithcoach@minnetonkahs.org"; "Password:" with a masked field of seven dots; "New Password:" with a masked field of seven dots; "Name:" with the value "John Smith"; "Address 1:" (empty); "Address 2:" (empty); "City/State/Zip:" (empty); "Country:" with a dropdown menu showing "US"; and "Credential Description:" with the value "Head Coach for Madison HS". At the bottom of the form, three buttons are visible: "Save", "Save and Add New Record", and "Cancel". The "Save" and "Save and Add New Record" buttons are highlighted with a red rectangular border.

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**



Log in to your account

User Name: Name@example.com

Password: ●●●●●●●●

Remember me next time.

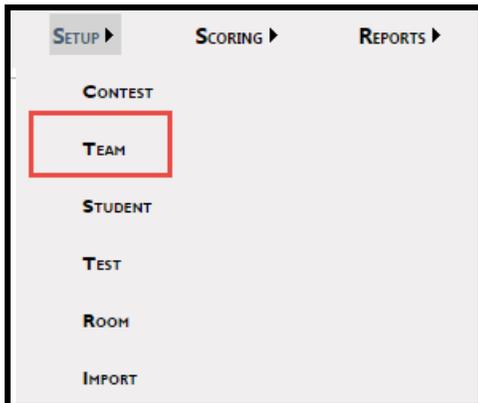
Log In

Reset Password

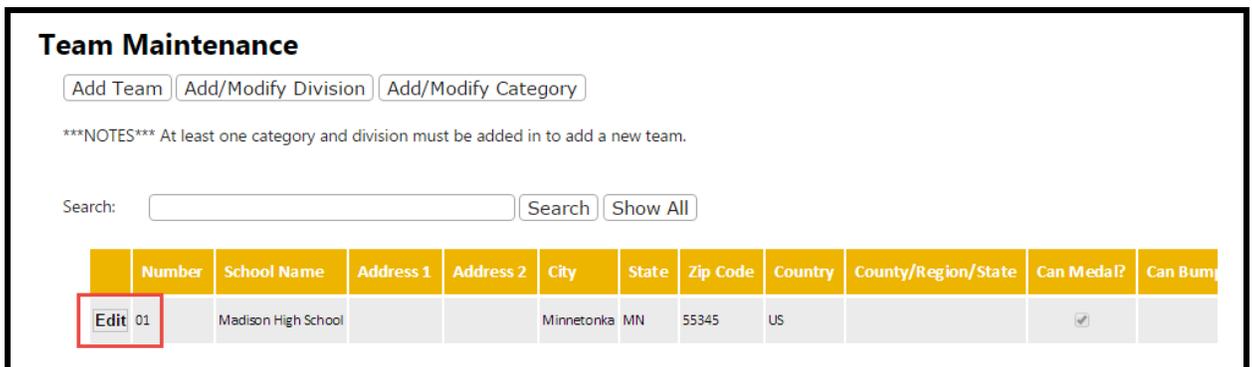
5. Verify appropriate Contest in upper-right hand corner



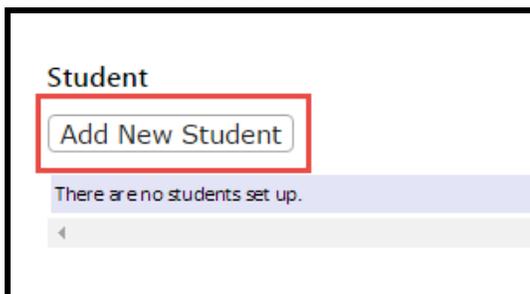
6. Select **Setup** then **Team**



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**

Student Modify

<p>*Student Number: <input style="width: 50px;" type="text" value="1002"/></p> <p>*First Name: <input style="width: 100%;" type="text" value="Jane"/></p> <p>*Last Name: <input style="width: 100%;" type="text" value="Smith"/></p> <p>Pronunciation: <input style="width: 100%;" type="text"/></p> <p>Grade Level: <input style="width: 50px;" type="text" value="12"/></p>	<p>Team: 10 Northeast Middle School</p> <p>Team Division: 3</p> <p>HSV: <input style="width: 50px;" type="text" value="Honor"/></p>
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<p>Scoring?</p> <p><input checked="" type="checkbox"/> Can Medal</p> <p><input checked="" type="checkbox"/> Count Score</p> <p><input type="checkbox"/> Alternate</p> <p><input type="checkbox"/> Individual</p>	<p>Forms Received?:</p> <p><input checked="" type="checkbox"/> Permission</p> <p><input checked="" type="checkbox"/> Conduct Code</p> <p><input checked="" type="checkbox"/> Transcript</p> <p><input checked="" type="checkbox"/> Active</p>
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<p>Room: <input style="width: 50px;" type="text"/></p> <p>Interview: <input style="width: 50px;" type="text"/></p> <p>Speech: <input style="width: 50px;" type="text"/></p> <p>Testing: <input style="width: 50px;" type="text" value="TEST"/></p> <p>Essay: <input style="width: 50px;" type="text"/></p> <p>Seat Number: <input style="width: 50px;" type="text" value="114"/></p>	<p>Time: <input style="width: 50px;" type="text" value="12:00 AM"/></p> <p><input style="width: 50px;" type="text" value="12:00 AM"/></p>
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Super Quiz Round:

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

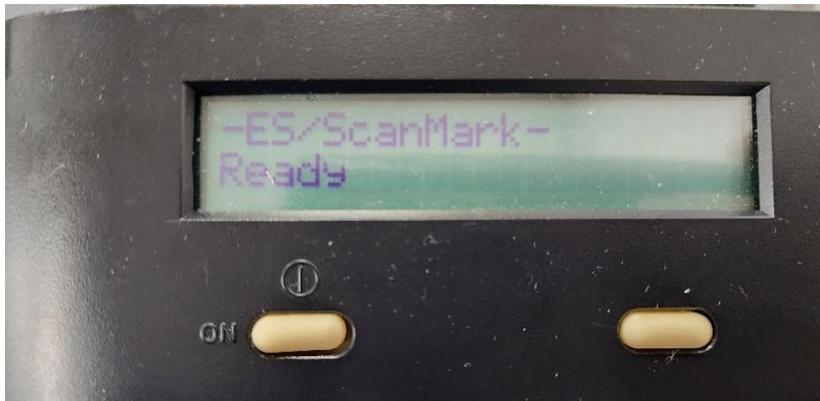
- Team Reports
 - Overall Team Scores
 - Overall Team Scores by Division
 - Overall Team Scores by Category
 - Overall Team Scores (Objective Only)
- Individual Ranking
 - Ranking of All Students Competing
 - Top Scorers for Decathlon
 - Top Scorers for Decathlon by Division
 - Top Scorers for Decathlon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

Change Scantron Settings between OMR Only and Scanmark

Instructions on how to change scanner setting. "OMR Only" for new Essay Form, "ES/ScanMark" for Everything else.

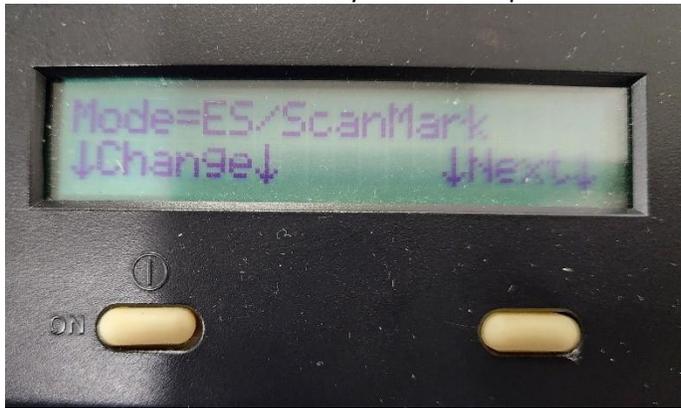
1. Press the 2 buttons at the same time and hold.



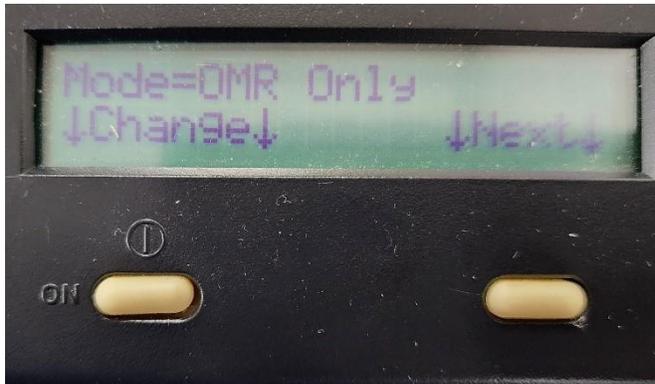
2. The Screen will show the text below.



3 Press the next button until you see the option for Mode.



4 press the button under change until the options reads OMR only for the new Essay Form or ES\Scanmark for the other forms



5 Press the button under next until you get to the screen that shows exit.

