

WYSE Academic Challenge 2017

Software Changes

This document outlines the means by which site coordinators can gain access to the WYSE Academic Challenge 2017 online software. In the past, the online software has proven useful but there were a number of difficulties encountered both by coaches and the WYSE administration at the University of Illinois. To alleviate these difficulties, we've developed a new version of that application.

Account Creation

To create your account for this new software, please visit <http://apps.wyse.engr.illinois.edu>. When you get there, you'll see a set of username and password fields and, to their right, some instructions including a link to the registration system:

Academic Challenge Program Login

Log In

Username/Email Address:

Password:

[Forgot your password?](#)

Use these fields to log into the WYSE Academic Challenge management application. If you do not yet have an account, you can [register now](#). If you have problems logging in, [contact us](#) for assistance.



Click the “register now” link and you'll be taken to the account registration form. Fill out your name, email address, and (optionally) your phone number. Then, select your affiliation – i.e. the school at which you work – from the list provided. If it's not provided, select the “Other” option and enter it into the field provided. Next, select the “Coordinator” role for your new account.

Here, you will also choose a username and password for your account. Your username can be whatever you'd like, but it must be unique. Therefore, we recommend using your email address. But, if you prefer something else, you can enter it into the field provided. If it duplicates someone else's username, we'll let you know:

Username:
 This username is already in use; please choose another one.

You'll also have to choose a password. Passwords must have the following:

1. Lower case letters
2. Capital letters
3. At least one number

Further: your password must be at least eight characters long. We will show you which of these criteria you've met as you enter your password:

..... I	[a-z] [A-Z] [0-9] [Length]
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Alternatively, there is also a "Generate Password" button that will create an appropriate password for you. Be warned: these passwords meet the above criteria, but they may be difficult to remember. For example, here is a password created using this button: 5954Ja80d5736-1e3.

Please note that the username and password will be the same throughout the Academic Challenge. For those of you who host both a regional and sectional competition, you will not need to change your username or password for each level of competition.

Once you create a username and password for your WYSE account, you will receive an email with further instructions to confirm your account:

This message has been sent to you so that you can confirm your new account with the WYSE website. Please visit the website listed below and enter the included confirmation code to do so.

Website:
<http://apps.wyse.dev.engr.illinois.edu/private/accounts/confirm.php>

Confirmation Code: 808e3fc72f

Before you can use your account, you must confirm it and the WYSE administration must approve it. You will be notified by email at this address when your account has been approved. Until then, if you have any difficulty confirming your account or any questions, please contact us at wyse@illinois.edu for assistance.

Thank you,
WYSE Administration

Click the link in the email, and then enter both the email you used to register as well as the confirmation code when prompted to do so:

Confirm your Account:

All fields are required.

Email Address:

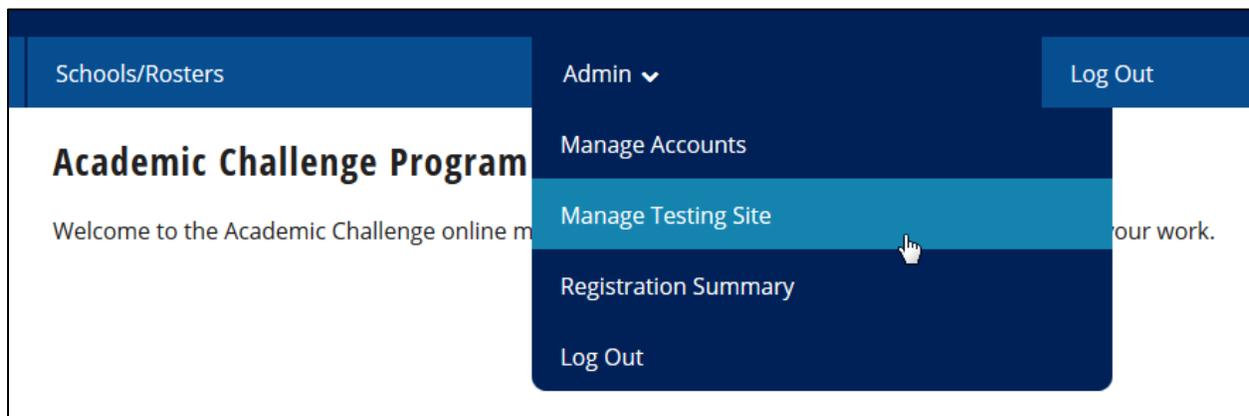
Confirmation Code:

 Confirm Account

Doing so will confirm your account and provide you access to the online software. A link to log in will be available on the screen after your confirmation is complete.

Entering Site Information

To enter your site information, click the **Manage Testing Site** menu item within the **Admin** menu:



That will bring you to your site's management page. When you visit this page for the first time, it'll look something like this:

Testing Site: Illinois Edit Site Information

According to our records, you do not have any current tests scheduled for the 2017 Academic Challenge. If you believe this to be an error, you can [contact us](#) and we'll look into things.

Otherwise, if you're ready to schedule your first test for this year, click the button below. Also, don't forget to review your testing site information using the button above.

+ Add a Test

First, we recommend clicking the button in the upper right corner of the screen. This will take you to a page where you can make changes to your site's name and abbreviation (e.g. University of Illinois at Urbana-Champaign would be abbreviated Illinois) as well as your site's address. The address is important to help coaches RSVP for your tests.

Entering Test Information

Entering information about a test at any competition level information is as simple as clicking the other button (lower left corner) in the image above. On the test information editor, you'll select the type of test (i.e. regional, sectional, or state) and enter the dates and times at which your test will take place:

Intended Date: ★	Intended Time: ★
<input type="text"/>	<input type="text"/>
Alternate Date: ★	Alternate Time: ★
<input type="text"/>	<input type="text"/>

We ask that you enter both an intended date (and time) and an alternate one. The alternate is just-in-case the intended date does not work out, due to inclement weather, for example. The format for dates in the application are MM/DD/YYYY (e.g. 10/19/2016). For times, it'll prefer 12-hour format like 10:30 AM or 2:30 PM. If you use other formats, our system will try to change things to the one it expects.

After that, select the divisions for your test. We expect that most tests will allow all four divisions to attend on a single testing day. Some sites, however, need to split divisions up on different dates and/or times to accommodate available room size or other needs. Those sites can indicate this here as well.

Once you've entered at least one competition level, you'll be able to see information about it at-a-glance on your site's management page:

Test Type	Intended Date	Alternate Date	300	700	1500	UL	Total	
Regional	3/3/2017 1:00pm	3/13/2017 1:00pm	0	0	0	0	0	  

The columns labeled 300, 700, 1500, and UL (for unlimited) refer to the school divisions. The numbers in those columns are the sum of students on teams that have RSVP'd for your test who fall into those divisions. The total of those students will be displayed as well.

For each competition exam, you can click the blue users-icon to see a full list of the teams and their students that will be attending your competition. This is also where you'll be able to make changes to these rosters when necessary. The green edit-icon lets you make changes to a competition's date and other information. If it's necessary to remove a competition entirely from the system, you can click the red delete-icon to do so. More information on the icons used throughout this online application can be found on the Help section of the menu.

NOTE: at this time, the roster management tools for site coordinators are not yet complete. They will be finished and ready for use by January 2017.

Additional Software Changes

On October 11, 2016, the WYSE administration team and the application developer met with a group of coordinators. They recommended that we make the following additions to the software:

1. A full list of teams and students attending a competition as referenced above.
2. A list of the schools (and teams at those schools) that can be reviewed online regardless of whether or not a school is attending one of your tests. However, only those schools who are visiting your site will be available to you when making changes.
3. The ability to lock a test so that coaches can no longer make changes to their roster. Instead, a coach will be instructed to contact you so that you can make the change.