

# ImPACT Administration Instructions

Step 1: Reserve computer lab or a set of laptops/Chromebooks (the test should take 45 minutes or less). Desktops with a hard-wire connection to the internet and a mouse are preferred, but laptops/Chromebooks are an alternate option.

Step 2: Turn on all computers. IF using an external mouse, make sure it is either plugged in with the wire OR has FRESH batteries.

Step 3: Log in to all of the computers (best advice is to use generic sub code or library-student code).

Step 4: Open Chrome or Firefox.

Step 5: Turn off pop up blockers. For Chrome: click on menu (three lines far right top corner), settings, scroll to the middle and under “privacy and security” click site settings, under “pop-ups and redirects” select “allow” and then “add a site”. Type in [www.impacttestonline.com/testing](http://www.impacttestonline.com/testing). For Firefox: click on menu (three lines far right top corner), options, content, uncheck box for block pop-up windows.

Step 6: Go to: [www.impacttestonline.com/testing](http://www.impacttestonline.com/testing)

Step 7: You should see the ImPACT brain logo and a customer code box on the screen.

Step 8: As athletes enter the testing room, remind them that there are NO cell phones, music or talking. Testing area should be free from noise and distractions. Do NOT run other computer programs in the background.

Step 9: Say to athletes: “Today you will be taking a concussion baseline test called ImPACT. This test will serve as a baseline measurement in the event that you are ever suspected of receiving a concussion. Upon review, if the results of **THIS TEST** demonstrate that you may have a concussion you will either have to repeat the test at a later time or go see the doctor for medical clearance.”

Step 10: In the middle of the page in the “customer code” box ask athletes to type “64E73D1200” (without the “”) It may be beneficial to write this code on the white board. It is okay if the computer does not fill in the proper capital/lower case letter at this point. Click validate.

Step 11: Have athletes select “Frisco (appropriate school)” from the drop down menu. It may be beneficial to write the selection on the board. This will be school attending (**if 8<sup>th</sup> grader in May please select students’ feeder high school**).

Step 12: Have athletes click “launch baseline test”.

Step 13: Please say, “Let’s complete the demographics and current symptoms portion of the test together now.”

Step 14: Complete demographics section:

- Select English. Click Next.
- Read through the directions and click Next.
- Enter formal name (use the same name you register for school with).
- Enter date of birth.
- Select gender.
- Select pointing device (mouse or trackpad), then click Next.
- Health History: Indicate yes or no to each question then click Next.
- Select “Enter Additional Demographics”.
- Enter home address and e-mail address (if they don’t know use the school address) then click Next.
- If you speak a Second Language fluently, please select your Second Language from the drop down list. If not, select Next.
- Enter years of education completed (if May testing: select 8 since end of 8<sup>th</sup> grade year, 10 since end of 10<sup>th</sup> grade year, etc.).
- Select any therapies and type of student then click Next.
- Select current sport and position.
- Select current level of participation (if May testing and in 8-11 grades select High School, if 6-7 grades select Junior High).
- Select years of experience at current level (0=entering 7<sup>th</sup> or 9<sup>th</sup> grades, 1=entering 8<sup>th</sup> or 10<sup>th</sup> grades, 2=entering 11<sup>th</sup> grade, etc) then click Next.
- Indicate number of times DIAGNOSED with a concussion (by a medical doctor). If “0”, indicate “0”. Answer remaining questions, if applicable. Click Next.
- Health History: Indicate yes or no to each question then click Next. Repeat, click Next.
- If applicable, enter date of last concussion. If none then leave blank.
- Enter number of hours slept last night.
- Enter current medications (ADHD, anxiety, depression, allergy meds) DO NOT ENTER vitamins, Tylenol or Ibuprofen. Click Next.
- Click Next.

Step 15: Enter current symptoms. Say to athletes, “we need to determine how you feel right now. If you currently have the worst headache of your life, you will enter a “6”. If you have a headache, rate it between 1 and 5. If you do not have a headache, select ‘not experiencing this symptom’. Do this for all symptoms listed. Please note there are 4

pages/screens of symptoms. When you get to the end of the list stop and wait for directions.”

Step 16: Say, “you will now begin the Baseline ImPACT concussion screening test. There will be no talking during the test. There are two goals when you take this test. First, I want you take this test as correctly as possible. You are going to miss some things, but when you do, I don’t want you to get frustrated. Just try to get the next ones right. The second goal is that portions of the test must be taken very quickly. The best way to know how to answer as correctly as possible and the best way to know which parts of the test I want you to complete very quickly is to READ THE DIRECTIONS. There are six parts to the test, which means there are six different sets of directions. I want you to read each set of directions TWO TIMES. This will help you to be able to do your best. At the end of the test, the screen will say print.” ***\*\*Check with your High School Athletic Trainer to know what version to continue saying. Printing is NOT necessary in every situation.***

-If they want you to print, continue saying, “Please print and then raise your hand and I will collect the printed sheet. I will see that you are done and give directions for what to do next. No one in the testing room will be able to answer any questions from this point forward. Do your best. Good luck, you may begin.”

-If they do NOT want you to print, continue saying, “Please raise your hand and I will visually inspect the screen showing your completion of the test. I will see that you are done and give you directions for what to do next. No one in the testing room will be able to answer any questions from this point forward. Do your best. Good luck, you may begin.”

Step 17: Please let your High School Athletic Trainers know that your team has completed this so that they may go in to the system and review all of the tests.

Step 18: Sometimes it may happen that a screen freezes part way through the test or you are not able to get an athlete logged in to a test. This should be rare. IF this happens, the athlete will need to start over (probably at another time) and take the test from the beginning.

Thank you so much for your help in getting all of these FISD Athletes tested!!