

Programs (Census)

Last Modified on 03/11/2024 8:44 am CDT

[Program Participation Detail Editor](#) | [Program Participation Summary](#) | [Assign an Individual to a Program](#) | [Edit and Delete Program Assignments](#) | [Print Program Assignments](#)

The Programs tool lists the programs in which the individual (a non-student, a parent/guardian, a staff person, etc.) is involved. This only includes [Programs](#) created in the [Program Admin](#) toolset.

Census Program Assignment

Students can be assigned to programs through this tool as well. When a program is assigned to a student through the Census Programs tool, the information displays on the student's Programs tab, and any edits made in the student program toolset or in the Census program toolset update the other location.

Users must do the following tasks before assigning programs to individuals:

Done	Task
	Add Custom Attributes for the following fields: <ul style="list-style-type: none"> • Program Category • Location • Partnering Agency • Exit reason • Status
	Create Programs in Program Admin tool.
	Create Program Sessions in the Program Admin tool.

[Programs](#) are created in the [Program Admin](#) toolset.

There are several areas in Campus that deal with Programs. This Program Participation tool is used for tracking a non-student's participation in community education, staff development, etc. See the following areas for other program areas.

- [Flags](#) and [Student Flags](#)
- [Graduation Programs](#) and [Student Graduation Programs](#)
- [Career Technical Education Programs](#) and [Student CTE Programs](#)

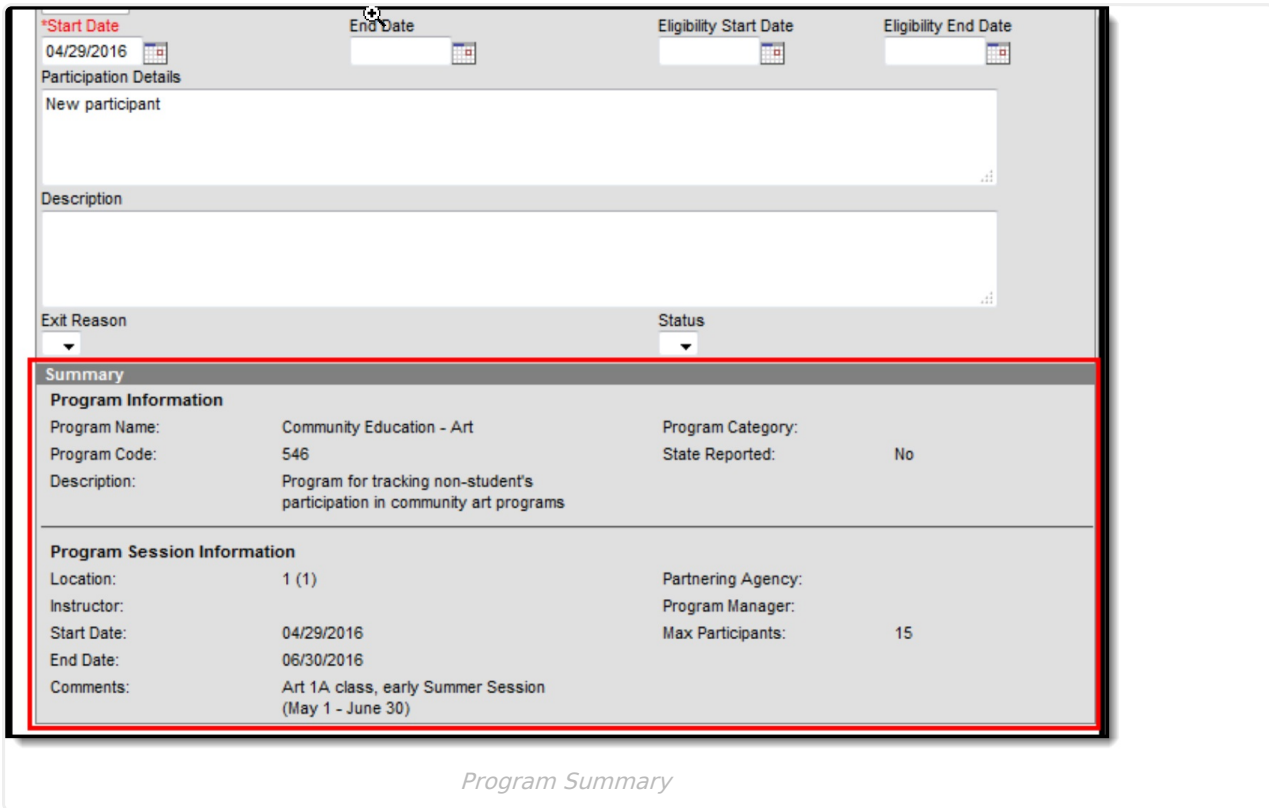
Program Participation Detail Editor

Field	Description
Program	Indicates the name of the program being assigned to the individual. These programs are created in the Programs tool. Active programs and inactive programs are available for selection (inactive programs display in gray text). More than one program can be assigned to an individual at one time.
Program Session <i>Required</i>	Indicates the session of the program to which the individual is assigned. This field only displays when the selected Program contains a Program Session . Sessions provide a date range of participation (like an after school sports program for the fall or a community education program).
Start Date <i>Required</i>	Indicates the date the individual was first involved in the program. Dates are entered in <i>mmddyy</i> format or can be entered by using the calendar icon.
End Date	Indicates the date the individual stopped participation in the program. Dates are entered in <i>mmddyy</i> format or can be entered by using the calendar icon.

Field	Description
Eligibility Start Date	Indicates the date the individual was eligible for the program. Dates are entered in <i>mmddyy</i> format or can be entered by using the calendar icon.
Eligibility End Date	Indicates the date the individual was no longer eligible for the program. Dates are entered in <i>mmddyy</i> format or can be entered by using the calendar icon.
Participation Details	Provides information on the individual's involvement in the program.
Description	Provides further information on the individual's involvement in the program.
Exit Reason	Indicates the reason the individual stopped participation in the program. Options for this field need to be created in the Attribute/Dictionary (ProgramParticipation > Exit Reason).
Status	Indicates the individual's status in the program. This field only displays when the selected Program contains a Program Session. Options for this field need to be created in the Attribute/Dictionary (ProgramParticipation > Status).

Program Participation Summary

The Summary section of the Editor is a read-only view of the selected program. It lists the program, any associated sessions, the assigned program category, staff leading the program session and participation dates. Information displays as soon as a Program is selected, and updates as more information is entered.



The screenshot shows a web form for editing program participation details. At the top, there are date fields for Start Date (04/29/2016), End Date, Eligibility Start Date, and Eligibility End Date. Below these are sections for Participation Details (New participant), Description, Exit Reason, and Status. A red box highlights the Summary section, which is divided into Program Information and Program Session Information.

Summary			
Program Information			
Program Name:	Community Education - Art	Program Category:	
Program Code:	546	State Reported:	No
Description:	Program for tracking non-student's participation in community art programs		
Program Session Information			
Location:	1 (1)	Partnering Agency:	
Instructor:		Program Manager:	
Start Date:	04/29/2016	Max Participants:	15
End Date:	06/30/2016		
Comments:	Art 1A class, early Summer Session (May 1 - June 30)		

Program Summary

Assign an Individual to a Program

Follow these procedures for adding a program to one individual. Use the [Batch Assignment Tool](#) to assign multiple people to the same program.

1. Click the **New** icon. A **Program Participation Detail** editor displays.
2. Select the appropriate **Program** from the dropdown list.
3. If applicable, select a **Program Session** from the dropdown list.
4. Enter the **Start Date**.
5. Enter information on the **Participation Details** and the Description of the program.
6. Click the **Save** icon when finished.

Edit and Delete Program Assignments

To modify details of an individual's assigned program, select the Program from the Program Participation Editor and make the necessary changes. If a program start date was entered incorrectly, editing the program assignment is fine. When an individual has participated for even one day but has decided to no longer continue, edit the program and enter appropriate end dates.

If the assigned program was incorrect, it is best to delete the program (click the **Delete** icon) and assign the correct program. This completely removes any record of the individual being involved in the Program.

Print Program Assignments

The Print icon generates a Programs Participation Detail Report (in PDF format) that lists the programs assigned to the individual. Active programs and active programs with sessions display first, then inactive programs and inactive programs with sessions. Programs that have a future end date are considered active (until the date has passed).

Generated: 04/29/2016		Page 1 of 1	
Programs Participation Detail Report			
Name: Cindy Parent			
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Active Programs with Sessions			
Program Name: Community Education - Art Program Session Name: Art 1A Start Date: 04/29/2016 End Date: Eligibility Start Date: Eligibility End Date: Participation Details: New participant Exit Reason: Not Applicable Program Description: Program for tracking non-student's participation in community art programs		Program Category: Not Applicable Location: 1 Instructor: Not Applicable Partnering Agency: Not Applicable Program Manager: Not Applicable Comments: Art 1A class, early Summer Session (May 1 - June 30) Status: Not Applicable Participation Description: Not Applicable	
Inactive Programs with Sessions			
Program Name: Community Education - Art Program Session Name: Art 1B Start Date: 07/01/2016 End Date: Eligibility Start Date: Eligibility End Date: Participation Details: Continuing participant Exit Reason: Not Applicable Program Description: Program for tracking non-student's participation in community art programs		Program Category: Not Applicable Location: Not Applicable Instructor: Not Applicable Partnering Agency: Not Applicable Program Manager: Not Applicable Comments: Community Art 1B, summer session (July 1 - Aug 31) Status: Not Applicable Participation Description: Not Applicable	

Programs Participation Detail Report