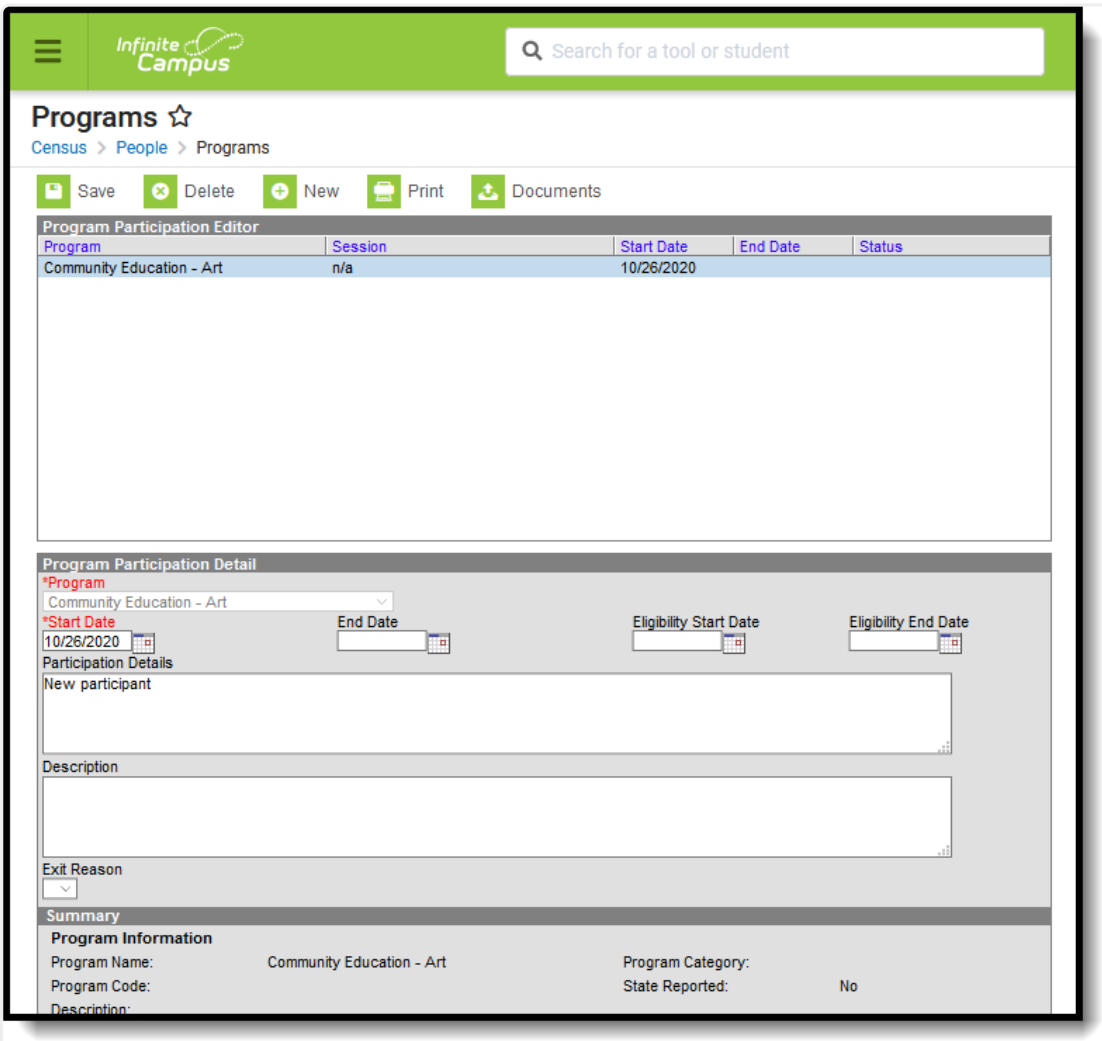
Programs (Census)

Last Modified on 08/28/2026 2:41 pm CDT

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

See the Programs (Census) Tool Rights article for information about rights needed to use this tool.

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.

Prerequisites

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

Done	Task
	Add Custom Attributes for the following fields: • 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

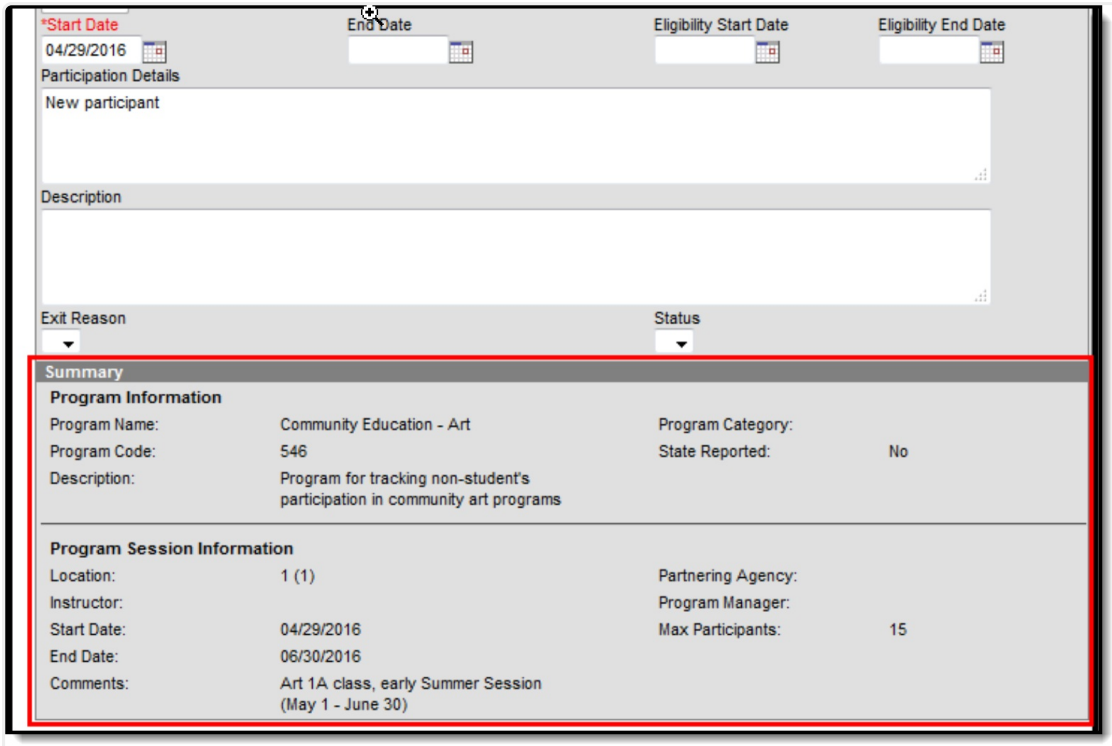
Program Participation Detail Editor

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 *Required*	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 *Required*	Indicates the date the individual was first involved in the program. Dates are entered in *mmddyy* format or can be entered by using the calendar icon.

Field	Description
End Date	Indicates the date the individual stopped participation in the program. Dates are entered in *mmddyy* format or can be entered by using the calendar icon.
Eligibility Start Date	Indicates the date the individual was eligible for the program. Dates are entered in *mmddyy* 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 *mmddyy* 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.



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.

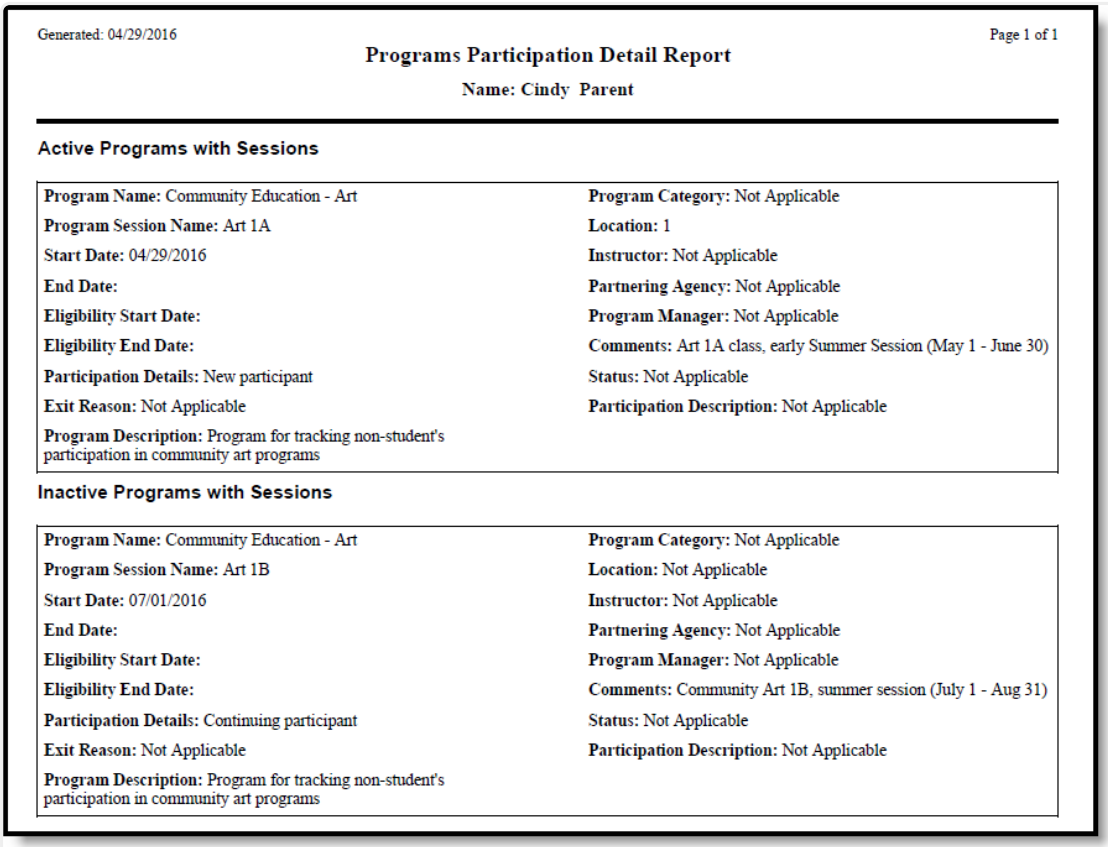
Edit and Delete Program Assignments

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).



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Programs Participation Detail Report

Name: Cindy Parent

Active Programs with Sessions

Program Name: Community Education - Art	**Program Category:** Not Applicable
Program Session Name: Art 1A	**Location:** 1
Start Date: 04/29/2016	**Instructor:** Not Applicable
End Date:	**Partnering Agency:** Not Applicable
Eligibility Start Date:	**Program Manager:** Not Applicable
Eligibility End Date:	**Comments:** Art 1A class, early Summer Session (May 1 - June 30)
Participation Details: New participant	**Status:** Not Applicable
Exit Reason: Not Applicable	**Participation Description:** Not Applicable
Program Description: Program for tracking non-student's participation in community art programs	

Inactive Programs with Sessions

Program Name: Community Education - Art	**Program Category:** Not Applicable
Program Session Name: Art 1B	**Location:** Not Applicable
Start Date: 07/01/2016	**Instructor:** Not Applicable
End Date:	**Partnering Agency:** Not Applicable
Eligibility Start Date:	**Program Manager:** Not Applicable
Eligibility End Date:	**Comments:** Community Art 1B, summer session (July 1 - Aug 31)
Participation Details: Continuing participant	**Status:** Not Applicable
Exit Reason: Not Applicable	**Participation Description:** Not Applicable
Program Description: Program for tracking non-student's participation in community art programs	

Programs Participation Detail Report