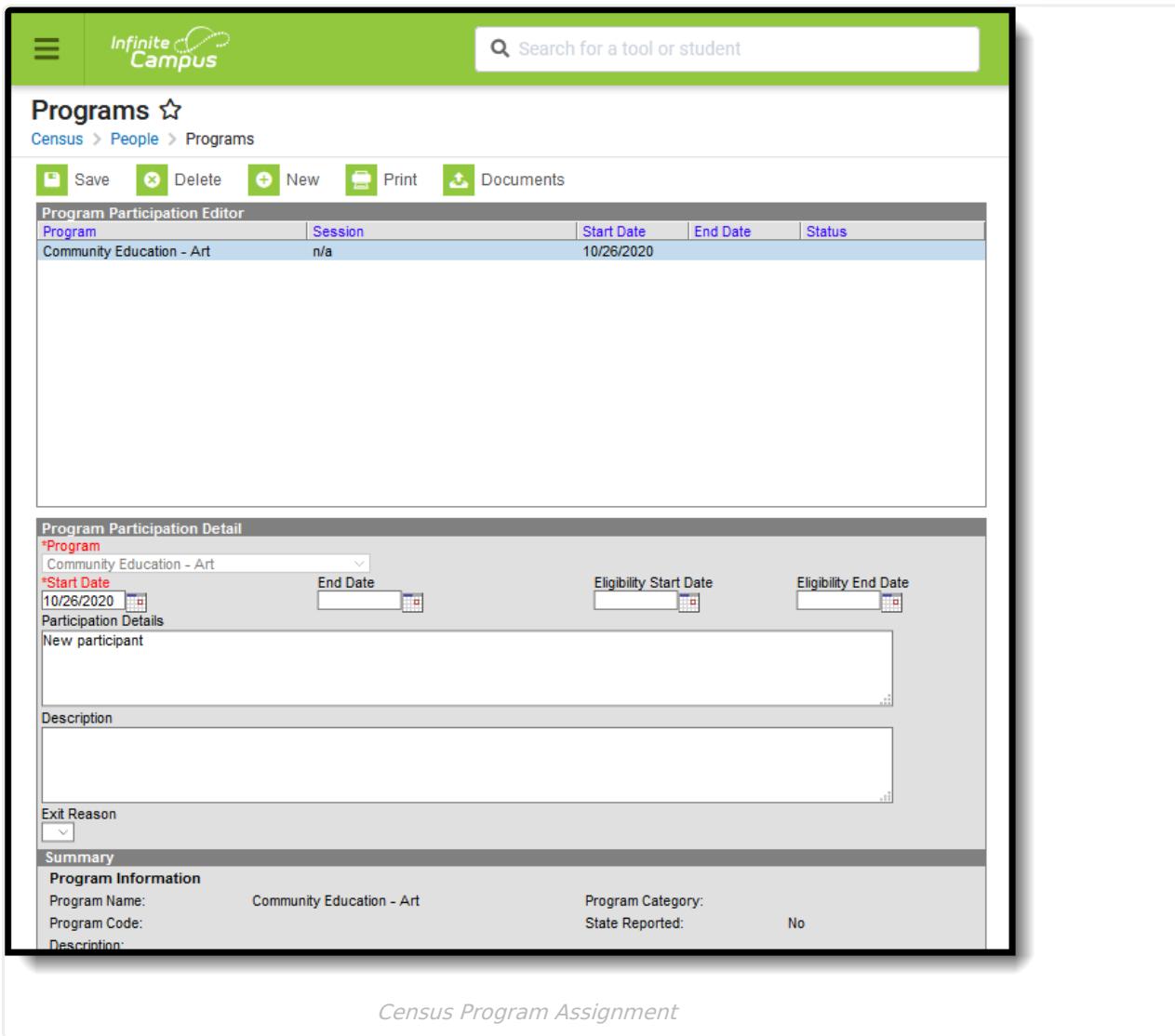


Programs (Census)

Last Modified on 02/11/2026 8:44 am CST

[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.



Program Participation Editor

Program	Session	Start Date	End Date	Status
Community Education - Art	n/a	10/26/2020		Active

Program Participation Detail

*Program: Community Education - Art

*Start Date: 10/26/2020

End Date:

Eligibility Start Date:

Eligibility End Date:

Participation Details: New participant

Description:

Exit Reason:

Summary

Program Information

Program Name:	Community Education - Art	Program Category:
Program Code:		State Reported:
Description:	No	

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.

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](#)

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).

Field	Description
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.
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	<p>Indicates the reason the individual stopped participation in the program.</p> <p>Options for this field need to be created in the Attribute/Dictionary (ProgramParticipation > Exit Reason).</p>
Status	<p>Indicates the individual's status in the program. This field only displays when the selected Program contains a Program Session.</p> <p>Options for this field need to be created in the Attribute/Dictionary (ProgramParticipation > Status).</p>

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 Information	
Program Name:	Community Education - Art
Program Code:	546
Description:	Program for tracking non-student's participation in community art programs

Program Session Information	
Location:	1 (1)
Instructor:	
Start Date:	04/29/2016
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

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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