Programs (Academic Planning)

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The Programs tool lists the Graduation Program and Academic Programs (if available in your state) for the selected student. Progress and Course Plan information can be entered after a Program is assigned to a student.

In the Campus.2523 release, the **Academic Programs** and **Graduation Programs** tools that define programs that are assigned to students were combined into a single tool.

▸ Click here to expand...

Both types of programs can now be created and managed with the new tool, found at **Student Information > Program Administration > Academic and Graduation Programs.**

Consult the articles in the Academic and Graduation Programs category for more information.

See the Programs (Academic Planning) Tool Rights article to learn about rights needed to use this tool.

Academic Programs

Programs - Academic Program

The procedures below are used to assign an academic program to one student. If you need to assign programs to multiple students, use the Batch Assignment Tool.

Add an Academic Program

1. Select the **New** icon. A **Program Detail** table appears below the **Program Editor**.
2. **Choose a Program Type**. When adding an Academic Program, select the **Academic Program** option.
3. Select the **Academic Program** to assign to the student from the dropdown list.
4. Enter the **Start Date** for the program.
5. Click the **Save** icon when finished. The new program is listed in the **Program Editor** table. If a flag and a flag image has been assigned to the Program, that image displays next to the student's name, in the Editor table and when viewing the detail of the program.

End an Academic Program

1. Select the **Program** from the Program Editor.
2. In the Program Detail area, enter an **End Date** for the program.

3. Click the **Save** icon when finished. This keeps a record of the program being assigned to the student, until another program is assigned.

Replace a Program

If a program was assigned to the student in error, or the student needs to be reassigned:

1. Select the existing program from the Program Editor.
2. Select the correct program in the **Program** dropdown list to assign to the student.
3. Enter the **Start Date** of the program.
4. Click the **Save** icon. The newly selected program displays in the Program editor.

Delete Program Information

To delete a program from a student, select the entry to be deleted from the **Program Detail** area and click the **Delete** icon. This permanently removes the program from the student's record.

> Only delete a program if it was assigned in error. If the student was assigned to it for even one instructional day, end the program instead.

Academic Program Detail Editor Fields

The following defines the available fields on the **Academic Program Detail Editor**. Additional fields may be included on this editor for state reporting purposes.

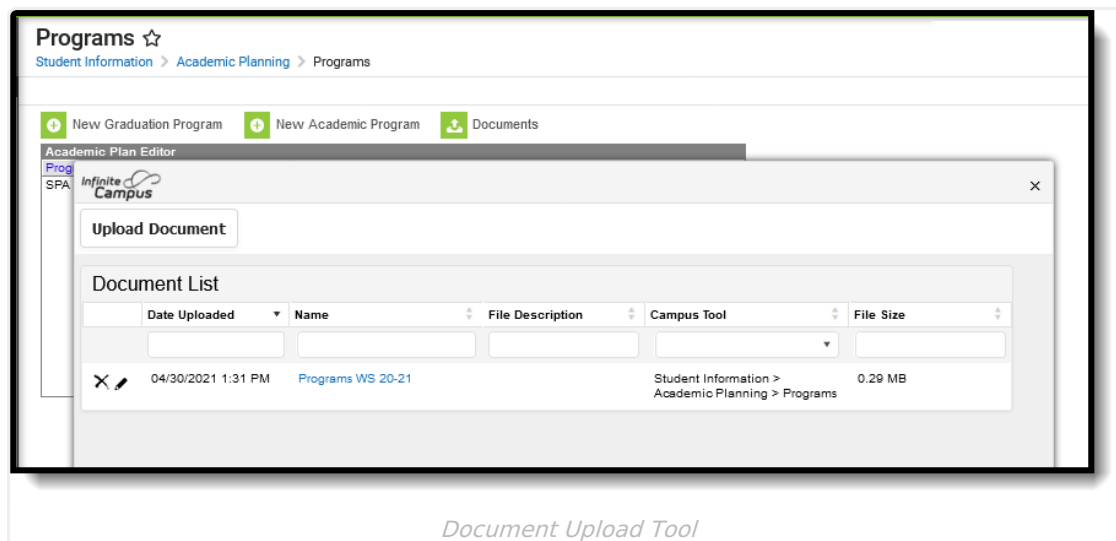| Field	Description
Program *Required*	Selection indicates the graduation program assigned to the student. Only those programs that are marked active and whose Cohort Years fields are empty or cover the student's NCLB Cohort Year fields are included in this. If the student is assigned to a program that has since been marked as inactive, that program displays at the end of the Program list in red text.
Start Date *Required*	Entered date reflects the date the student began working towards achievement in the program. Dates are entered in *mmddyy* format or the calendar icon can be selected to choose a date.
End Date	Indicates the date the student stopped working towards achievement in the program. Dates are entered in *mmddyy* format or the calendar icon can be selected to choose a date.
Student Status	Indicates the participation level of the student - (1) Participant, (2) Concentrator, (3) Completer. In some states, the options available for selection are defined by the state and may differ from the options listed above. Selection of these is often determined by federal CTE definitions, and is used in state reports.

Field	Description
Non-Traditional Participation	This checkbox indicates the student is participating in a program that is often outside of the norms of the program's general makeup, based on gender, race or age. An example is a male student enrolled in a program that is often dominated by females in the workforce (daycare, nursing, etc.). This is not a required selection, but does help with data analysis.
Teaching Method	Selection indicates how the student is instructed, or how the student learns the necessary items involved in the career/technical ed program.
Flag	If the Academic Program is marked as Flagged and assigned a Flag Image, an image displays in this column and next to the student's name. If there is no flag assigned, nothing displays in this column.

Academic Program - Certifications Fields

Field	Description
Name	Indicates the certificate the student either attempted to earn or earned by passing upon completing the program.
Attempted	Use the Attempted checkbox to indicate the student took the necessary assessment for the program, but did not earn the certification.
Passed	This checkbox is used to indicate the student passed the necessary assessment for the program and earned certification.
Date	Indicates the date the student attempted and/or passed the assessment.

Documents

To view documents, click the **Documents** button on the action bar. See the Student Person Documents article for more information.

Document Upload Tool

Graduation Programs

Programs - Graduation Program

Only one graduation program can be assigned to a student at any time. Adding a new Graduation Program overwrites any currently assigned graduation program and deletes any associated planned courses from the student's course plan.

Graduation Program Detail Editor

The following defines the available fields on the Graduation Program Editor.

Field	Description
Program *Required*	Selection indicates the graduation program assigned to the student. Only those programs that are marked active and whose Cohort Years fields are empty or cover the student's NCLB Cohort Year fields are included in this list. If the student is assigned to a program that has since been marked as inactive, that program displays at the end of the Program list in red text.

Field	Description
Start Date *Required*	Entered date reflects the date the student began working towards achievement in the program. Dates are entered in *mmddyy* format or the calendar icon can be selected to choose a date.
End Date	Indicates the date the student stopped working towards achievement in the program. Dates are entered in *mmddyy* format or the calendar icon can be selected to choose a date. End dates are only relevant for graduation programs if a student were to end the graduation program and not start another graduation program. Selecting a new graduation program will always overwrite any current graduation program.
Flag	If the Graduation Program is marked as Flagged and assigned a Flag Image, an image displays in this column and next to the student's name. If there is no flag assigned, nothing displays in this column.

The procedures below are used to assign a graduation program to one student. If you need to assign programs to multiple students, use the Batch Assignment Tool.

Add a Graduation Program

1. Select the **New Graduation Program** icon. A **Graduation Program Detail** table will appear below the **Program Editor**.
2. Select the **Graduation Program** to assign to the student from the dropdown list. If the item chosen is a flagged program, once selected a note to the right of that dropdown list will appear, indicating the image assigned to the program that will display next to the student's name.
3. Enter the **Start Date** for the program.
4. Click **Save** when finished. If a graduation program had already been assigned to the student with planned courses in an associated course plan, a pop-up will appear warning you that those courses will be deleted upon addition of the newly selected graduation plan. The new program will be listed in the **Program Editor** table. If a flag and a flag image has been assigned to the Program, that image displays next to the student's name, in the Editor table and when viewing the detail of the program.

End a Graduation Program

1. Select the **Program** from the Program Editor.
2. In the Program Detail area, enter an **End Date** for the program.

A student can only have one graduation program. When an end date is added to the program editor and saved, and a new graduation program is added, the ended program is overwritten.

Replace a Program

Since only one program can be assigned to a student at any time, if a program was assigned to the student in error, or the student needs to be reassigned:

1. Select the existing program from the Program Editor.
2. Select the correct program in the **Program** dropdown list to assign to the student.
3. Enter the **Start Date** of the program.
4. Click the **Save** icon. The newly selected program displays in the Program editor. If a course plan exists for the graduation program being replaced, all planned courses in that course plan will be deleted when the new program is assigned.

Delete Program Information

To delete a program from a student, select the entry to be deleted from the **Program Detail** area and click the **Delete** icon. This will permanently remove the program from the student's record and delete any associated planned courses from a related course plan.

Portal Display Options

Graduation Programs can be displayed on the Portal, using the following Portal Display Options. Schools can choose all of these options, or just one of these options.

Portal Display Options