

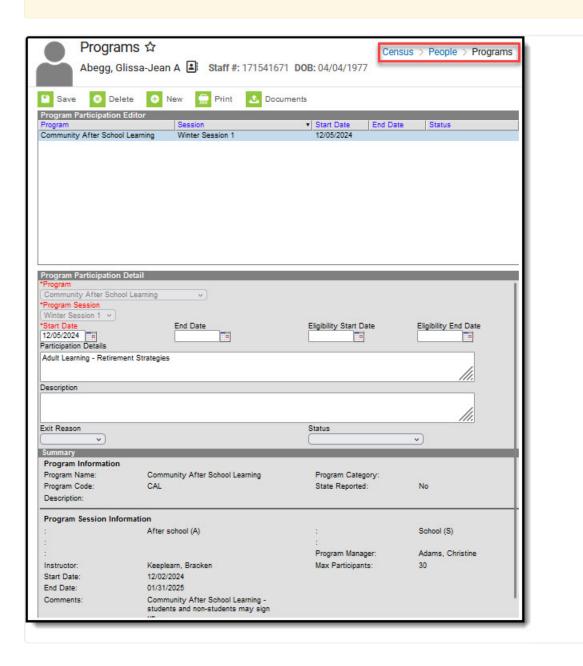
Programs (Census) Tool Rights

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The **Programs** tool in Census > People and in Student Information > General are related tools that display similar information. Districts define what a Program is and how it's structured.

See the Programs (Census) article to learn how to use this tool.

Programs entered for a **student** in Census > People > Programs are accessible in Student Information > General > Programs for users who have <u>tool rights</u> allowing this access.





Census > People > Programs

Anyone with a Census record can be assigned a program in Census > People. For example, a school or district may host community education opportunities on-site and wish to track non-student participants. Staff can search by person, student, household or staff.

Available Tool Rights

R	W	A	D
Access and view Program records.	Edit existing Program records.	Add a new Program record.	Delete a Program record.

Things to Consider: Programs (Census) and Programs (Student)

Schools may wish to give rights to both of these tools to staff who need to see, enter, and/or maintain program information for students, staff, and other people who may participate in them.

Staff who do not have rights to see programs that are state reported or that have sessions in Student Information > General > Programs will still see this information in Census > People > Programs if they have been given rights to that tool.

Example

This is an example of what a staff member who has been given rights in both areas would see. See the <u>Programs (Student) Tool Rights</u> article for more examples specific to that tool.

Census > People > Programs: RWAD

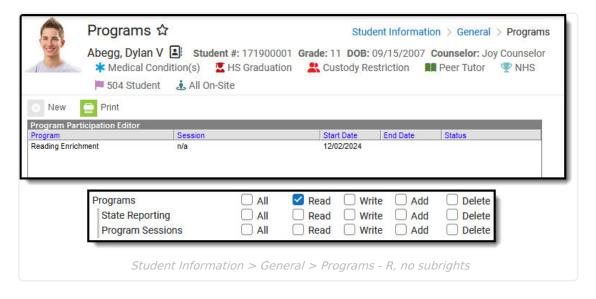
- Can search for all people, including students and staff, via Person Search. Can use Staff Search.
- Can see all program information for all people, including students, including Programs With Sessions and State Reported Sessions.
- The programs highlighted for the person in the screenshot below are state reported programs and programs with sessions.





Student Information > General > Programs: R (no subrights)

- Can use Person, Student and Staff Search
- Can see all program information for all people, including students, including Programs With Sessions and State Reported Sessions in Census > People > Programs
- Cannot see Programs With Sessions or State Programs for the same person in Student Info > General when subrights are not selected.



Suggested User Groups

- Counselors
- Front Office Staff

See <u>User Groups and Suggested Roles</u> for more information.

