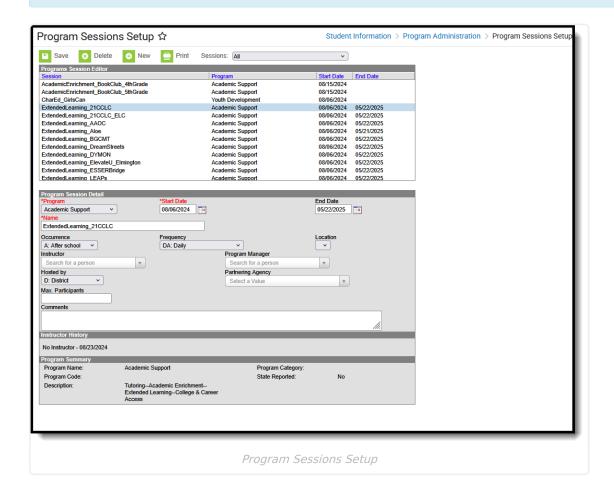# Program Sessions Setup Tool Rights

Last Modified on 04/11/2025 1:34 pm CDT

Program Sessions track a specific date, time and location of a Program. Program Sessions are only assigned to a Program when needed.

> See the Program Sessions Setup article for additional information.

Program Sessions Setup

> **Deleting Program Sessions** is not advised due to loss of historical records. Instead of deleting program sessions, add an end date to the record.

Available Tool Rights

Subrights are in italics.

R	W	A	D
Program Sessions Setup			
• Access and view the Program Sessions Setup tool. • Select existing programs to view Program Session details. • Filter list of sessions.	• Modify and save existing Program Sessions.	• Add and save new Program Sessions.	• Permanently delete Programs. **This is not recommended.**
Print Session Report			
• Print a PDF of the Program Session Detail report, which includes a list of students in the program session and a total participation count.			

Suggested User Groups

- Counselors User Group

- Front Office User Group