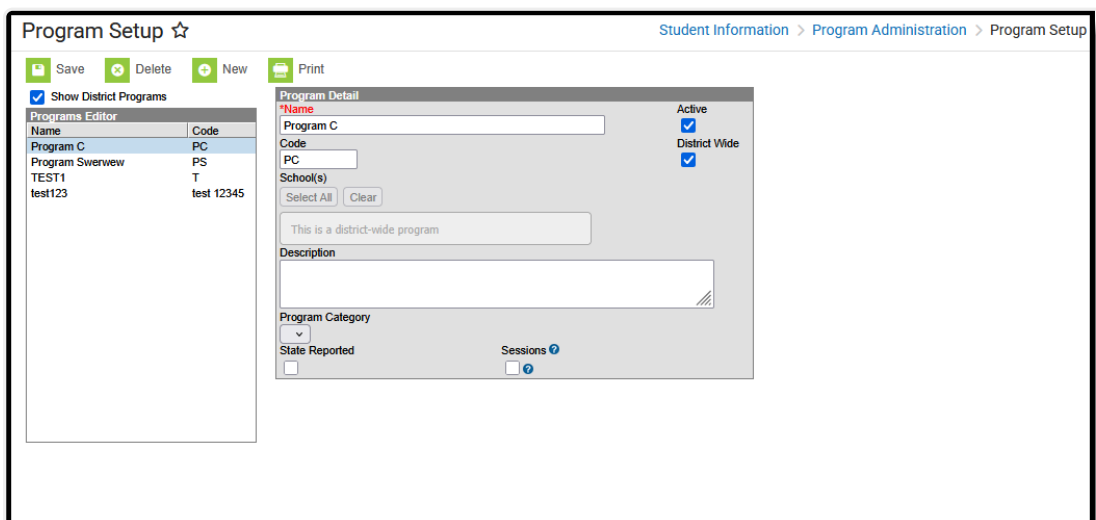


Program Setup Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

The **Program Setup** tool lists every program offered at the district or school. These programs may be after school clubs, intramural sports, community education, or anything else the district deems is a program.

See the [Program Setup](#) article for additional information.



The screenshot shows the 'Program Setup' tool interface. At the top, there's a breadcrumb trail: 'Student Information > Program Administration > Program Setup'. Below this, there are buttons for 'Save', 'Delete', 'New', and 'Print'. A checkbox labeled 'Show District Programs' is checked. On the left, there's a 'Programs Editor' table with columns 'Name' and 'Code'. It lists 'Program C' (PC), 'Program Swernew' (PS), 'TEST1' (T), and 'test123' (test 12345). On the right, there's a 'Program Detail' form for 'Program C'. It includes fields for 'Name', 'Code', 'School(s)', 'Description', and 'Program Category'. There are checkboxes for 'Active', 'District Wide', and 'State Reported'. A 'Sessions' link is also visible.

Program Setup Tool

This tool allows for the creation of programs that are available within a district. Users responsible for that process require All Calendar access.

Users without All Calendars access CANNOT create a new District-Wide program or edit an existing District-Wide program. They can, however, create and modify programs that are for just a school.

- When a user does not have All Calendars access, the District-Wide checkbox for existing District-Wide programs appears gray, and the user cannot edit.
- When a user does not have All Calendars access and is creating a new program, the District-Wide checkbox is grayed out, and the user cannot edit.
- When a user does not have All Calendars access, they cannot delete District-Wide programs.

Deleting programs is not advised as it removes historical data related to student participation. Instead, remove the Active checkbox, which prohibits the assigning of programs to students.

Available Tool Rights

Subrights are in italics.

R	W	A	D
Program Setup			
<ul style="list-style-type: none"> • Access and view the Program Setup tool • Select existing programs to view Program details. 	<ul style="list-style-type: none"> • .Modify and save existing Programs. 	<ul style="list-style-type: none"> • Add and save new Programs. 	<ul style="list-style-type: none"> • Permanently delete Programs. This is not recommended.
Program Detail Report			
<ul style="list-style-type: none"> • Print a PDF of the Program Detail report, which includes a list of students in the program and a total participation count. 			

Suggested User Groups

- [Counselors User Group](#)
- [Front Office User Group](#)

See [User Groups and Suggested Roles](#) for more information.