

Cohorts Program Setup (Indiana)

Last Modified on 07/25/2025 10:57 am CDT

Tool Search: Program Setup

The <u>Program Setup</u> tool lists every program offered at the district or school. In **Indiana**, the tool is used to create COHORT programs. The <u>Cohorts Ed-Fi resource</u> reports a record when a Program mapped to an Ed-Fi Code is created and saved. The following setup must be completed for accurate Indiana state reporting.

Indiana COHORT Program Setup Workflow

1	 <u>Create COHORT programs in Program Setup</u>. The cohort code must be in ALL CAPS to report. COHORT
2	Map the programs in the Resource Preferences of the Ed- Fi Connection under the Cohorts resource.
3	Assign Programs to students/staff.

Create COHORT Programs in Program Setup

Tool Search: Program Setup

Program Setup 🚖		Student Information > Program Administration > Program Se	tup
Save Delete O New	Print Program Detail Academic Intervention Code COHORT School(s) Select All Clear This is a district-wide program Description Program Category State Reported Sessions Sessions	Active	
	Program Detail E	Editor	

- 1. Click the **New** icon. A **Program Detail** editor displays.
- 2. Enter the **Name** of the Program.



- 3. Mark the **Active** checkbox.
- 4. Enter a **Code** for the Program.
 - **COHORT** (must be in ALL CAPS to report)
- 5. Mark the **District Wide** checkbox to make the program available at all schools in the district.
- 6. Select the **School** where the Program is available (if it is not district-wide). Only one school can be selected for a school-based cohort. If a similar cohort is needed in a second school, create a second school-based cohort and select the second school.
- 7. Enter a **Description** of the Program.
- 8. Program Category Not applicable for Indiana Cohorts.
- 9. Mark the State Reported checkbox.
 - This MUST be selected for the Cohort Program to report.
- 10. Sessions Not applicable for Indiana Cohorts.
- 11. Click the **Save** icon when finished. Saved Programs are listed alphabetically in the Programs Editor.

Program Detail Editor Field Descriptions

Field	Description		
Name Required	The name of the program. This displays in the Programs Editor, in program- related reports, and when viewing <u>Programs assigned to students</u> and others. It should be descriptive enough for the program to be easily recognized.		
Active	 When marked, indicates the Program can be assigned to students. When not marked, it is considered inactive and displays in a light gray color. Inactive programs can still be assigned to students using the <u>Batch Assignmen</u> Tool or by manually assigning the program to a student. These inactive programs are shown in gray text on the Program Participation Editor and in re text on the Batch Assignment Tool. 		
District Wide	When marked, the Program is available at all schools in the district. Once marked, the School(s) Select All and Clear buttons and the field to select schools are disabled, and the field to select schools displays the words "This is a district-wide program." Before a program can be saved, the District Wide check box must be marked, or at least one school must be selected. If the District Wide check		
	box is not marked and no school has been selected, an alert message displays when trying to save.		



Field	Description
Code	Lists the identifying abbreviation associated with the program. • COHORT
	The program should be associated with the code COHORT for accurate Ed-Fi reporting.
School	Lists the school where the program is available.
	 Only one school can be selected for a school-based cohort. If a similar cohort is needed in a second school, create a second school-based cohort and select the second school. If ALL schools should have access to the program, mark it as District-wide instead.
Description	This field provides detailed information on the program.
Program Category	Not applicable for Indiana Cohorts.
State Reported	Mark this checkbox to include the program in Ed-Fi state reporting (<u>Cohorts</u>).
Sessions	Not applicable for Indiana Cohorts.

Map Programs in Resource Preferences

Tool Search: Ed-Fi Configuration

Step 1: Select the Resource Preferences button under the Ed-Fi Configuration tool.

Configuration 🖈		Reporting > Ed-Fi > Configuration
		Related Tools A
Configurations		
25-26	Resource Preferences Connection OFF	
SY 24-25	Resource Preferences Connection ON	

Step 2: Navigate to the Cohorts Resource Preferences under Ed-Fi Configuration tool.

Step 3: Select the Edit button.

Intiguration 😭		Reporting > Ed-Fi > Cont Related 1
Resource Preferences (25-26)		
Resource	Active	
Grade Levels		Edit
Attendance Information	OFF	-
Student School Attendance Events		Edit
Cohort Information	OFF	-
Cohorts		Edit
Staff Cohort Associations		
Student Cohort Associations		
Discipline Information	OFF	-
Discipline Actions		Edit
Discipline Incidents		Edit

Step 4: Select the Add button.

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Step 5: Use the dropdown fields to select the Program and the corresponding Ed-Fi Code.

Configuration ★	Reporting > Ed-Fi > Configuration
	Related Tools A
Cohorts (25-26)	
Active	
-	
Cohort Type Descriptors	
Program Ed-F	Code
Cohort Academic Intervention	demic Intervention: Academic Inter Remove
Add	
Save Cancer	

Assign Programs to Students and Staff

Tool Search: Programs

The <u>Programs</u> tool lists the programs in which a person is involved. Indiana users can use this tool to assign students and staff to COHORT programs individually.



Programs	☆		Student Information > General > Progra
Student, Jane	Student #: 123456 Grad	de: 09 DOB: 05/01/2011	Related Tools
Save 😣 Delete	🕈 New 🚍 Print		
ogram Participation Editor	Parsian	Start Data End Data Status	
ogram	06551011		
ogram Participation Detail			
ogram			
art Date	End Date	Eligibility Start Date Eligibility El	nd Date
ticipation Details			
scription			
			1
t Reason			
	·		
rogram Information			
rogram Name:		Program Category:	
rogram Code:		State Reported:	
escopudit.			

- 1. Select the applicable Cohort **Program** from the dropdown list.
- 2. Add the participant's **Start Date**.

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3. Add the End Date when applicable.

The remaining fields are not used for Cohorts in Indiana.

Program Participation Detail Editor

Field	Description	
Program <i>Required</i>	Indicates the name of the program being assigned to the student. These programs are created in the <u>Programs</u> tool. Active programs and inactive programs are available for selection (inactive programs display in gray text). More than one program can be assigned to a student at one time.	
Start Date <i>Required</i>	Indicates the date the student 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 student stopped participating in the program. Dates are entered in <i>mmddyy</i> format or can be entered by using the calendar icon.	

