Cohorts Program Setup (Indiana)

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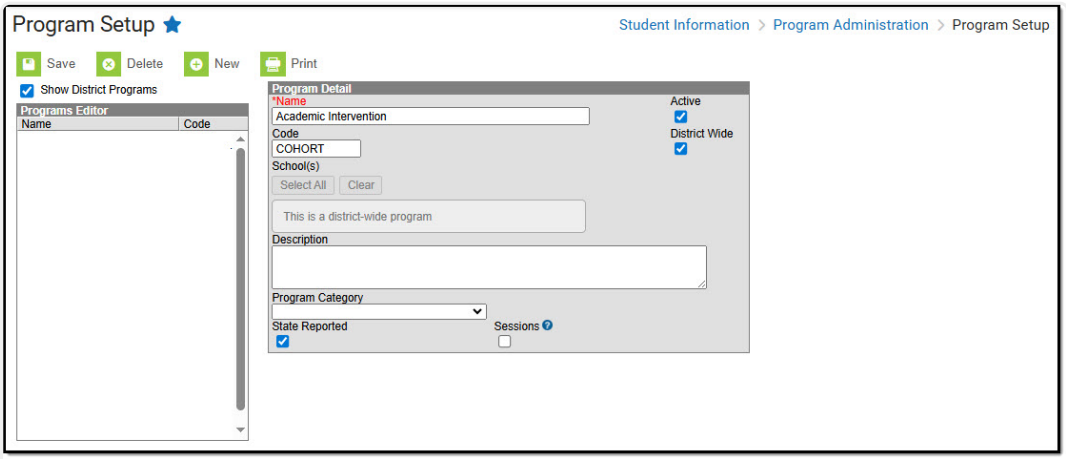
The Program Setup tool lists all programs offered at the district or school level. In **Indiana**, the tool is used to create COHORT programs. The Cohorts Ed-Fi resource reports a record when a Program mapped to an Ed-Fi Code is created and saved. The following setup must be completed for accurate Indiana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

Indiana COHORT Program setup workflow

1	Create COHORT programs in Program Setup. • 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

Path: Student Information > Program Administration > Program Setup



Create or update program definitions that can be mapped to Ed-Fi cohort resources.

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

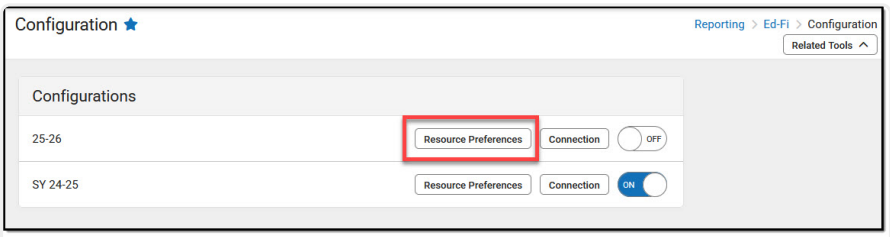
Field	Description
Name *Required*	The name of the program. This displays in the Programs Editor, in program-related reports, and when viewing Programs assigned to students and others. It should be descriptive enough for the program to be easily recognized.
Active	When marked, indicates the Program can 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 Batch Assignment 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 red 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 school selection field are disabled, and the school selection field displays the message *"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.
Code	Lists the identifying abbreviation associated with the program. • COHORT The program should be associated with the code COHORT for accurate Ed-Fi reporting.

Field	Description
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 (Cohorts).
Sessions	*Not applicable for Indiana Cohorts.*

Map programs in Resource Preferences

Path: Reporting > Ed-Fi > Configuration

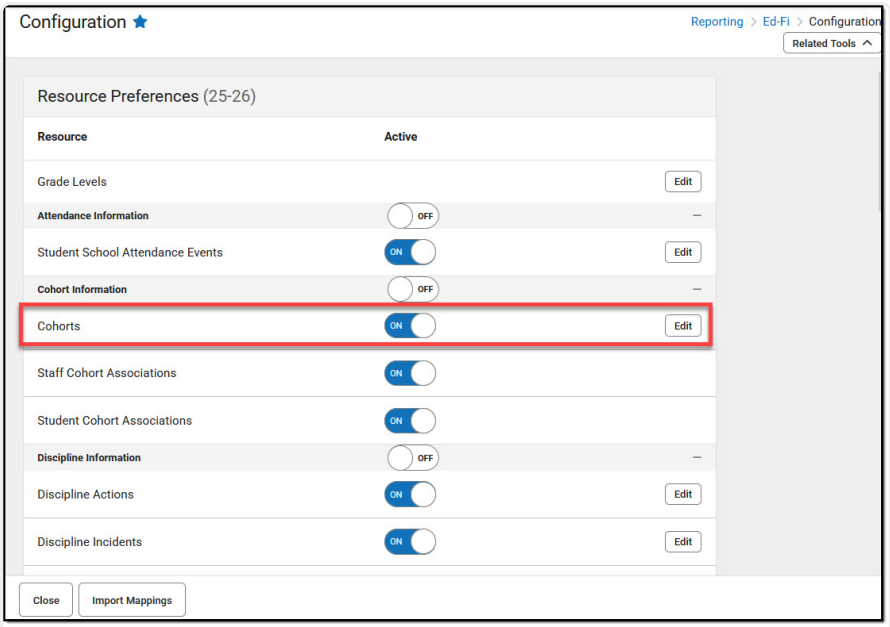
Step 1: Select the Resource Preferences button under the Ed-Fi Configuration tool.



Access resource settings for an Ed-Fi configuration.

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

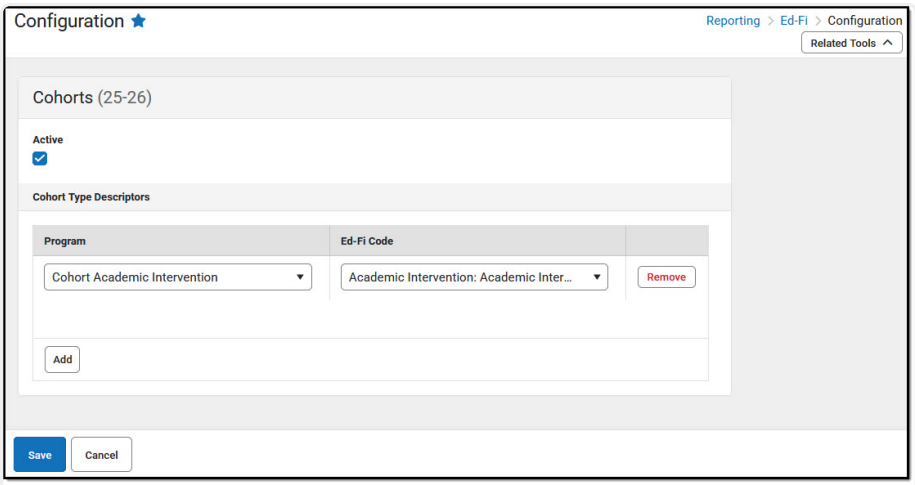
Step 3: Select the **Edit** button.



Enable, disable, and configure Ed-Fi resources included in data synchronization.

Step 4: Select the **Add** button.

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



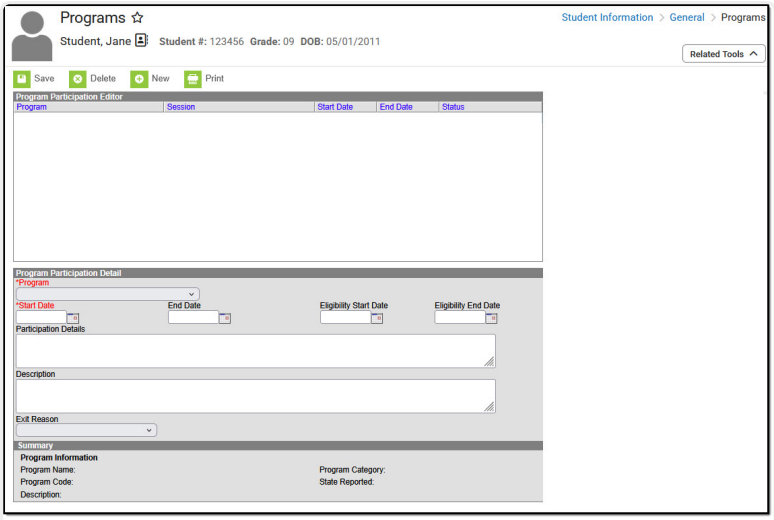
Map local programs to Ed-Fi cohort descriptors for cohort data synchronization.

Assign programs to students and staff

Path: Student Information > General > Programs

The Programs 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.

The Batch Program Assignment Wizard can be used to assign a program to multiple people at once.



Add and maintain student program participation records that can be
included in Ed-Fi cohort reporting.

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

The remaining fields are not used for Cohorts in Indiana.

Program Participation Detail Editor field descriptions

Field	Description
Program *Required*	Indicates the name of the program being assigned to the student. These programs are created in the Programs 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.

Field	Description
Start Date *Required*	Indicates the date the student was first involved in the program. Dates are entered in *mmddyy* format or using the calendar icon.
End Date	Indicates the date the student stopped participating in the program. Dates are entered in *mmddyy* format or using the calendar icon.