



## *Program Alert Flags*

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## *Learner Guide*

*August 2009*

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## **About this Session**

Welcome to the self-paced lessons for program alert flags. This session is key to the success of utilizing program alerts in Campus.

## **Hands-On Practice**

Hands-on practice can be done using the Campus training site.

## **Training Site Login Information**

.....  
: **User Name: programs** :  
: **Password: p@ssw0rd** :  
.....



## **Hands-On Practice**

*For this session's hands-on practice activities you will be using Harrison High School.*

### ***Hands-On Activity 1: Who's Staying. . .***

There are many programs that occur in your building after school. However, it is difficult to know who is taking the late bus home. Create a program flag that can be used to indicate which students take the late bus. After creating the flag, search for a student and assign the flag to him/her.

### ***Hands-On Activity 2: Graduating. . .***

Your school has many students that graduate early. Assign the early graduation flag to students. This can be assigned to an entire grade level or by using an ad hoc filter.

### ***Hands-On Activity 3: No Contact Order. . .***

There is a student who legally cannot have any contact with a parent. Assign this student a legal alert so that individuals are aware that he/she cannot be released to that parent.

# PROGRAM ALERT FLAGS

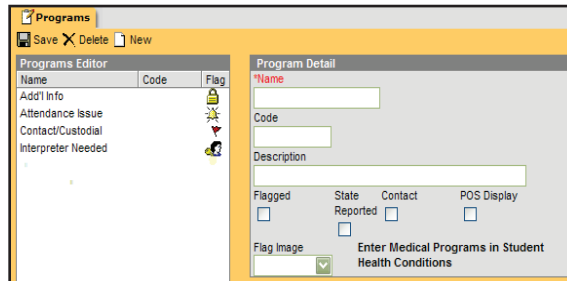
## Programs


*Path: System Administration > Student > Programs*

A program is a method of tracking information about individual students. The program may be flagged, meaning that all users of the Campus application will see an icon and user warning next to the student name in all student information areas, as well as on the teacher roster. Common uses of programs include custody and legal concerns.

To create a new program type:

1. Click New.
2. Enter the name of the program. The name will be seen in the header area of all Student Information tabs.
3. The code may be used in conjunction with AdHoc reporting.
4. If the program should be displayed in the Student Information header, check flagged.
5. Contact may be used in conjunction with AdHoc reporting.
6. If flagged, select an icon to be used next to the program name.
7. If the flag should also be displayed on the Point of Sale terminal, check POS display.
8. When finished, click Save.



 Any program created in System Administration that is marked for state reporting will not be visible in the Student Information Programs dropdown list for those users who do not have the State Reported Program sub-right selected in their tool rights.

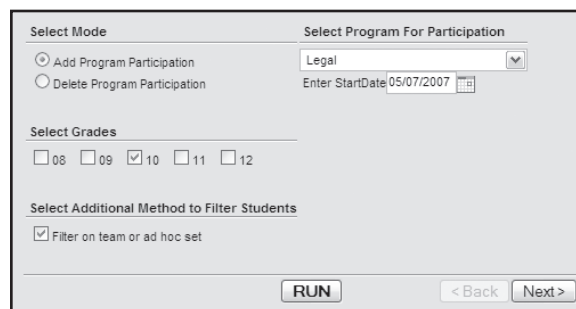
## Program Participation Wizard

*Path: System Administration > Student > Program Participation Wizard*

The Wizard can be used to assign flagged programs and/or graduation programs to an entire grade level or the results of an AdHoc filter.

To use the Wizard:

1. Select the mode (add or delete program).
2. Select the program.
3. Enter the start date for the students' participation in the program.
4. Select the students' grade level(s).
5. If needed, check filter on AdHoc set and click the next button.
6. If AdHoc is not needed, click Run.



## Program Alerts

### Programs Tab

Path: Student Information > General > Programs

The programs tab is where more information can be found out about the “warning flag” that is seen next to the student’s name above the tabs. Many users will not have access to this tab, but you may have access depending on district policy and procedure.

To find out more information about a particular warning program, select the program in the editor list. The details will open on screen and provide more information about the concern.

To create a new program/flag:

1. Click New at the top of the programs tab.
2. Choose the type of program in the dropdown menu.
3. Enter the start date for the program
4. Enter the text you wish all users of campus to see in the user warning field.
5. Enter any additional information that should be accessible only on this tab in the comments area.
6. Click Save when finished.