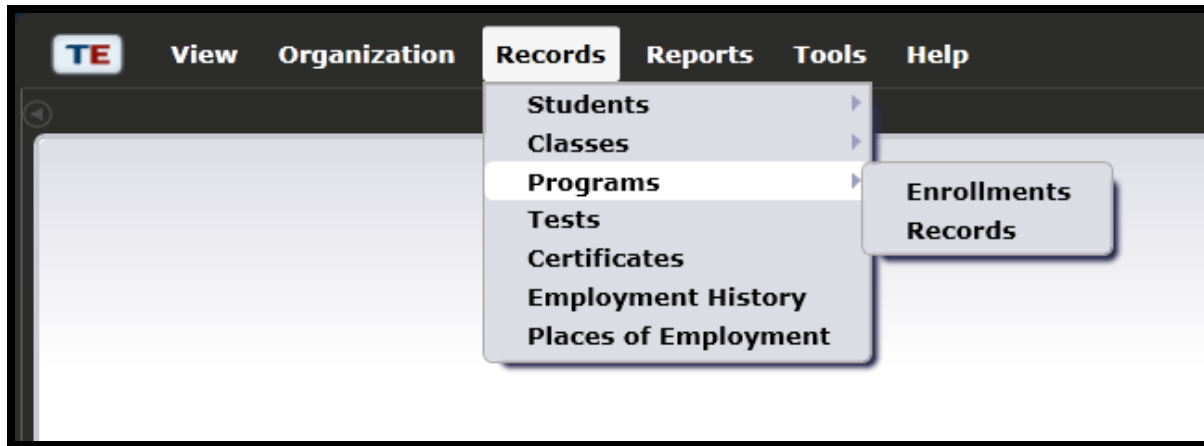


How to Look at Students by Program

1. Go to Records/Programs/Enrollments.



2. This will open a lister of all students, all programs.

The screenshot shows the 'Program Enrollments' data table. The table has the following columns: Site, Student ID, Name, Instructional Program, Program Status, Date Entered Program, and Program Exit Reason. The data is as follows:

Site	Student ID	Name	Instructional Program	Program Status	Date Entered Program	Program Exit Reason
6 - Southwest...	000130472	Isabel Martinez	ESL	Retained in program	3/19/2013	
6 - Southwest...	000196111	Antonio Macgrady	ESL	Retained in program	3/17/2013	Met Goal
6 - Southwest...	002440622	Romildo Mancillas	ESL	Retained in program	9/25/2012	
1 - North Cam...	005208216	Rick Williams	Basic Skills (ABE)		9/20/2012	
1 - North Cam...	023945893	Trayla B Ford	GED		9/27/2012	
1 - North Cam...	034903948	Carmen Rodriguez	ESL	Retained in program	9/1/2012	
1 - North Cam...	039493489	John W Bestway	GED		7/10/2012	
6 - Southwest...	046583746	Jorge Casteneda	ESL	Retained in program	2/1/2013	
1 - North Cam...	049485858	Carey D McGarnagle	GED	Left Program	9/5/2012	
6 - Southwest...	060882	Dora A Cabrera	ESL	Retained in program	2/5/2013	Completed Program
6 - Southwest...	086485676	Luis Angel Moreno	ESL	Retained in program	3/17/2013	
6 - Southwest...	089465737	Orlando Tomas Lamas	ESL	Left Program	9/25/2012	Unknown reason
1 - North Cam...	090983439	Krissy Bartholomew	Basic Skills (ABE)	Left Program	7/31/2012	

3. Using the filter under **Instructional Program**, choose a program area.

The screenshot shows the 'Program Enrollments' interface. The 'Agency/Site' is set to '4908 - Rolling Hills Adult School'. The 'Instructional Program' dropdown menu is open, showing a list of program options. 'ESL' is selected with a checkmark. Other options include N/A, Basic Skills (ABE), ESL/Citizenship, Citizenship, High School Diploma, GED, Spanish GED, Career/Tech Ed, Workforce Readiness, Adults w/Disabilities, Health & Safety, Home Economics, Parent Education, Older Adults, Other Program, and ROCP. Buttons for 'Select all', 'Invert', 'Clear', and 'Ok' are visible at the bottom of the menu.

Site	Student ID	Name	Instructional Program	Program Status	Date Entered Program	Program Exit Reason
6 - Southwest...	000130472	Isabel Martinez	ESL	Retained in program	3/19/2013	
6 - Southwest...	000196111	Antonio Macgrady	ESL	Retained in program	3/17/2013	Met Goal
6 - Southwest...	002440622	Romildo Mancillas	ESL	Retained in program	9/25/2012	
1 - North Cam...	005208216	Rick Williams	ESL	Retained in program	9/20/2012	
1 - North Cam...	023945893	Trayla B Ford	ESL	Retained in program	9/27/2012	
1 - North Cam...	034903948	Carmen Rodriguez	ESL	Retained in program	9/1/2012	
1 - North Cam...	039493489	John W Bestway	ESL	Retained in program	7/10/2012	
6 - Southwest...	046583746	Jorge Casteneda	ESL	Retained in program	2/1/2013	
1 - North Cam...	049485858	Carey D McGarnagle	ESL	Retained in program	9/5/2012	
6 - Southwest...	060882	Dora A Cabrera	ESL	Retained in program	2/5/2013	Completed Program
6 - Southwest...	086485676	Luis Angel Moreno	ESL	Retained in program	3/17/2013	
6 - Southwest...	089465737	Orlando Tomas Lamas	ESL	Left Program	9/25/2012	Unknown reason
1 - North Cam...	090983439	Krissy Bartholomew	ESL	Retained in program	7/31/2012	
1 - North Cam...	091919119	Karen V Corkey	ESL	Retained in program	7/1/2012	
1 - North Cam...	092340934	Humil Zritpab	ESL	Retained in program	9/1/2012	
1 - North Cam...	092409833	Jaime Gomez	ESL	Retained in program	9/1/2012	
1 - North Cam...	093182584	Ronald Screbicizi	ESL	Retained in program	9/1/2012	
1 - North Cam...	093548385	Phat Lam	ESL	Retained in program	9/25/2012	
1 - North Cam...	093734754	Jay Bluegill	ESL	Retained in program	10/9/2012	
1 - North Cam...	095898383	Matt R O'Happenstance	ESL	Left Program	9/1/2012	Met Goal
6 - Southwest...	097867574	Aleyda Zamora	ESL	Retained in program	1/21/2013	

4. This will create a lister of all students, one program.

The screenshot shows the 'Program Enrollments' interface after filtering by 'ESL'. The table displays a list of students enrolled in the ESL program, with their site, student ID, name, program status, and date entered.

Site	Student ID	Name	Instructional Program	Program Status	Date Entered Program	Program Exit Reason
6 - Southwest...	000130472	Isabel Martinez	ESL	Retained in program	3/19/2013	
6 - Southwest...	000196111	Antonio Macgrady	ESL	Retained in program	3/17/2013	Met Goal
6 - Southwest...	002440622	Romildo Mancillas	ESL	Retained in program	9/25/2012	
1 - North Cam...	034903948	Carmen Rodriguez	ESL	Retained in program	9/1/2012	
6 - Southwest...	046583746	Jorge Casteneda	ESL	Retained in program	2/1/2013	
6 - Southwest...	060882	Dora A Cabrera	ESL	Retained in program	2/5/2013	Completed Program
6 - Southwest...	086485676	Luis Angel Moreno	ESL	Retained in program	3/17/2013	
6 - Southwest...	089465737	Orlando Tomas Lamas	ESL	Left Program	9/25/2012	Unknown reason
1 - North Cam...	092340934	Humil Zritpab	ESL	Retained in program	9/1/2012	
1 - North Cam...	092409833	Jaime Gomez	ESL	Retained in program	9/1/2012	
1 - North Cam...	093182584	Ronald Screbicizi	ESL	Retained in program	9/1/2012	
6 - Southwest...	097867574	Aleyda Zamora	ESL	Retained in program	1/21/2013	
1 - North Cam...	098359843	Iri Trazainicibrn	ESL	Retained in program	9/1/2012	
1 - North Cam...	098503953	Norberta Ellis	ESL	Retained in program	9/1/2012	