

Records -> Programs-> Enrollments

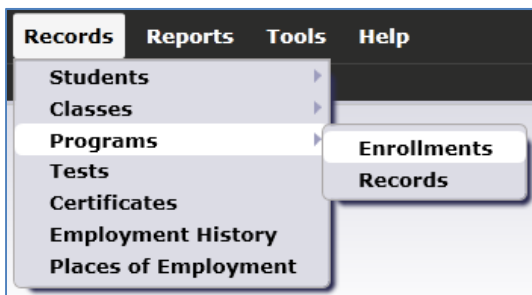
Content: The Program Enrollments lister maintains a list of students by instructional program with status in program and exit reason. This lister also tracks the program start date and end date.

Created: The first time there is activity by the student in a recorded instructional program. The lister displays a duplicated list of students, but contains only one record for each class in which the student is enrolled.

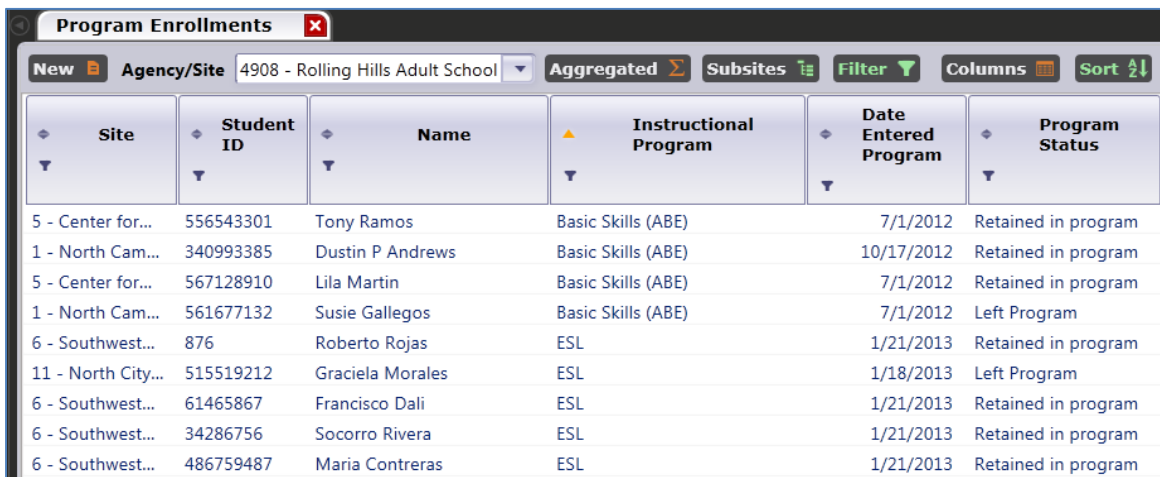
Use to: Find students in a particular instructional program, or those who have exited.

Example(s) Using this Lister:

1. On the Records menu, point to Programs, and select Enrollments.

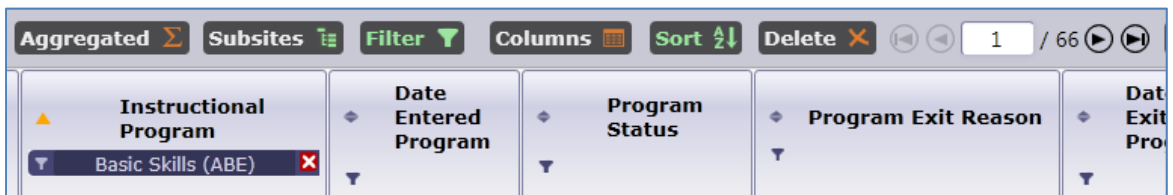


2. Click Refresh.
3. Refer to the Instructional Program column. Click the double arrow above the column to sort the lister by program.



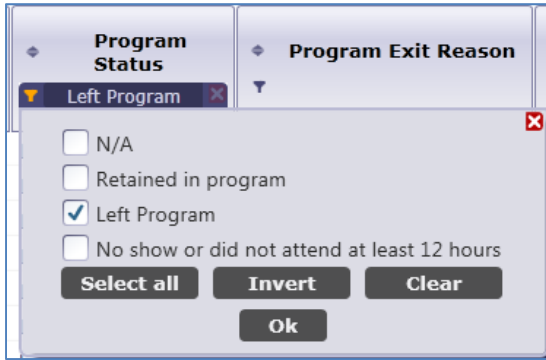
Site	Student ID	Name	Instructional Program	Date Entered Program	Program Status
5 - Center for...	556543301	Tony Ramos	Basic Skills (ABE)	7/1/2012	Retained in program
1 - North Cam...	340993385	Dustin P Andrews	Basic Skills (ABE)	10/17/2012	Retained in program
5 - Center for...	567128910	Lila Martin	Basic Skills (ABE)	7/1/2012	Retained in program
1 - North Cam...	561677132	Susie Gallegos	Basic Skills (ABE)	7/1/2012	Left Program
6 - Southwest...	876	Roberto Rojas	ESL	1/21/2013	Retained in program
11 - North City...	515519212	Graciela Morales	ESL	1/18/2013	Left Program
6 - Southwest...	61465867	Francisco Dali	ESL	1/21/2013	Retained in program
6 - Southwest...	34286756	Socorro Rivera	ESL	1/21/2013	Retained in program
6 - Southwest...	486759487	Maria Contreras	ESL	1/21/2013	Retained in program

4. Use the Add Filter button in this column to show the list and item count of students for each individual program.

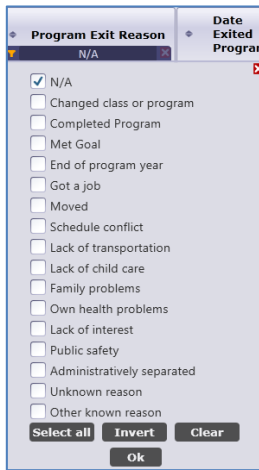


5. Restore the lister to the full list of students.

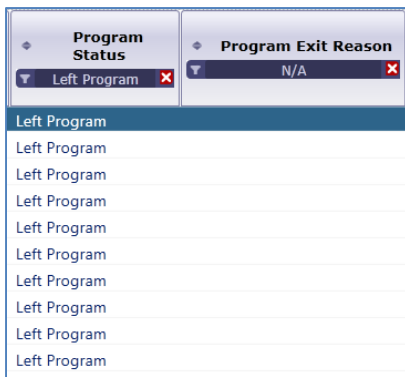
6. Refer to the Program Status column and filter for students who Left Program.



7. Align the columns so that Program Status and Program Exit Reason appear side by side.
8. Filter the Exit Reason column to show only those without a reason.



9. Review the columns for a list of students who left program but who are without a reason for exiting.



10. Click the 'X' above the Program Status and Reason for Exiting columns to unfilter both columns.