Records -> Programs-> Records

Content: The Program Records lister maintains a list of students by instructional program, and assigns a new record date whenever any change to the student's status or progress is entered. Program status may be retained, left, or no show. Progress may be progressed within level, completed level, or advanced to a higher level.

Created: Anytime there is an update to status, progress, or exit reason. Students are duplicated.

Use to: Find students who have progressed within level, completed level, or advanced to a higher level

Example(s) Using this Lister:

1. On the Records menu, point to Programs, and select Records.
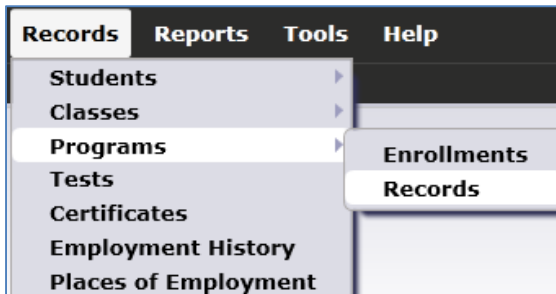
2. Click Refresh.
3. Click the sort button above the Name column. Note that this lister displays a duplicated list of students.

Program Year	Site	Student ID	Name	Instructional Program
Current program year				
7/1/2012 – 6/30/2013	2 - South Campus	21194049	Mary Hernandez	ESL
7/1/2012 – 6/30/2013	11 - North City ESL	555141083	Melinda Acosta	ESL
7/1/2012 – 6/30/2013	11 - North City ESL	555141083	Melinda Acosta	ESL
7/1/2012 – 6/30/2013	11 - North City ESL	555141083	Melinda Acosta	ESL
7/1/2012 – 6/30/2013	11 - North City ESL	555141083	Melinda Acosta	ESL
7/1/2012 – 6/30/2013	11 - North City ESL	555141083	Melinda Acosta	ESL
7/1/2012 – 6/30/2013	6 - Southwest Campus	567765757	Mi Chu	ESL
7/1/2012 – 6/30/2013	6 - Southwest Campus	567765757	Mi Chu	ESL
7/1/2012 – 6/30/2013	6 - Southwest Campus	567765757	Mi Chu	ESL
7/1/2012 – 6/30/2013	2 - South Campus	258456852	Mianda Bol	ESL
7/1/2012 – 6/30/2013	2 - South Campus	258456852	Mianda Bol	ESL
7/1/2012 – 6/30/2013	2 - South Campus	258456852	Mianda Bol	ESL
7/1/2012 – 6/30/2013	2 - South Campus	258456852	Mianda Bol	ESL
7/1/2012 – 6/30/2013	11 - North City ESL	599990603	Mianda Huata	ESL

4. Filter the lister so that it only displays the records for Student 555141083, Melinda Acosta.

Program Year	Site	Student ID	Name	Instructional Program	Record Date	Program Progress
Current program year		55514				
7/1/2012 – 6/30/2013	11 - North City ESL	555141083	Melinda Acosta	ESL	7/6/2012	
7/1/2012 – 6/30/2013	11 - North City ESL	555141083	Melinda Acosta	ESL	1/3/2013	Completed level or program
7/1/2012 – 6/30/2013	11 - North City ESL	555141083	Melinda Acosta	ESL	8/4/2012	
7/1/2012 – 6/30/2013	11 - North City ESL	555141083	Melinda Acosta	ESL	9/30/2012	
7/1/2012 – 6/30/2013	11 - North City ESL	555141083	Melinda Acosta	ESL	12/1/2012	

5. For this exercise we will explore the Program Records for one student, and "track" each record to link it to the specific activity that created the record for the student.

6. Note that Melinda has five Program Records. Open Melinda's earliest listed record (dated 7-6-2012.)

7. In Edit/View, double-click the link shown next to the orange arrow above to open Melinda's student record

8. On the Navigator bar, click Program Enrollments. Note that Melinda enrolled on 7-6-12 – consistent with her earliest Program Record.

9. Click Class Enrollments. Note the record is also dated 7-6-12.

10. Also note that the date for exiting the program (and class) is 1-3-13. This also matches the listing in Program Records.

11. On the Navigator bar, click Tests. Note Melinda has four, over three different dates–8-4-12, 9-30-12, and 12-1-12. The three dates match the listings in Program Records.