

# Create Academic Programs

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[Program Detail Fields](#) | [Create an Academic Program](#) | [Copy an Academic Program](#) | [Deactivate an Academic Program](#) | [Delete a Program](#) |

**Classic View:** [Program Admin](#) > [Programs](#) > [Academic Programs](#) > [New Program](#)

**Search Terms:** [Academic Programs](#)

Academic Programs can be created for a particular school or all schools, for a particular set of students (based on their cohort year), and can be set to display on the portal. Any number of programs can be created.

## Academic Programs ☆

Student > Program Administration > Academic Programs

Save
 Delete Program
 New
 Copy Program

Show District Programs

**Academic Programs**

- [Computer Science](#)
- [Culinary Arts](#)
- [Life Skills](#)

**Academic Program Detail**

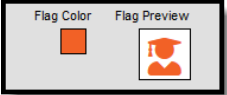
Modifying an Academic Program (Cohort Start Year, Cohort End Year, Active, or School) after students have been assigned may affect students' participation in the program.

<b>*Name</b> Computer Science	Active <input checked="" type="checkbox"/>
<b>*Program Type</b> Academic	State Reported <input type="checkbox"/>
State Code (CIP) <input type="text"/>	
Cluster <input type="text"/>	
Flagged <input checked="" type="checkbox"/>	
Flag Image 	Flag Color Flag Preview 
Cohort/Graduation Active Start Year <input type="text"/>	
Cohort/Graduation Active End Year <input type="text"/>	
School <input type="text"/>	<input checked="" type="checkbox"/> Available for selection on portal
<b>*Credit Group</b> High School Credit	
<b>*Category</b> CTE	

Academic Program Detail Editor

## Program Detail Fields

Fields available may vary by state. Refer to localized product content for state-specific information.

Field	Description
<b>Name</b> <i>Required</i>	Describes the program. The name can be up to 50 characters in length.
<b>Active</b>	Indicates the program is active and can be assigned or chosen by students. When a new program is created, this checkbox is marked by default.
<b>Program Type</b> <i>Required</i>	<p>Classifies the Program Type as <i>CTE</i>, <i>Academic</i>, or <i>Seal</i> for internal and external reporting purposes. Program Type must be set to Seal in order to use the Course Plan Admin tool to post seals for students who successfully complete an academic program.</p> <div data-bbox="480 804 1423 943" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Refer to your state reporting guidelines for which Program Type to use.</p> </div>
<b>State Code (CIP)</b>	<p>Identifies the program using a State Code or a Classification of Instructional Programs (CIP) code. This field may also be the Program name, the Pathway Name, the State Standard, or Instructional Area Code.</p> <p>For some states, this is a text field to enter the CIP code. In other states, this is a searchable field that includes the Ed-Fi codes for the Program.</p>
<b>Cluster</b>	<p>Indicates a focus of the program. These options are determined by the Association of Career and Technical Education and need to be added to the <a href="#">Attribute Dictionary</a> (Programs &gt; Cluster) before assigning to an Academic Program.</p> <p>Available options for this field may vary by state.</p>
<b>Flagged</b>	<p>When marked, the program displays with an icon next to the student's name. The default selection for an Academic Program is the Graduate image in orange, but this can be changed to any of the other 30 available images and 12 available colors. Images and colors only display when this checkbox is marked.</p> <div data-bbox="488 1738 715 1832" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Flag Color    Flag Preview</p>  </div>
<b>Flag Image/Flag Color/Flag Preview</b>	<p>When the Flagged checkbox is marked, a set of 30 images, an option to select a color, and a preview of those selections display.</p>

Field	Description
<b>State Reported</b>	<p>Indicates the program is reported in state extracts as a means of tracking student progress. Additional tool rights need to be assigned for users to view, add or modify state reported-related flags for students.</p> <p>In order for this sort of flag to display next to the student's name, the Flagged checkbox must also be selected.</p>
<b>Cohort/Graduation Active Start Year</b>	<p>The selected year narrows down the students who are eligible for the program based on the NCLB Cohort End Year fields on their graduation tab. Students who have an NCLB Cohort End Year greater or equal to the Cohort/Graduation Active End Year have the ability to select this program.</p> <p>If left blank, all students are able to select the program.</p> <p>When assigning programs to students using the <a href="#">Batch Assignment Tool</a>, students who have a Graduation NCLB Cohort Start Year field the same as or later than the year entered in this field can be assigned to the program.</p>
<b>Cohort/Graduation Active End Year</b>	<p>The selected year narrows down the students who are eligible for the program based on the NCLB Cohort End Year fields on their graduation tab. Students who have an NCLB Cohort End Year less than or equal to the Cohort/Graduation Active End Year have the ability to select this program.</p> <p>If left blank, all students are able to select the program.</p> <p>When assigning programs to students using the <a href="#">Batch Assignment Tool</a>, students who have a Graduation NCLB Cohort End Year field the same as or prior to the year entered in this field can be assigned to the program.</p>
<b>School</b>	<p>If populated, this program is only available to students enrolled at the selected school. If not populated, this program is available to students across the district.</p> <p>See the <a href="#">District Programs vs. School Programs</a> section for more information.</p>
<b>Available for selection on portal</b>	<p>When marked, the program can be selected on the Portal graduation Planning tool.</p>

Field	Description
<b>Credit Group</b> <i>Required</i>	This selection controls the display of the Credit Types available when setting Credit Requirements, when viewing Course Requirements, and the information that displays on the Course Plan and Portal graduation Planning tools (only courses with the Credit Type equal to the a child of this Credit Group are available in the dropdown list).
<b>Category</b> <i>Required</i>	Indicates the classification of the program. For Academic Programs, the available options are CTE, Certificate, Award or Seal.

## Create an Academic Program

See the **Program Detail Fields** for those fields that are required.

1. Select the **New** icon. An **Academic Program Detail** editor appears.
2. Enter the **Name** of the Academic Program.
3. Verify the **Active** checkbox on the far right is marked. This is automatically marked; if the program should not be available for selection immediately, remove this selection.
4. Select a **Program Type** for the Academic Program.
5. Enter a **State Code (CIP)** for the Academic Program (optional).
6. If the program reports to the state (the school receives funding for the program), mark the **State Reported** checkbox.
7. Select a **Cluster** for the Academic Program (optional).
8. If the program should be flagged (an image displays next to the student's name in Student Information > General), mark the **Flagged** checkbox.
9. If the program has been marked as Flagged, select an image for the flag and a color to appear next to a student's name when this program is assigned.
10. Select the **Cohort/Graduation Active Start Year** and **Cohort/Graduation Active End Year** from the dropdown list (optional).
11. Select the **School** to which this program is available (optional).
12. Mark the **Available for selection on portal** checkbox.
13. Select the appropriate **Credit Group**.
14. Select the appropriate **Category**.
15. Click the **Save** icon when finished.

The new program appears in the **Academic Programs** tree with additional options to be set up before the Program is assigned to a student. After creating a program, enter [Course Requirements](#), [Test Requirements](#), [Compound Requirements](#), [GPA Requirements](#), and a [Course Plan Template](#).

## Copy an Academic Program

Copying an Academic Program creates an exact copy of the chosen program with a different name. All requirements and the Course Plan Template for the selected program are also copied.

1. Select the program to copy from the **Academic Programs** list.

2. Click the **Copy Program** icon in the action bar.
3. An alert message displays, indicating the program is about to be copied. Acknowledge this by choosing **OK** to continue or **Cancel** to not copy the program.
4. Upon accepting the warning message, the **Academic Program Detail** editor updates with the same information that was entered in the original program, plus an indication that it is a copy of another program in the Name field. This naming convention is the same name that the previous program was called with the words *Copy(1)* at the end of the field.
5. Modify this **Name** to reflect the desired name of the program.
6. Review the entered information and make any adjustments needed for this copied program.
7. Click the **Save** icon when finished. The new program appears in the **Academic Programs** tree with additional options that also need to be reviewed for accuracy before the Academic Program is assigned to a student.

**Academic Programs** ☆

Student > Program Administration > Academic Programs

Save Delete Program New **Copy Program**

Show District Programs

**Academic Programs**

- Computer Science
- Culinary Arts
- Life Skills

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**Academic Program Detail**

Modifying an Academic Program (Cohort Start Year, Cohort End Year, Active, or School) after students have been assigned may affect students' participation in the program.

\*Name: Computer Science Active:

\*Program Type: Academic State Reported:

State Code (CIP):

Cluster:

Flagged:

Flag Image:

Flag Color: ■ Flag Preview:

Cohort/Graduation Active Start Year:

Cohort/Graduation Active End Year:

School:

\*Credit Group: High School Credit

\*Category: CTE

Available for selection on portal

*Copying an Academic Program*

## Deactivate an Academic Program

Academic Programs cannot be deleted when tied to other records (assigned to a student, etc.)

Before deleting a program, consider the need to delete it:

- Was it created in error? A program created in error should be deleted.
- Is it out of date and needs to be deleted? A program that is out of date can be marked inactive rather than deleting the program. This way, a record of that program remains and it's easy to locate any students who were assigned that program.

Programs can be deactivated by removing the checkmark from the **Active** checkbox in the Program Detail. Inactive programs display in red text at the bottom of the Programs tree and cannot be selected for assignment to a student or chosen on the Portal.

The screenshot shows the 'Academic Programs' management interface. At the top, there are navigation links for 'Student' and 'Program Administration', and a breadcrumb trail 'Academic Programs'. Below this are action buttons: 'Save', 'Delete Program', 'New', and 'Copy Program'. A 'Show District Programs' checkbox is checked. The 'Academic Programs' tree on the left lists 'Computer Science', 'Culinary Arts', and 'Life Skills'. The 'Life Skills' program is highlighted with a red box, and a red arrow points from it to the 'Active' checkbox in the 'Academic Program Detail' view. The 'Active' checkbox is also highlighted with a red box. The 'Academic Program Detail' view contains various fields for program configuration, including 'Name' (Life Skills), 'Program Type' (Academic), 'State Code (CIP)', 'Cluster', 'Flagged', 'Cohort/Graduation Active Start Year', 'Cohort/Graduation Active End Year', 'School', 'Credit Group' (High School Credit), and 'Category' (CTE). There are also checkboxes for 'State Reported' and 'Available for selection on portal'.

*Inactive Academic Program Display*

## Delete a Program

If a program needs to be deleted, select the program and click the **Delete** icon. An alert message displays asking if the program should really be deleted. Continue with this process by choosing **OK** or cancel the deletion process by clicking **Cancel**. If OK is chosen, the program is deleted.

## Academic Programs ☆

Student > Program Administration > Academic Programs

Show District Programs

**Academic Programs**

- Computer Science
- Culinary Arts
- Life Skills

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**Academic Program Detail**

Modifying an Academic Program (Cohort Start Year, Cohort End Year, Active, or School) after students have been assigned may affect students' participation in the program.

<p><b>*Name</b> Computer Science</p> <p><b>*Program Type</b> Academic      <b>State Code (CIP)</b> <input type="text"/></p> <p><b>Cluster</b> <input type="text"/></p> <p><b>Flagged</b> <input checked="" type="checkbox"/></p> <p><b>Flag Image</b></p> <div style="display: flex; flex-wrap: wrap; gap: 5px;"> </div> <p><b>Cohort/Graduation Active Start Year</b> <input type="text"/></p> <p><b>Cohort/Graduation Active End Year</b> <input type="text"/></p> <p><b>School</b> <input type="text"/></p> <p><b>*Credit Group</b> High School Credit</p> <p><b>*Category</b> CTE</p>	<p><b>Active</b> <input checked="" type="checkbox"/></p> <p><b>State Reported</b> <input type="checkbox"/></p> <p><b>Flag Color</b> <span style="display: inline-block; width: 15px; height: 15px; background-color: orange; border: 1px solid gray;"></span></p> <p><b>Flag Preview</b> </p> <p><input checked="" type="checkbox"/> Available for selection on portal</p>
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*Delete an Academic Program*