ClassMate *for* Adult Education

Primary Programs Management

October 11, 2018

Program Management

Programs

Creating programs in ClassMate allows those users awarding diplomas, degrees & other program based credentials the ability to setup and track students enrolled in these type of programs. Students participating in these programs will have the ability to take classes outside their CIP while still being accurately reported to the state.

What we'll Learn…..

Programs Pre-Requisites
    -Custom Controls
    -Instructional Course Offerings
    -Fee Management
Curriculum Management
    -Program Management
        -Setup
        -Group Courses together
Student Processing
    -Registration/Enrollment
        -Program Tab
        -Registration Tab

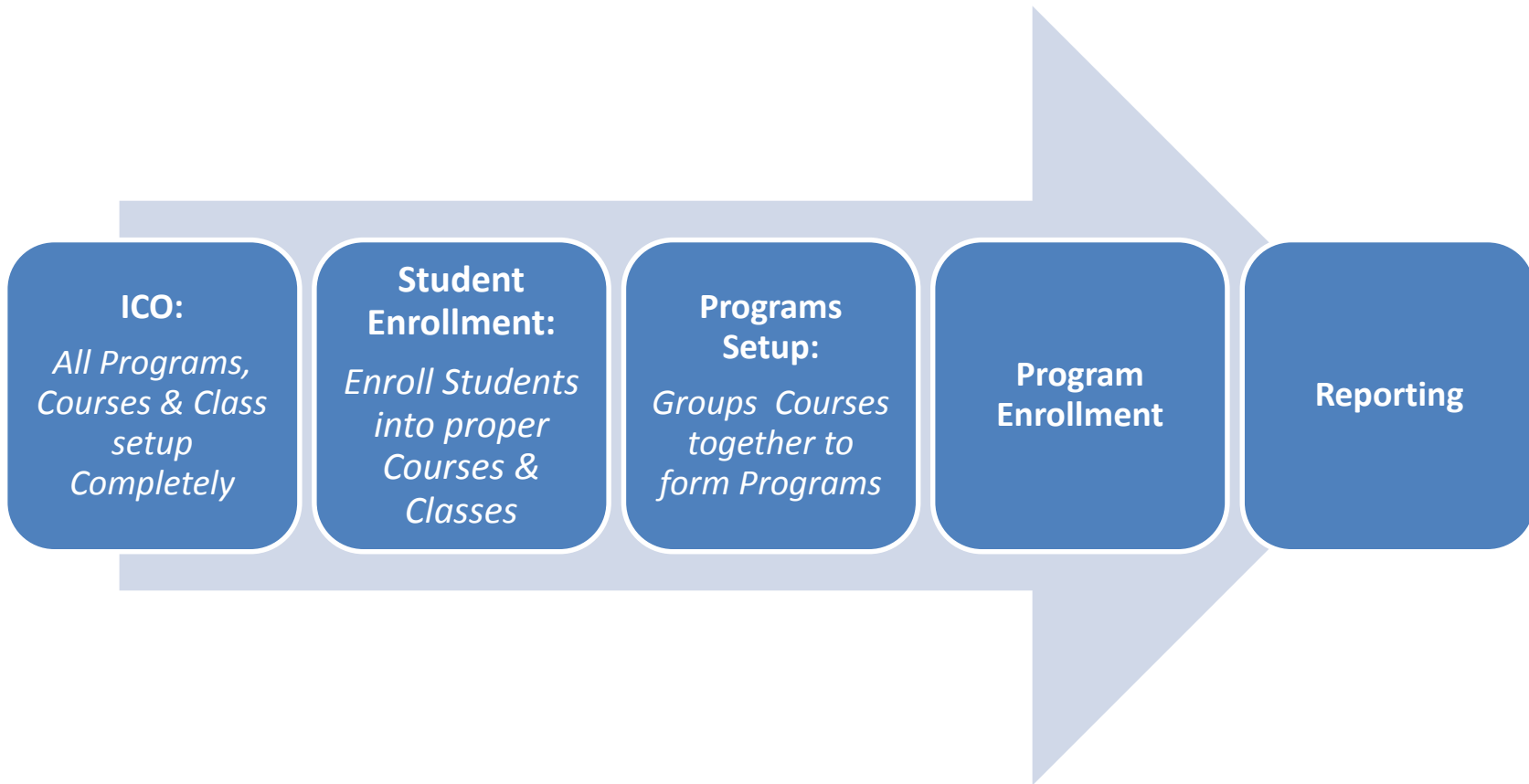## Module & Report Assignments

Modules
    -Program Management
    -Instructional Course Offerings
    -Fee Management
    -Registration/Enrollment
Reports

    -Certification Approval Report
    -Programs Transcripts by Program
    -Instructional Course Offerings

Programs Functionality

ICO:

All Programs, Courses & Class setup Completely

Student Enrollment:

Enroll Students into proper Courses & Classes

Programs Setup:

Groups Courses together to form Programs

Program Enrollment

Reporting

Program Management

Programs

Prior to using the programs functionality, schools must inform ClassMate so the proper flags can be setup to turn on the functionality. This is a **MANDATORY** setup step
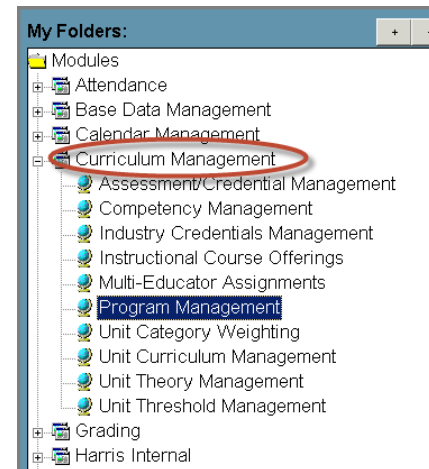
Before being able to utilize the programs functionality, all Programs, Courses and Classes should be setup in the Instructional Course Offerings module.

The Program Management modules allows users to create Programs and group Courses together.

Getting Started

Double click > **Modules** > Double Click
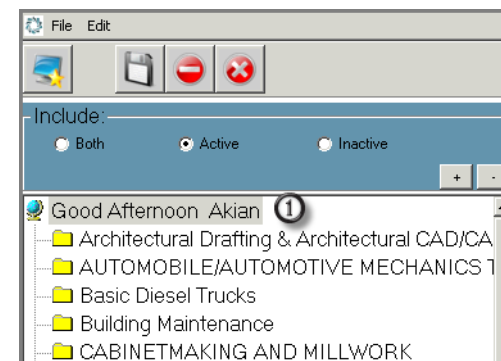**Curriculum Management**> Click **Program Management**

Programs Management

Programs Management Module: Creating a New Program

Courses must be grouped together in Program Management prior to enrolling a student in a program.

① Select the username at the top of the module window

② Enter all Programs fields (**Mandatory** fields are indicated by an * asterisk)

- o **Certificate Program Code*:** 6 digit alpha numeric code. Often the Primary CIP
- o **Program Name*:** Program Name
- o **Description of the Program:** Program Description
- o **Location*:** Location of the Program
- o **Program CIP Code:** Alternate Primary CIP field if not used in the Program Code
- o **Required Hours:** Number of required program hours
- o **Program Hours:** Automated: Calculated number of hours tallied based on selected courses
- o **Hours Type:** Informational field
- o **CWDS Reported:** State of PA Only
- o **Type*:** Should be the same as selected in ICO but reporting at this level needs indicator

> **Helpful Hint:** By default the Program management module will default to only Active programs. Users can change the radio button to see **"Inactive programs"** or **"Both"**
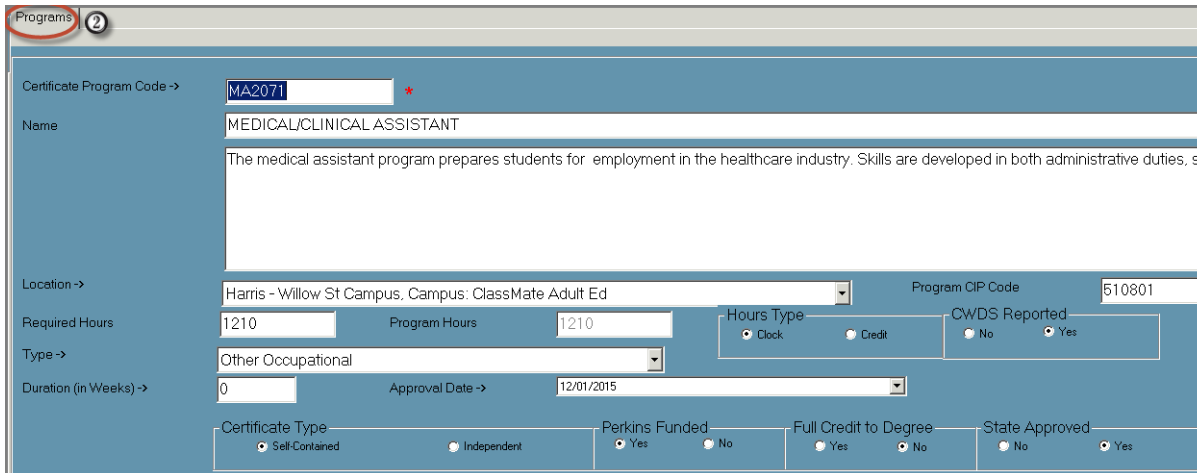
Programs Management

Programs Management Module: Creating a New Program
Courses must be grouped together under Programs prior to enrolling a student in a program

②   Enter all Programs fields (Mandatory fields are indicated by an * asterisk)
- o   **Duration in Weeks:** Informational Only
- o   **Approval Date:** Informational Only
- o   **State Approved:** Informational Only
- o   **Certificate Type:** Informational Only
- o   **Perkins Funded:** Informational Only
- o   **Full Credit to Degree:** Indicate if the program is State Approved No or Yes
- o   **State Approved:** Indicate if the program is State Approved No or Yes

Helpful Hint: Some of the field information can be obtained from the Program Approval reports provided to you by the State.

Programs Management

Programs Management Module: Creating a New Program

Courses must be grouped together under Programs prior to enrolling a student in a program.

③ Using the Drop Down Menu select associated **Courses** from the courses setup in Instructional Course Offerings

④ Enter the **Sequence Number**. This number will allow users to arrange the courses in the order they are taken or in any order selected

⑤ Select the **BLUE** ADD button. Repeat the process until all associated Courses have been added to the Program until the required number of hours are reached

The system will require that the number of hours associated with each Course must add up to the number of Required Hours setup in the Program Manager. A message will display if they do not match. You must either adjust the required Program hours or adjust the Course hours appropriately

Programs Management

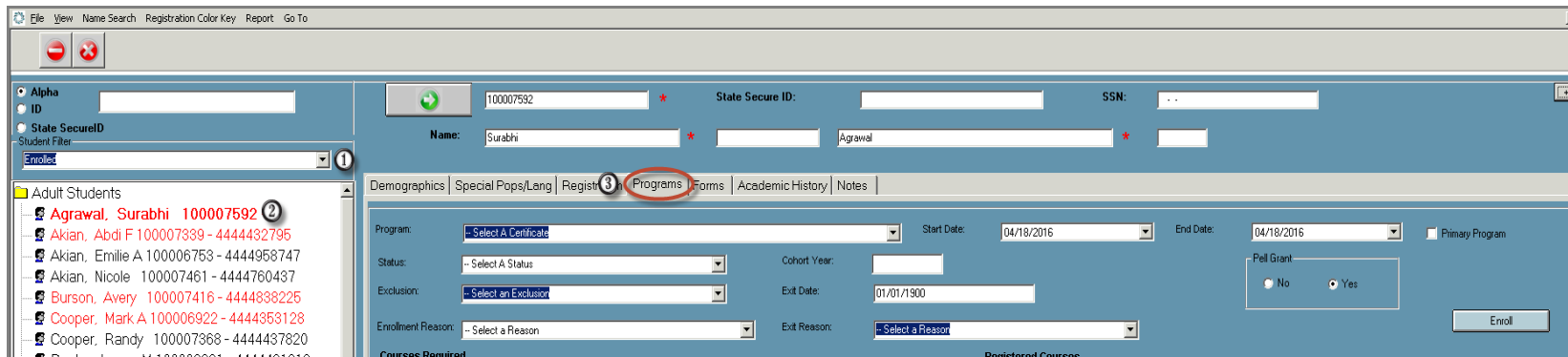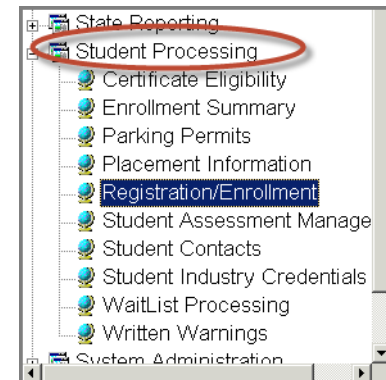**Student Processing>Registration/Enrollment:** Enrolling a student into a Program

After a Program has been established, students must then be enrolled into their primary program

Getting Started

Double click > **Modules** > Double Click

Student Processing > Click **Registration/Enrollment**

① Select the proper **Student Type** from the Drop Down Menu
② Select the **Student Name** from the listing on the left
③ Select the **Programs Tab**

Helpful Hint: By Default New Programs as marked **ACTIVE**

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Programs Management

Registration/Enrollment: Programs Tab Enrolling a student into a Program

After a Program has been established, student must then be enrolled into their primary program

④ Select the **Program** from the Drop Down Menu (these are the programs created in Program management)

⑤ Enter the **Program Start & End Date** (you can anticipate the end date if not known)

⑥ Indicate if this program is the students **Primary Program** by clicking the box to the left of the title. NY state CTEDS Reporting requirement

⑦ Select an **Enrollment Reason** from the Drop Down Menu
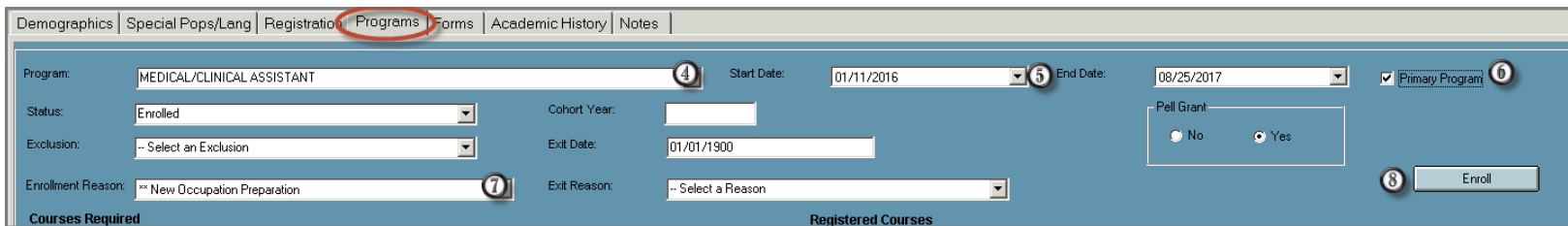
⑧ Select the **BLUE** **Enroll** button

Additional Option Fields Include:

Cohort Year	Exclusion
Pell Grant	End Date

Helpful Hint: By Default New Programs as marked **ACTIVE**

Programs Management

Registration/Enrollment: Programs Tab Maintaining Program Information

After a student has been enrolled any Courses/Classes they have already taken will be included in the display along with any they are currently enrolled or accepted into.

As the students registers and completes classes, users will see progression through the program.

Courses Required

Course	Title	Hours	CIP	Location	certProgID	certpro
000105	Administrative Skills for MA	90	510801	005284	5	27
000102	Anatomy and Physiology	90	510801	005284	5	28
AH0205	Clinical Skill 2 for MA	90	510801	005284	5	30
000108	Clinical Skills 1 for MA	90	510801	005284	5	29
001102	Computer Keyboarding	24	000299	005283	5	31
MA0202	Diagnosis and Treatment	90	513901	005283	5	32
MBC103	Insurance Billing and Electronic Health Rec...	90	510707	005284	5	33
AH0210	MA Certification Review	20	510801	005284	5	34
MA0220	MA Externship	100	510801	005284	5	35
PHL201	Med Lab 2 Phlebotomy	90	513901	005284	5	36
000101	Medical Assistant Terminology	90	510801	005284	5	37

Registered Courses

Course ID	Title	Class ID	Status	Total Hrs	Earned Hrs	Total Fees	Balance Due
AH0205	Clinical Skill 2 for MA	CS2516	Accepted	90	0	$0.00	$0.00
001102	Computer Keyboarding	CKB116	Withdrawn	24	0	$0.00	$0.00
MBC102	Medical Coding: CPT	MCCPT	Accepted	20	0	$0.00	$0.00
MA0202	Medical Law/Ethics/HIPAA	16FEB1	Enrolled	90	0	$1,000.00	$1,000.00
GS0103	Practical Math	MA0116	Completed	17	0	$0.00	$0.00

Required Courses Color Coding Legend:

- **Black** = Accepted
- **Blue** = Enrolled
- **Green** = Completed
- **Red** = Withdrawn

Program Exit Date Automation

When a student withdraws from a course that will disallow them from completing a primary program, ClassMate can auto populate the program Exit Date. Data Manager should select a "Withdrawn" status then select the reserved code "Withdrawal from Program Level".

When the Withdrawal Date is entered and saved, the program exit date will populate with the Withdrawal Date entered.

Status:	Cancelled	Save
Exit Reason:	-- Select a Reason	

-- Select a Reason
** Withdrawal from Program Level
Changed class or program
Completed Program
End of Program Year
Family problems
Got a Job
Lack of child care

Programs Management

Registration/Enrollment: Programs Tab Program Information Summary

After a student has been enrolled any Courses/Classes they have already taken will be included in the display along with any they are currently enrolled or accepted into. As the students registers and completes classes, users will see progression through the program. Additionally, when the program is selected a summary view provides overall program information.

Programs	Start	End	Status	Exit Reason	Exit Date	Primary	Exclusion	Cohort Year	Total Hrs	Earned Hrs	% Overall	Total Fees	Balance Due	Pell Grant	Exit Reason
Administrative & Secretarial Science Gen...	02/19/2016	02/19/2017	Enrolled		01/01/1900	N		2016	578	0	.%	$255.00	$15.00	Y	000000
MEDICAL/CLINICAL ASSISTANT ...	01/11/2016	06/30/2017	Enrolled		01/01/1900	N			1210	0	.%	$0.00	$1,000.00	Y	000000

The following summarized fields display:

o **Program Name**

o **Start Date:** Date the student started the program

o **End Date:** Actual date the student completed the program

o **Status:** Current status in the program as indicated on the programs tab

o **Exit Reason:** Reason selected in the drop down menu on the programs tab if student exited the program

o **Primary Program Indicator:** As indicated on the programs tab

o **Exclusion:** Reason selected in the drop down menu on the programs tab if student exited the program and should be excluded from federal reporting

o **Cohort Year:** As indicated on the programs tab (Optional Field)

o **Total Hours for the Program:** As indicated in the program management setup

o **Total Earned Hours:** Total hours the student has completed to date based on attendance & clock hours

o **% of Overall Program Completion:** Overall completion percentage of the entire program

o **Total Fees**: Total Fees for the all registered courses

o **Balance Due:** Total remaining balance for all registered courses

o **Pell Grant Indicator:** As indicated on the programs tab

o Exit Reason: As indicated on the programs tab (Optional Field)

o Title IV: As indicated on the programs tab (Optional Field)

o Subsidized: As indicated on the programs tab (Optional Field)

o Unsubsidized: As indicated on the programs tab (Optional Field)

o Alternative: As indicated on the programs tab (Optional Field)

Programs Management

Programs Reporting

The following summarized fields display:
o **Program Transcripts by Program**
o **Program Hours by Student**
o **Program Student**

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Harris Adult Ed Center
1501 W Del Norte St
West Covina, CA 91790

Program Student Schedule

NAME: Ami Anderson

PROGRAM NAME: QA Test Program   START DATE: 09/21/2018

TENTATIVE END DATE: 12/21/2018   COHORT:_____   FT: X   PT: ___

Course #	Course Title	Hours	Class Desc	Dates	Days
PT0103	Pharmacy Math Conversion & Calculations	30	F 8:00 AM-6:OO PM	09/10/18-10/05/18	F
510805	Pharmacy Technician	900			
PT0102	Pharmacy Teminology & Abbreviations	30	M 8:00 AM -4:30 PM	10/08/18-10/29/18	M

ClassMate *for Adult Education*

1660 Valley Center Parkway
Bethlehem, PA 18017

Need Assistance? Give us a call.
855-984-1228 Help Desk: Option 1

www.classmate.net
http://harrisschoolsolutions.com/