

## PROGRAM MAINTENANCE – EDITING AN EXISTING PROGRAM OR PROGRAM STRAND

### Editing a Program

If it is not already active, click on the “Admin” tab, and then click on the “Programs” tab. You will be presented with a list of Programs. The screen should look something like this:

The screenshot shows the 'Admin' tab selected in the top navigation bar. Under 'Administration', the 'Programs' sub-tab is active. The 'ConEd' radio button is selected. Below, a table lists 'Programs of ConEd' with columns for Edit, Program Abbreviation, Program Name, Strand, Active, Mandatory Entry Assessment, and Sort Order. The 'ENV' program (Environment) is highlighted, and its edit icon is circled in red.

Edit	Program Abbreviation	Program Name	Strand	Active	Mandatory Entry Assessment	Sort Order
	LITR	Literacy - Reading	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10
	LITW	Literacy - Writing	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	15
	LITO	Literacy - Oral Communication	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17
	NUM	Numeracy	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20
	DAN	Dance	1	<input checked="" type="checkbox"/>		30
	DRA	Drama	1	<input checked="" type="checkbox"/>		40
	ESL	ESL	1	<input checked="" type="checkbox"/>		50
	ENV	Environment	1	<input checked="" type="checkbox"/>		60

To edit a Program, click on the edit icon beside the Program you want to change. The Edit Program pop-up window will appear.

The 'Edit Program' window shows the following fields and options for the 'ENV' program:

- Abbreviation:** ENV (in use: LITR, LITW, LITO, NUM, DAN, DRA, ESL)
- Program Name:** Environment
- Is Active**
- Is Mandatory Entry**
- Sort Order:** 60 (number only)

Buttons: Save, Cancel

**“Abbreviation”** - You can change the program’s abbreviation by typing over the current value. The new value must be from 1 – 5 characters in length and it must be unique (i.e. no other Con Ed Program can have the same abbreviation). To help avoid assigning a non-unique abbreviation, a list of the abbreviations already in use appears below this field. It is important to remember that it is the Program Abbreviations that are used in the Trillium Class Descriptions in order to match a student’s class to the summer school programs that they will be assessed in for that class. Whenever a program’s “Abbreviation” is changed, it is strongly recommended that the Admin Report **“ESSA Trillium Class Description Verification Report”** be run immediately to ensure that no student programs have been orphaned by the change (i.e. they still exist in Trillium Class Descriptions but no longer in the ESSA Programs table).

You can change the **“Program Name”** by typing over the current value.

You can make an active program inactive by unchecking (i.e. blanking out) the **“Is Active”** checkbox. You can make an inactive program active by turning on (i.e. checking) the **“Is Active”** checkbox. When a program is inactive so are all of its program strands regardless of the value the **“Is Active”** checkbox has at the strand level. Inactive programs will still appear on the Programs screen but will not appear on the assessment screens, Progress Reports, Assessment Status Reports, etc. The **“ESSA Trillium Class Description Verification Report”** will report as an error any Trillium Class Description using the abbreviation of an inactive Program.

To make a Program and all of its active strands require a Mandatory entry level assessment, turn the **“Is Mandatory Entry”** checkbox on (i.e. make sure that it is checked). To make an entry level assessment optional for this program and all of its active strands, turn the **“Is Mandatory Entry”** checkbox off (i.e. make sure that it is blank). Usually only programs related to Literacy and/or Numeracy have mandatory entry level assessments. All active Strands for this Program will inherit this setting.

The sequence in which the Programs appear on the Programs screen is in **“Sort Order”** sequence. If programs are not sequenced properly, you may have to edit the **“Sort Order”** field on one or more Programs to arrive at the desired order. Inactive Programs need not be considered as they will not appear on the Progress Reports regardless of the value of their **“Sort Order”** field. To change the **“Sort Order”** of a Program, simply change the number to order it correctly.

Below is a sample screen showing the following changes made to the Environment program. It has a new “Abbreviation” ENVA a new “Program Name” Environmental Awareness” it is still “Active”, it does not require a mandatory entry level assessment, and it will now sort prior to the Program ESL because it has a new “Sort Order” 65.

**Edit Program** X Close

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Abbreviation:   
in use:  
LITR, LITW, LITO, NUM, DAN, DRA, ESL

Program Name:


Is Active

Is Mandatory Entry

Sort Order:  number only

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**NOTE:** Other than perhaps the status (Active/Inactive), **changes made to a Program do not affect the related Program Strands.** The new Program name Environmental Awareness will still have a strand named “Environment”.



Elementary Summer School Assessment

Welcome! [User Name] | [Logout](#)

School Year: 2014-2015

[Assessments](#) | [Reports](#) | [Admin](#)

### Administration

Programs

Admin Reports

School Settings


ConEd  MSIC

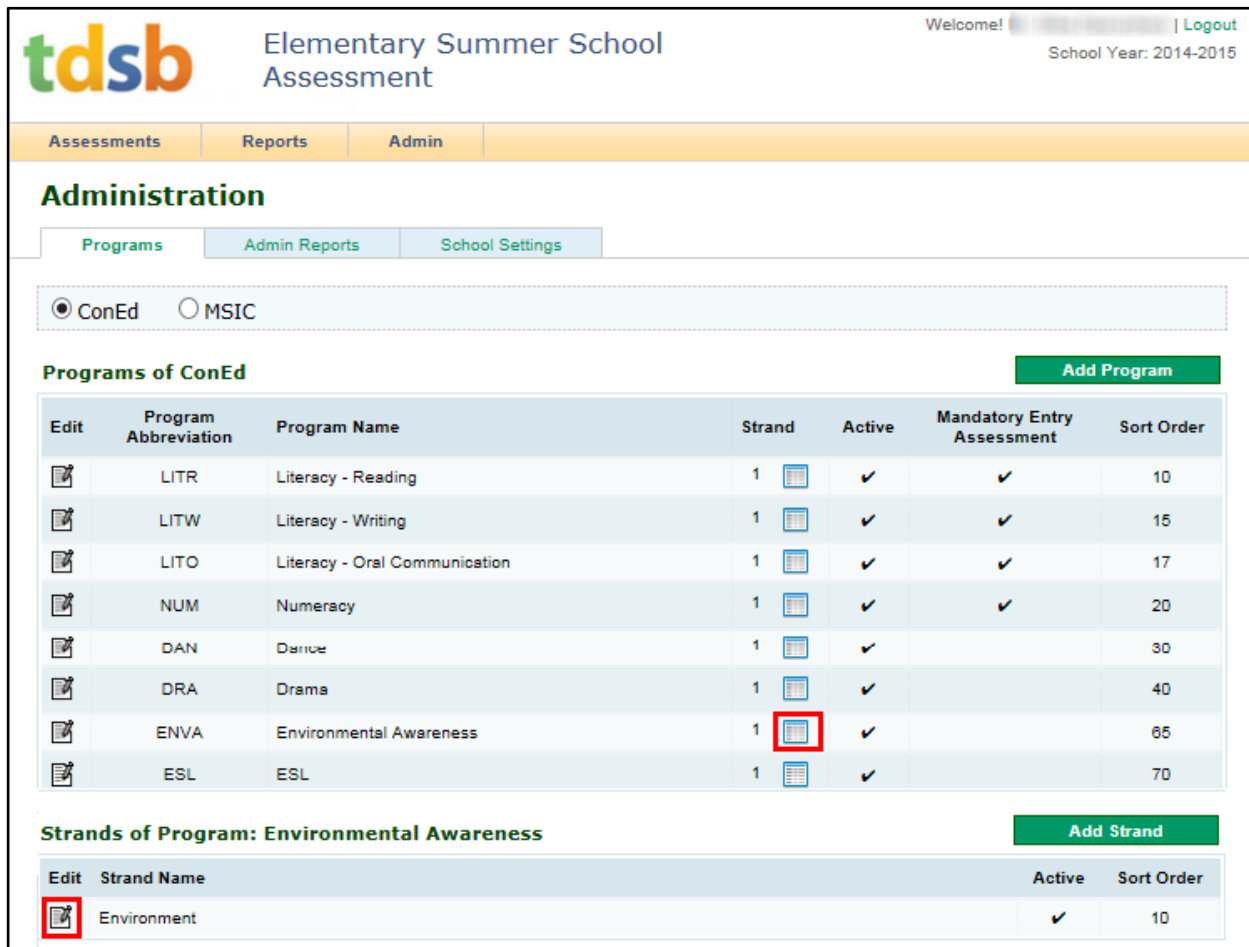
**Programs of ConEd**

Add Program

Edit	Program Abbreviation	Program Name	Strand	Active	Mandatory Entry Assessment	Sort Order
	LITR	Literacy - Reading	1	✓	✓	10
	LITW	Literacy - Writing	1	✓	✓	15
	LITO	Literacy - Oral Communication	1	✓	✓	17
	NUM	Numeracy	1	✓	✓	20
	DAN	Dance	1	✓		30
	DRA	Drama	1	✓		40
	ENVA	Environmental Awareness	1	✓		65
	ESL	ESL	1	✓		70

## Editing a Program Strand

To edit a Program Strand, first click on the  icon in the “Strand” column of the Program for the strand you want to edit. The screen will expand to display the Strands section as shown below.




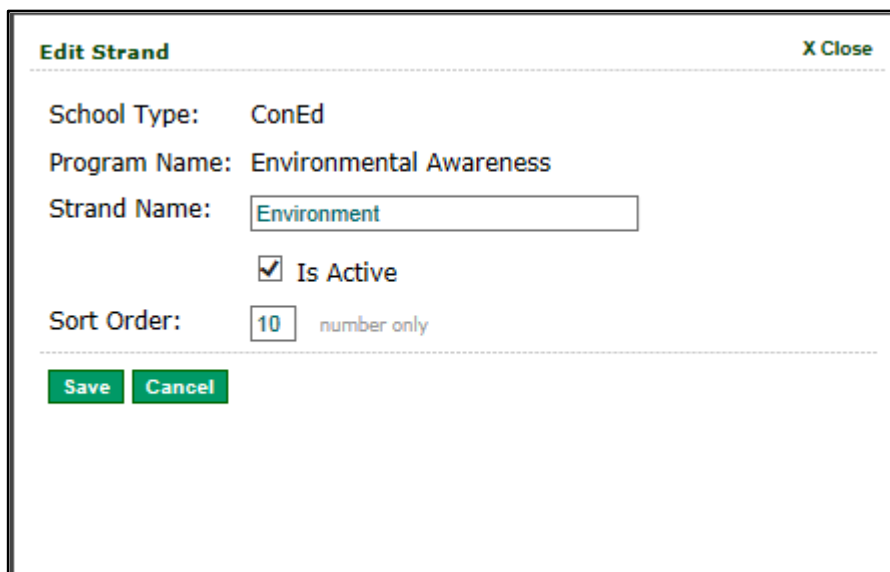
The screenshot shows the 'Administration' section of the application. Under 'Programs of ConEd', there is a table with the following data:

Edit	Program Abbreviation	Program Name	Strand	Active	Mandatory Entry Assessment	Sort Order
	LITR	Literacy - Reading	1	✓	✓	10
	LITW	Literacy - Writing	1	✓	✓	15
	LITO	Literacy - Oral Communication	1	✓	✓	17
	NUM	Numeracy	1	✓	✓	20
	DAN	Dance	1	✓		30
	DRA	Drama	1	✓		40
	ENVA	Environmental Awareness	1	✓		65
	ESL	ESL	1	✓		70

Below this table is the 'Strands of Program: Environmental Awareness' section, which contains a table with the following data:

Edit	Strand Name	Active	Sort Order
	Environment	✓	10

Click on the edit icon  beside the strand you want to edit. The “Edit Strand” pop-up window will appear:



The 'Edit Strand' pop-up window displays the following information and controls:

- School Type:** ConEd
- Program Name:** Environmental Awareness
- Strand Name:**
- Is Active**
- Sort Order:**  number only

At the bottom of the window are two buttons: **Save** and **Cancel**.

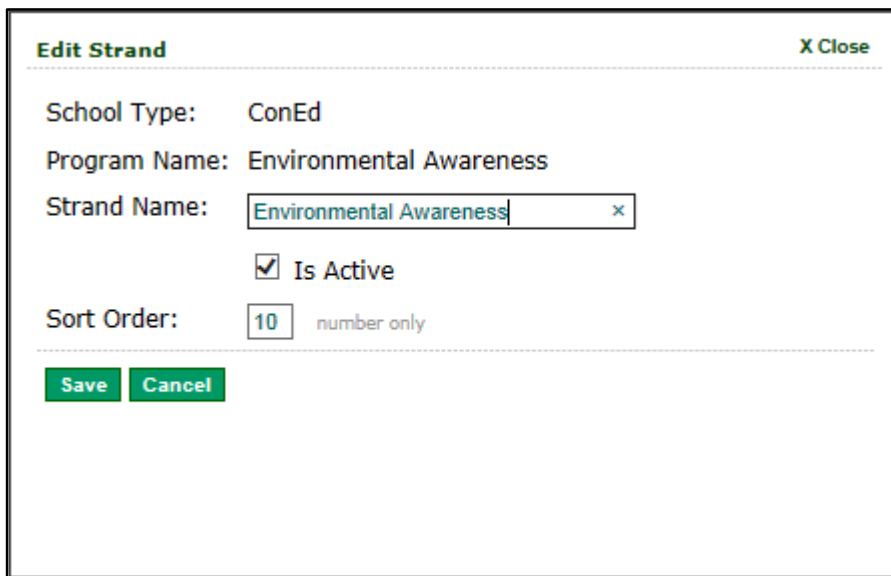
You can change the “**Strand Name**” by typing over the current value.

You can make an active program strand inactive by unchecking (i.e. blanking out) the “**Is Active**” checkbox. You can make an inactive program strand active by turning on (i.e. checking) the “**Is Active**” checkbox. When a program strand is made inactive it will not appear on the Progress Reports, the Assessments screens, Assessment Status Reports, etc.

**NOTE: A program Strand is “Active” only if the related Program is “Active”. If the related Program is “Inactive” then all of its strands are considered to be “Inactive” regardless of the setting of this field.**

The sequence in which the Program Strands appear on the Programs screen is in “**Sort Order**” sequence. If program strands are not sequenced properly, you may have to edit the “**Sort Order**” field on one or more Program Strands to arrive at the desired order. Inactive Program Strands need not be considered as they will not appear on the Progress Reports regardless of the value of their “**Sort Order**” field. To change the “**Sort Order**” of a Program Strand, simply change the number to order it correctly.

Below is a sample screen showing the following changes made to the Environmental Awareness program strand. It has a new a new “**Strand Name**” Environmental Awareness, it is still “Active”, and “**Sort Order**” was not changed



The screenshot shows a web form titled "Edit Strand" with a close button in the top right corner. The form contains the following fields and controls:

- School Type: ConEd
- Program Name: Environmental Awareness
- Strand Name: Environmental Awareness (with a clear 'x' button)
- Is Active:  Is Active
- Sort Order: 10 (with a "number only" label)
- Buttons: Save and Cancel

Once you are satisfied that the data entered is correct, click on the **“Save”** button. You will be returned to the Programs list where the changes made to the Program Strand should now appear. Clicking on the **“Cancel”** button will also return you to the Programs list but will result in the cancellation of any changes made to the new program strand.

The screenshot shows the ESSA application interface. At the top, the logo for 'tdsb' is on the left, and 'Elementary Summer School Assessment' is in the center. On the right, it says 'Welcome!' followed by a user name and a 'Logout' link, and 'School Year: 2014-2015' below it. A navigation bar contains 'Assessments', 'Reports', and 'Admin'. The 'Administration' section has tabs for 'Programs', 'Admin Reports', and 'School Settings'. Below these are radio buttons for 'ConEd' (selected) and 'MSIC'. The main content area is titled 'Programs of ConEd' and features an 'Add Program' button. A table lists various programs with columns for 'Edit', 'Program Abbreviation', 'Program Name', 'Strand', 'Active', 'Mandatory Entry Assessment', and 'Sort Order'. Below this is a section for 'Strands of Program: Environmental Awareness' with an 'Add Strand' button. A table shows the 'Environmental Awareness' strand with columns for 'Edit', 'Strand Name', 'Active', and 'Sort Order'. The 'Environmental Awareness' row is highlighted with a red border.

Edit	Program Abbreviation	Program Name	Strand	Active	Mandatory Entry Assessment	Sort Order
	LITR	Literacy - Reading	1	✓	✓	10
	LITW	Literacy - Writing	1	✓	✓	15
	LITO	Literacy - Oral Communication	1	✓	✓	17
	NUM	Numeracy	1	✓	✓	20
	DAN	Dance	1	✓		30
	DRA	Drama	1	✓		40
	ENVA	Environmental Awareness	1	✓		65
	ESL	ESL	1	✓		70

Edit	Strand Name	Active	Sort Order
	Environmental Awareness	✓	10