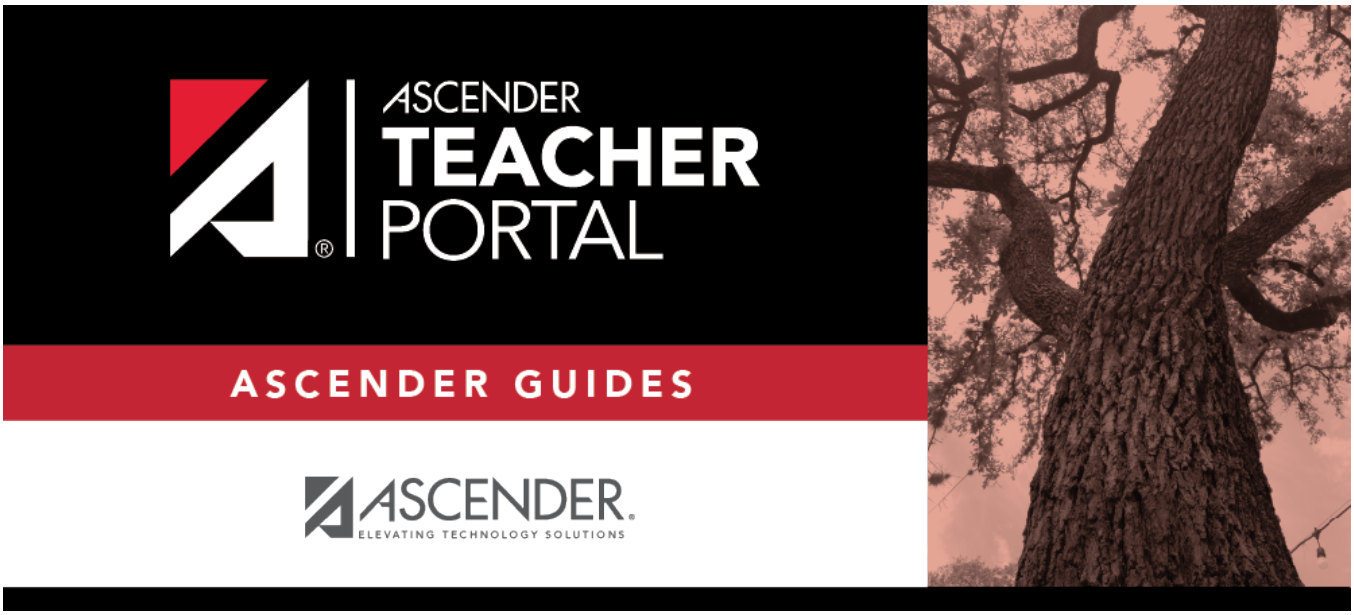


# Special Programs

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# Special Program

***Reports > Special Programs***

**This report is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID, or to teachers who have access to run the special programs report.**

This report lists of the special programs for each student in the class.

Only the special programs selected by the campus are included. If enabled, the **Generic** column appears in the report and displays program information.

## Generate the report:

❑ Specify report options:

| | | |
|---|---|---|
| **Semester** | The current semester is displayed. You can select a different semester. | |
| **Course-Section** | Select the course-section for which to print the report. The drop down lists the two-digit period and course name. The course number and section number are in parentheses. | |
| **As Of Date** | Type a date in the MMDDYYYY format. Or, or click to select a date from the calendar. | |
| **Viewing Options** | **View Student Names** | Select to display the student names on the report. Otherwise, the names are not printed on the report, and students can only be identified by their student IDs. The student IDs are always displayed on the report. |
| | **View Current or All Course Section(s)** | Select one:<br>**Current** — Select to narrow student data to only course-sections for the current semester-cycle.<br>**All** — Select to print student data for all course-sections. |
| | These options are disabled if you are logged on as an administrative user and select **Across Campus** under **Admin Options**. | |

**Admin Options**

These fields are only displayed if you are logged on as an administrative user:

**Across Campus**

Select to view data for all courses across the campus. Otherwise, data is only displayed for the selected course-section or for the impersonated teacher's courses.
If you are impersonating a teacher for whom no courses are defined, the message "No courses defined" is displayed at the bottom of the page, and the fields are disabled. However, once you select **Across Campus**, the message is removed because it may not apply to all teachers at the campus, and the fields are enabled.

**View Without Course/Section & Instructor in Grid Format**

This field is enabled when **Across Campus** is selected.

If selected:

If **View Without Course/Section & Instructor in Grid Format** is selected, the report data is displayed in a grid format, and the course-section and teacher are not displayed. The default sort is by student name; however, the grid can be re-sorted.

*Sample:*

| Student ID | Student Name | Grade | Special Program |
|---|---|---|---|
| | | | |

If not selected:

If **View Without Course/Section & Instructor in Grid Format** is not selected, the report is grouped by course-section. The report is similar to the report for non-administrative users; however, the teacher is listed for each course-section. For non-administrative users, the teacher is listed once at the top of the report.

*Sample:*

**Course Nbr-Sec**
**Teacher Name**

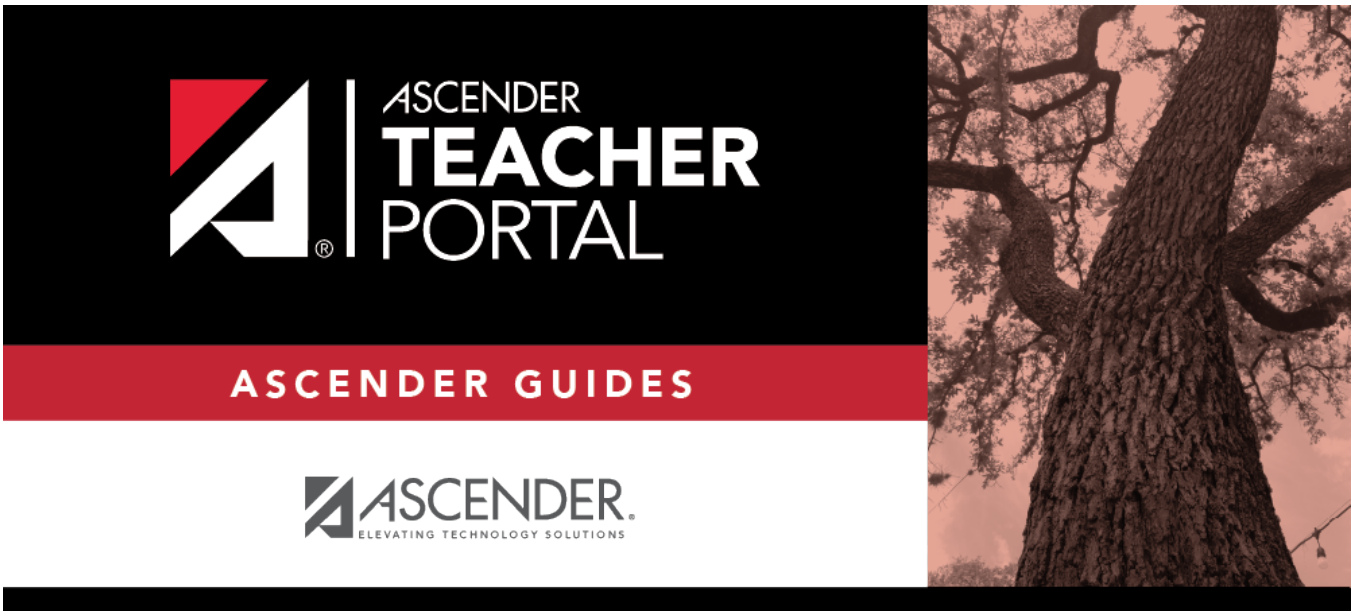
| Student ID | Student Name | Grade | Special Program |
|---|---|---|---|
| | | | |

**Course Nbr-Sec**
**Teacher Name**

| Student ID | Student Name | Grade | Special Program |
|---|---|---|---|
| | | | |

❑ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.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