

admin

## Creating New Programs



This article discusses creating new **Educational Programs**, which are different from Special Programs

- Step 1. **Admin» Settings» Program Options**

The following screen shots give a visual representation of how to set up a program.

- Step 2. Click Add

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Admin Reports 'Academics' Teachers Portal Help Type to quick page find

### Student Program Options

[Add](#) ☐ Show programs that have been disabled

Name	Attendance	Pre-Enroll	Coop?	FTE	Enrolled	Hidden	Edit
AD Attendance	Informational	No	No	0.00	0	Yes	<a href="#">Edit</a>
AESS A	Informational	No	No	0.00	1	No	<a href="#">Edit</a>
AESS B	Informational	No	No	0.00	0	No	<a href="#">Edit</a>
AppOrientation	Informational	No	No	0.00	0	Yes	<a href="#">Edit</a>
Classical Students	Informational	No	No	0.00	0	Yes	<a href="#">Edit</a>
Classroom Based	Classroom Based	No	No	1.00	84	No	<a href="#">Edit</a>
External	Classroom Based	No	No	0.00	0	No	<a href="#">Edit</a>
Home & Hospital (Learning Center)	Home & Hospital	No	No	1.00	0	No	<a href="#">Edit</a>
Home & Hospital (Report/Writer)	Home & Hospital	No	No	1.00	0	Yes	<a href="#">Edit</a>
Hourly/Core	SI - K-12 Core Instruction	No	No	1.00	0	Yes	<a href="#">Edit</a>
Hourly/Promotion-Retention	SI - 2-9 Pupils Retained/Recommended for Retention	No	No	1.00	0	Yes	<a href="#">Edit</a>

- Step 3. Enter the name of the program- examples are Summer School, PreEnroll, Tutoring, after school. Program options should not be used for Special Program enrollments such as Special Education, 504, English Learner, or Free/Reduced Lunch programs.

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### Student Program Options

#### Program Settings

Name:

Description:

RC Type (optional):

Source:

Attendance:

Attendance Codes: Select the attendance codes teachers are allowed to select when claiming attendance for students in this program:

Code	Default?
<input type="checkbox"/> p	<input type="checkbox"/> Default
<input type="checkbox"/> p-top	<input type="checkbox"/> Default
<input type="checkbox"/> i	<input type="checkbox"/> Default
<input type="checkbox"/> a	<input type="checkbox"/> Default

☐ Do not show any default codes from activity logs

Pre-Enroll: ☐

Gradelevels: Choose "All Gradelevels" to allow newly registered students from any gradelevel to enroll into this program. Otherwise, select the gradelevels you would like to allow newly registered students to register into this program.  
 \* Enforcement of program gradelevel restriction is NOT retroactively enforced on existing enrollments!

☒ All Gradelevels  
☐ UU ☐ AD ☐ US ☐ UE ☐ IN ☐ TD ☐ TK ☐ PS

- Step 4. Click SAVE

As you enroll students into program options, a tally of students appears. Also, a list will appear by clicking on the name of the program.

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