

Creating New Programs

* 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

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.

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. Twelve students are enrolled in PreEnroll. Access a list of students enrolled in PreEnroll with their start and finish dates by clicking on Program Name.

— Last Updated by [Bailey Higgins](#) on 2016/03/07 18:00

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