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
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- 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.

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