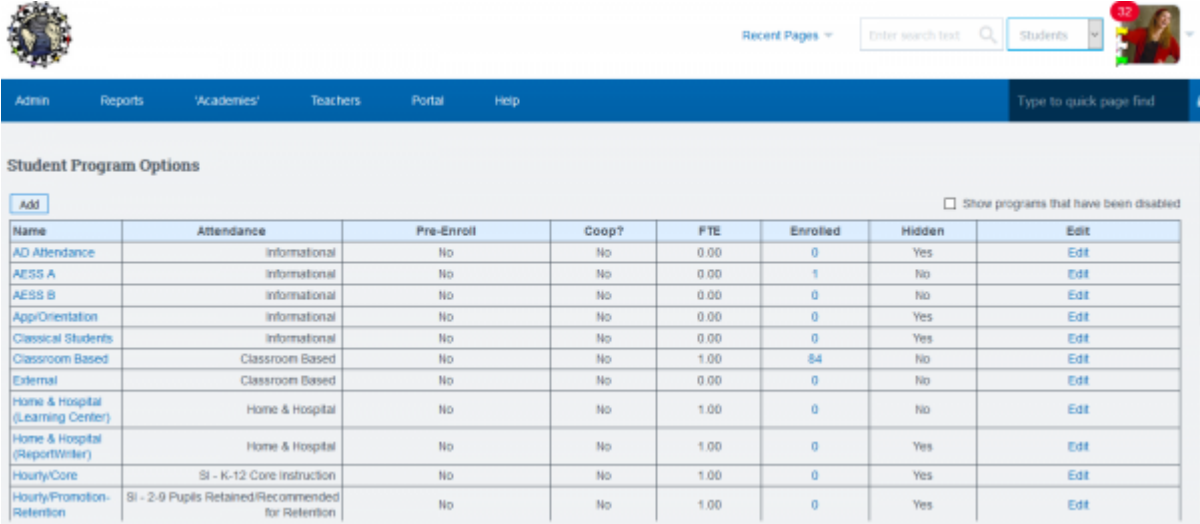# Creating New Programs

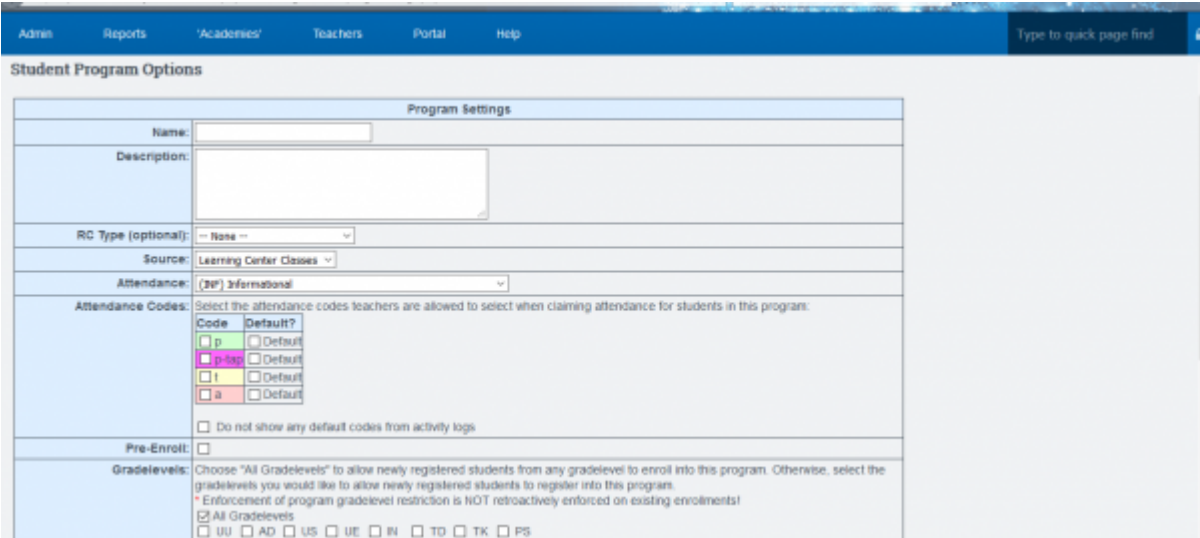** Different from Special Programs*

- 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 Max Williams on 2016/03/08 18:04*

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