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admin

Creating New Programs



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

Step 1. Admin» Settings» Program Options

SI - K-12 Core Instruction

81 - 2-9 Pupils Retained/Record

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

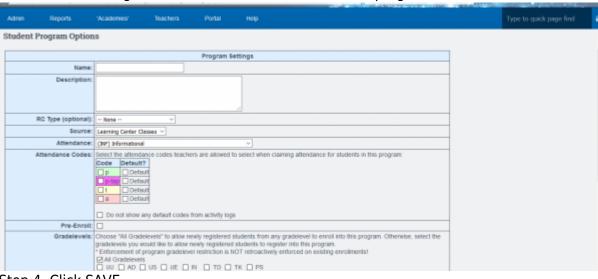
· Step 2. Click Add Enter search text Q Students 'Academies' Portal Student Program Options Add AD Atte AESS A 0.00 AESS B 0.00 Home & Hospital 1.00 Edit Home & Hospital No No 1.00 0 Yes. Edit

 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.

1.00

1.00

Edit



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

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Name.

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