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



- 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.

From: