



## Creating New Programs (different from Special Programs)

Administration>Settings>Programs Options

The following screen shots show how to set up a program for your school. When creating a program, decide if it will be connected to ADA or just for general information and tracking of students.

1. Click ADD.

Student Program Options

Show programs that have been disabled

| Name                           | Attendance | Enrolled | Action               |
|--------------------------------|------------|----------|----------------------|
| <a href="#">Tutoring Group</a> |            | 0        | <a href="#">Edit</a> |

1 programs listed.

2. 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.


Student Program Options

| Program Settings       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name:                  | PreEnroll                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Description:           | Used only for Pre-Enrollment - not linked to attendance of any kind.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Attendance:            | Non-Attendance Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Max Time/Day           | : * This is disregarded for all attendance types except hourly.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Gradelevels:           | <input checked="" type="checkbox"/> All Gradelevels<br><input type="checkbox"/> AD<br><input type="checkbox"/> US<br><input type="checkbox"/> UE<br><input type="checkbox"/> IN<br><input type="checkbox"/> PS<br><input type="checkbox"/> KN<br><input type="checkbox"/> 01<br><input type="checkbox"/> 02<br><input type="checkbox"/> 03<br><input type="checkbox"/> 04<br><input type="checkbox"/> 05<br><input type="checkbox"/> 06<br><input type="checkbox"/> 07<br><input type="checkbox"/> 08<br><input type="checkbox"/> 09<br><input type="checkbox"/> 10<br><input type="checkbox"/> 11<br><input type="checkbox"/> 12 <p>Choose "All Gradelevels" to allow newly registered students from any gradelevel to enroll into this program. Otherwise, select the gradelevels you would like to allow newly registered students to register into this program.</p> <p>* Enforcement of program gradelevel restriction is NOT retroactively enforced on existing enrollments!</p> |
| Disabled:              | <input type="checkbox"/><br>(Disabled programs will no longer be shown for student enrollment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Coop:                  | <input type="checkbox"/><br>Students enrolled in a Coop program will not be charged for registrations if SchoolPathways SIS is integrated with a 3rd party financial system. (If the student is enrolled at ANY TIME in the duration of the class, he will be charged \$0.00 for LC registrations)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Full-Time Equivalency: | 1.00<br>This is used to help determine the Full Time Equivalency of a teacher. Students are enrolled in programs, and programs which imply modified amounts of effort from the participating oversight teacher can be changed here.<br><br>For most programs, set this to 1. If the program requires additional effort on the part of the teacher, set this to a value higher than 1. (EG: 2 for special needs children)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

Cancel Save

3. Click SAVE.

As you enroll students into program options, you can get a tally of students and also a list by click on the name of the program. Three students are enrolled in PreEnroll.

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### Student Program Options

Show programs that have been disabled

| Name                                       | Attendance                 | Coop? | FTE  | Enrolled  | Action               |
|--------------------------------------------|----------------------------|-------|------|-----------|----------------------|
| <a href="#">CAHSEE Prep Math</a>           | Hourly/Promotion-Retention | No    | 1.00 | <u>0</u>  | <a href="#">Edit</a> |
| <a href="#">CARE</a>                       |                            | No    | 0.00 | <u>1</u>  | <a href="#">Edit</a> |
| <a href="#">Classroom Based</a>            | Classroom Based            | No    | 1.00 | <u>1</u>  | <a href="#">Edit</a> |
| <a href="#">Hourly/Core</a>                | Hourly/Core                | No    | 1.00 | <u>0</u>  | <a href="#">Edit</a> |
| <a href="#">Hourly/Promotion-Retention</a> | Hourly/Promotion-Retention | No    | 1.00 | <u>0</u>  | <a href="#">Edit</a> |
| <a href="#">Hourly/Remediation</a>         | Hourly/Remediation         | No    | 1.00 | <u>0</u>  | <a href="#">Edit</a> |
| <a href="#">Independent Study</a>          | Independent Study          | No    | 1.00 | <u>43</u> | <a href="#">Edit</a> |
| <a href="#">Modified Independent Study</a> | Modified Independent Study | No    | 1.00 | <u>6</u>  | <a href="#">Edit</a> |
| <a href="#">PreEnroll</a>                  |                            | No    | 1.00 | <u>3</u>  | <a href="#">Edit</a> |
| <a href="#">Summer School</a>              | Hourly/Core                | No    | 1.00 | <u>0</u>  | <a href="#">Edit</a> |
| <a href="#">Tutoring English</a>           |                            | No    | 1.00 | <u>0</u>  | <a href="#">Edit</a> |
| <a href="#">Tutoring Math</a>              |                            | No    | 1.00 | <u>2</u>  | <a href="#">Edit</a> |

13 programs listed.

List of students enrolled in PreEnroll with their start and finish dates.

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### Student Program Options

Current and future enrollments in PreEnroll

Students in current display: 3

| Student Name                    | Start      | Finish         |
|---------------------------------|------------|----------------|
| <a href="#">Powell, Ima</a>     | 10/01/2008 | Still enrolled |
| <a href="#">Rostant, Ian</a>    | 08/01/2008 | Still enrolled |
| <a href="#">Travis, Deborah</a> | 11/13/2008 | Still enrolled |