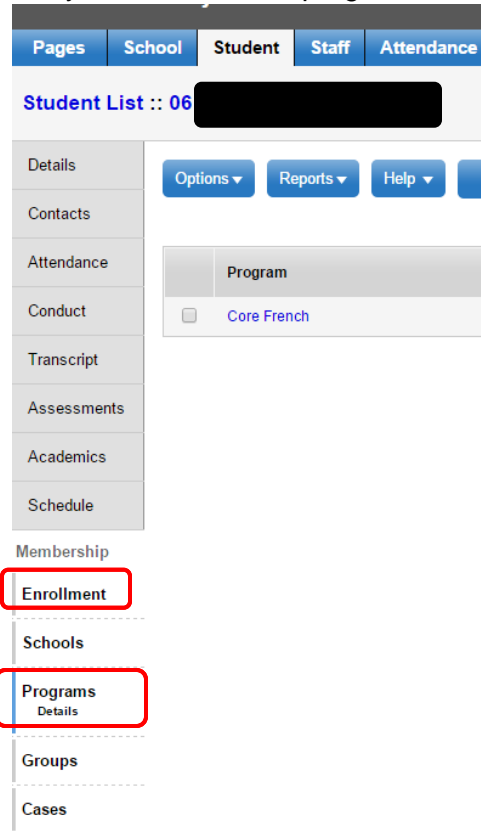


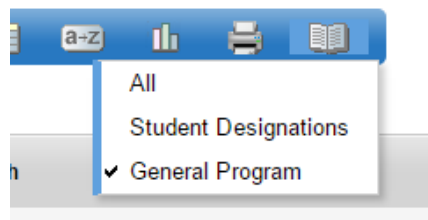
## Adding a Program (individually)

1. In the School View > Student TT select the student you wish to add a program to
2. Click Membership ST > Programs SubST



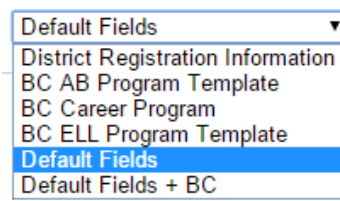
The screenshot shows a web application interface for a student list. At the top, there are tabs for 'Pages', 'School', 'Student', 'Staff', and 'Attendance'. Below the tabs, the text 'Student List :: 06' is visible. On the left side, there is a vertical menu with categories: 'Details', 'Contacts', 'Attendance', 'Conduct', 'Transcript', 'Assessments', 'Academics', 'Schedule', 'Membership', 'Schools', 'Groups', and 'Cases'. Under the 'Membership' category, there are two sub-items: 'Enrollment' and 'Programs Details', both of which are highlighted with a red rectangular box. To the right of the menu, there are buttons for 'Options', 'Reports', and 'Help'. Below these buttons, there is a table with a header 'Program' and one row containing a checkbox and the text 'Core French'.

3. Change Data Dictionary  to General Program





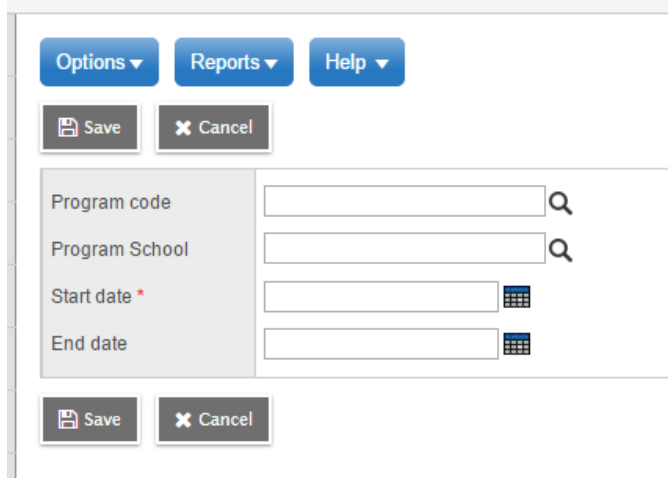
The screenshot shows a dropdown menu for the Data Dictionary. The menu is open, showing three options: 'All', 'Student Designations', and 'General Program'. The 'General Program' option is selected, indicated by a checkmark to its left.

4. Options > Add
5. Change the Template List to Default Fields (Right hand corner)



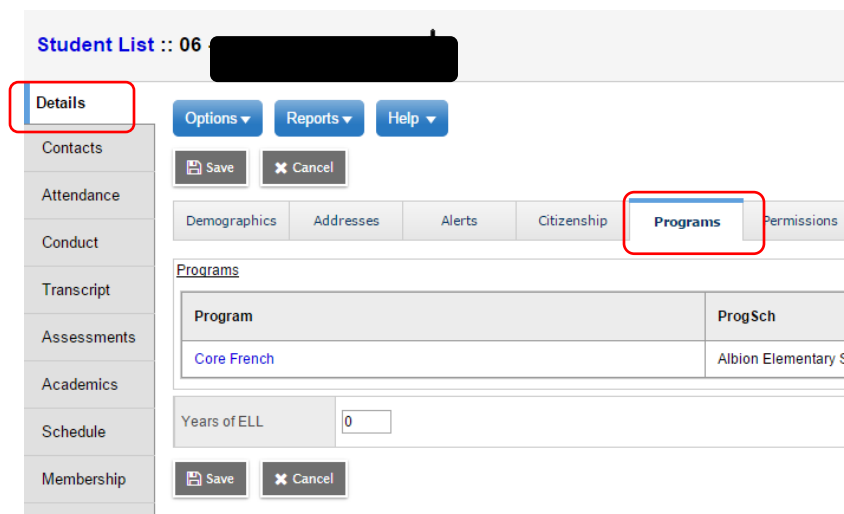
The screenshot shows a dropdown menu for the Default Fields. The menu is open, showing several options: 'District Registration Information', 'BC AB Program Template', 'BC Career Program', 'BC ELL Program Template', 'Default Fields', and 'Default Fields + BC'. The 'Default Fields' option is selected, indicated by a blue highlight.

6. Use the pick list  to select Program
7. Use the pick list  to select School
8. Add a Start Date
9. End date programs when a student withdraws or transfers from your school, or when you are advised that a student is no longer receiving the services of the program (eg. ELL or AbEd)



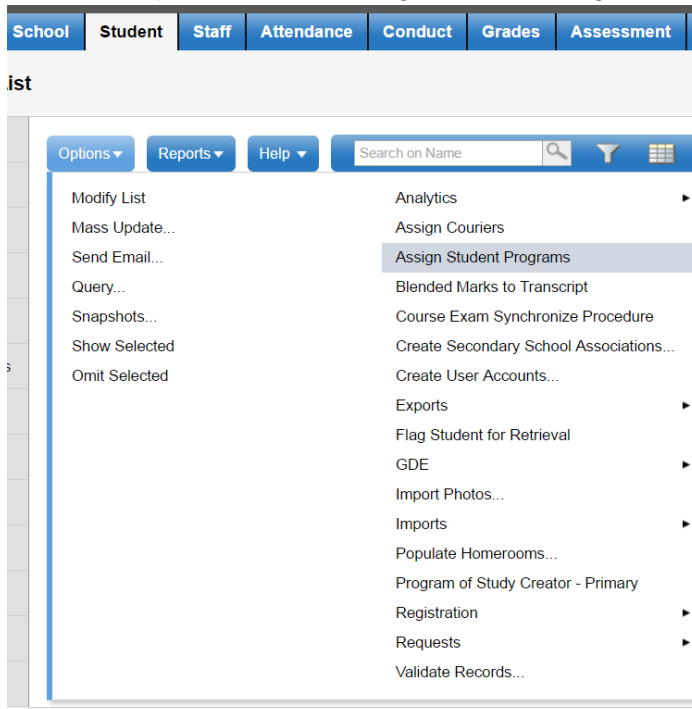
10. Click Save

The program now displays in Membership ST > Programs SubST and in Student TT > Details ST > Programs top tab

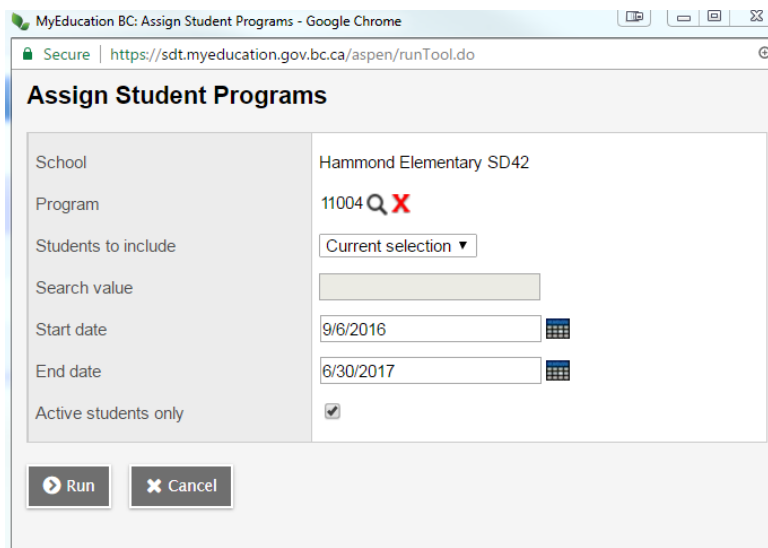


## Mass Assigning Programs

1. In the School View, Student TT, select all the students you wish to mass assign the **same** program to (ELL, for instance)
2. Options >Show Selected
3. From the Options menu >Assign Student Programs



4. Complete the fields, ensuring you use the pick list to choose the program. Click Run.

A screenshot of a web browser showing the 'Assign Student Programs' form. The form is titled 'Assign Student Programs' and is located at 'https://sdt.myeducation.gov.bc.ca/aspen/runTool.do'. The form contains the following fields:

- School: Hammond Elementary SD42
- Program: 11004 (with a search icon and a red 'X' next to it)
- Students to include: Current selection (dropdown menu)
- Search value: (empty text box)
- Start date: 9/6/2016 (with a calendar icon)
- End date: 6/30/2017 (with a calendar icon)
- Active students only:

At the bottom of the form are two buttons: 'Run' and 'Cancel'.

The program will now be added for each of the students in your selection.