

Adding a Program

The following programs are added to students by specific departments and are not to be added or end dated by schools:

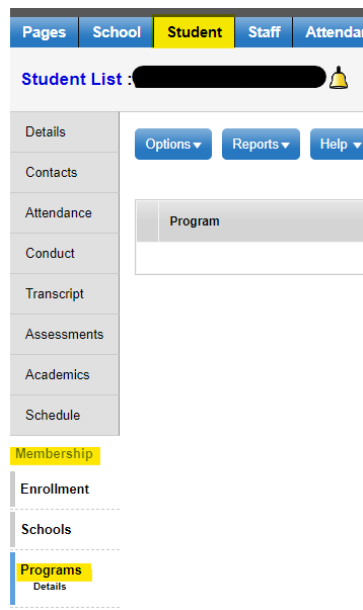
RCEL/ RCG/ RCJ/ Remedy/ Designation – Learning Services

Aboriginal – Other Approved Program – Aboriginal Education Department

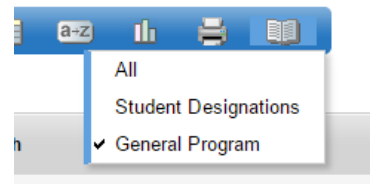
Schools must advise these departments when students are registering or withdrawing from the school.

To an Individual Student:

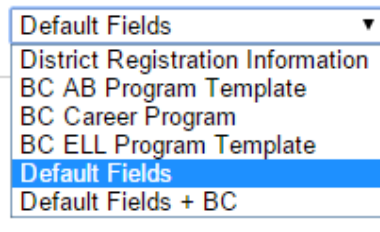
1. In the School View > Student TT select the student you wish to add a program to
2. Click Membership ST > Programs SubST





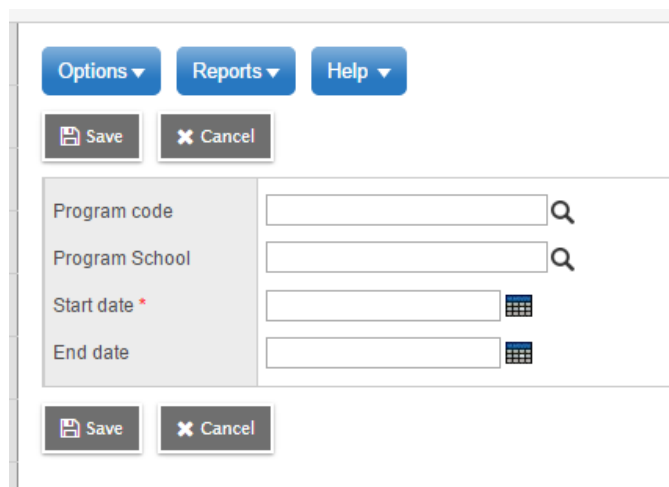
3. Change Data Dictionary  to General Program
4. Options > Add



5. Change the Template List to Default Fields (Top Right hand corner)

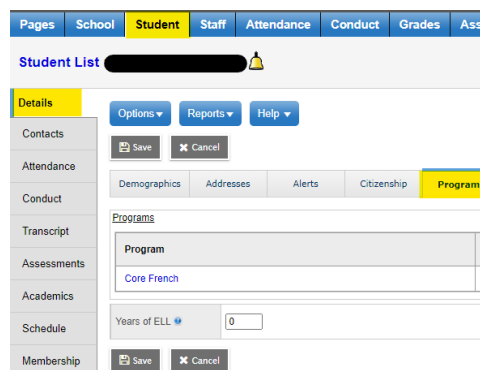


6. Use the pick list  to select Program
7. Use the pick list  to select School
8. Add a Start Date
9. End date programs when a student withdraws or transfers from your school, or when you are advised that a student is no longer receiving the services of the program (eg. ELL or Core French)



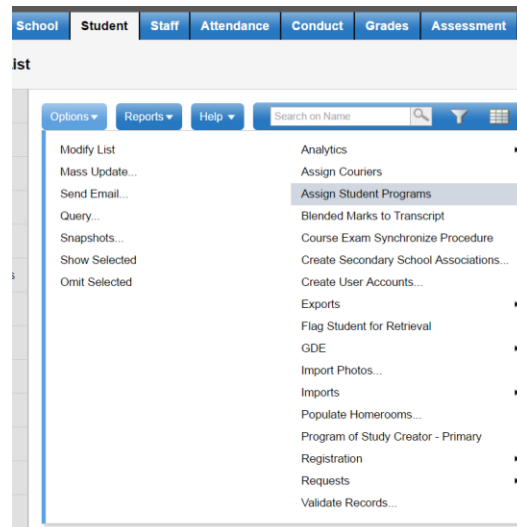
A screenshot of a form for adding a program. It includes buttons for Options, Reports, and Help at the top. Below are Save and Cancel buttons. The form has four input fields: Program code, Program School, Start date (with a calendar icon), and End date (with a calendar icon). There are also Save and Cancel buttons at the bottom.

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

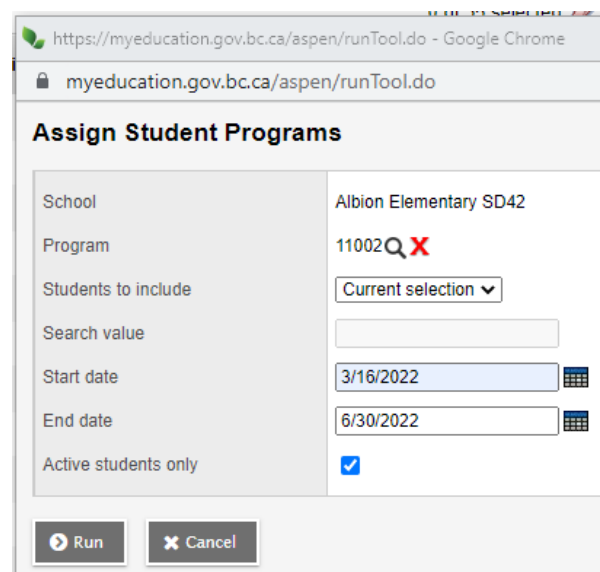


Assigning Program to Multiple Students

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.



The screenshot shows a web browser window with the URL <https://myeducation.gov.bc.ca/aspden/runTool.do>. The page title is "Assign Student Programs". The form contains the following fields:

- School: Albion Elementary SD42
- Program: 11002 X
- Students to include: ▾
- Search value:
- Start date:
- End date:
- 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.