Creating a Program

You can create a new program and attach a list of students to it. Teachers can also be linked to programs which allow them to have access to students assigned to the program regardless of rostering.

Create a New Program

1. Click the Programs icon

2. Select **Create a New Program**

3. Enter program information - **Title** is the only required field

4. Click **Save Changes**

Adding Students to a Program

Follow these steps to add students to a program:

1. Locate and open the program.

2. Select **Add Students**

3. Enter criteria to search for students you would like to add (first, last name, student ID, or check boxes to search for students by grade).

   ☑ **Note:** If your search would generate too many results, you will be prompted to enter more specific criteria.

4. Click **Submit**

Programs - Add Students

Please select the students you would like to add to **AutomationProgram990**

Search for Students		
First Name:	Last Name:	Student ID:

Search All Students From Grades: ☑ Not Specified ☑ Pre-K ☑ K ☑ 1 ☑ 2 ☑ 3 ☑ 4 ☑ 5 ☑ 6 ☑ 7 ☑ 8 ☑ 9 ☑ 10 ☑ 11 ☑ 12

Submit

A list of students matching the search criteria are displayed.

5. Select students(s) in the left column and click **ADD** to add them to the program. The selected names will be transferred to the right column.

You may need to repeat Steps 3-5 several times to locate and add all the students.

6. Click **Continue** when all students are added.

A full list of all students involved in the program is displayed.

You have the option to remove students from the programs by checking the box next to the name and selecting **remove**. You may also add more students by repeating steps 1-6 above.

Questions? Contact Heidi Aldrich at haldrich@giresd.net

Adding Teachers or Users to a Program

Follow these steps to add teachers or other users to a program:

1. [Locate](#) and open the program.

2. Select **Add Teachers** from the Program Edit Options section of the side menu or select **add teachers** from the program details

3. Enter criteria to search for teachers or other users: any part of the first or last name, or click the link to select from all users.

4. Click **Submit**

   A list of users matching the search criteria are displayed.

5. Select user(s) in the left column and click **ADD** to add them to the program. The selected names will be transferred to the right column.

You may need to repeat Steps 3-5 several times to locate and add multiple users to the program.

6. Click **Continue** when all are added.

   A full list of all involved in the program is displayed.

You have the option to remove users from the programs by checking the box next to the name and selecting **remove**. You may also add more by repeating steps 1-6 above.

Linking an Assessment to a Program

Linking an assessment to a program allows you to track the progress of participants in a particular program.

Follow these steps to link assessments to a program:

1. Locate and open the program

2. Select **Assessments**.

3. Select an assessment from the drop-down

4. Click **Save Changes**

   *The linked assessment now appears in the **Program Details**.*

Questions? Contact Heidi Aldrich at haldrich@giresd.net