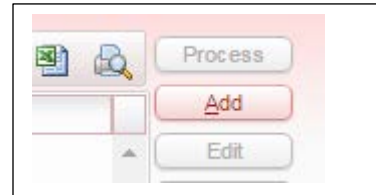
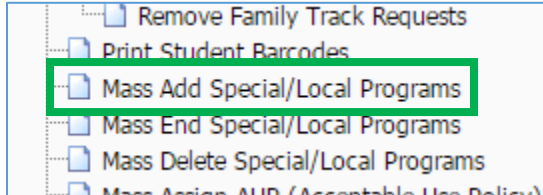


Special Programs Mass Add/End

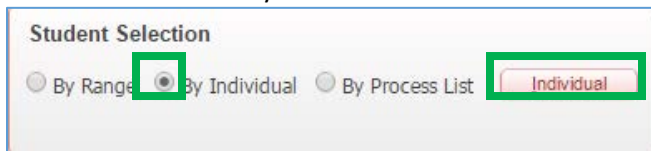
The steps below will show you how to Mass Add Special/Local Programs to students. You will use the same setup below when you select the template to Mass End Special/Local Programs.

1. Student – Setup – Utility – Mass Add Special/Local Programs (*WS/ST/PS/UT*) Click Add

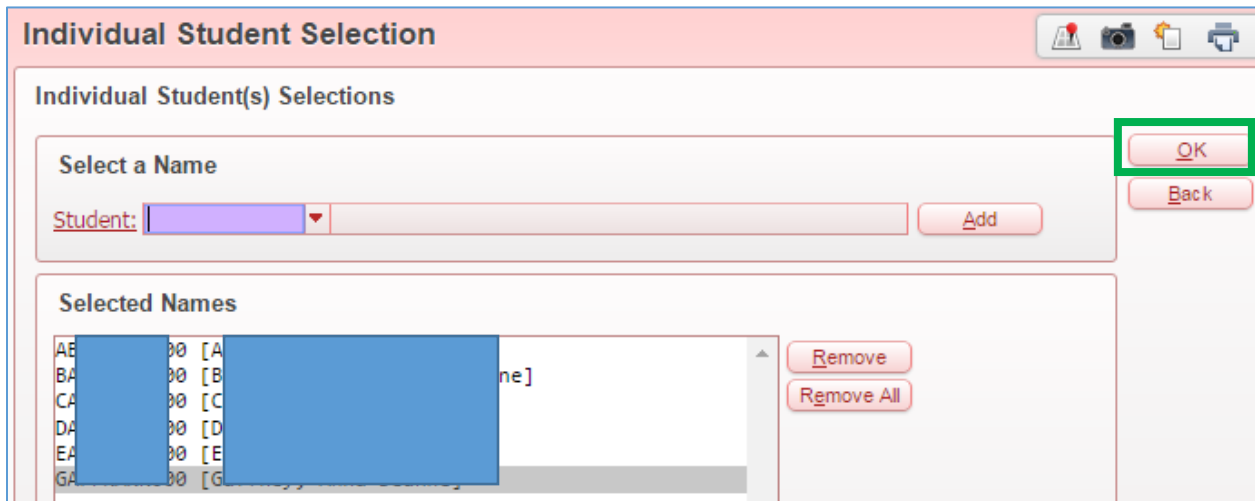


Name the Template

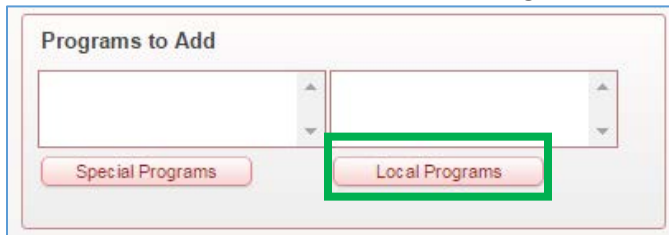
2. Student Selection (by Range, Individual or Processing List) In this example we used By Individual. Click on the By Individual button and then click on the Individual button



3. Once all students are selected click OK



- Click on either Special Programs or Local Programs depending on what codes you want to add to students. In this example we are adding the "TC" code to our TEC students for state reporting. This code is located in the Local Programs area.

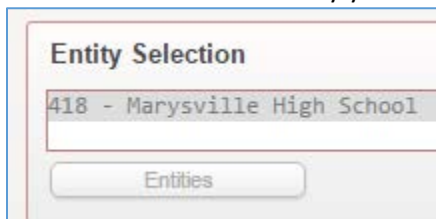


- Put a check mark in the box in front of the item(s) you wish to add to your selected students. Click Save

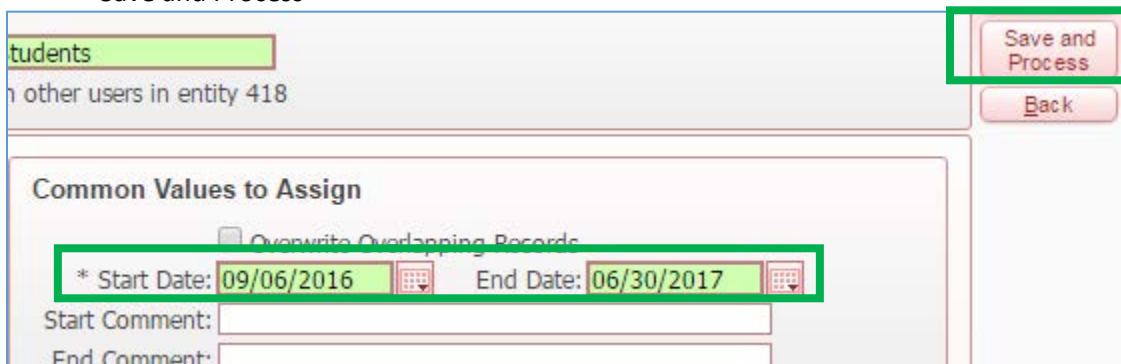
<input type="checkbox"/>	S	Shared Time NR
<input type="checkbox"/>	SS	Split Schedule
<input type="checkbox"/>	T	SP ED Transit
<input checked="" type="checkbox"/>	TC	TEC/CTE
<input type="checkbox"/>	TR	HMLS Transport
<input type="checkbox"/>	TU	HMLS Tutoring
<input type="checkbox"/>	V	Virtual/Distanc
<input type="checkbox"/>	W	Work Site Based



- If you are in an individual entity the Entity Selection will default to the entity you are in. If you are in the 000 entity you will have the ability to select which entity you want.



- Type the Start and End Dates for the school year (Start and End Comments if you like). Click Save and Process



8. Click on Preview Data to Process

Mass Add Special/Local Programs

Template Description: 16-17 TEC Students

Back

Processing Messages

Preview process has completed and has found records to process.
Select the 'Preview Data to Process' button to continue.

Process Options

Preview Data to Process

Run the Update

9. Ensure your list of students is correct. If you need to remove a student simply highlight the student and click on Remove From Update. Once your list is accurate you will click on the Back button.

Views: Student Filters: *All Programs to Mass Add

Last Name ▲	First	Middle	Grad Yr	Rec Type	Program	Start Date	Year	End Date	Year
Abdou	Chantal	M	2017	LOCAL	TC - TEC/CTE	09/06/2016	2017	06/30/2017	2017
Babb	Emma	Cynthia Suzar	2019	LOCAL	TC - TEC/CTE	09/06/2016	2017	06/30/2017	2017
Cameron	Kyle	Thomas	2019	LOCAL	TC - TEC/CTE	09/06/2016	2017	06/30/2017	2017
Dalecke	Adam	Michael	2017	LOCAL	TC - TEC/CTE	09/06/2016	2017	06/30/2017	2017
Eagle	Austin	Nathaniel	2020	LOCAL	TC - TEC/CTE	09/06/2016	2017	06/30/2017	2017
Gaffney	Anna	Deanne	2017	LOCAL	TC - TEC/CTE	09/06/2016	2017	06/30/2017	2017

Remove From Update

Back

10. You will now complete the process by clicking on Run the Update.

Process Options

Preview Data to Process

Run the Update