




1701 Adding/Removing/End dating Programs

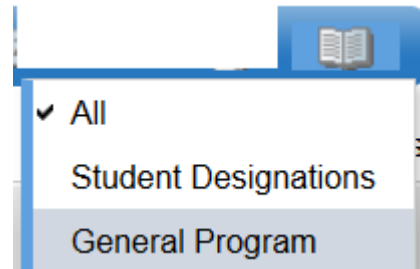
Method 1. Adding program(s) to ONE student

In the school view.

1. Click on the **Student Top Tab**,
2. Change the Filter to Primary Active Students



3. Find the student
4. Click the **Membership** Side Tab, then **Programs** sub Side Tab
5. Change the **Dictionary** to **General Program**



6. To add programs to a student, click **Options**, then **Add**
7. The top 4 lines of the pop up need to be completed:

Save

✕ Cancel

 **5. Save**

Program code	<input type="text"/>	Q		1. Click on the magnifying glass, search for and select your program code. Click OK
Program School *	<input type="text"/>	Q		2. Click on the magnifying glass, search for and select your school. Click OK
Start date *	<input type="text"/>	📅		3. Click on the calendar ICON, select the first day of school for the Start date
End date	<input type="text"/>	📅		4. Click on the calendar ICON, select the last day of school for the End date

Click **Save** when you are finished.

Repeat Steps 6 and 7 for as many times as necessary with this student



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Method 2. Adding a single program to MULTIPLE STUDENTS

1. Click the **Student Top Tab**,
2. Change the Filter to *Primary Active Students*
3. Select the group of students using filters or queries, or just by clicking the check boxes next to students' names

MAKE SURE YOU ARE USING SHOW SELECTED SO THAT YOU ARE ONLY ADDING THE PROGRAM TO THE CORRECT STUDENTS

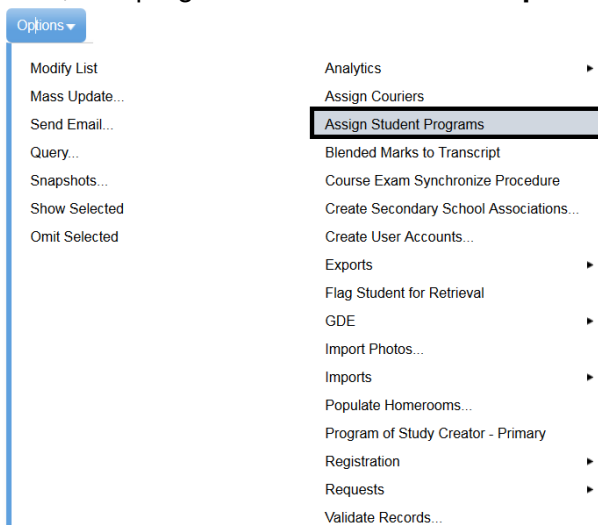
The screenshot shows the MyEd 73 interface. On the left, a menu is open with 'Show Selected' highlighted. The main area displays a table of 'Primary Active Students' with a status bar indicating '5 of 963 selected'. The table has columns for Email1, Email2, 1st Contact > Relationship, 1st Contact > Name, 1st Contact > HomePhone, and 1st Contact > Ce. The '1st Contact > Relationship' column shows 'Mother' for several rows.

➔ 0 of 5 selected

<input type="checkbox"/>	School > ID	Pupil #	UsualLast	UsualFirst	Grade	Homeroom	HomeLang	Email1	Email2
<input type="checkbox"/>	7324012				10		English		
<input type="checkbox"/>	7324012				08		English		
<input type="checkbox"/>	7324012				08		English		
<input type="checkbox"/>	7324012				10		English		
<input type="checkbox"/>	7324012				10		English		

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4. Next, add programs to students. Click **Options**, **Assign Student Programs**



5. Complete the pop up

Assign Student Programs

School	South Kamloops Secondary
Program	<input type="text" value=""/> X 1. Click on magnifying glass to get a pop up listing of programs.
Students to include	Current selection ▾
Search value	<input type="text"/>
Start date	<input type="text"/> 2. From the ICON, select first day of school
End date	<input type="text"/> 3. From the ICON, select the last day of school
Active students only	<input type="checkbox"/> 4. Check this box

Run

Cancel

5. Click Run



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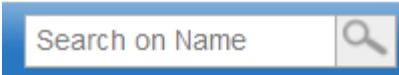
Deleting Programs.

Notes:

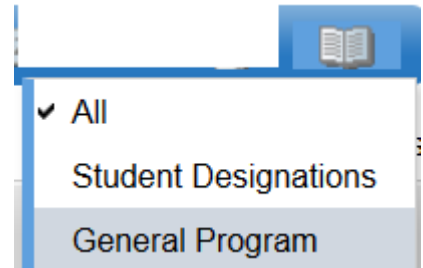
- 1. Programs are deleted when they have been added to a student in ERROR.
- 2. Programs should have their END DATE changed if a student is withdrawing from the school or is no longer being offered this service/program.

In the school view,

- 1. Click on the **Student Top Tab**,
- 2. Change your Filter to *Primary Active Students*



- 3. Find the student
- 4. Click the **Membership** Side Tab, then the **Programs** sub Side Tab
- 5. Change the **Dictionary** to **General Program**



- 6. Select the check box next to the program you want to delete:

<input type="checkbox"/>	Program	ProgSch	Start	End
<input type="checkbox"/>	Early French Immersion	Lloyd George Elementary	14/09/2006	27/06/2008
<input type="checkbox"/>	Early French Immersion	Lloyd George Elementary	02/09/2008	30/06/2009
<input type="checkbox"/>	Early French Immersion	Lloyd George Elementary	08/09/2009	29/06/2010
<input type="checkbox"/>	Early French Immersion	Lloyd George Elementary	07/09/2010	28/06/2011
<input type="checkbox"/>	Early French Immersion	Lloyd George Elementary	06/09/2011	30/06/2012
<input type="checkbox"/>	Early French Immersion	Lloyd George Elementary	04/09/2012	30/06/2013
<input type="checkbox"/>	Early French Immersion	Lloyd George Elementary	03/09/2013	30/06/2014
<input type="checkbox"/>	Early French Immersion	South Kamloops Secondary	02/09/2014	26/06/2015
<input type="checkbox"/>	Early French Immersion	South Kamloops Secondary	08/09/2015	30/06/2016
<input checked="" type="checkbox"/>	Early French Immersion	South Kamloops Secondary	06/09/2016	30/06/2017

- 7. Click **Options**, then **Delete**



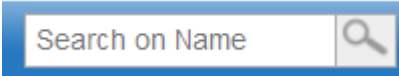
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End Dating Programs.

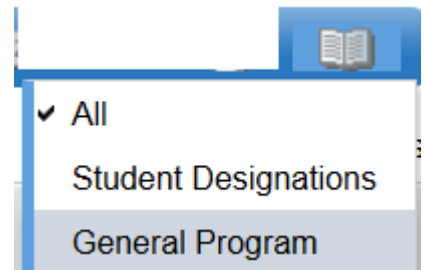
A program can be end dated if a student is withdrawing/ transferring from your school or the student is no longer using the service / program.

In the school view,

1. Click on the **Student Top Tab**,
2. Change your Filter to *Primary Active Students*



3. Find the student
4. Click the **Membership** Side Tab, then the **Programs** sub Side Tab
5. Change the **Dictionary** to **General Program**



6. Click the program you want to end date:

<input type="checkbox"/>	Program	ProgSch	Start	End
<input type="checkbox"/>	Early French Immersion	Lloyd George Elementary	14/09/2006	27/06/2008
<input type="checkbox"/>	Early French Immersion	Lloyd George Elementary	02/09/2008	30/06/2009
<input type="checkbox"/>	Early French Immersion	Lloyd George Elementary	08/09/2009	29/06/2010
<input type="checkbox"/>	Early French Immersion	Lloyd George Elementary	07/09/2010	28/06/2011
<input type="checkbox"/>	Early French Immersion	Lloyd George Elementary	06/09/2011	30/06/2012
<input type="checkbox"/>	Early French Immersion	Lloyd George Elementary	04/09/2012	30/06/2013
<input type="checkbox"/>	Early French Immersion	Lloyd George Elementary	03/09/2013	30/06/2014
<input type="checkbox"/>	Early French Immersion	South Kamloops Secondary	02/09/2014	26/06/2015
<input type="checkbox"/>	Early French Immersion	South Kamloops Secondary	08/09/2015	30/06/2016
<input checked="" type="checkbox"/>	Early French Immersion	South Kamloops Secondary	06/09/2016	30/06/2017

7. Adjust end date and save:



Program code: 11000 Early French Immersion

Program School: 7324012 South Kamloops Secondary

Start date: 06/09/2016

End date: 30/06/2017



1. Click the calendar ICON. Select the withdraw date or the date the student is no longer using the program/service