SD73 KAMLOOPS/THOMPSON

March 7, 2016
Version 1.0

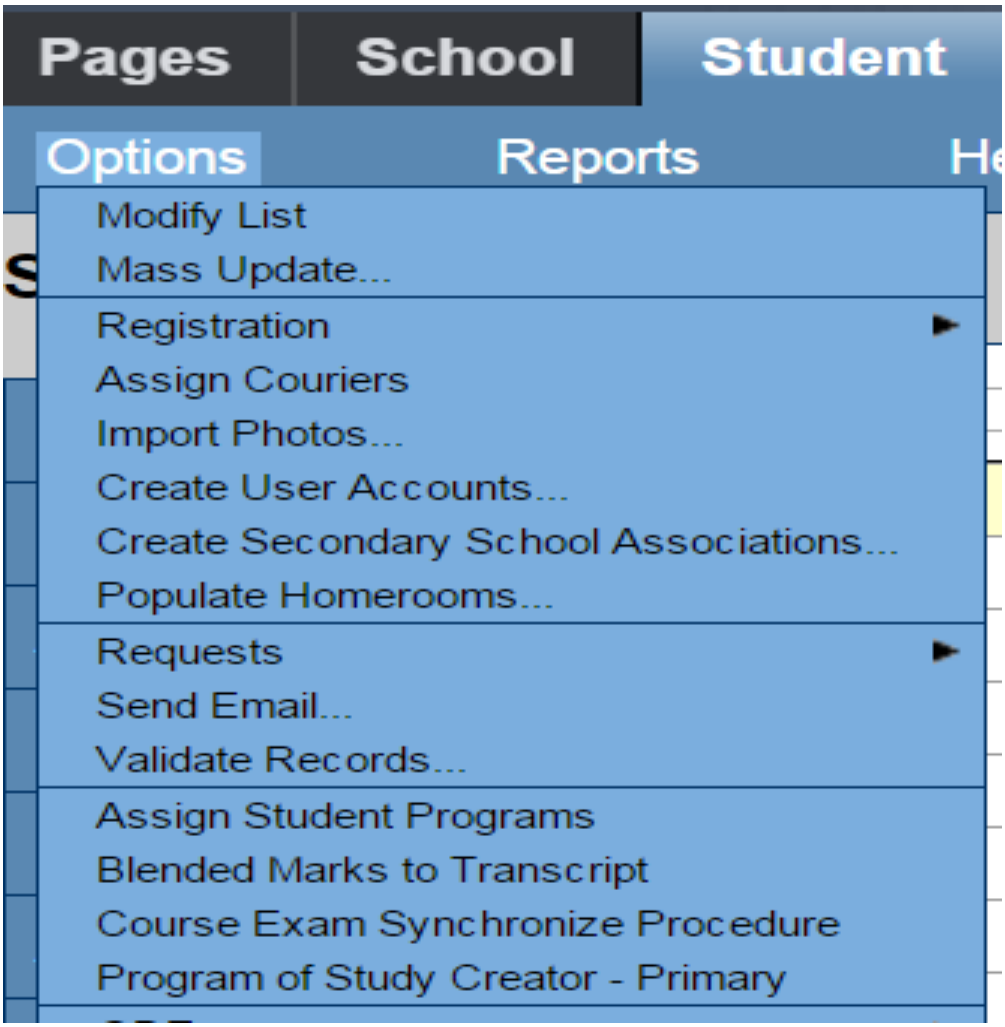
ADDING PROGRAM OF STUDY (MASS UPDATE)

To assign a Program of Study to a group (i.e. Grade 8) use the Program of Study Creator – Primary to create a primary program of study for your students. This process will mass assign the selected Program of Study to all students by a selected grade (YOG).

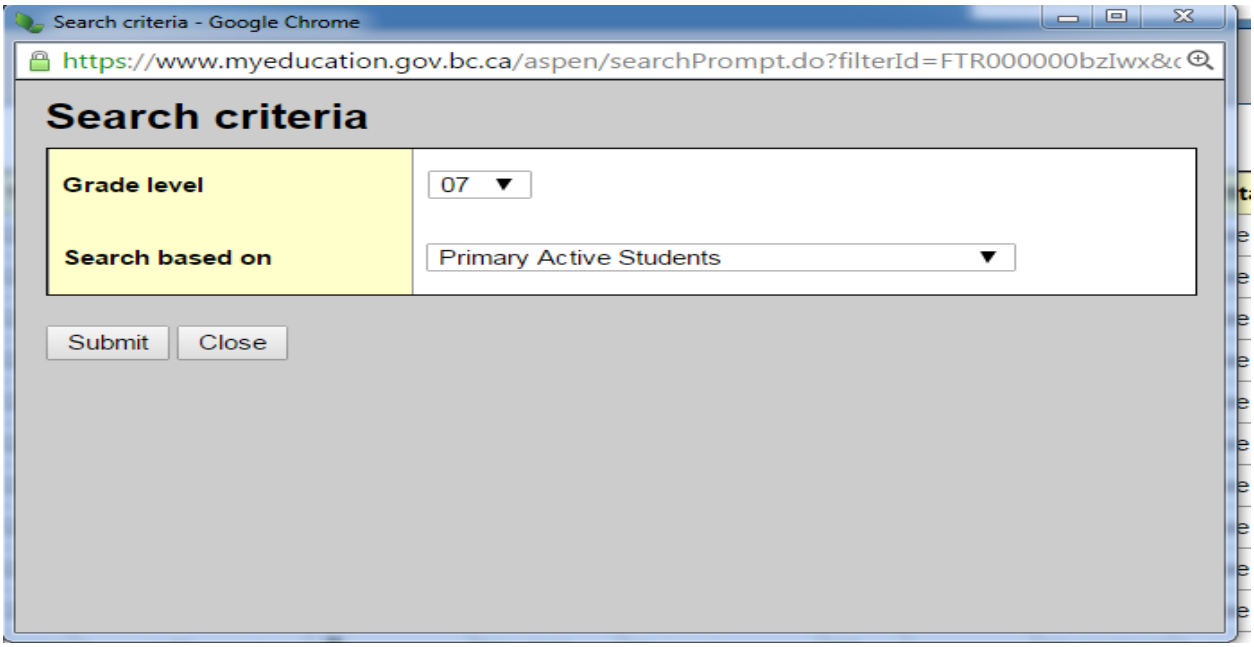
The **2004 Graduation Program** will likely be the default choice for most students. The other choice will be The **School Completion Certificate Program (SCCP).** If you are unsure about who might be on the SCCP check with your LART or administrator.

Please note: the program of study needs to be identified and in place by the time a student enters grade ten.

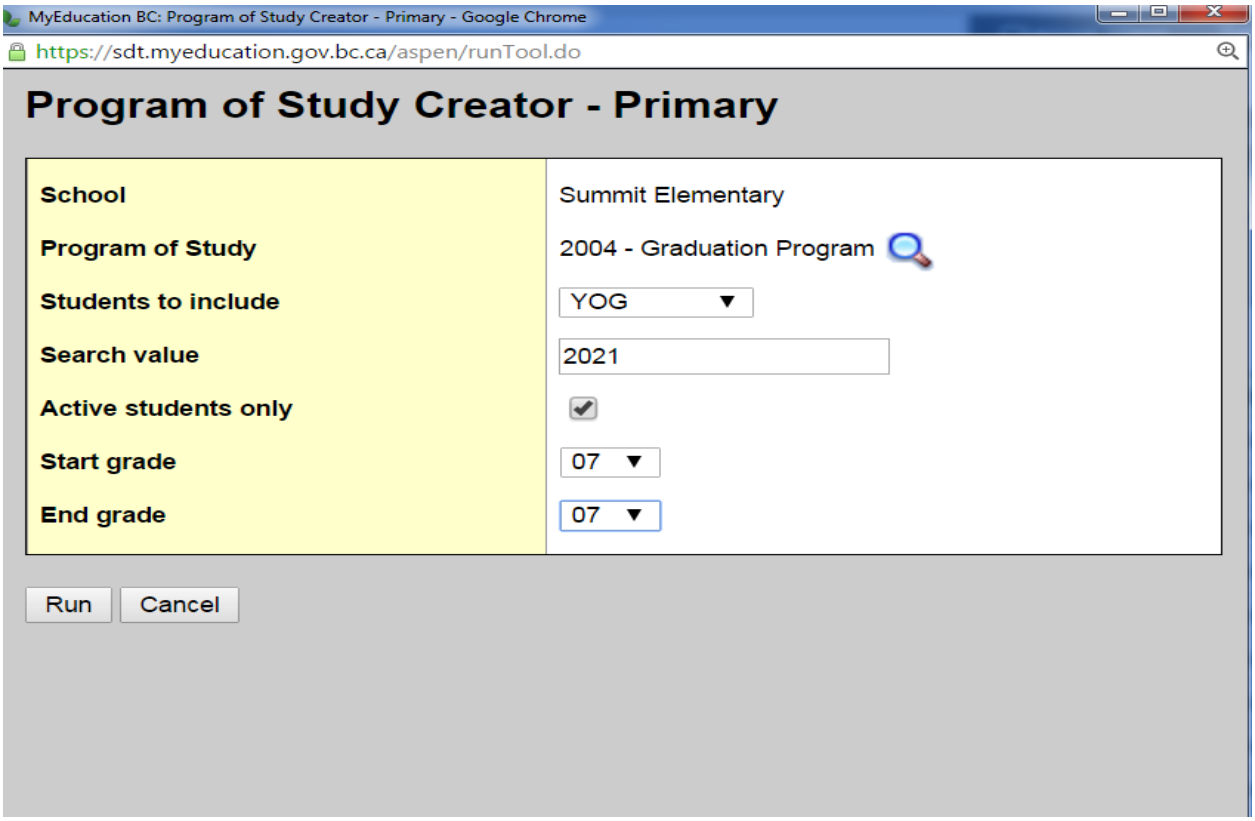
NAVIGATION PATH: School View>Student Top Tab>Options>Program of Study Creator – Primary



Using the filter Grade Level = ? filter the student list to the group you would like to update.



In this example the grade seven students will display in your student list. If you are unsure about a student Program of Study, click on the checkbox next to his/her name. Then go to **Options** and use **Omit Selected** to remove them from the list to be mass updated.

NAVIGATION PATH: <u>Student Top Tab>Options>Program of Study Creator – Primary</u>

Enter the information required in the dialogue box. Click **Run**. All students chosen will now have their Program of Study field updated.