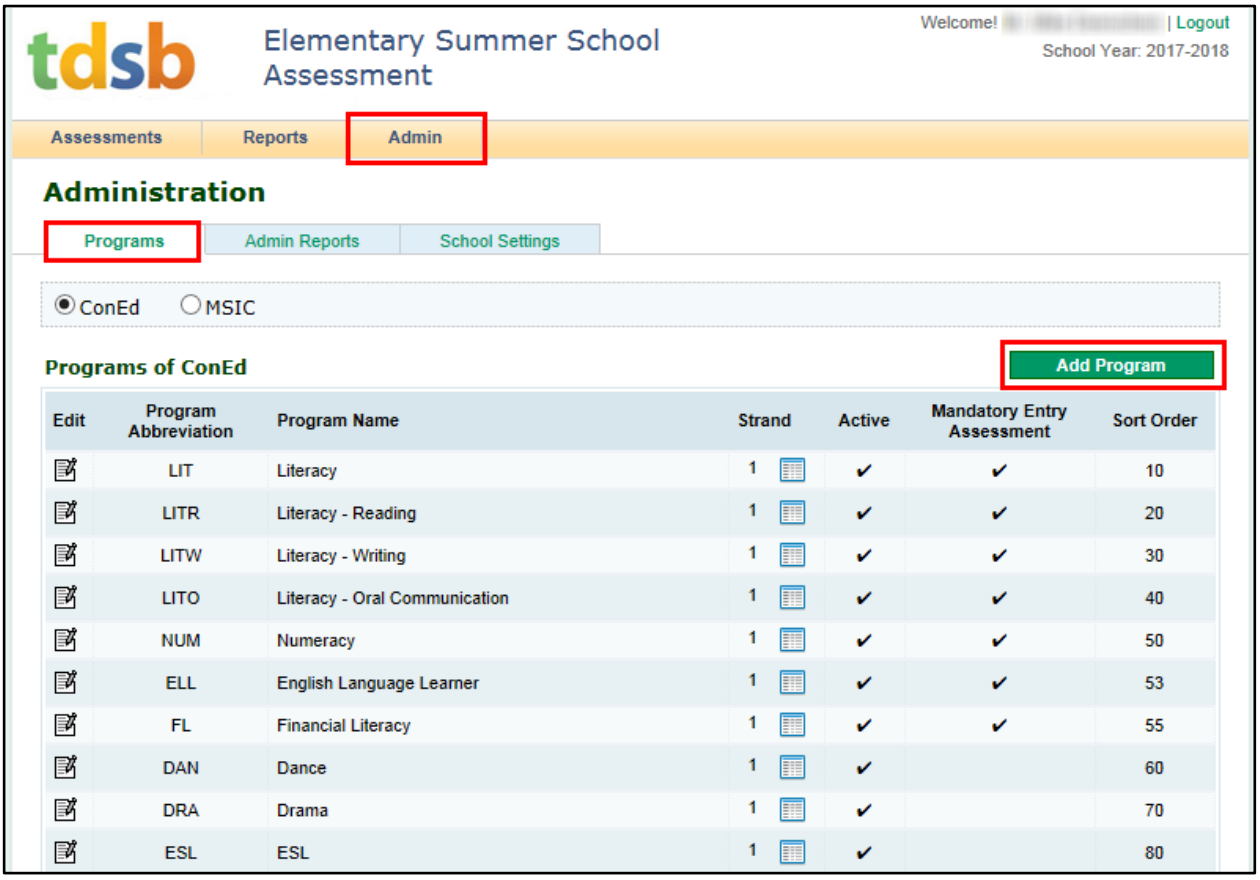
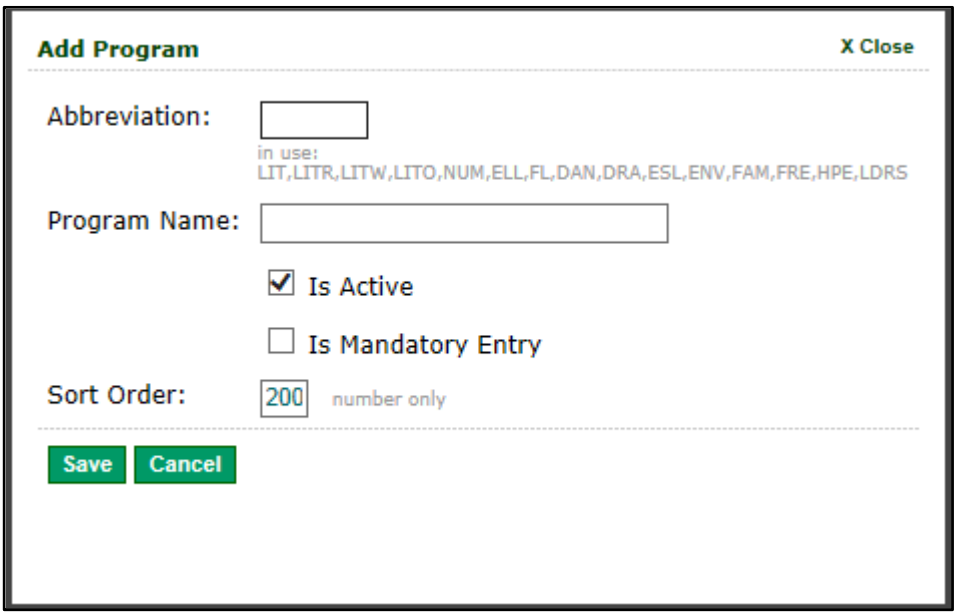
PROGRAM MAINTENANCE – ADDING A NEW PROGRAM AND PROGRAM STRAND

There are two parts to adding a new Program. You must first add the Program and then, because every Program must have at least one Program Strand, you must then add a Program Strand to the new Program.

If it is not already active, click on the "**Admin**" tab, and then click on the "**Programs**" tab. You will be presented with a list of Programs offered by the TDSB elementary summer schools. The screen should look something like this:



To add a new program, click on the "**Add Program**" button. The Add Program pop-up window will appear.



Enter a valid Program "**Abbreviation**". The abbreviation can be from 1 – 5 characters in length and it must be unique (i.e. no other Program can have the same abbreviation). To help avoid assigning a non-unique abbreviation, a list of the abbreviations already in use appears below this field. It is important to remember that it is the Program Abbreviations that are used in the Trillium Class Descriptions in order to match a student`s class to the summer school programs that they will be assessed in for that class.

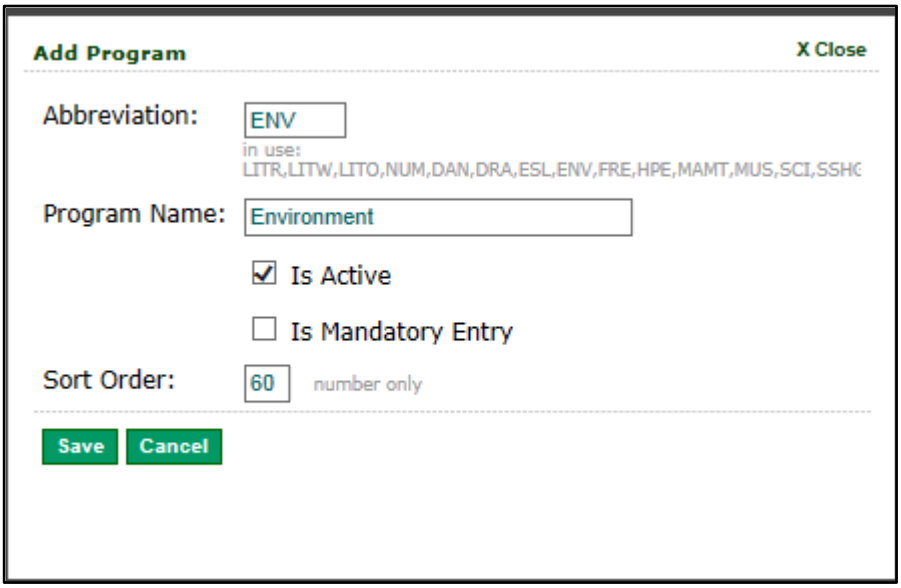
Enter the "**Program Name**".

By default, the "**Is Active**" checkbox will be checked making the new program active and available for immediate use.

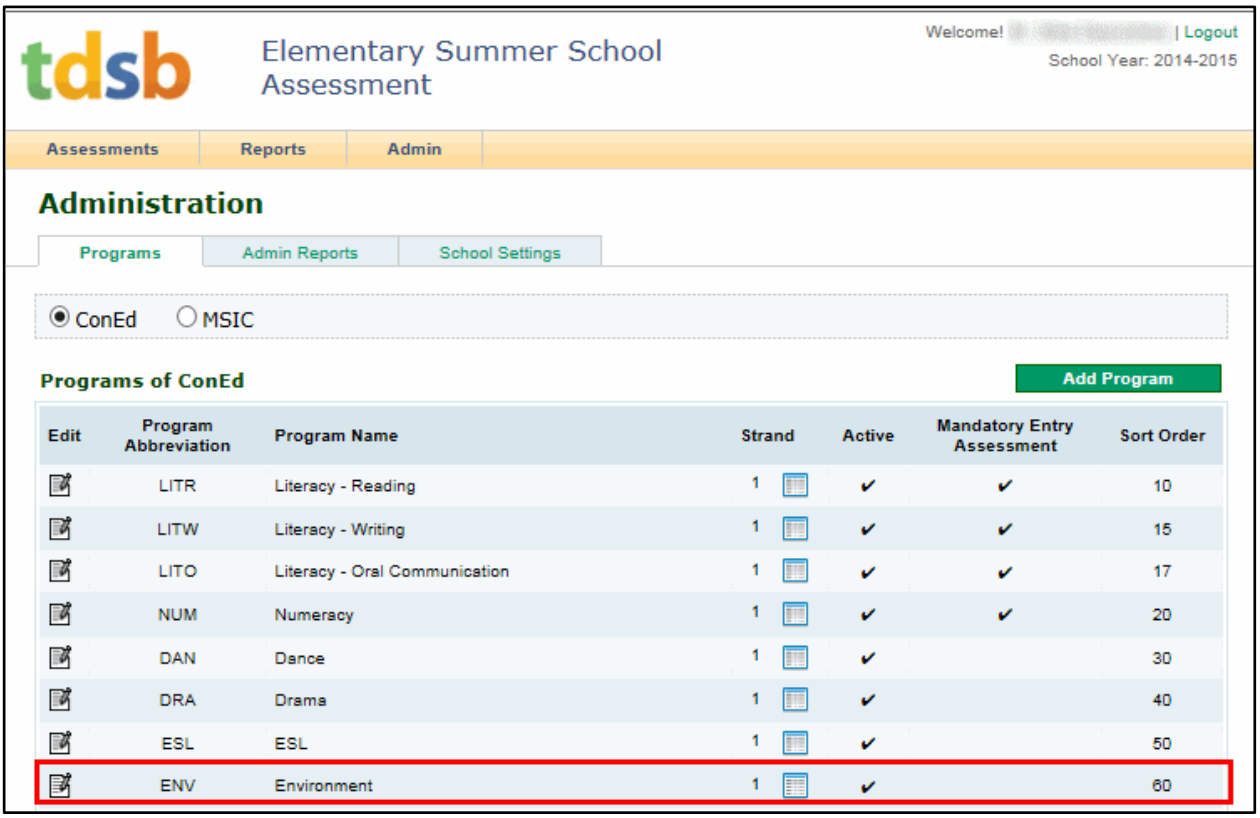
If the program mandates that an entry level assessment must occur, click on the "**Is Mandatory Entry**" checkbox to turn it on. If an entry level assessment is optional for this program, leave the checkbox blank. Usually only programs related to Literacy and/or Numeracy have mandatory entry level assessments. All Strands for this Program will inherit this setting.

By default, the new program is assigned a "**Sort Order**" +10 greater than the last program added. The sort order determines the order in which the programs will be listed on the Progress Report --- the lowest number printing first. If the default sort order does not place the program in the correct order, simply change the number to order it correctly.

Below is a sample screen showing the addition of a new Environment program. It has ENV as an abbreviation, is currently active, and entry level assessments are optional for this program. The default sort order is accepted.

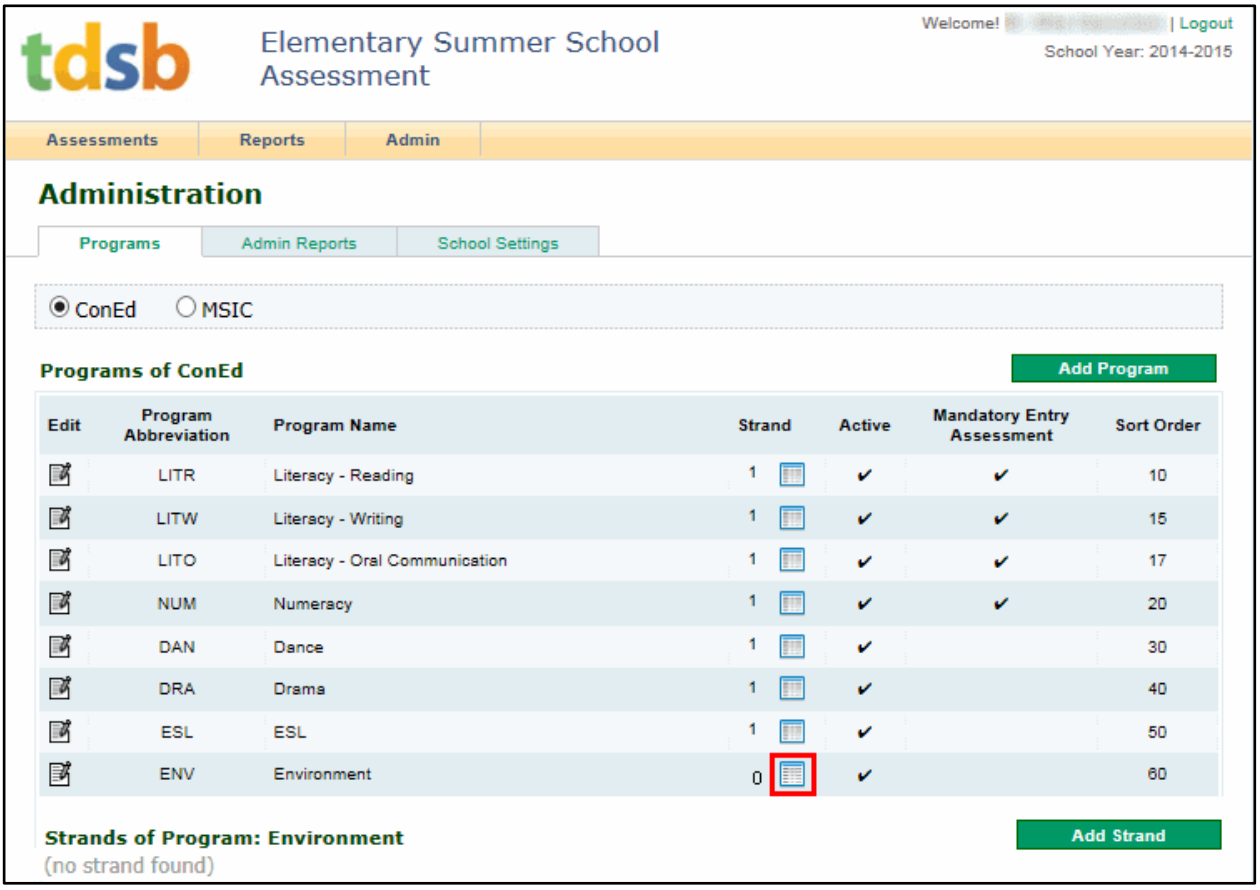


Once you are satisfied that the data entered is correct, click on the "**Save**" button. You will be returned to the list of "**Programs of Con Ed**" list where the new program should now appear in the order determined. Clicking on the "**Cancel**" button will also return you to the list of "**Programs of Con Ed**" but will result in the cancellation of the addition of the new program

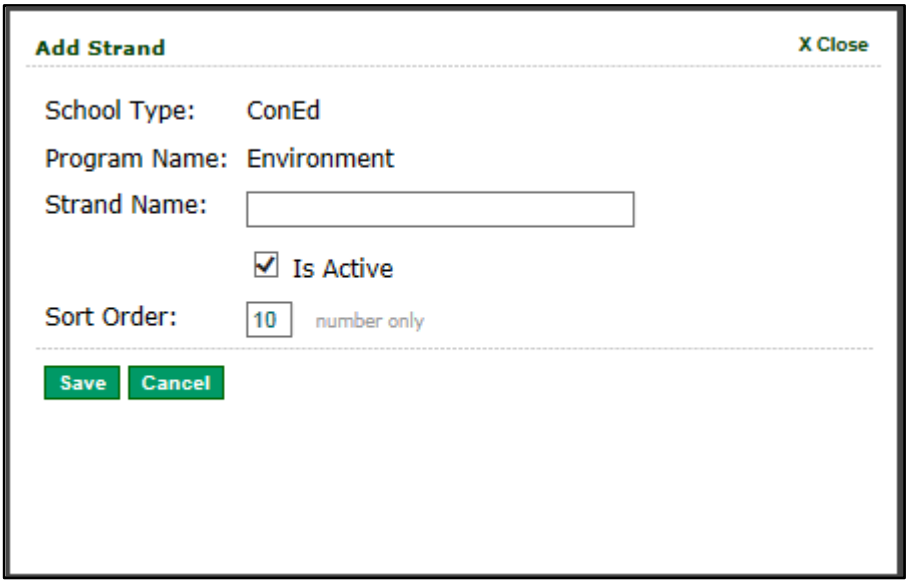


Adding a Program Strand

You now need to add a Program Strand to the new Program. To do this, simply click on the icon in the "**Strand**" column of the new Program. The screen will expand to display the Strands section as shown below.



To add a new Program Strand, click on the "**Add Strand**" button. The Add Strand pop-up window will appear.

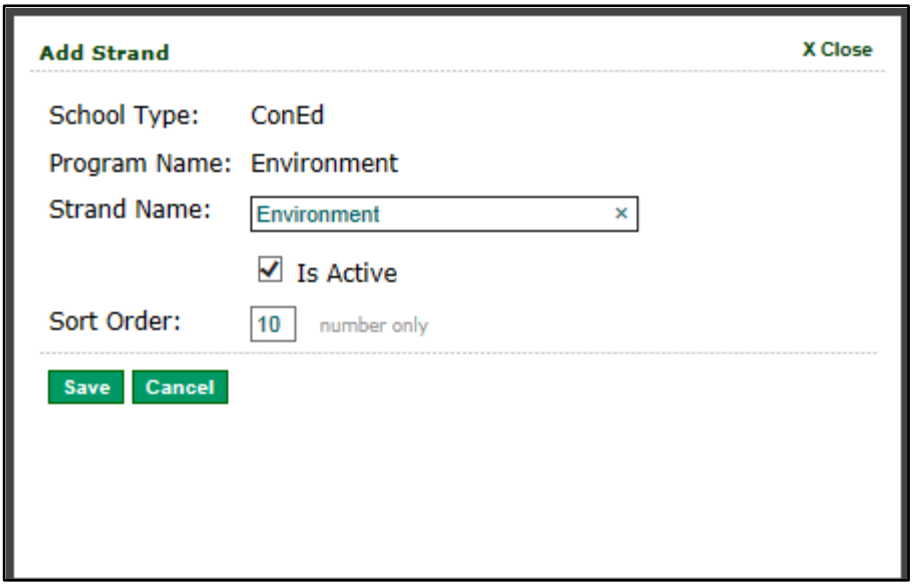


Enter the "**Strand Name**". In most cases the "**Strand Name**" will be the same as the Program Name. It is important to remember that it is actually the Strand Name that will print on the Progress Reports --- not the Program Name.

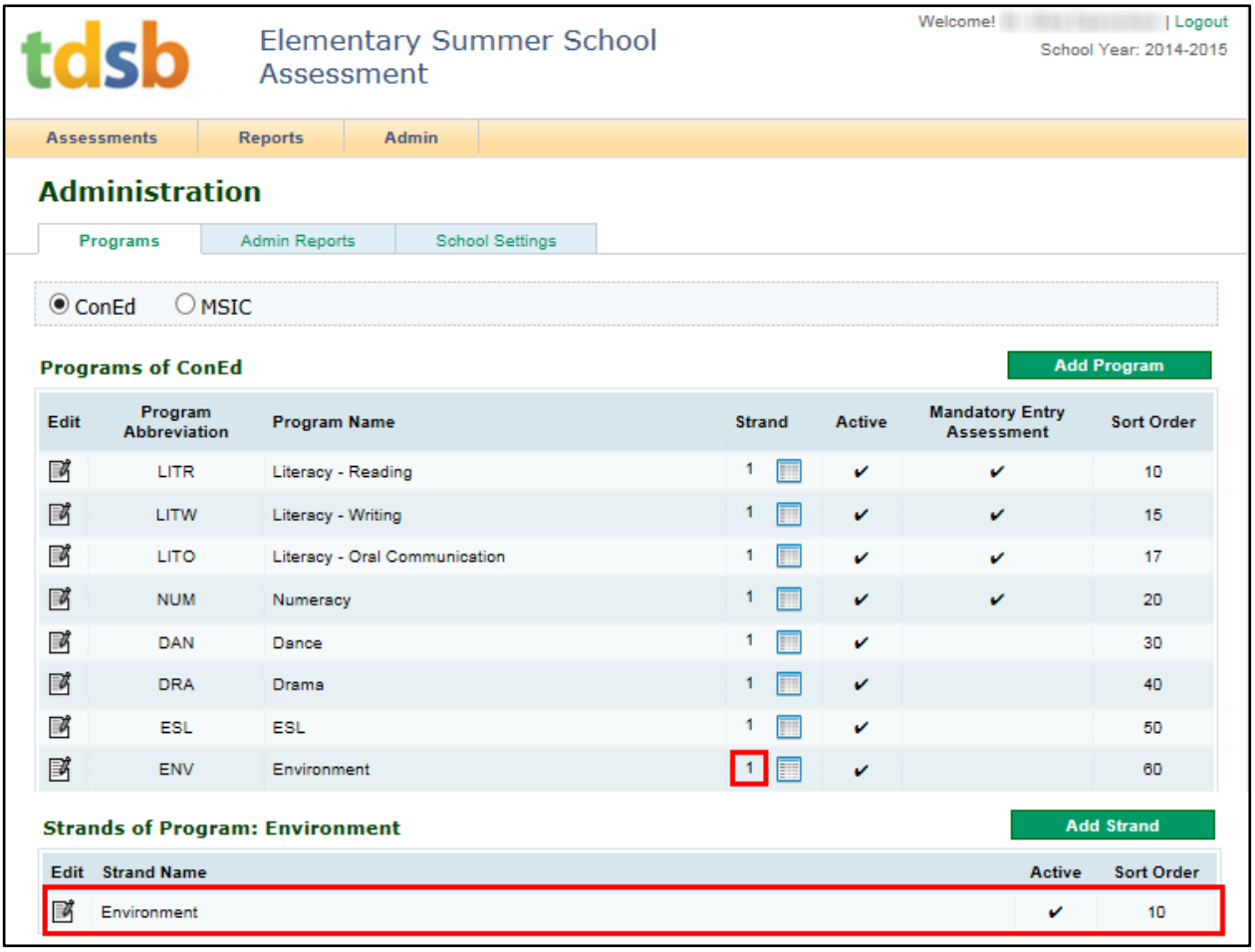
By default, the "**Is Active**" checkbox will be checked making the new strand active and available for immediate use.

By default, the new strand is assigned a "**Sort Order**" +10 greater than the last strand added. The sort order determines the order in which the active strands will be listed on the Progress Report within the related Program --- the lowest number printing first. If the default sort order does not place the strand in the correct order, simply change the number to order it correctly.

Below is a sample screen showing the addition of a new Environment program strand. It has been assigned the same name, "Environment", as the Program.



Once you are satisfied that the data entered is correct, click on the "**Save**" button. You will be returned to the Programs list where the new Program Strand should now appear. Clicking on the "**Cancel**" button will also return you to the Programs list but will result in the cancellation of the addition of the new program strand.



As a result of the above additions, any students enrolled in Trillium in a summer school Class where the Class Description contains the abbreviation ENV will now be assessed in the summer program Environment which will print on that student`s Progress Report.