Program Enrollment

Enrollment · https://docs.dacapoinventory.com/doc/program-enrollment/

Embedded media: https://www.youtube.com/embed/D1ds5WA7yDI?feature=oembed

1. To make sure you only see the students that are currently enrolled in your ‘Band’ or ‘Orchestra’ program, click the Program Enrollment page in the Enrollment menu.



2. From here, you will see all students in your building and can click the students that are a part of your particular music program.
3. If there are students missing from this list, and you need to add a ‘few’ students, you can click the ‘Add Student’ menu item. If you need to add several students, you can obtain an export from your Building’s Main Office and follow the import instructions.

> It is very important that when adding students, that their actual student ID number be used (ie. from E-Schools or PowerSchool or Infinite Campus)

4. Once each of your students has a check mark beside their enrollment category, you can view their details in the ‘Enrollment’ screen .

