230

http://www.companioncorp.com/mediawiki/index.php/ Items Management window: Title Information tab: Study Program subtab

## **Adding Study Programs**

Do you use Study Programs? Did you know you can enter multiple Study Programs in your Item records?

In Alexandria, open Item Management. Select the item, and under Title Information, go to the Study Programs tab. This holds information for the 526 or 521 MARC tag for study programs.

Unlock the record.

Click the plus at the bottom to add a new study program.

Select or enter the Program Name. Alexandria supports Accelerated Reader, Reading Counts, Fountas and Pinnell, and more.

Note: when adding Fountas and Pinnell records, avoid using an ampersand (Fountas & Pinnell). "Fountas and Pinnell" is the term used throughout Alexandria. New imports will automatically change the term to "Fountas and Pinnell".

Enter the Interest Level and other relevant information.

To add another Study Program to this title, use the plus icon at the bottom.

Save your changes.

In your Researcher preferences, you can set a Primary Study Program, which will be the default for the Study Program search pane in Researcher, and choose whether or not to show the Reading Level in the search results.