

Create / Edit Semesters

Classes

[Create New](#)
[Departments](#)
[Semesters](#)
[Classrooms](#)

Search:
[By Semester](#)
[All Classes](#)
[Custom](#)

Showing classes of semester [Spring 2020](#)

TEST - class 1 Spring 2020 Department of IT	Enrollment Schedule Attendance Delete
TESTT - Class 2 Spring 2020 Department of Business	Enrollment Schedule Attendance Delete

This is an optional section to set up your Classes' **Semesters**. This option is used primarily to group the Classes on your Exports and Reports in AccuClass.

Create New Semester

Semesters

[Create New](#)
[Classes](#)

Summer 2020 May 18, 2020 - Jul 31, 2020 Search Classes	Days Off Delete
Spring 2020 Jan 6, 2020 - May 1, 2020 Search Classes	Days Off Delete
Fall 2019 Aug 26, 2019 - Dec 6, 2019 Search Classes	Days Off Delete

To **Create / Edit a Semester** you can:

1. Go to View/Edit Classes section from the AccuClass home screen,
2. Click Semesters next to Departments.
3. Either Create New or click on the semester you would want to Edit.
 - **Semester Name:** Complete with the name of your semester.
 - **Start Date:** Complete with a reference date for the conference.
 - **End Date:** Set up the dates that the conference is going to take place.

Click **Save** button to save your input information.

Holidays/Days Off

To add holidays that you will not be taking class attendance for all your classes click the **View/Edit Classes > Semesters** section from the AccuClass **home** screen.

Next click **Days off** link on the **Semester** listed that you want to add holidays.

Semesters

Create New

Classes

Summer 2020

May 18, 2020 - Jul 31, 2020 | [Search Classes](#)

Days Off | Delete

Spring 2020

Jan 6, 2020 - May 1, 2020 | [Search Classes](#)

Days Off | Delete

Fall 2019

Aug 26, 2019 - Dec 6, 2019 | [Search Classes](#)

Days Off | Delete

Once there you can either click on the holidays listed in the top right box to add them automatically or click the **Add New** button to fill in a custom holiday.

Days Off

Days Off

03/09/2020

Spring Break

03/10/2020

Spring Break

03/11/2020

Spring Break

03/12/2020

Spring Break

03/13/2020

Spring Break

Add New

Save

Skip Step

Suggested Days Off:

Mon 01/20/2020 - Martin Luther I

Mon 02/17/2020 - Presidents Day

Be sure to click the **Save** button to ensure the holidays are added to your semester.

Delete Semester

To delete a semester click the **Delete** link on the far right of the Semester you want to delete.

Semesters

Create New

Classes

Summer 2020

May 18, 2020 - Jul 31, 2020 | [Search Classes](#)

Days Off **Delete**

Spring 2020

Jan 6, 2020 - May 1, 2020 | [Search Classes](#)

Days Off | Delete

Fall 2019

Aug 26, 2019 - Dec 6, 2019 | [Search Classes](#)

Days Off | Delete

Be sure that you want to permanently delete the semester as you will only have one more click to confirm the deletion.

Previous: Create/Edit Departments | [Classes](#) | [Manual Table Of Contents](#) | **Next: Create/Edit Classrooms**

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