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Create / Edit Semesters



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



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.

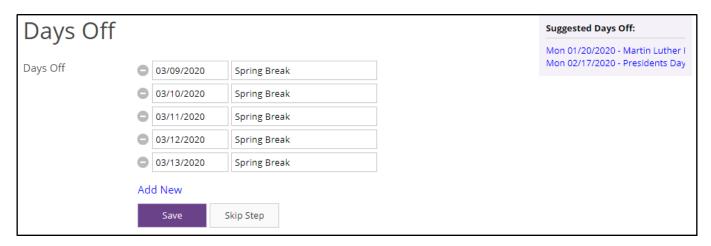
Holidays/Days Off

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.



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.



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.



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

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