

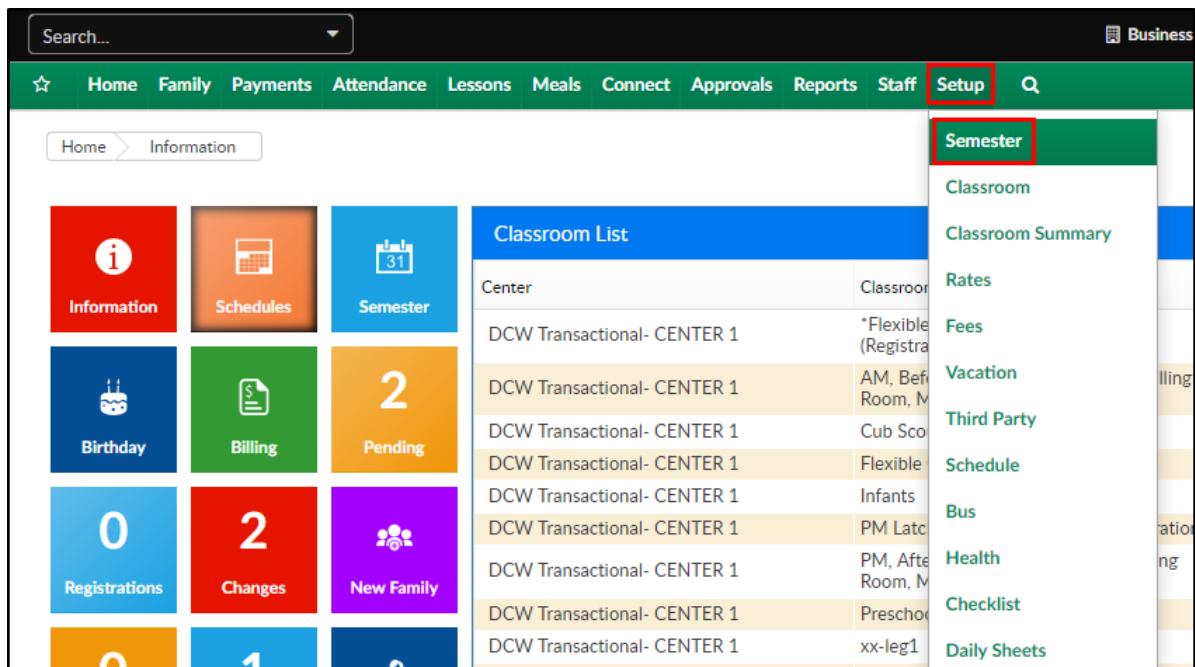
Semester Summary

Last Modified on 05/29/2019 9:00 am EDT

The Semester Summary page shows details regarding the programs and center information associated with the selected semester. From this screen, a program can be added to a semester, program registration can be opened/closed/canceled, and multiple changes can be made to the programs.

Making a Change

1. Click Setup, then select Semester



2. Scroll to the bottom of the page and click the blue i next to the semester year

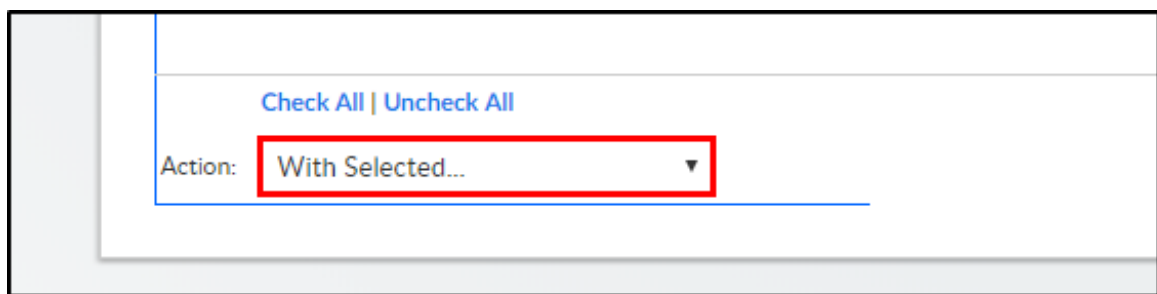
The screenshot shows a table titled 'Center Level - Semester List'. The table has columns for Year, Description, Start, End, Active, and several action buttons. The first row is highlighted, and a blue 'i' icon is visible next to the year '2019'.

	Year	Description	Start	End	Active					
<input checked="" type="checkbox"/>	2019	2019 Early Childhood	01/01/2019	12/31/2019	Y			Open	Close	Cancel
<input checked="" type="checkbox"/>	2019	2019 Summer (Setup > Semester) Room/Program Cost	06/03/2019	06/28/2019	Y			Open	Close	Cancel
<input checked="" type="checkbox"/>	2019	2019-2020 School Year	08/26/2019	05/29/2020	Y			Open	Close	Cancel
<input checked="" type="checkbox"/>	2019	Daily Summer Camp	06/19/2019	08/23/2019	Y			Open	Close	Cancel

3. If information needs to be updated, select the correct row by clicking the checkbox on the left side

Semester Summary		
Semester	Program	Center Information
<input type="checkbox"/> Extracurricular Activities 2018 Year: 2018 Date Range: 08/01/2018 to 12/31/2019	*School Year Enrichment Programs (Category > Multi-select On) Cub Scouts - Lions Registration Type: N Program Fee: \$ 0.00 Tax Credit Eligible: N	- DCW Transactional- CENTER 1 Activity Code: Unlock Code: Capacity: Min/Max/Total: 0/0/2 Daily Capacity: M/T/W/Th/F: 0/0/0/0/0 Start Time:0:0 Stop Time:0:0 Enrollment: 10/15/2018 to 11/30/2018 Semester Fee: \$ 12.00 Early Enrollment: to Early Registration Fee: Tax Credit Eligible: Extra Information: Days: M/T/W/Th/F: 0/0/0/0/0 GL Code: Gender Restriction: A Parent Managed Cutoff: S Email: Status: Open Close Cancel

4. Scroll to the bottom of the screen and select the Actions drop down menu



5. Choose an action from the list

6. Complete the necessary change on the popup and click Save. The detail will update in each selected program. **Please Note:** the information changed from this screen will override the room configuration and View Semester settings

*School Year Enrichment Programs (Category > Multi-select On) - DCW T
 Girl Scouts

Enter Registration Fees ✕

Registration Fee:

1st Sibling Registration Fee:

Extra Sibling Registration Fee:

Sponsor Registration Fee:

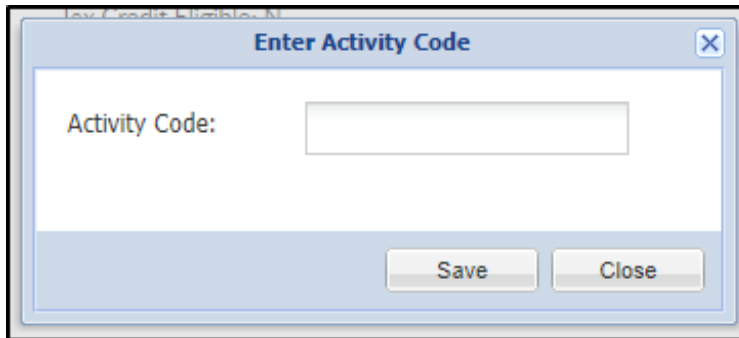
Re-Registration Fee:

Save

Possible Changes

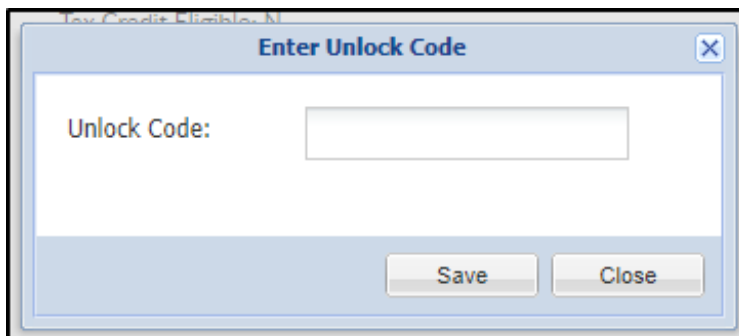
From the Actions menu, the below detail can be updated or changed:

- Open Semesters - opens semesters for registration
- Close Semesters - closes semesters for registration, rooms will still display on the registration screen
- Cancel Semesters - cancels semesters for registration, rooms will still display on the registration screen
- Change Activity Code - changes the Activity Code for the semester program/semester association



The screenshot shows a dialog box titled "Enter Activity Code". It has a light blue header bar with a close button (X) in the top right corner. The main area is white and contains the text "Activity Code:" followed by a rectangular text input field. At the bottom of the dialog, there is a light blue bar containing two buttons: "Save" and "Close".

- Change Unlock Code - updates the unlock code for selected room/semester pairings



The screenshot shows a dialog box titled "Enter Unlock Code". It has a light blue header bar with a close button (X) in the top right corner. The main area is white and contains the text "Unlock Code:" followed by a rectangular text input field. At the bottom of the dialog, there is a light blue bar containing two buttons: "Save" and "Close".

- Change Capacity - allows users to update minimum and maximum capacity on rooms. Please Note: the "Maximum Capacity" from this screen will change the "Capacity" field on the View Semester screen

The dialog box is titled "Enter Minimum and Maximum Capacity" and has a close button (X) in the top right corner. It contains two input fields: "Minimum Capacity:" and "Maximum Capacity:". At the bottom, there are two buttons: "Save" and "Close".

- Change Daily Capacity - updates the capacity for each day on the View Semester screen

The dialog box is titled "Enter Daily Capacities" and has a close button (X) in the top right corner. It contains five input fields, one for each day of the week: "Monday Capacity:", "Tuesday Capacity:", "Wednesday Capacity:", "Thursday Capacity:", and "Friday Capacity:". At the bottom, there are two buttons: "Save" and "Close".

- Change From/To Grades - changes the grade requirement from the View Semester screen

The dialog box is titled "Select Grades" and has a close button (X) in the top right corner. It contains two dropdown menus: "From Grade:" and "To Grade:". Both dropdown menus currently display "Select From Grade" and "Select To Grade" respectively. At the bottom, there are two buttons: "Save" and "Close".

- Change Start/Stop Time - updates the Start and Stop Hours in the Enrollment Information section on the View Semester screen

The screenshot shows a dialog box titled "Enter Start & Stop Time". It features two columns for time selection. The left column is labeled "Start Time" and the right column is labeled "Stop Time". Each column contains a "Hour:" label with a dropdown menu and a "Minute:" label with a dropdown menu. Below these columns are two buttons: "Save" and "Close".

- Change Program Start/Stop Time - updates the Program Start and End Time in the Semester Information section on the View Semester screen

The screenshot shows a dialog box titled "Enter Program Start & Stop Time". It features two columns for time selection. The left column is labeled "Start Time" and the right column is labeled "Stop Time". Each column contains a "Hour:" label with a dropdown menu and a "Minute:" label with a dropdown menu. Below these columns are two buttons: "Save" and "Close".

- Change Start and End Dates - updates the start and end date under the Semester Information section on the View Semester screen
 - Update Existing Schedules - select yes when program dates have changed and PRAs need to be updated. **Please Note:** this option should never be used with Parent Managed Calendar Rooms

Enter Start and End Dates

Start Date:

End Date:

Update Existing Schedules?:

Save Close

- Change Enrollment Dates - updates the enrollment start and stop dates found on Setup > Room, View Semester screen

Enter Enrollment Dates

Start Date:

End Date:

Save Close

- Change Early Enrollment Dates - updates the early enrollment start and end dates found on Setup > Room, View Semester screen

Enter Early Enrollment Dates

Early Enrollment Start Date:

Early Enrollment End Date:

Save Close

- Change Registration Fees - updates the Registration Fee on the View Semester screen

Enter Registration Fees

Registration Fee:

1st Sibling Registration Fee:

Extra Sibling Registration Fee:

Sponsor Registration Fee:

Re-Registration Fee:

Save Close

- Change Early Registration Fees - updates the Early Registration Fee on the View Semester screen
- Change Default Rate - changes the default rate set on the View Semester screen

Select a Default Rate

Default Rate:

Save Close

- Change Early Default Rate - change the early default rate for the program/semester association

Select an Early Default Rate

Default Rate:

Save Close

- Change Tax Credit Eligibility - change the tax credit eligibility on the View Semester screen

Enter Tax Credit Eligibility

Tax Credit Eligible: Yes

Save Close

- Change Extra Information - changes extra information during registration

Enter Extra Information

Extra Information:

Save Close

- Change Days - this option will change the days selected in the Days field under the Registration Information section on the View Semester screen

Select Available Days

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Save Close

- Change GL Code - this option changes the GL code entered on the View Semester screen

Enter GL Code

GL Code:

Save Close

- Change Gender Restriction - changes the Gender Restriction field on the View Semester screen

Enter Gender Restriction

Gender Restriction: Male Only

Save Close

- Change Parent Managed Cutoff - use this option to set when a student needs to be registered by, for a parent managed room

Enter Parent Managed Cutoff

Parent Managed Cutoff: Day Prior

Save Close

- Change Email - changes the email address found under the Contact Email field on the View Semester screen

Enter Email Address

Email:

Save Close

- Hide Semesters - hides the semester on registration
 - Show Semesters - shows the semester on registration
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