Cloning a Semester

Last Modified on 06/29/2020 12:44 pm EDT

When cloning a semester, it is important to remember that this means all of the rooms that were associated to the semester will be copied to the new semester.

Go to the Setup > Semester screen-

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Then scroll to the bottom of the page and next to the semester you want to clone select the clone icon.

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Enter the new semester's detail, then press Save

- Semester Description- name
- Year
- Start Date
- End Date

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Once the screen refreshes, all rooms have now been associated to the cloned semester.

To update program and registration dates go to either of the areas below-

- Semester Summary screen
- Setup > Room, View Semester screen

If you have parent managed calendars you will need to add the days to each calendar the option will be available- parent managed availability