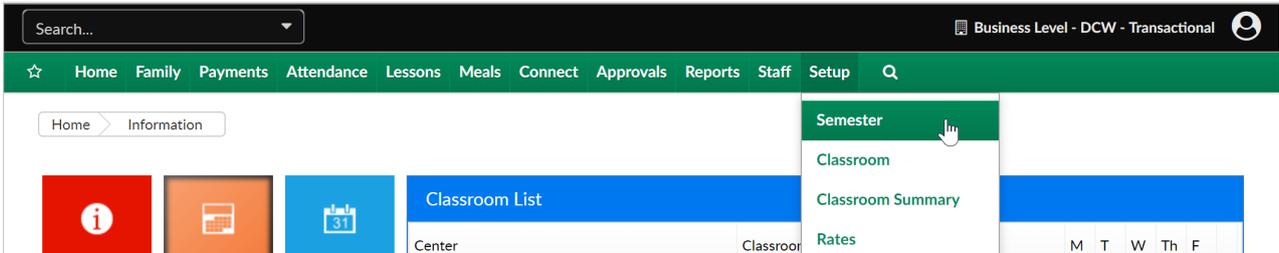


# Cloning a Semester

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-



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

Center Level - Semester List										
	Year	Description	Start	End	Active					
<input type="checkbox"/>	2018	2018 Preschool	03/01/2018	12/31/2018	Y	<input checked="" type="checkbox"/>	Open	Close	Cancel	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	2017	17-18 Enrichment	08/28/2017	05/25/2018	Y	<input checked="" type="checkbox"/>	Open	Close	Cancel	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	2017	17-18 School Aged Child Care	08/28/2017	05/25/2018	Y	<input checked="" type="checkbox"/>	Open	Close	Cancel	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	2017	2018 Summer	05/28/2018	08/24/2018	Y	<input checked="" type="checkbox"/>	Open	Close	Cancel	<input type="checkbox"/> <input type="checkbox"/>

Check All    Uncheck All

**OPEN SELECTED**    **CLOSE SELECTED**    **CANCEL SELECTED**

Enter the new semester's detail, then press Save

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

**Enter Semester Details**

\*Semester Description: 18-19 School Aged Child Care

\*Year: 2018

\*Start Date: 08/27/2018

\*End Date: 05/31/2019

Enrollment Start Date:

Enrollment End Date:

Save Close

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](#)

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