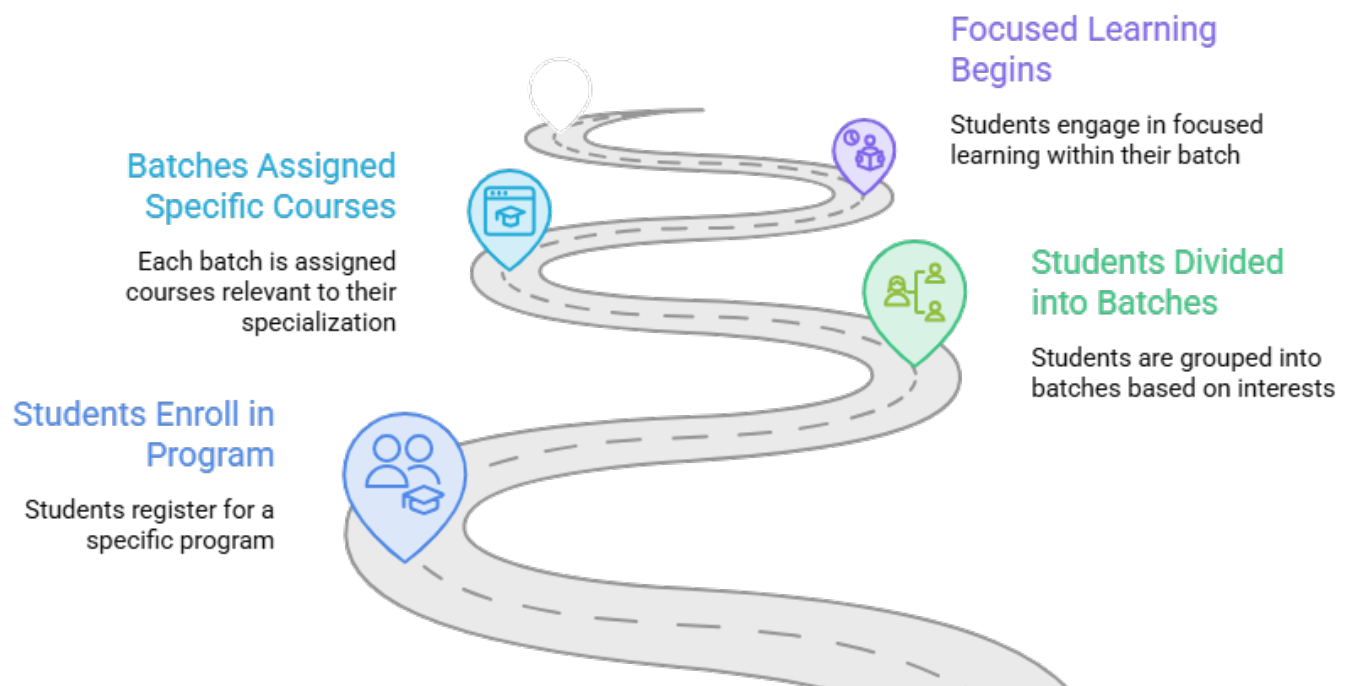


# How to Add a Batch in a Program

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## Batches

Batches in Learnexify is a system in which students within a program are divided into different learning paths based on their interests and specialization. Each batch has its own specific courses that provide focused learning in that particular field.



## Add a Batch in a Program:

- From the **Program List**, select the **Batches icon** to organize and **add batches** to your program.

LEARNEXIFY Home Dashboard My courses Site administration Custom Pages 33 Edit mode

Program Management > Manage Programs

## Manage Programs

7 programs found

All **A** B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| NAME ↓                                            | DESCRIPTION                                                                               | REQUIRED CREDITS | COURSE DESCRIPTIONS | DISPLAY PRIORITY |  |
|---------------------------------------------------|-------------------------------------------------------------------------------------------|------------------|---------------------|------------------|--|
| Bachelor of Engineering in Electrical Engineering | A 4-year undergraduate program in Electrical Engineering.                                 | 125.00           | 2                   | 0                |  |
| Diploma in Comp Science (DCS)                     | A 2-year program covering programming, databases, operating systems, and web development. | 2.00             | 3                   | 2                |  |

- After opening the Batch tab, click on the **Add Batch** button.

Program Management > Manage Batches

## Manage Batches

Detail Edit Users User Groups Semesters Course Descriptions Course Sets **Batches** Roles

2 batch(es) found

All **A** B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| NAME ↓                      | DESCRIPTION                                                                                                                                                                                                                                                                                 | PARENT PROGRAM                    | COURSE INSTANCES |  |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------|--|
| 2026 Batch - DCS            |                                                                                                                                                                                                                                                                                             | Diploma in Computer Science (DCS) | 0                |  |
| Diploma in Computer Science | This track outlines the complete study pathway for the Diploma in Computer Science program over four semesters. It includes core courses in programming, databases, data structures, operating systems, web development, and a final project to build practical skills in computer science. | Diploma in Computer Science (DCS) | 10               |  |

- When you click on the Add button, a new page will open.
- Fill in the blanks:

## Manage Batches

Program:

ⓘ

?

(DCS-c4) Diploma in Computer Science (DCS) ▾

ID Number:

ⓘ

?

Name:

ⓘ

?

Description:

?

Start Date:

ⓘ

☐ Enable
 

4 ▾

July ▾

2026 ▾

📅

End Date:

☐ Enable
 

4 ▾

July ▾

2026 ▾

📅

☐ Create all course instances: 

?

☐ Automatically assign semester users: 

?

Save changes

Cancel

## Required Fields:

### Program

The Program field defines the main academic program under which the batch is created. It shows which degree or discipline this batch belongs to.

Example: (DCS-c4) Diploma in Computer Science (DCS)

### ID Number

The ID Number is a unique code used to uniquely identify each batch in the system. It ensures that every batch has a distinct identity and no duplication occurs.

Example: 11111

### Name

The Name field defines the title of the batch and helps users easily identify the specialization or focus area of the batch.

Example: Diploma in Computer Science

## Not Required Fields:

## Description

The Description provides a short overview of the batch and explains the specialization area. It helps users understand what this batch is about and what knowledge or skills it focuses on.

Example: This batch outlines the complete study pathway for the Diploma in Computer Science program over four semesters. It includes core courses in programming, databases, data structures, operating systems, web development, and a final project to build practical skills in computer science.

## Start Date

The Start Date defines when the batch becomes active and available for assignment in the system.

Example: 28 April 2026

## End Date

The End Date defines when the batch will expire or stop being active in the system.

Example: 1 May 2026

## Create all course instances

This option is used to automatically create and assign all related course instances (such as course or batch structures) for the selected batch, so manual setup is not required.

- After filling in all the **required fields**, click on the **Save Changes** button.
- Once you click the Save button, the system will process the data.
- After **successful** saving, the **batch** will be added to the **relevant program**.

