

How to Assign Course Descriptions to a Semester

Now, open the Learnexify dashboard and go to the user menu. Click on Programs and then select Manage Semester. Here you will see the list of all semesters.

In which semester you want to add the Course Description, click on the Course Description icon.

LEARNEXIFY Home Dashboard My courses Site administration Custom Pages ▾

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Edit mode

Program Management > Manage Semester

Manage Semester

All ABCDEFGHIJKLMNOPQRSTUVWXYZ

Search

Add Semester

ID NUMBER	NAME	CREDITS	
DCS_11001	Semester 1	6.00	      
DCS_11002	Semester 2	6.00	     
DCS_11003	Semester 3	6.00	     

Add Semester

- Here after opening the course description tab, you will see the already assigned course descriptions. To add a new one, click on the **Available to Assign** button.

Program Management > Manage Semester > Semester 1

Semester 1

Detail Edit Course Sets Users Waiting List User Groups **Course Descriptions** Certificate

Currently Assigned Available To Assign

+ Save search

Filters: Name: Any x + Add

NAME	ID	ACTIONS
Windows	Win_001	 
Typing	Typ_001	 

Showing 1-4 of 4 Results Page: 1

Bulk Edits To perform bulk actions, drag rows here. Add All 4 Search Results Clear

A list of available course descriptions will be displayed. Click on the arrow icon next to the course description you want to assign.

After clicking on the **arrow icon**, **configure** the following **details**:

- **Required:** Determines whether learners must complete this course description as part of the semester. When enabled, it is compulsory; when disabled, it is optional.
- **Frequency:** Controls the number of times the course description is scheduled or made available during the selected duration.
- **Time Period:** Sets the duration type that works with the frequency value, such as days, weeks, months, or years.
- **Position:** Controls where the course description appears in the sequence. Smaller position values are displayed earlier, while larger values appear later in the list.

After filling in all details, click on the **green tick (?)** to confirm the assignment.

Program Management > Manage Semester > Semester 1

Semester 1

Detail Edit Course Sets Users Waiting List User Groups **Course Descriptions** Certificate

Currently Assigned **Available To Assign**

+ Save search

Filters: Name: Any X ID Number: Any X + Add

Soft Skill/Communication Skill		Soft Skill/Communication Skill		Association Data	
Required	Frequency	Time Period	Position		
Required	2	Years	2	✓	✗
Google Slides	Google Slides_001				

Showing 1-18 of 18 Results Page: 1

View Assigned Course Descriptions

Then go to the Currently Assigned section to confirm that the course description has been successfully assigned.

Use Filters to Search Course Descriptions

If the **required course description** is not **available** in the list, you can use filters to search for it.

Click on the **Add button** and apply filters such as:

- **Name** – Search by course name
- **ID Number** – Search using a unique ID
- **Pre Test** – Shows courses that include a pre-test: This filter shows courses where learners are tested before starting the course. It helps to check what students already know before learning begins.
- **Post Test** – Shows courses that include a post-test: This filter shows courses where learners are tested after completing the course. It helps to check what students have learned after finishing the course.

Semester 1

Detail Edit Course Sets Users Waiting List User Groups **Course Descriptions** Certificate

Currently Assigned Available To Assign

+ Save search

Filters:	Name: Any	+ Add
	Pre-test	
Name	Post-test	ID Number
Test Course Description	ID Number	Test Course Description
Soft Skill/Communication Skill		Soft Skill/Communication Skill
Google Slides		Google Slides_001

Showing 1-18 of 18 Results Page: 1

Bulk Assignment To perform bulk actions, drag rows here.

Add All 18 Search Results

Clear

Once the required course description appears, click the arrow icon and assign it using the **green tick (?)**. It will then appear in the **Currently Assigned** list.

Bulk User Action:

Purpose:

Use this feature to assign multiple Course Descriptions efficiently.

Method 1:

- Select those **multiple Course Descriptions** you want to **assign**.
- After making your selections, **click the “Add All 4 Selected Items” button to add the selected Course Descriptions**.
The number displayed in the button (**e.g., 4**) **represents** the number of items **currently selected** and will change depending on how many items you select.

Showing 1-11 of 11 Results Page: 1

Bulk Assignment To perform bulk actions, drag rows here.

Add All 11 Search Results

Add All 4 selected items

Clear

- Then click on the Assign button in the Bulk Assignment Section to move the Course Descriptions to the assigned list.

Method 2:

- Click the “**Add All 18 Search Results**” button to **add** all **Course Descriptions** with a single click. The number displayed in the button (**e.g., 18**) may vary depending on the number of Course Descriptions **available** in the search results.
- If you want to **clear everything**, click the **Clear button**.

The screenshot shows a search interface with two input fields at the top: one containing 'Algorithms' and the other 'CS202'. Below these fields, a status bar indicates 'Showing 1-18 of 18 Results' and 'Page: 1'. The main section is titled 'Bulk Assignment' with a subtitle 'To perform bulk actions, drag rows here.' At the bottom right of this section, there are two buttons: 'Add All 18 Search Results' (highlighted with a red box and a red arrow) and 'Clear'.

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