

How to Assign Semesters in a Program

Semesters

A Semester is a fixed academic period used in universities to divide an academic year into smaller parts. Each semester represents a specific stage of study in which students take a defined set of courses and complete related academic activities such as lectures, assignments, and exams.



In most universities, a degree program is divided into multiple semesters (for example: Semester 1, Semester 2, Semester 3, etc.), and students progress from one semester to the next as they complete their courses

Steps to Assign User Groups to a Program:

- In the **Program List**, click the **Semesters icon** for the desired program to open the tab and assign semesters.

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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

Search

Add Program

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	     

Add Program

- Here you will see the list of assigned semesters.
- To **assign additional** semesters, click on the '**Available to Assign**' button.

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Program Management > Manage Programs > Diploma in Computer Science (DCS)

Diploma in Computer Science (DCS): Assign User Groups

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

Currently Assigned Available To Assign

+ Save search

Filters: + Add

Name	ID	Actions
PS_First Semester	P.S.J109	
document_testing	011	
Testing Certificate	cert_123	
Fresh Testing Semester_QA	fresh-test-sem_qa	
Semester 1_QA	sem1_qa	

Showing 1-5 of 5 Results Page: 1

- Select the **semester** you want to assign to the program.
- Click on the arrow button to move the selected semester.

- After clicking the **arrow button**, click on the **green tick** to confirm the assignment.

Program Management > Manage Programs > Diploma in Computer Science (DCS)

Diploma in Computer Science (DCS): Assign Students

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

Currently Assigned Available To Assign

+ Save search

Filters: + Add

Name	ID	Actions
PS_First Semester	P.S_1109	
		
document_testing	011	

- Go to the **Currently Assigned** section, where you can see the assigned semester.
- If you don't find your semester, select the required field and enter the details according to the semester. then assign a semester in the program.

Bulk User Action:

Purpose:

Use this feature to assign multiple Semesters efficiently.

Method 1:

- Select those multiple **semesters** you want to assign in the program.
 - After making your selections, click the **“Add All 2 Selected Items”** button to add the selected semesters.
- The number displayed in the button (**e.g., 2**) represents the number of items currently selected and will change depending on how many items you select.

Bulk Assignment To perform bulk actions, drag rows here.

Add All 3 Search Results

Add All 2 selected items

Clear

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

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Edit mode ☐

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

Currently Assigned Available To Assign

+ Save search

Name	ID	Actions
PS_First Semester	P.S_1109	

Showing 1-1 of 1 Result Page: 1

Bulk Assignment for 2 selected items **Assign**

Add All 5 Search Results Clear

Showing 1-2 of 2 Results Page: 1

Fresh Testing Semester_QA

Semester 1_QA

Method 2:

- Click the **“Add All 3 Search Results”** button to **add all semesters** with a single click. The number displayed in the button (e.g., 3) may vary depending on the number of semesters available in the search results.
- If you want to clear everything, click the **Clear** button.



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Edit mode

DetailEditUsersUser GroupsSemestersCourse DescriptionsCourse SetsBatchesRoles

Currently AssignedAvailable To Assign

+ Save search

	Name	ID	Actions
☒	PS_First Semester	P.S_1109	

Showing 1-1 of 1 Result Page: 1

Bulk Assignment for 2 selected itemsAssign

Fresh Testing Semester_QA

Semester 1_QA

Add All 5 Search ResultsClear

Showing 1-2 of 2 Results Page: 1

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