

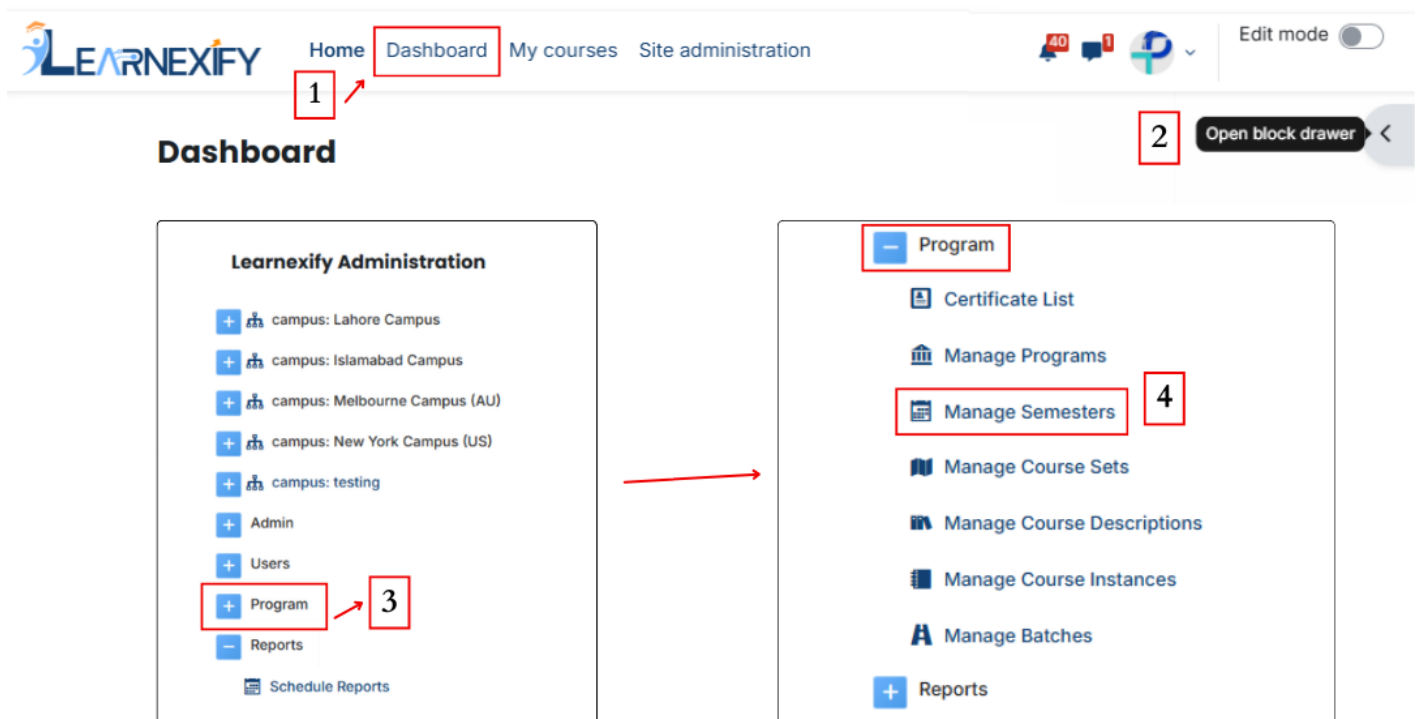
Learnexify Semester

A semester is a fixed academic period used in universities to divide an academic year into smaller parts, where students take specific courses and complete learning, assignments, and exams. Its main purpose is to keep the academic system structured and manageable.

A degree program has multiple semesters (such as Semester 1, Semester 2, Semester 3, etc.), and students progress step by step until they complete their program.

How to create a semester:

- After login, the dashboard will open.
- Open the side drawer menu.
- Click on Programs and then select Manage Semesters.



- Click the Add Semester button.

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Program Management > Manage Semester

Manage Semester

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

Semesters

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

- The semester creation page will be displayed.
- Fill in the details:

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Program Management > Manage Semester > Add Semester

Manage Semester

ID Number 

Name 

Description

Semester Fee

Currency

Semester Duration

(representing minutes (i), hours (h), days (d), weeks (w), months (m) and years (y). Example: "2y" or "1w 2d")

- **ID Number**

The ID Number is a unique identifier used to distinguish each semester in the system so that no two semesters have the same identity.

Example: SEM-EE-001

- **Name**

The Name field is used to define the semester title, which helps users easily recognize and differentiate it from other semesters.

Example: Semester 1 – Electrical Engineering

- **Description**

The Description field gives a brief explanation of the semester, including its level and the purpose of studies during this period.

Example: This semester introduces basic electrical engineering concepts and provides foundational knowledge for higher-level studies.

- **Semester Fee**

The Semester Fee defines the total amount required to enroll in the semester.

Example: 2000

- **Currency**

The Currency field specifies the payment currency in which the semester fee is charged.

Example: US Dollar

- **Semester Duration**

Semester Duration defines how long the semester will run using time formats such as weeks, months, or years.

Example: 1y,

To specify a duration, use the following abbreviations:

- i = Minutes
- h = Hours
- d = Days
- w = Weeks
- m = Months

- y = Years

Examples: 2y (2 years) or 1w 2d (1 week and 2 days).

Course start date	☐ Enable	4	July	2026	
Course end date	☐ Enable	4	July	2026	
Credits	20				
Display priority	2				
Max # of Students		30			
		☒ Enrol from waitlist			

▼ Payments

- **Course Start Date**

The Course Start Date indicates the date when semester courses begin.
Example: 15 April 2026

- **Course End Date**

The Course End Date indicates the date when semester courses finish.
Example: 15 April 2027

- **Credits**

Credits represent the academic workload assigned to the semester based on course completion requirements.
Example: 18.00

- **Display Priority**

Display Priority defines the order in which the semester appears in lists or

menus within the system.

Example: 1

- **Max # of Students**

This field defines the maximum number of students that can be enrolled in a semester.

Example: 50

- **Enrol from Waitlist**

This option allows students from the waitlist to be automatically enrolled when seats become available in the semester.

Example: Enabled

Payments:

Payments feature is used to manage and configure semester fee settings within the system. In this section, administrators can define the fee amount, set the currency, and control how the semester fee is applied to students. It helps ensure that all students are charged correctly when they enroll in a semester and allows easy management of fee-related settings.

Program Management > Manage Semester > Add Semester

Manage Semester

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

▼ Payments

Fee Name

Admission Fee

Fee Amount

30

Currency

US Dollar

Add Fee

Save changes

Cancel

1. Fee Name

Fee Name is the title that defines the type of payment, helping identify what the fee is being charged for.

Example:

Semester Fee

2. Fee Amount

Fee Amount is the total amount that a student has to pay for a specific fee.

Example:

30

3. Currency

Currency defines the type of money in which the fee will be charged.

Example:

USD Dollar

- To finish the **process**, scroll down and click on the **Save Changes** button to save the changes.
- After clicking '**Save Changes**', the semester will be displayed in the semester List. An explanation of **each icon** is **provided below**.



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Edit mode

Program ManagementManage Semester

Manage Semester

AllABCDEFGHIJKLMNOPQRSTUVWXYZ

Search

Add Semester

ID NUMBER	NAME	CREDITS	
DCS_11001	Semester 1	6.0	Modify the details for this semester Look at the course sets linked to this semester See the list of students registered for this semester Remove the semester records from the database
DCS_11002	Semester 2	6.0	A list of students who want to join a class whose seats are already full. View the user groups linked with the program View the certificate list View the course description assigned to this program
DCS_11003	Semester 3	6.00	

Add Semester

Revision #3

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