

Setting Zone

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How to set current academic year

Before the start of every academic , the system administrator or IT team should ensure that the current academic year is set in the system. When it is set , you will se it at the top left hand of the software

How to set the current academic year

1. Go to settings Zone
2. Click on Set School year
3. Across the current school year , Click on set as current academic year and congratulation the current academic year is set

Setting Current Semester

Before the start of every semester , the system administrator or IT team should ensure that the current semester is set in the system.

How to set the current semester

1. Go to settings Zone
2. Click on Semester
3. Across the current semester , Click on set as current semester and congratulation the current academic year is set

Points to Note : Two or more semesters can be running simultaneously for undergraduate and post graduate and they must be set differently . If the semester has not been correctly set , students won't be able to see courses for that semester