

Edit program

This is the main feature to configure everything about a program, including the following:

To Edit a program information, click on "Edit" on the sidebar > search the program from the search bar > Click on "Edit" to edit

1. **Program (Program Name):** Here you can edit the program name / appellation
2. **Program Prefix:** This is the abbreviation added to a student matricule to define the program the student is studying, e.g., HND Nursing, we can use HN; BSc Nursing we can use BN, etc. Its always preferably two characters long but maximum characters should be 3
3. **Department:** This is the department under which the program belongs. For schools that do not have departments, it is advisable to create a general department and allocate all programs to it. To change a department, just chose a new department from the drop-down list and save
4. **Degree Type:** These are the various degrees and diplomas offered by the institution, like a program that can be a BTS, HND, diploma, master's, engineering, etc. To change to a new degree type, just chose a new degree type from the drop-down list and save
5. **Background:** This is the background under which the program falls. The program might be an undergraduate or postgraduate program or any other background types that might be applicable to your institution
6. **Grading Type:** Different programs have different grading types. For you to view the various grading types, Click on Settings on the sidebar > click Grading, and all grading used will be shown to you
7. **Degree Conferred:** This is the degree that the student is conferred at the end of the program. This field is very important because it's the degree that is presented on the transcript, providing the student has earned the maximum credit required for that program
8. **Maximum Credit:** This is the minimum credit a student is expected to earn before he/she is conferred a degree. This will include the sum total of the credit values across all the levels in the program. For example, HND Nursing has HND Nursing levels 200, 300, and 400.

N.B. Always remember to save after each edit.

LEVEL	SEMESTER	TOTAL CREDIT
Level 200	First Semester	32
Level 200	Second Semester	35
Total Level 200		67

Level 300	First Semester	25
Level 300	Second Semester	23
Total Level 300		48
Level 400	First Semester	26
Level 400	Second Semester	20
Total Level: 400		46

MAXIMUM CREDIT FOR THIS PROGRAM IS 161

9. CA Totals: The total Ca marks for that program (assignments + Attendance + Written part), e.g., written=25, **assignment=10, attendance=5**, so the Ca Total will be 40

10. Exams Totals: This is the total marks that are allocated to exams and **Ca + Exams must equal 100.**

N.B.: Always remember to save after each edit.

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