

How to associate a subject to a semester?

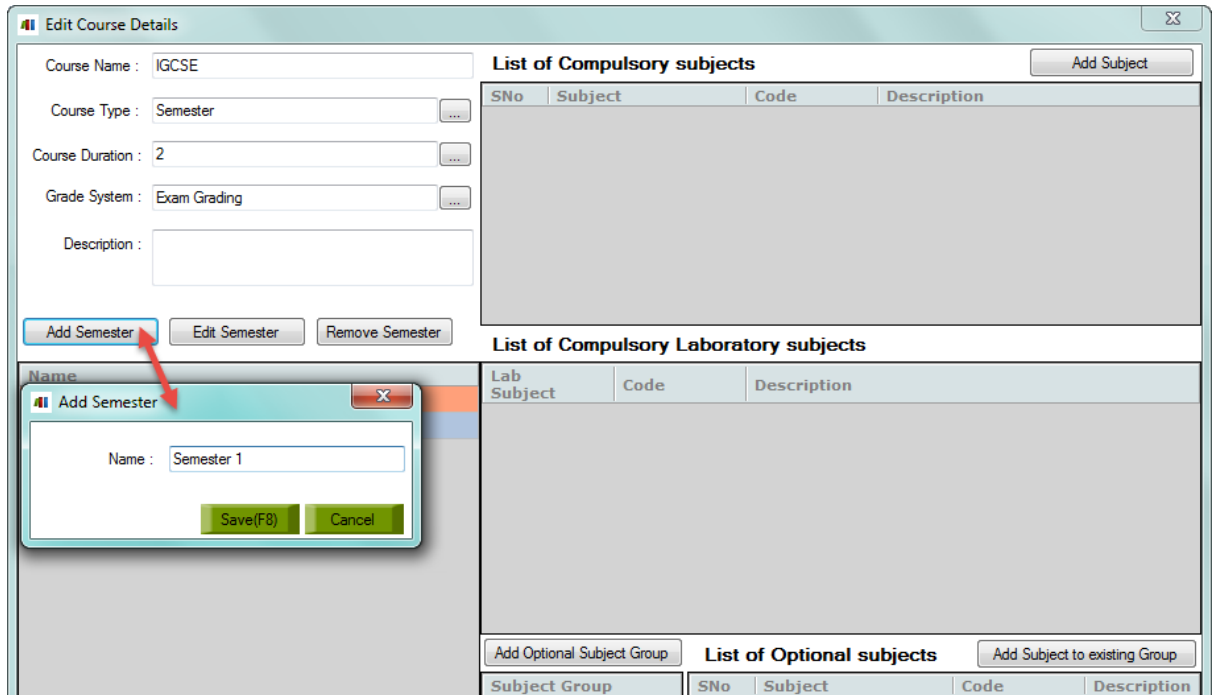
To associate a subject to semester, follow the steps below.

1. Run **HDSchool**.
2. From 1st page of HDSchool, click on **Course**.
3. From **Course Management** screen, click on **Add Course** button.



4. You will see **Add Course** screen as shown below. Enter all the required details.
 - **Course Name:** Enter the course name here.
 - **Course Type:** Click on the 3-dotted button beside course type field. You will see **Manage Course Type** screen, where you can add/delete all course types. Select any one course type from here and click on **OK**.
 - **Course Duration:** Click on the 3-dotted button beside course duration field. You will see **Manage Course Duration** screen and select the duration and click on **OK**.
 - **Grade System:** Click on the 3-dotted button beside Grade System field. You will see **Exam Grade Manager** screen. Create a Grade Group, select it and click on **OK**.

5. Click on **Add Semester** to add class/semester.



Edit Course Details

Course Name : IGCSE

Course Type : Semester

Course Duration : 2

Grade System : Exam Grading

Description :

Add Semester **Edit Semester** **Remove Semester**

List of Compulsory subjects **Add Subject**

SNo	Subject	Code	Description

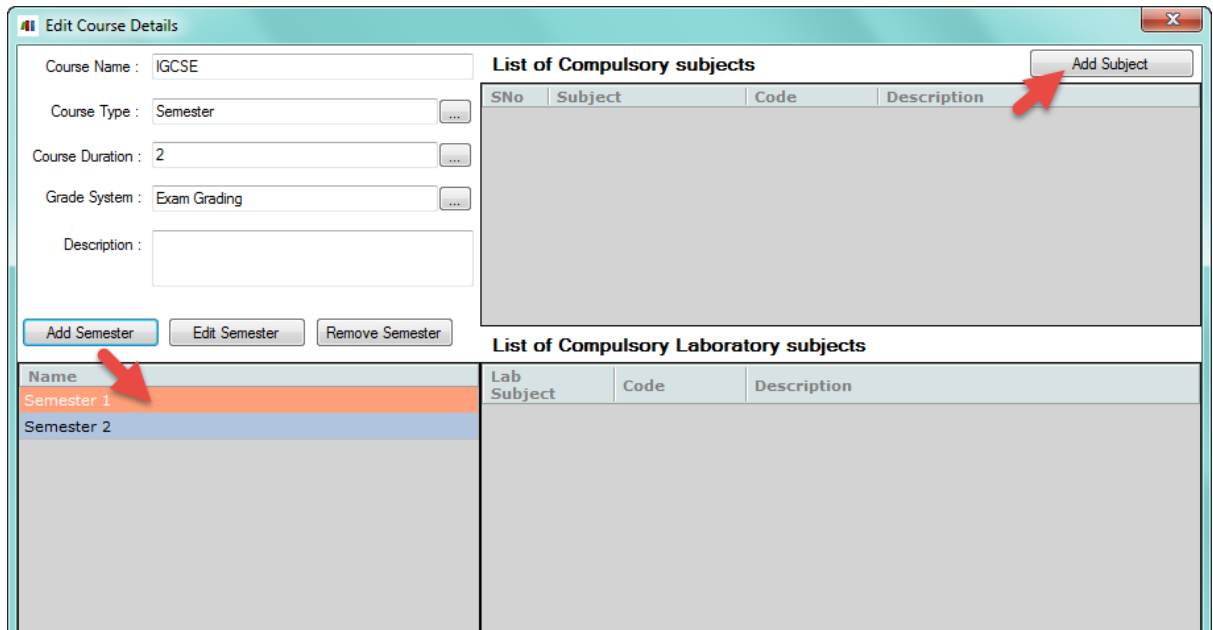
List of Compulsory Laboratory subjects

Lab Subject	Code	Description

Add Optional Subject Group **List of Optional subjects** **Add Subject to existing Group**

Subject Group	SNo	Subject	Code	Description

6. Select the semester to which you want to associate the subjects, click on **Add Subject** from **List Of Compulsory Subjects** section.



Edit Course Details

Course Name : IGCSE

Course Type : Semester

Course Duration : 2

Grade System : Exam Grading

Description :

Add Semester **Edit Semester** **Remove Semester**

List of Compulsory subjects **Add Subject**

SNo	Subject	Code	Description

List of Compulsory Laboratory subjects

Lab Subject	Code	Description

Add Optional Subject Group **List of Optional subjects** **Add Subject to existing Group**

Subject Group	SNo	Subject	Code	Description



7. From **Subject Manager** screen, select the subjects from the available list and click on **OK**.

The Subject Manager window displays a table with the following data:

Code	Subject Name	Islaboratory	Books	Syllabus	Has ALab
c-001	Chemistry	No	Chemistry book	1.Organic Chemistry 2.Inorganic Chemistry	1
Ch-001	Chinese	No			0
C001	Computer science	No			0
D00	Drama	No		1. Explore familiar themes and characters through improvisation and role play. 2. Act out their own and well known stories using voices for characters.	0
E001	English	No	English	1. Conversation. 2. Listening. 3. Speaking. 4. Paragraph writing.	0
F-001	French	No			0
H-001	Hindi	No	Hindi Book		0
M001	Mathematics	No	Mathematics	1.Count reliably at least 20 objects. 2.Understand and use the vocabulary ofcomparing and ordering numbers.	1

At the bottom of the window, there is a "Next Page" link, "Showing 9 Records", and "OK" and "Close" buttons.

8. You will see the selected subject in **List Of Compulsory Subjects** section as shown below.

The Edit Course Details window shows the following information:

Course Name : IGCSE
Course Type : Semester
Course Duration : 2
Grade System : Exam Grading
Description :

List of Compulsory subjects

SNo	Subject	Code	Description
1	Computer science	C001	

List of Compulsory Laboratory subjects

Name	Lab Subject	Code	Description
Semester 1			
Semester 2			

9. Repeat **Step 6** and **Step 7** to associate subjects to next semester or class.

10. Click on **Save**.

