

# Creating Academic Year

Click on **Switch Academic year Tab**. You will be able to see below window.




Academic Year	No of Terms	No of Tests	Profile From Date	Profile To Date	Action
2012-2013	2	4	Jun 1, 2012	May 31, 2013	 
2013-2014	2	4	Jun 1, 2013	Mar 31, 2014	 

In Switch Academic Year user has to make the changes before he starts using the other modules. As the changes done here once, will be carried for complete academic year. You must/need not edit Settings once updated unless its required.

In this tab be maintain the academic year details. Like,

- Academic Year
- Start of your school academic year will be your Profile from Date.
- End of your school academic year will be your Profile end Date.
- No of Tests and Terms conducted in the respective academic year
- No of Fee Slabs.
- No of Transport Slabs.
- No of Custom Slabs A.
- No of Custom Slabs B.

You will see a record already created for the current academic year. This record is created by school Admin Lite. Therefore you need not create for the current year. User can edit the academic year details and update it for the current year as shown below.

Click on edit button  You can see the below window.

Edit Profile

Set Academic Year

Academic Year
2012-13

Profile From Date (dd/mm/yyyy)\*
01/04/2012

Profile To Date (dd/mm/yyyy)\*
31/03/2013

Current Year
☒

Set No of Terms/Tests

No of Terms
4

No of Tests
2

Set No of Slabs

No Of FeeSlabs
999

No Of Transport Slabs
999

No Of Custom Fee Slab A
999

No Of Custom Fee Slab B
999

Update
Close

User can edit the details wrt their school. **Current Year** shown in the window above specifies which year currently you are in. User need not edit the **Current Year** as it is automatically set to switched academic year when ever you move (**Switch**) to next/previous year.

In SchoolAdmin Lite we use **Switch** word for navigating/moving from current year to next year or current year to previous year. This will be explained in detail for next academic year.

Finally click on Update button.

**i Adding new Academic year, Switching to next Academic year, Delete Master records use, all these topics will be covered later as it is required at the end of the academic year.**