

# Add new term/semester

To add a new term you have two ways:

## OPTION 1: Duplicate an already existing term

Use this option if you wanna copy all the students and the structure. To do this:

1. Go to menu -> **Academic Settings** -> **Term** and click on

duplicate button (  )

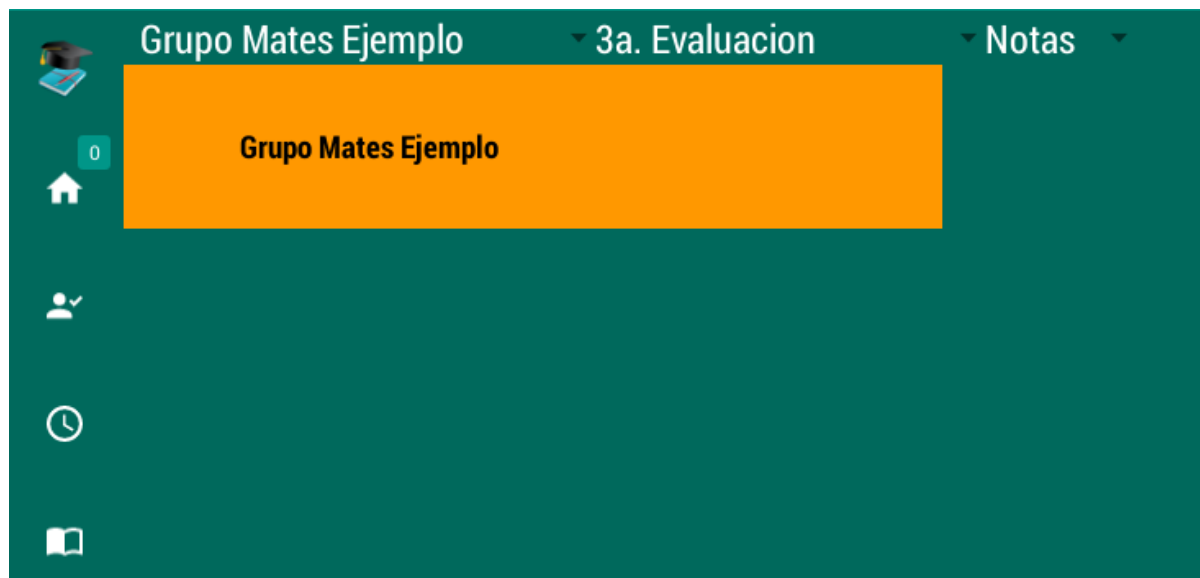
2. Follow the instructions

## OPTION 2: Add a new empty term

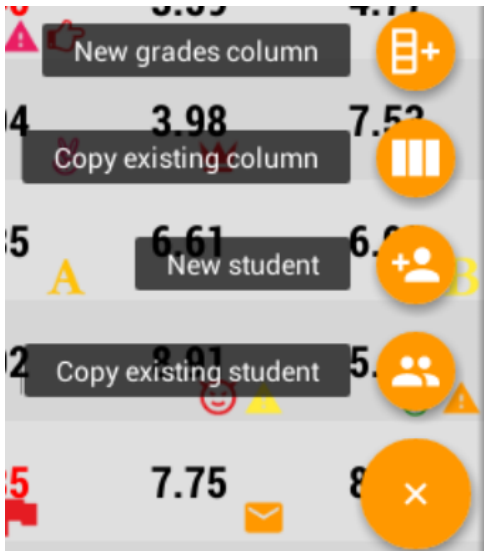
1. Go to menu -> **Academic Settings** -> **Term** to add a new

term (  )

2. An empty data will be shown on new term data. It is because the app allows you to have different students in different terms:



3. To copy students from a previous term to the new term go to "+" menu and select "**Copy existing student**":



4. Pick the term and students you want to copy from:

Selecciona estudiantes

Curso 2016/2017 ▾

Grupo Mates Ejemplo ▾

2ª Evaluación/Trimestre ▾

Importar datos de estudiantes: iconos y comentarios

Seleccionar todo

Deseleccionar todo

Student 14 Surname 14



Student 15 Surname 15



Student 2 Surname 2



Student 3 Surname 3



Student 4 Surname 4



Cancelar Aceptar