

Setting Up Your Semesters and Disabling Emails



PRISM has two categories of semesters that are delineated by **COURSE TYPE**. When setting up courses in PRISM, it is essential to use:

- **REGULAR** semesters for **REGULAR, REMOTE, CREDIT RECOVERY,** and **UPGRADE** Course Types
- **CON ED** semesters for **ADULT, ALTERNATIVE, NIGHT SCHOOL** Course Types



Prior to creating your courses in PRISM, you should set up your semesters by entering the dates that each will comprise. Though you can always go back later and do this, **until dates are entered 'Registered' emails that are sent to students, parents, and GCs will contain BLANK entries for Start and End Dates AND your eTeachers will NOT be able to use the Attendance Module.**

To set up your semesters in PRISM, please:

Go to **Course Management - Manage Semesters** and, for each semester, click the [action button] **Edit**.

Set the **Visible to Users** toggle based on whether or not your Board wants its users (e.g., GCs) to see the semester in PRISM. **Caution:** If you turn the toggle off, GCs will not be able to see and register their students for courses that are offered by your Board or other Boards during that semester.

If your Board is NOT hosting a course(s) during the semester, you are finished and can click **Save**.

If your Board IS hosting a course(s) during the semester:

Click on **Full Disclosure Date** and set it.

Using the calendar and month navigation, click on each of the days contained in the semester.

Note: The **Full Disclosure Date** you set and the earliest and latest dates you select on the calendar will populate the **Full Disclosure Date** and the **Start** and **End Date** fields contained under **School Board – Board Information – Date Information**.

If you want temporarily or permanently disable PRISM-generated emails related to the courses you are hosting during this semester, turn on the **Disable Emails for X** toggle, then click the pull-down arrow and select the Course Types for which you want emails disabled. **Caution:** If activated, accepted, moved, removal, progress, etc., emails will not be sent by PRISM to stakeholders. Waitlisted emails, however, will continue to be sent.

Click **Save**.

Semester 1 - Regular

Visible to Users

Full Disclosure Date (YYYY-MM-DD)
2021-11-12

Default Dates

2021-09-07	2021-09-08
2021-09-09	2021-09-10
2021-09-13	2021-09-14
2021-09-15	2021-09-16
2021-09-17	2021-09-20
2021-09-21	2021-09-22
2021-09-23	2021-09-24
2021-09-27	2021-09-28
2021-09-29	2021-09-30
2021-10-01	

Select Default Dates

2021
19 selected

< September 2021 >

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Email Management

Currently, emails are disabled for this semester for the course types below:

Disable Emails For Semester 1 - Regular

Disable emails for the following course types:

Regular Alternative Adult Night School F2F Credit Recovery Upgrade Remote Coop Related Course

SAVE CLOSE