Create an Academic Year

1. Go to Administration > Software Setup > Local Setup > Academic Years > Academic Years tab
2. Click New
3. Enter new academic year name in the text box
4. Enter the start and end dates of the academic year
5. Select choices for Primary and Hidden
   1. Primary years appear first in dropdown lists and are used in Duty Hour signoff
   2. Hidden years do not appear in lists except in the block schedule for administrators
6. Select the number of intervals for the year
7. Check Include dates to make the interval dates appear in the interval label
8. Edit the new interval names and start/end dates as necessary. If you change the dates, the interval name will update accordingly.
9. Click Save

Note: Deleting an academic year does not delete the Block Schedule. You cannot VIEW the schedule but it is still there. To view it, recreate the academic year.

Create a Recurring Academic Year

1. Go to Administration > Software Setup > Local Setup > Academic Years > Recurring tab
2. Click New
3. Select the start date of the recurring pattern for your academic year
4. Select how many intervals to use
5. Select when the system should create the new year
6. Your email address is entered for you so you can receive an email when the new year is created. Enter other people’s addresses if they should be notified too.
7. Each time a new year is created it is named using the start and end date year. If you want something additional added to the year, enter it in the text box. An example might be creating an academic year for your first year residents. Enter ‘PRG-1’ and when the new year is created, it will display as ‘2015-2016 PRG-1’.
8. Click **Save**

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### Manage Academic Years

<table>
<thead>
<tr>
<th>Academic Years</th>
<th>Recurring</th>
</tr>
</thead>
</table>

**Click a row to edit or delete a recurring academic year**

#### Recurring Year Settings

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Intervals</th>
<th>Create On</th>
</tr>
</thead>
</table>

**Department:** GME Department

**Click New to set up recurring academic years.**

#### Start Date

- **Every year on** July 1
- **First** Sunday of January

#### Intervals

- **Calendar months**
- **Semi-annual**
- **Quarterly**
- **13 intervals that are 4 weeks long**

#### Additional Options

- **Create new year on** January 1
- **Primary Academic Year**

**Email the following recipients when the Academic Year is created**

**Recurring academic years are named using the start date and end date years.**

**Add to academic year name**

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**Home > Administration > Local Setup > Academic Year - Create**

**Home > Schedules > Block Schedules > Academic Year - Create**

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https://help.new-innov.com/wgme/index.php/Academic_Year_-_Create