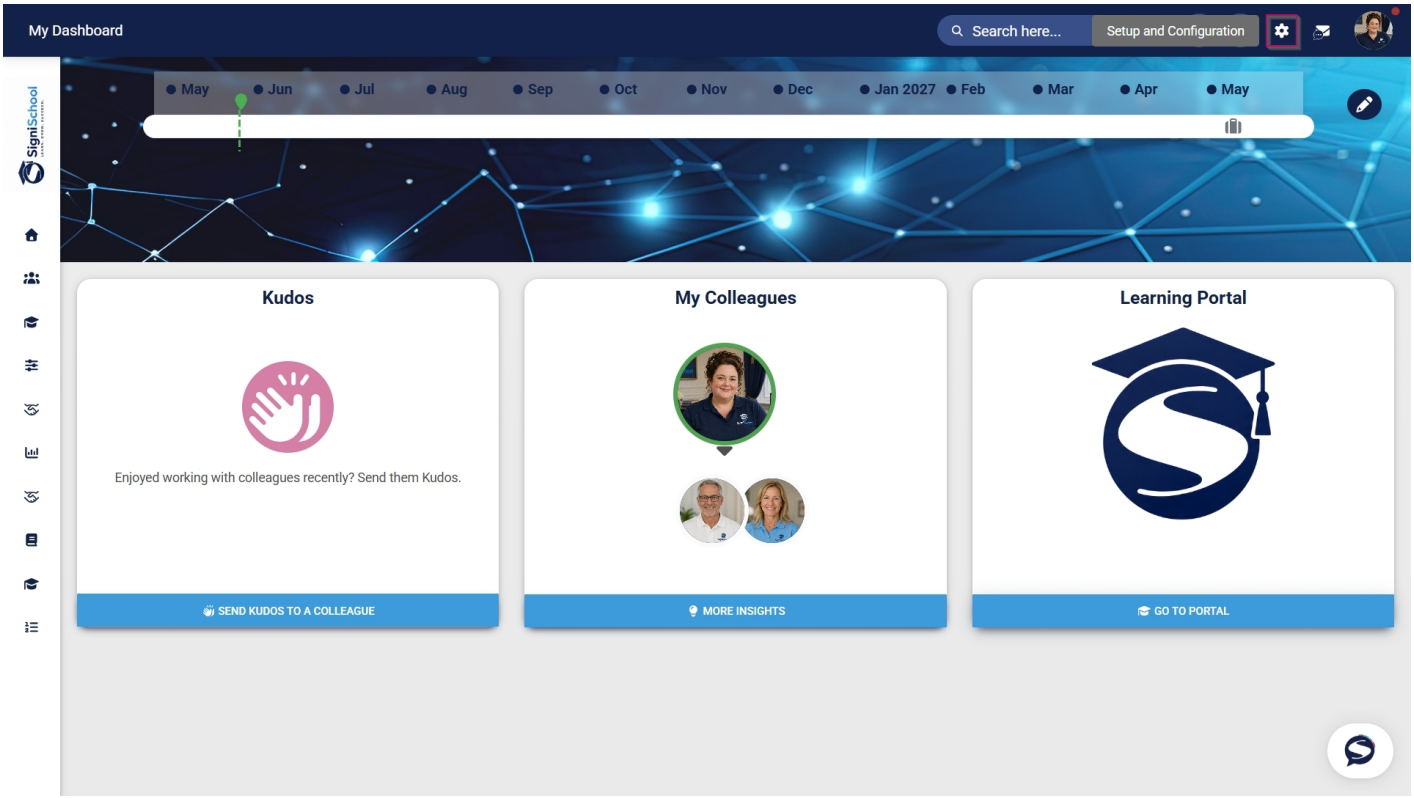
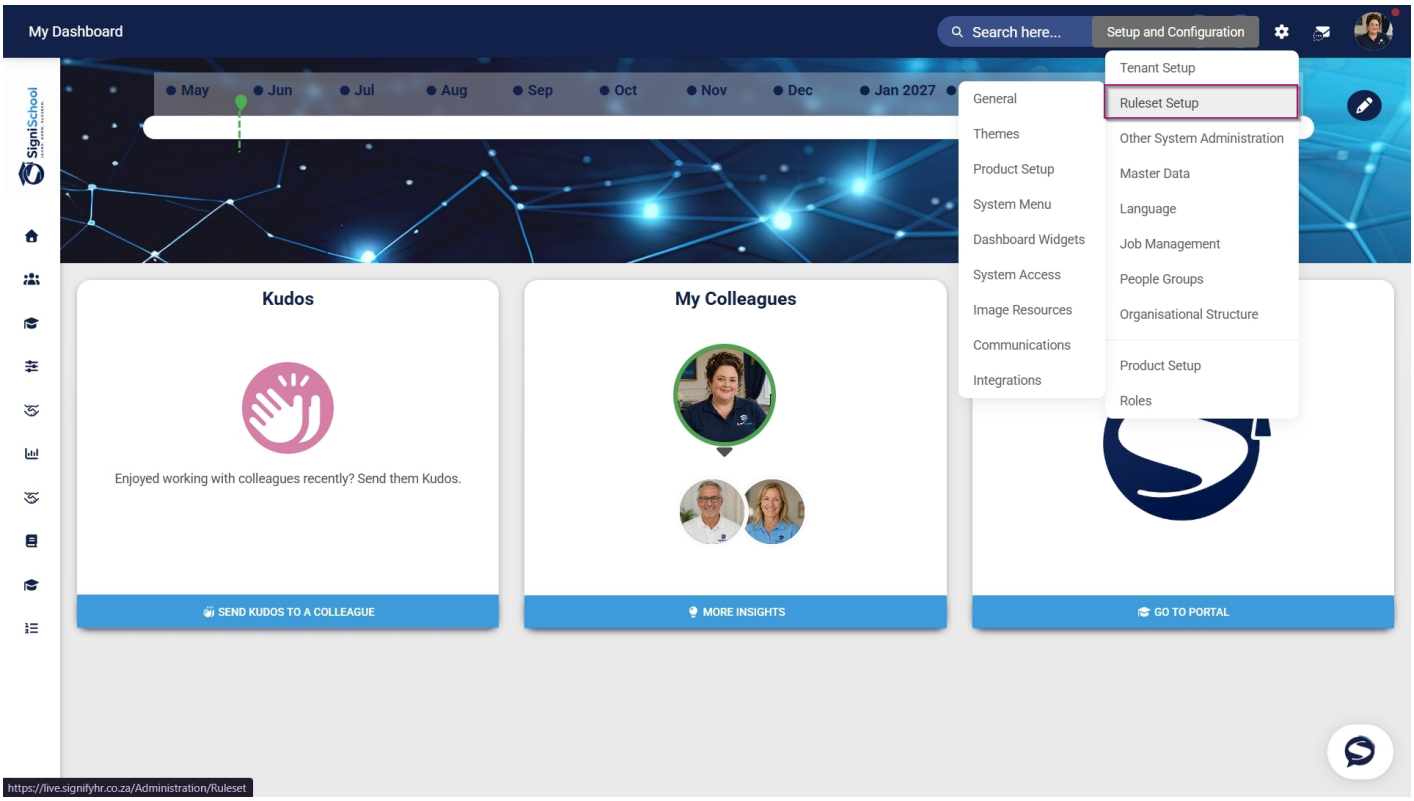
# Create a Subject

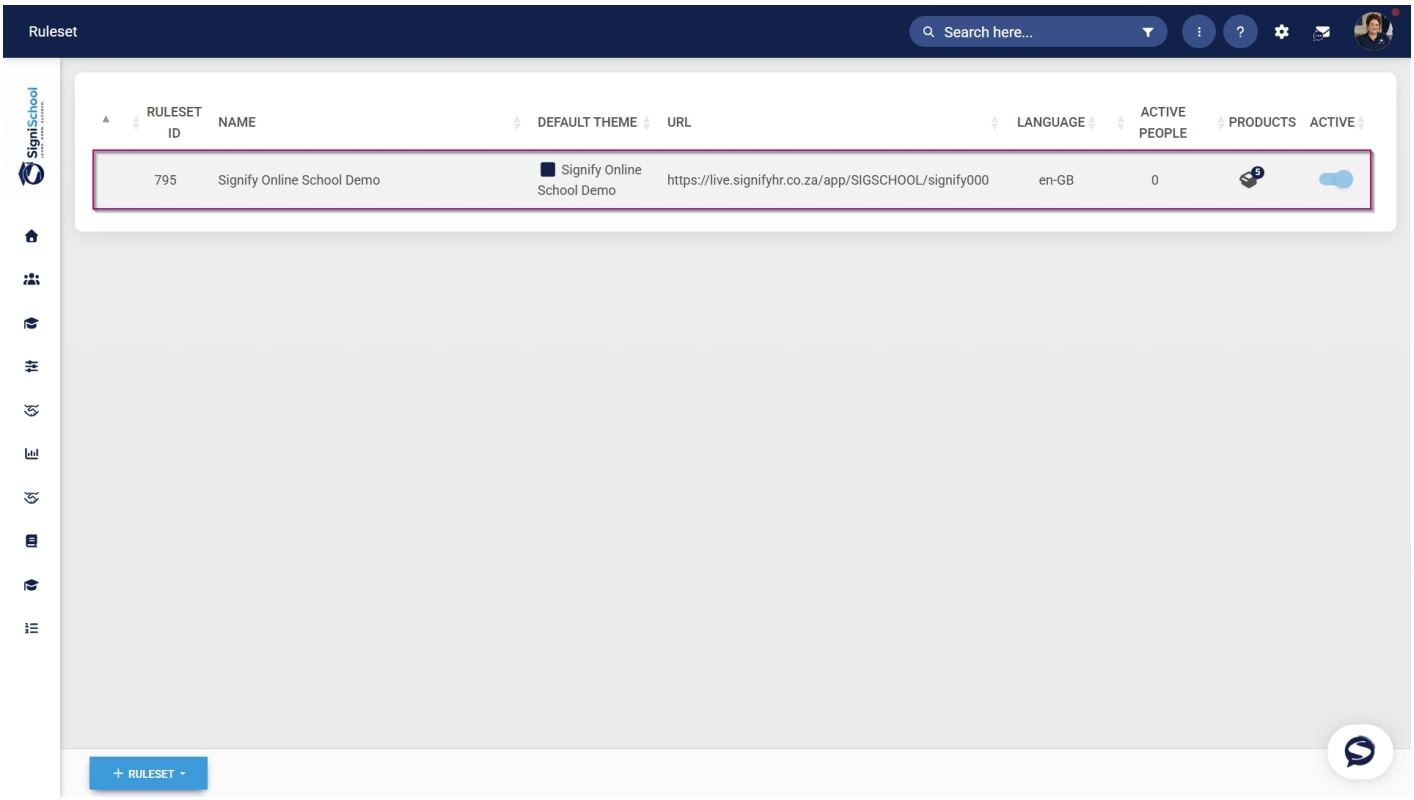
- Click the **gear icon** to access the **Setup and Configuration** menu.



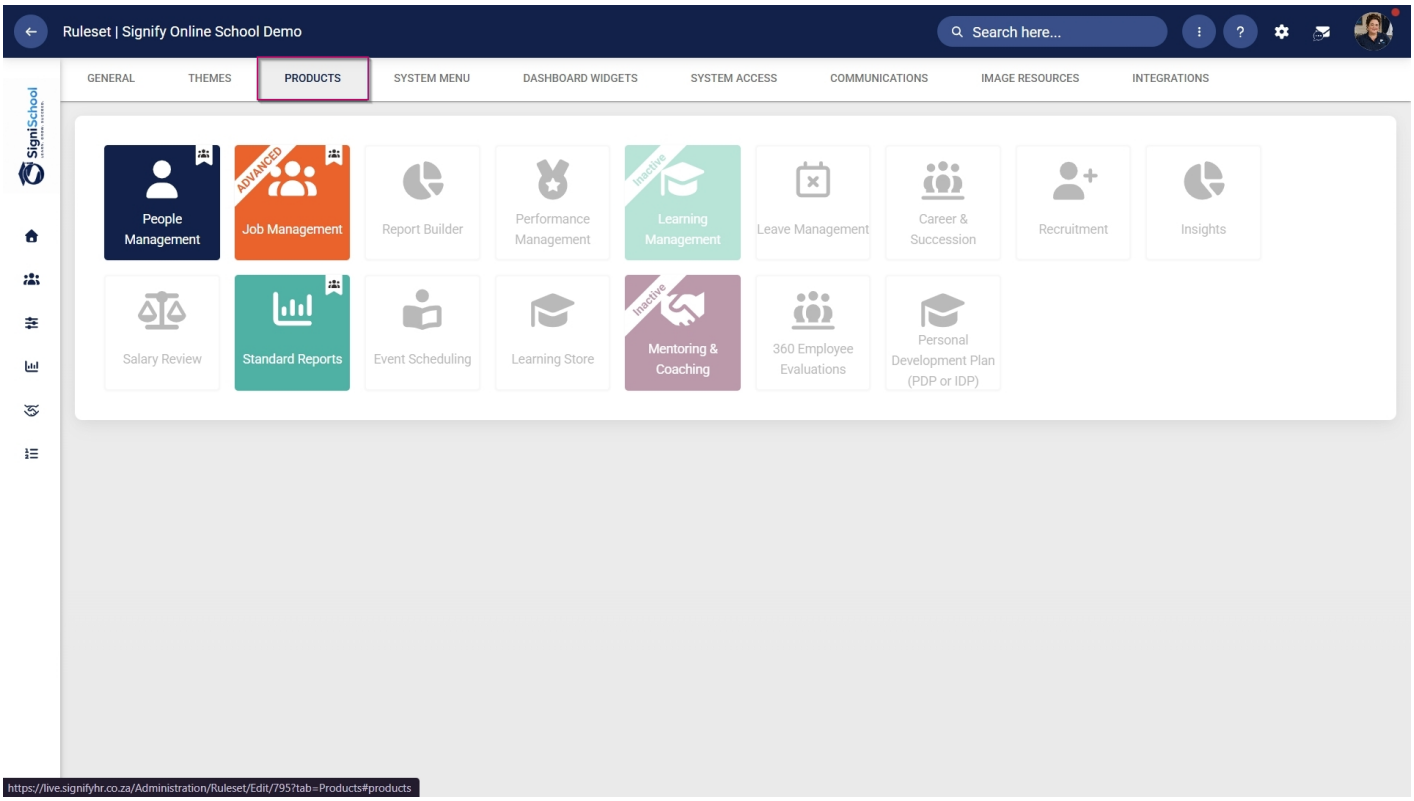

- Click **Ruleset Setup**.



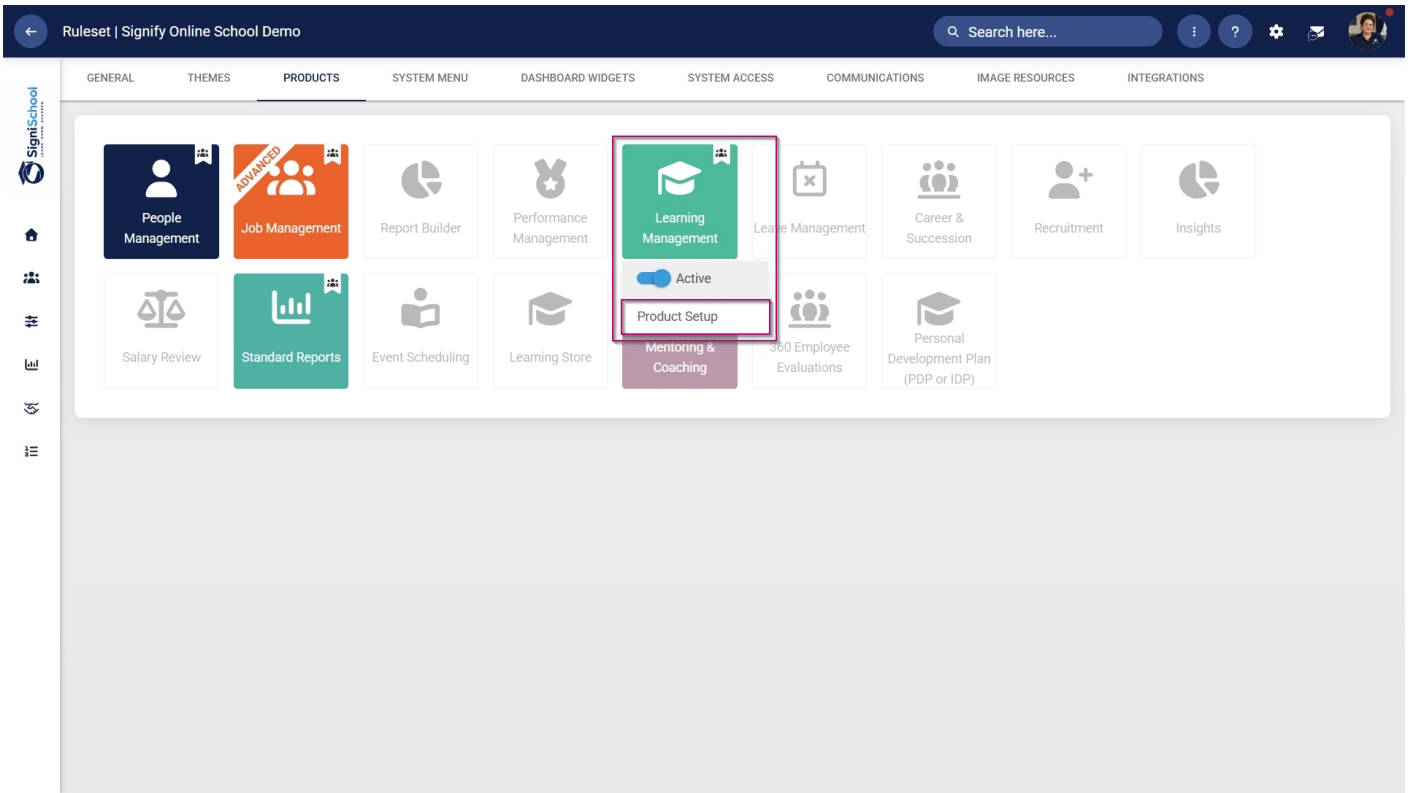

- Select the **ruleset** you would like to update.



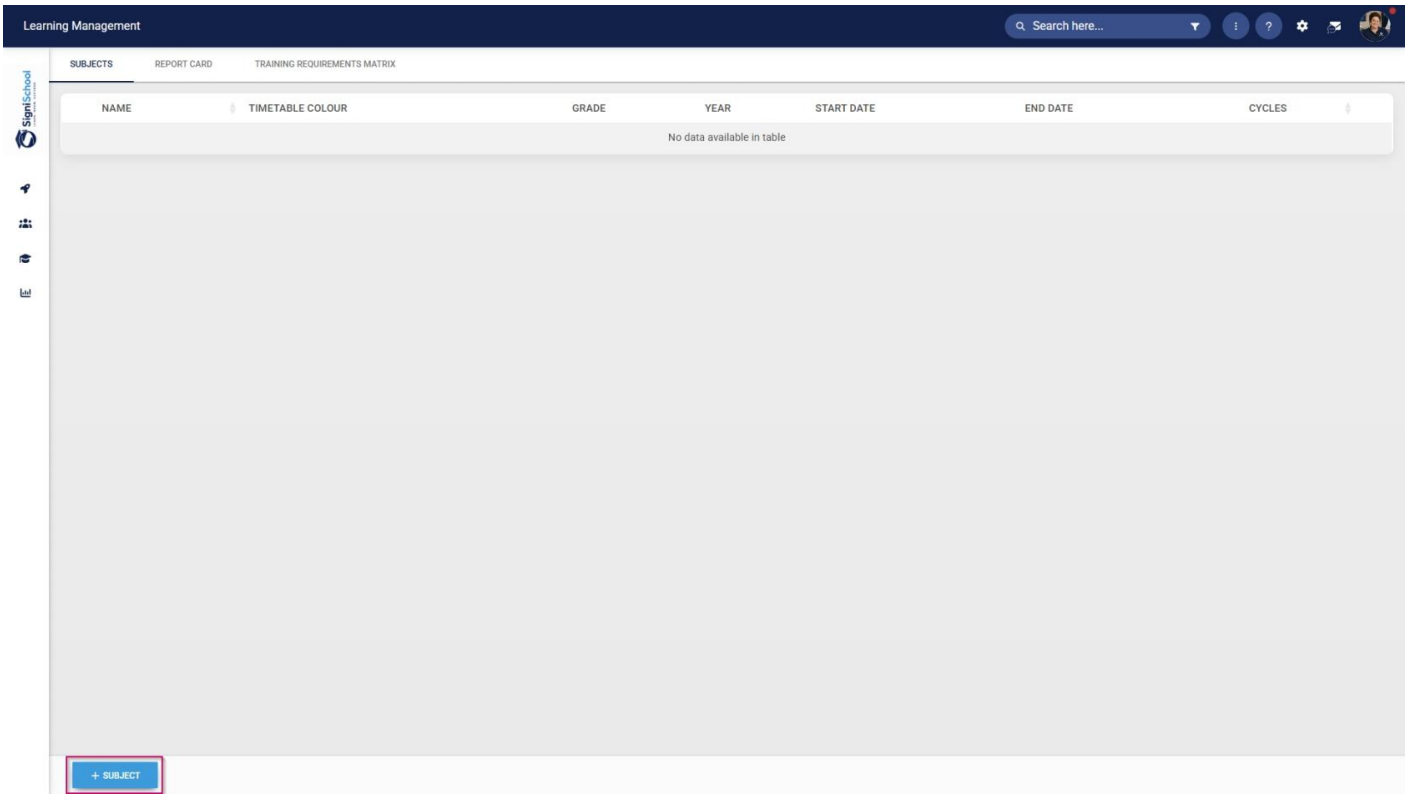

- Navigate to the **Products** tab.



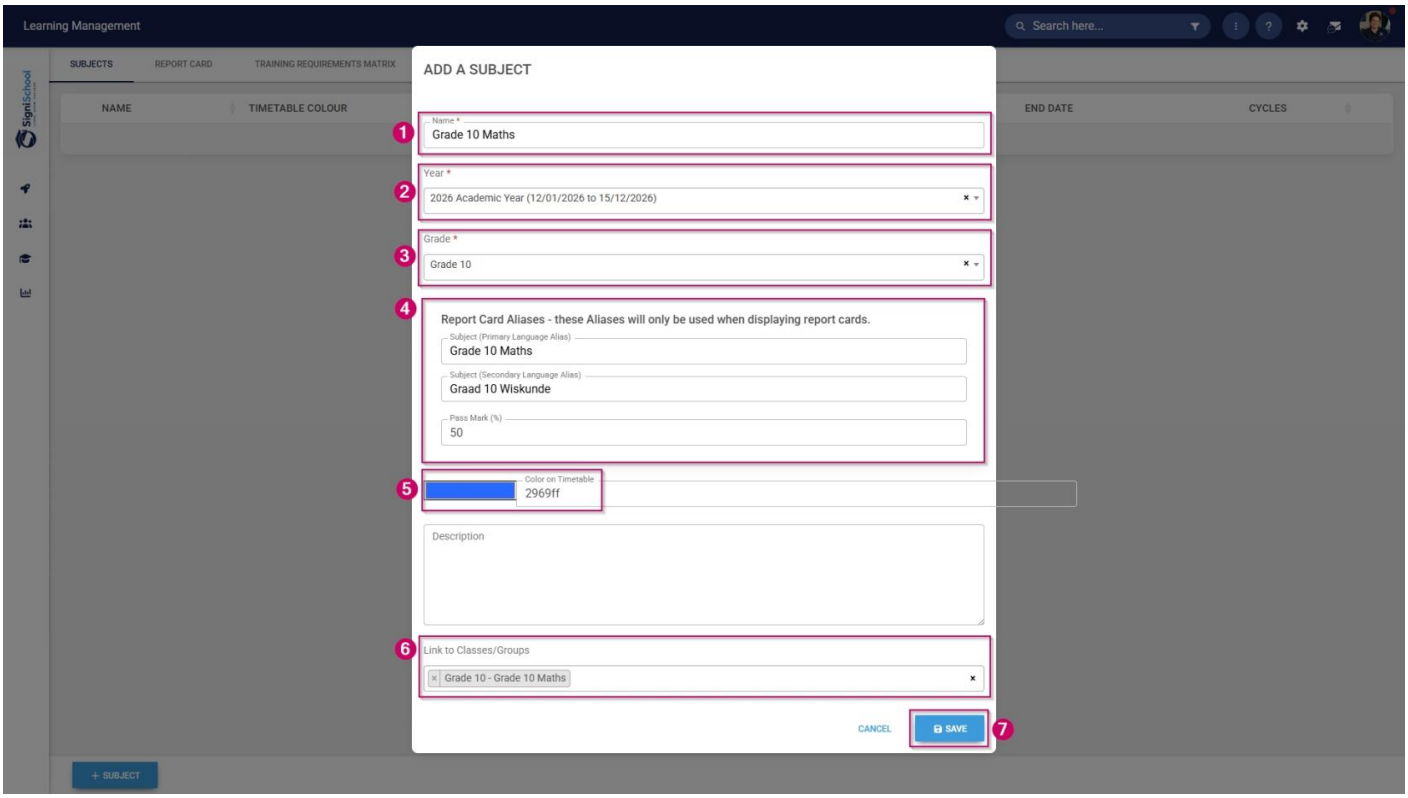

- Click on the **Learning Management** product card, then click **Product Setup**.



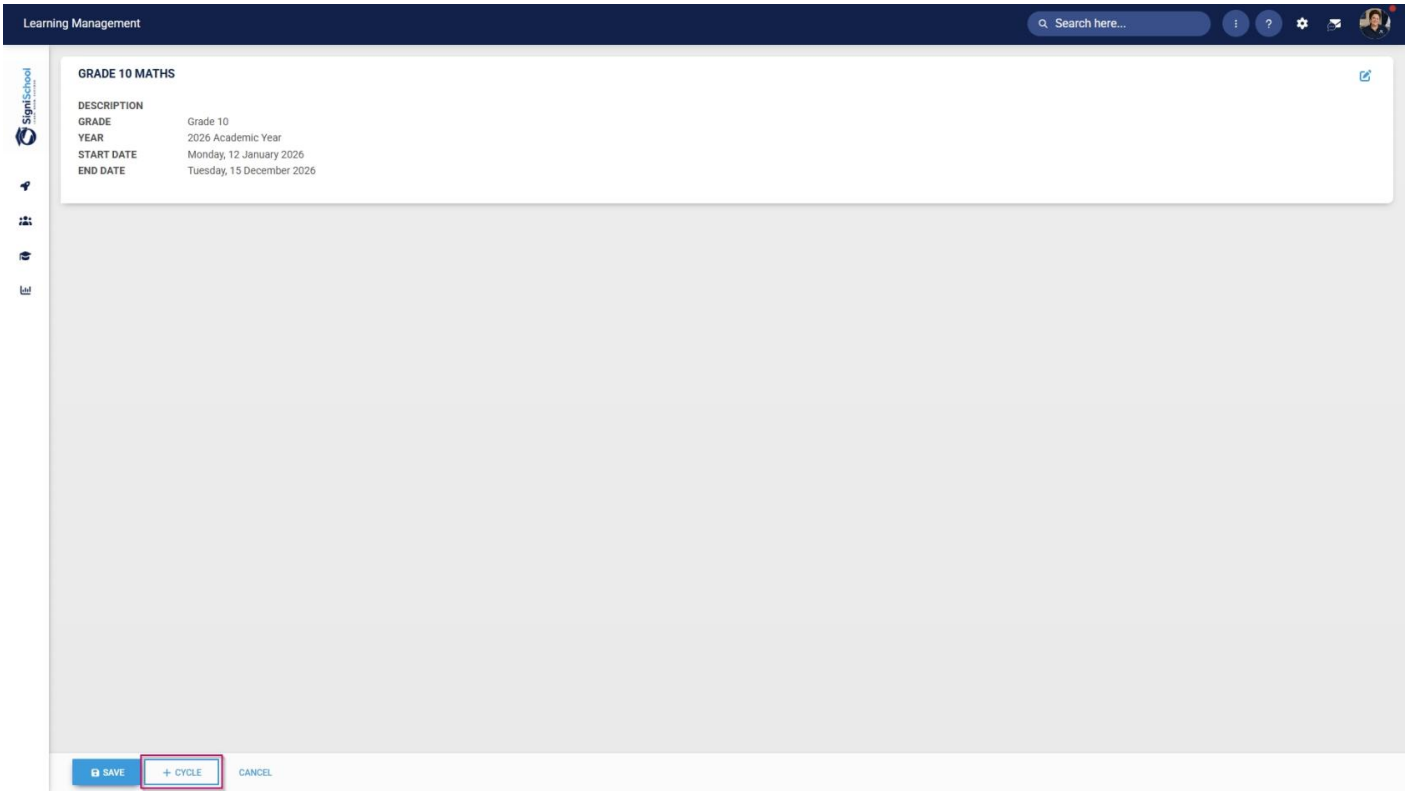

- Click **+SUBJECT**.




- Add a **name** for this subject.
- Select the **academic year** from the **drop-down menu**.
- Select the **grade** from the **drop-down menu**.
- Provide a **primary** and **secondary language alias** for the subject.
- Select a **pass mark** for the subject.
- Use the **colour picker** to choose a **colour** for this subject, which will appear on the timetable.
- Link the **subject** to a **pathway's class/group**.
- Click **SAVE** when you are finished or click **CANCEL** to discard your edits.

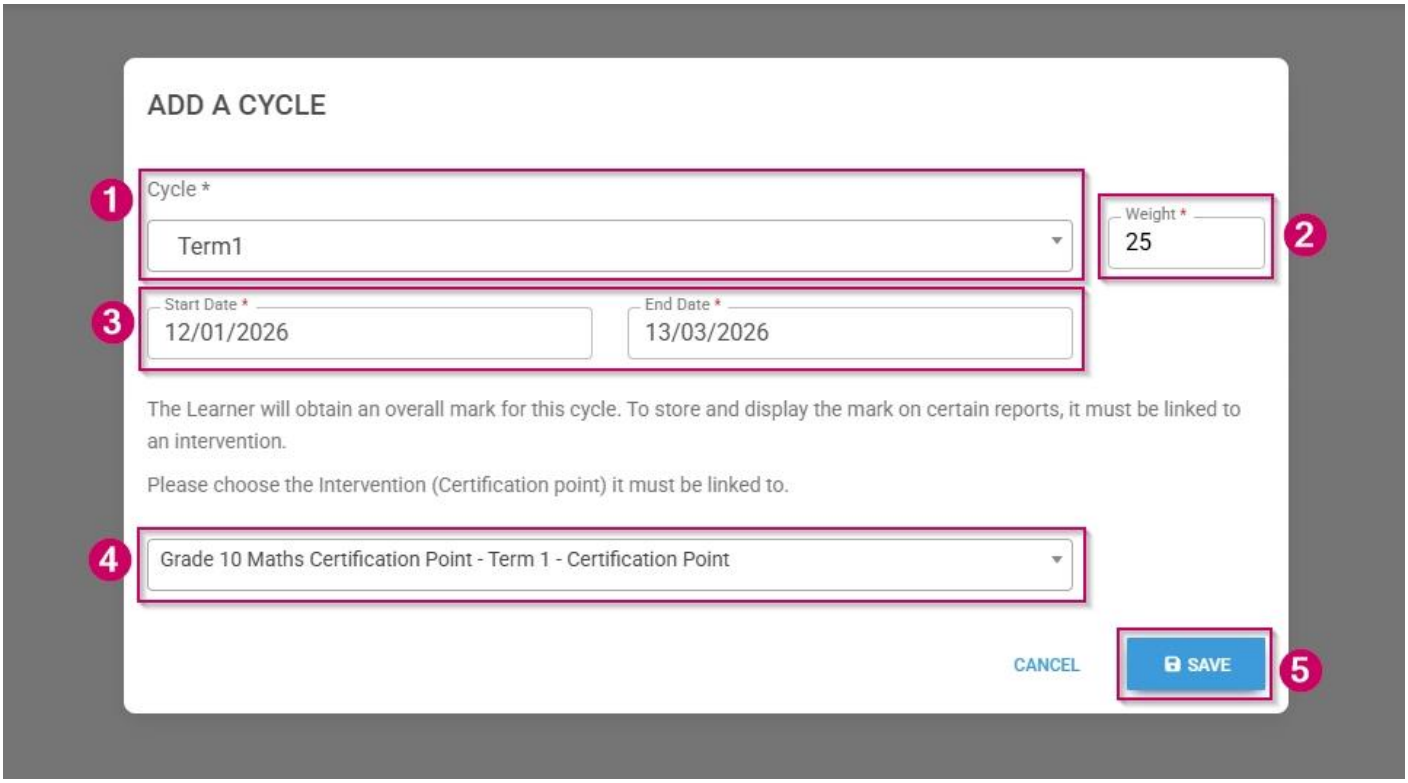



- Click **+CYCLE** to add a new academic cycle to the subject.

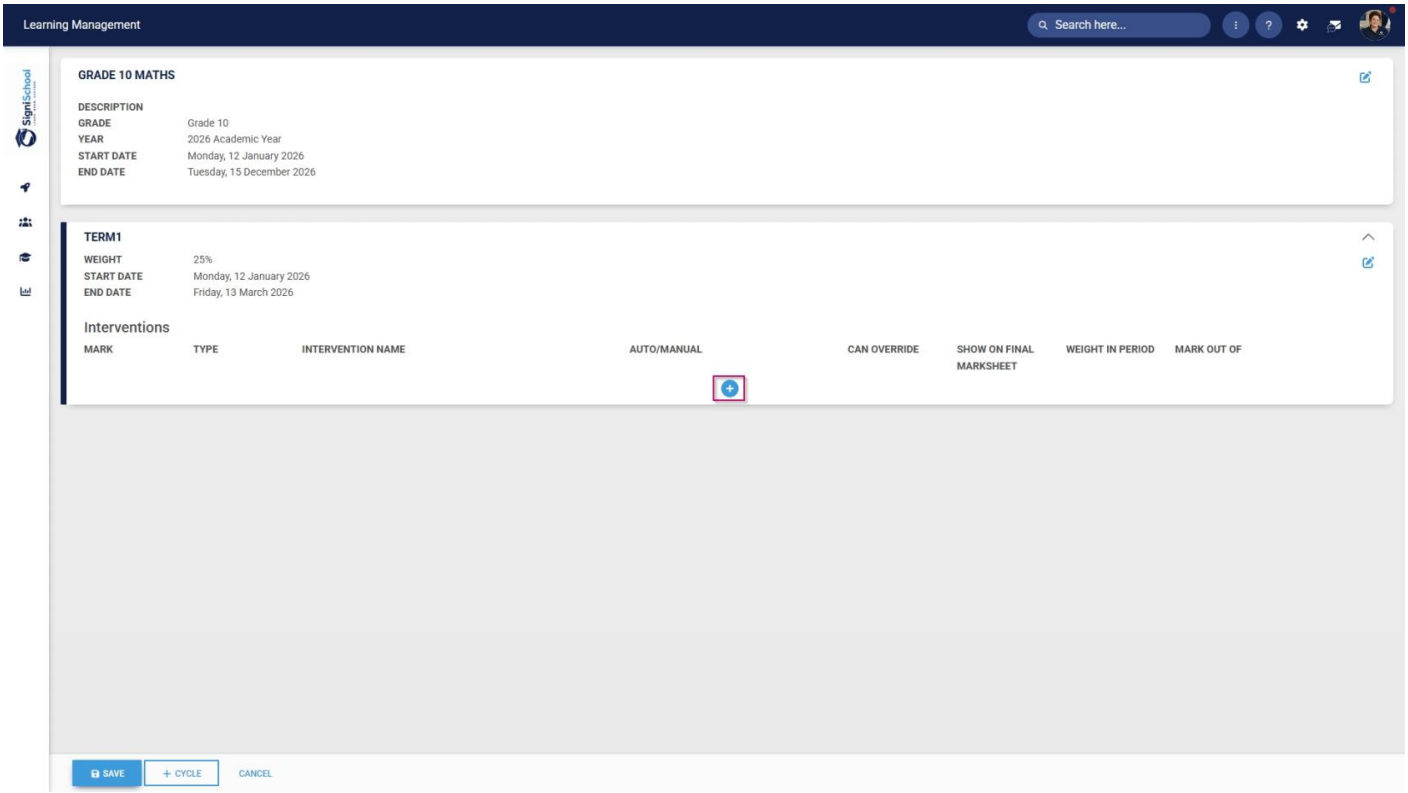



- Add a **name** for this cycle.
- Select the **start and end dates** for the cycle.
- Provide a **weight**.
- Use the **drop-down menu** to select a training intervention (it must be a certification point) to link to this term.

- Click **SAVE** when you are finished or click **CANCEL** to discard your edits.

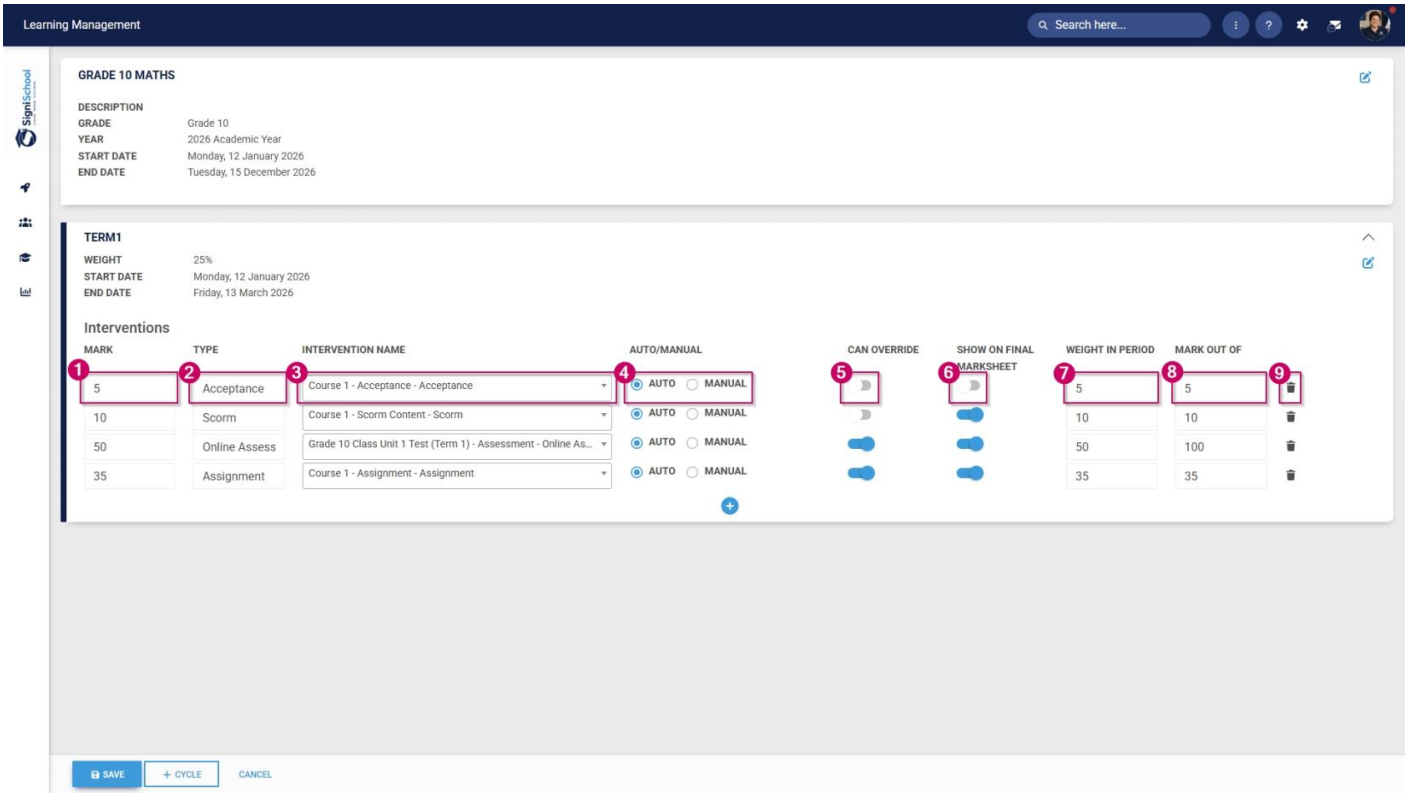



- Click the **plus icon** to construct a subject plan for this cycle.

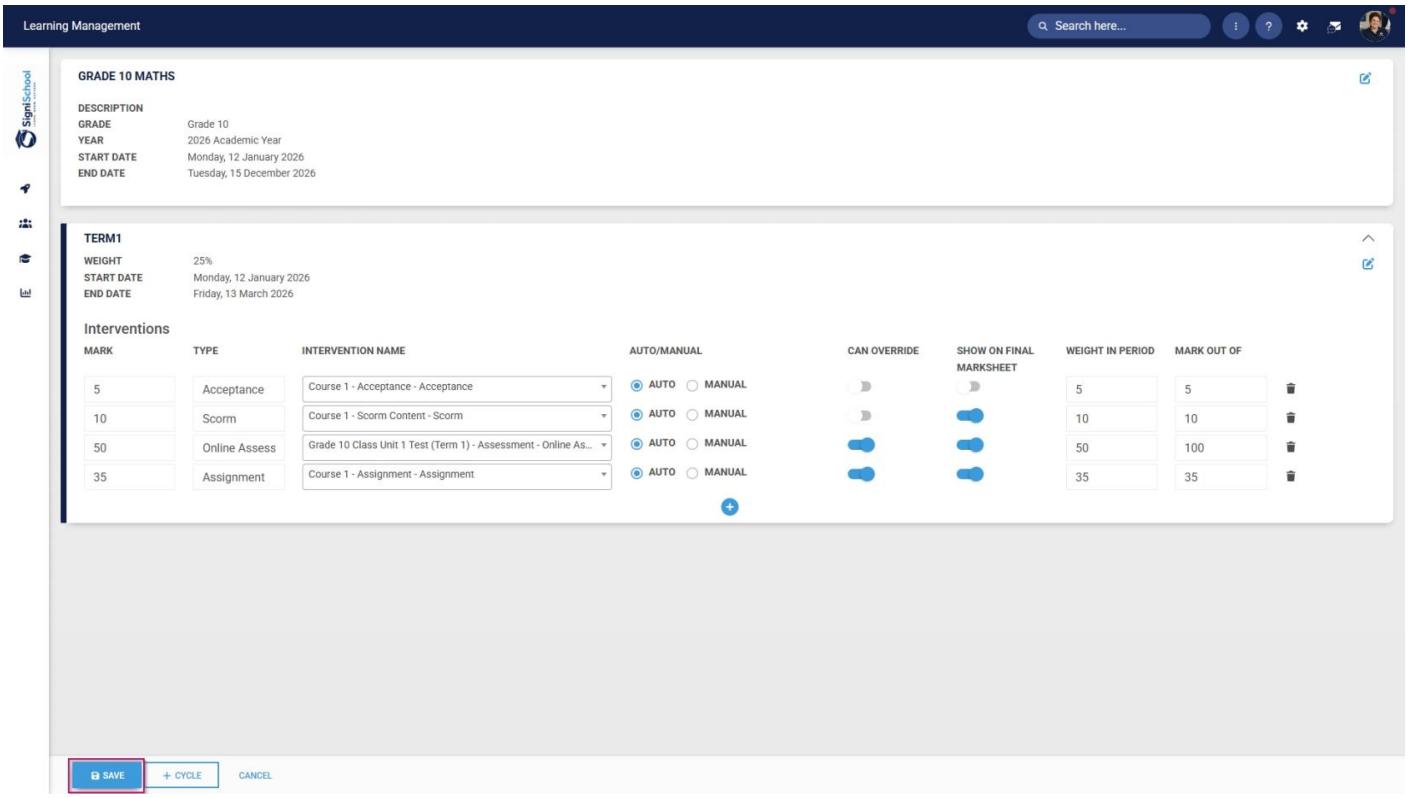



- Add a **mark** for the academic activity.
- The **type** will be automatically populated based on your **training intervention**.
- Select a **training intervention** from the **drop-down menu**.

- Choose whether the academic activity will be **auto-marked** or marked **manually** by a teacher or facilitator.
- Choose whether administrators can **override** the student's mark.
- Choose whether the academic activity will **show** on the **final marksheet**.
- Provide a **weight** for the academic activity within this cycle.
- Provide a **mark** used to grade this activity.
- If you would like to remove an academic activity, click the **dustbin icon**.




- Click **SAVE** when you are finished, **+CYCLE** to add another academic term, or **CANCEL** to discard your changes.




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