

# What is the Academic Term Manager?

The Academic Term Manager allows system administrators to create and edit the academic terms, or semesters, in the UI. (Terms may also be managed via the database, but this requires db access.) Sakai sites are associated with academic terms and this determines how they are listed in users' site lists. Terms also help administrators select and manage site archives and other functions which can be performed on the basis of the current or selected term.

*Note: Academic terms may be added or edited using this tool. However, you cannot delete terms in this interface. To delete a term, you must delete it in the database.*

**To access this tool, select Admin Site Perms from the Tool Menu in the Administration Workspace.**

