

Setting and displaying a cohort callname



Cohorts are numerical values. It is however possible to give a cohort a callname that can be displayed, allowing you to display an alphanumeric name.
This tutorial explains how to set a callname for a cohort **(1)** and how to display it on your EConsort pages **(2)**.



1. **Settings > Manage cohorts**
2. **Admin settings > Server settings**



A **user** is a person managing the EConsort application.
An **applicant** is an applying student.
A **student** is an applicant who has been admitted.

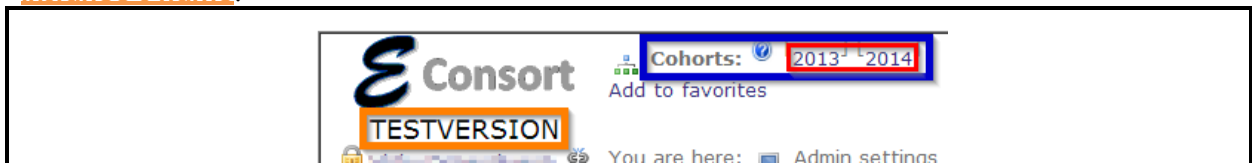


Printscreens in this tutorial are centered and indicated by a box.



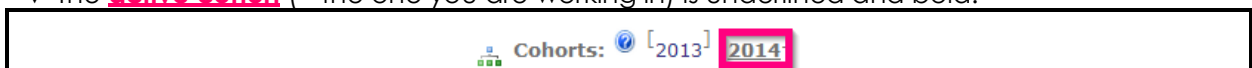
Watch the corresponding video tutorial online by clicking the 'Play' icon.

▼ **All entered cohorts** can always be found in the upper left corner of your screen, near **your instance's name**:



▲ A cohort is displayed as **its numerical value**.

▼ The **active cohort** (= the one you are working in) is underlined and bold:





To change the standard numerical display, set a callname **(1)** and change the settings to display it **(2)**.

1.Setting the callname

👉 **Settings > Manage cohorts**



▼ Click the pencil next to a cohort to add a callname:

Current cohorts

- 2013 ☐ (Callname: )
- 2014 ☐ (Callname: [])



▼ **Enter the callname** and click **the button** to save:

Current cohorts

- 2013 ☐ (Callname: )
- 2014 ☐ (Callname: [])

▼ The callname has been saved:


Current cohorts

- 2013 ☐ (Callname:Academic year 2013 )
- 2014 ☐ (Callname: [])


2.Displaying the callname

👉 **Admin settings > Server settings**



▼ Click the pencil next to *Cohort display*:

Cohort display
(indicate 'call_name'
if the callname has
to be displayed): 

▼ Enter **call_name** and click **the button**:

Cohort display
(indicate 'call_name'
if the callname has
to be displayed): 

▼ The standard numerical display is now replaced by the cohort callname:

 **Cohorts:**  [Academic year 2013] [Academic year 2014]