



## Copy Calendar



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# Copy Calendar


## Attendance > Maintenance > Campus > Copy Calendar

This page allows you to copy a current year calendar to other campuses and tracks. You can also create new tracks.

### Update data:

Under **From Campus Track:**

☐ Select the campus-track *from* which to copy data:

<b>Campus</b>	Select the campus from which you want to copy the calendar.
<b>Track</b>	<p>Select the attendance track from which you want to copy the calendar. Only tracks that have calendars are listed.</p> <p>If a description has been entered for the track on <a href="#">Maintenance &gt; Campus &gt; Campus Options</a>, the description is also displayed in the drop-down list.</p> <p>Any tracks that have the <b>Instructional Program Type</b> field on the Campus Options page set to <i>13: Juvenile Justice Alternative Education Program (JJAEP) TEC 37.011 (f)</i> are not listed.</p>
<b>Description</b>	<p>The description of the selected track is displayed if it has been entered on <a href="#">Maintenance &gt; Campus &gt; Campus Options</a>.</p> <p>You can add or update the description that will be copied to the <b>To Campus Tracks</b>. Type a description of the track, up to 50 characters.</p> <p><b>NOTE:</b> Changing the description here does NOT change the description at the <b>From Campus Track</b>.</p> <p>If you changed the description and wish to reset it to the original description, click .</p> <p>This functionality is available starting with the 2018-2019 school year.</p>

Cycle information is displayed for the selected campus-track:

<b>Begin Dt</b>	The first date of each cycle is displayed.
<b>Mem Days</b>	The number of membership days in each cycle is displayed.
<b>Total Daily Min (DM)</b>	The total number of minutes of instruction for the cycle is displayed.
<b>Total Waiver Min (DM)</b>	The total number of waiver minutes in the cycle is displayed.
<b>Total (yearly)</b>	The yearly total for each field is displayed.

Campus Options for the **From Campus Track** are displayed for your reference. The information is

maintained on [Maintenance > Campus > Campus Options](#) unless otherwise indicated.

When you double click any value in that grid, all fields in that grid are enabled, allowing you to change what is copied to the **To Campus Tracks**.

**NOTE:** Changing the value here does NOT change the value at the **From Campus Track**.

☐ Before copying to the **To Campus Tracks**, update the values as needed:

<b>Instr Pgm Type</b>	The type of attendance program associated with this calendar is displayed. This field is not displayed prior to 2018-2019.
<b>Grading Cycle Type</b>	The grading cycle type is displayed.
<b>Last Day of School</b>	The last day of school for the selected campus-track are displayed as entered on <a href="#">Maintenance &gt; Campus &gt; Campus Calendar</a> .
<b>AM/PM or Both</b>	The field indicates if ADA attendance is posted in the morning or afternoon.
<b>ADA Posting Prd</b>	The field indicates the period when ADA attendance is posted.
<b>First/Last Prd Nbr</b>	The first and last periods of the school day for which attendance is recorded are displayed.
<b>Nbr of Prds</b>	The calculated total number of periods is displayed according to the <b>First/Last Prd Nbr</b> fields.
<b>Special Programs</b>	The special programs offered at the campus are selected.
<b>Type KG</b>	The type of KG program offered at the campus is displayed. The field is blank if a KG program is not offered.
<b>Optional Semester</b>	The default semester for posting attendance by student is displayed.

<b>Calendar Instructional/Operational Minutes</b>	<p>For 2018-2019 school year and later, the heading and fields displayed change according to the <b>Instr Pgm Type</b> associated with the selected <b>Track</b>:</p> <ul style="list-style-type: none"> <li>• If the selected track is associated with <b>Instr Pgm Type</b> 01, 02, 03, or 13-15, the heading is <b>Calendar Operational Minutes</b>.</li> <li>• If the selected track is associated with <b>Instr Pgm Type</b> 04-12 or blank, the heading is <b>Calendar Instructional Minutes</b>.</li> <li>• Prior to the 2018-2019 school year, <b>Instr Pgm Type</b> is not available. The heading is <b>Calendar Minutes</b>.</li> </ul>	
	<b>Daily Mins</b>	The daily minutes is displayed.
	<b>Shortened Daily Mins</b>	The shortened daily minutes is displayed.

**NOTE:** Press ESC to return to the display-only view of these Campus Option fields.

Under **To Campus Tracks**:

☐ Select the campus-tracks to copy the calendar and options to.

**IMPORTANT:**

If the calendar and/or options differ at the From and To campus-tracks, the calendar and/or options at the To campus-track will be overwritten according to your selections.

When changing the **Grading Cycle Type** for the To campus-track, you must also update **Track End Dates** on [Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters](#).

Check boxes are color coded as follows:

- Attendance options exist for the track, but not a calendar. The **Minimum Daily Mins**, **Daily Mins**, **Shortened Min Daily Mins**, and **Shortened Daily Min** values are all the same at both campus-tracks.

Attendance options exist for the track, but not a calendar. At least one of the **Minimum Daily Mins**, **Daily Mins**, **Shortened Min Daily Mins**, and **Shortened Daily Min** values are different at the From and To campus-tracks. Note that only the basic calendar will be copied to the To track calendar (Membership day, Begin School, Begin Cycle, End of School, Weekend, Holiday, and

Inservice day). The special days (Weather Day, Waiver Day, Make-up Day and Adjust Membership) are not copied.

- Neither calendar nor attendance options exist for the track.

Calendar and attendance options exist for the track. The **Minimum Daily Mins**, **Daily Mins**, **Shortened Min Daily Mins**, and **Shortened Daily Min** values are all the same at both campus-tracks.

Calendar and attendance options exist for the track. At least one of the **Minimum Daily Mins**, **Daily Mins**, **Shortened Min Daily Mins**, and **Shortened Daily Min** values are different at the From and To campus-tracks. Note that only the basic calendar will be copied to the To track calendar (Membership day, Begin School, Begin Cycle, End of School, Weekend, Holiday, and Inservice day). The special days (Weather Day, Waiver Day, Make-up Day and Adjust Membership) are not copied.

The box is displayed for the **From Campus Track**. A campus-track cannot be copied to itself.

The check box is disabled because attendance has been posted on at least one date this school year for this campus-track.

A check box is not displayed if that track does not exist at the campus.

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### Add a campus:


If no tracks exists at the campus, a row is not initially displayed for the campus. You can add a campus and track if needed:

☐ Click **+Add**.

A row is added to the grid. Select the campus from the drop-down.

☐ Add at least one track, as described in the next section.

The campus is not saved until you copy a calendar to a track.

☐ To cancel adding the campus, click .



**Create a new track:**

If at least one track exists at the campus, a row is displayed for the campus. You can create new tracks if needed:

- ☐ Click **+Add** to add a new campus-track.

A text input field appears in place of the button, allowing you to type a new two-digit track.

**NOTE:** To cancel, double-click the input field, or press ESC, and the button is again displayed.

- ☐ **IMPORTANT:** After typing the track, press ENTER.

The track is added to the grid and is selected by default.

The new track is not saved until you click **Copy** with that track selected. Once saved, the new track will appear in **Track** drop-down fields across ASCENDER.

**NOTE:** If you added a new track to the grid by mistake, you can clear the check box in the grid. When you click **Copy**, that track will not be saved.

- ☐ Click **Copy**.

The **From Campus Track** calendar and options are copied to the selected tracks according to your selections. Any new tracks are created.



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