



Copy Calendar

Table of Contents

Copy Calendar 1

Copy Calendar

Attendance > Maintenance > Campus > Copy Calendar

This page allows you to copy a current year calendar to tracks at other campuses.

A current year calendar can only be copied if current year campus options are set for the **To** campus and track.

Update data:

Field	Description	
Calendar Info (left)	Campus Select the campus from which you want to copy the calendar.	
	Track Select the attendance track from which you want to copy the calendar. Only tracks that have calendars are listed. If a description has been entered for the track on Maintenance > Campus > Campus Options , the description is also displayed in the drop-down list. Any tracks that have the Instructional Program Type field on the Campus Options page set to <i>13: Juvenile Justice Alternative Education Program (JJAEP) TEC 37.011 (f)</i> are not listed.	
	Cycle information for the track is displayed per the calendar for the selected campus and track:	
	Daily Minutes	The daily minutes is displayed.
	Shortened Daily Minutes	The shortened daily minutes is displayed.
	Last Day of School	The last day of school for the selected campus-track are displayed as entered on Maintenance > Campus > Campus Calendar .
	Begin Dt	The first date of each cycle is displayed.
	Mem Days	The number of membership days in each cycle is displayed.
	Total Daily Min (DM)	The total number of minutes of instruction for the cycle is displayed.
	Total Waiver Min (DM)	The total number of waiver minutes in the cycle is displayed.
Total (yearly)	The yearly total for each field is displayed.	

Field	Description
Campus/Track Selection (right)	<p>For each track at the available campuses, a check box is displayed under Track. Select the tracks at the campuses to which you want to copy the calendar. You can select multiple tracks for multiple campuses.</p> <p>A current year calendar can only be copied if current year campus options are set for the To campus and track.</p> <ul style="list-style-type: none"> • The check box is red if a calendar exists for the track. If you select a track with a red check box, the existing calendar will be overwritten. • The check box is gray if the campus has set campus options but has no calendar. • A check box is not displayed if the campus has not set campus options nor a calendar. <p>If you hover over a check box, the Daily Minutes and Shortened Daily Minutes for that campus and track are displayed for your reference.</p> <p>IMPORTANT: The Daily Minutes and Shortened Daily Minutes must match for the From campus and To campus.</p>



Back Cover