



Copy Calendar

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Attendance > Maintenance > Campus > Copy Calendar

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

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> |

Click **Copy**.



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