



# attendance\_copy\_calendar\_from



# Table of Contents



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>	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 <a href="#">Maintenance &gt; Campus &gt; Campus Options</a> , the description is also displayed in the drop-down list.  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.

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.

The following 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 Track**.

Double click on the options below to change the value for the To campus. 

Instr Pgm Type	Grading Cycle Type	Last Day of School	AM/PM or Both	ADA Posting Prd	First Prd Nbr	Last Prd Nbr	Nbr of Prds	Special Programs					
								Spec Ed	Bill/ESL	G/T	Preg Svcs	Title I	Sch-wide Title I
01 Standa ▼	2 Semesters 9 V ▼	//	AM ▼	02	01	09	09	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IMPORTANT:** When changing the Grading Cycle Type for the To Campus Track, the Track End Dates must be updated in Grade Reporting on

To Campus Tracks

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

Update the following values as needed for the **To Campus Track**:

<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>Minimum Daily Mins</b>	The minimum daily minutes is displayed.
<b>Daily Mins</b>	The daily minutes is displayed.
<b>Shortened Min Daily Mins</b>	The shortened daily minutes is displayed.
<b>Shortened Daily Mins</b>	The shortened daily minutes is displayed.



## Back Cover