




attendance_copy_calendar_from

Table of Contents

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


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.
Description	The description of the selected track is displayed if it has been entered on Maintenance > Campus > Campus Options . You can add or update the description that will be copied to the To Campus Tracks . Type a description of the track, up to 50 characters. NOTE: Changing the description here does NOT change the description at the From Campus Track . If you changed the description and wish to reset it to the original description, click  . This functionality is available starting with the 2018-2019 school year.

Cycle information is displayed for the selected campus-track:

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.

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**.

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	Bil/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**.

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

Instr Pgm Type	The type of attendance program associated with this calendar is displayed. This field is not displayed prior to 2018-2019.	
Grading Cycle Type	The grading cycle type 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 .	
AM/PM or Both	The field indicates if ADA attendance is posted in the morning or afternoon.	
ADA Posting Prd	The field indicates the period when ADA attendance is posted.	
First/Last Prd Nbr	The first and last periods of the school day for which attendance is recorded are displayed.	
Nbr of Prds	The calculated total number of periods is displayed according to the First/Last Prd Nbr fields.	
Special Programs	The special programs offered at the campus are selected.	
Type KG	The type of KG program offered at the campus is displayed. The field is blank if a KG program is not offered.	
Optional Semester	The default semester for posting attendance by student is displayed.	
Calendar Instructional/Operational Minutes	For 2018-2019 school year and later, the heading and fields displayed change according to the Instr Pgm Type associated with the selected Track :	
	<ul style="list-style-type: none"> • If the selected track is associated with Instr Pgm Type 01, 02, 03, or 13-15, the heading is Calendar Operational Minutes. • If the selected track is associated with Instr Pgm Type 04-12 or blank, the heading is Calendar Instructional Minutes. • Prior to the 2018-2019 school year, Instr Pgm Type is not available. The heading is Calendar Minutes. 	
	Daily Mins	The daily minutes is displayed.
Shortened Daily Mins	The shortened daily minutes is displayed.	

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



Back Cover