



**Add a campus:**



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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 .

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### **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.



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