



## Copy Control Options



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# Copy Control Options

## Grade Reporting > Utilities > Copy Control Options

This utility copies campus control options from one campus to one or more campuses. The utility may be useful if you are creating a new campus.

Before running the utility, ensure that the **To Campus** (i.e., receiving campus) has an attendance calendar.

### Update data:

Field	Description				
<b>From Campus</b>	Select the campus whose data you want to copy.				
<b>To Campus</b>	Select the campus(es) to which you want copy data. <ul style="list-style-type: none"> <li>To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows.</li> <li>To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.</li> </ul>				
<b>Campus Control Options</b>	Select the specific data to be copied. Or, select the group heading check box to copy all table data. <b>NOTE:</b> If the table you are copying already exists at the <b>To Campus</b> :  If the table contains values at the <b>To Campus</b> , the table is not overwritten.  If the table values are blank, the data is overwritten. <b>NOTE:</b> <table border="1"> <tr> <td><b>Parameters</b></td><td>           The Parameters table contains the grade reporting track end dates. If the <b>To Campus</b> does not have an attendance calendar for a track at the <b>From Campus</b>, the track end dates are not copied.             For a two-semester campus, if the same track attendance calendar exists at the <b>From</b> and <b>To Campus</b>, the utility will verify that the cycle end dates for semester 1 match.             For a four-semester campus, the utility will verify that the cycle end date for semester 2 matches the end date of semester 1 in the <b>To Campus</b> attendance calendar.             The track end date for the last semester will be matched to the last day of school in the <b>To Campus</b> track attendance calendar.         </td></tr> <tr> <td><b>Parameters NYR</b></td><td>The same verification occurs for the next year grade reporting track end dates as for the current year track end dates.</td></tr> </table>	<b>Parameters</b>	The Parameters table contains the grade reporting track end dates. If the <b>To Campus</b> does not have an attendance calendar for a track at the <b>From Campus</b> , the track end dates are not copied.  For a two-semester campus, if the same track attendance calendar exists at the <b>From</b> and <b>To Campus</b> , the utility will verify that the cycle end dates for semester 1 match.  For a four-semester campus, the utility will verify that the cycle end date for semester 2 matches the end date of semester 1 in the <b>To Campus</b> attendance calendar.  The track end date for the last semester will be matched to the last day of school in the <b>To Campus</b> track attendance calendar.	<b>Parameters NYR</b>	The same verification occurs for the next year grade reporting track end dates as for the current year track end dates.
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<b>Parameters NYR</b>	The same verification occurs for the next year grade reporting track end dates as for the current year track end dates.				
<b>Grade Reporting Tables</b>	Select the specific data to be copied. Or, select the group heading check box to copy all table data. <b>NOTE:</b> If the table you are copying already exists at the <b>To Campus</b> , the data is not overwritten.				

Field	Description		
Elementary Tables	Select the specific data to be copied. Or, select the group heading check box to copy all table data. <b>NOTE:</b> If the table you are copying already exists at the <b>To Campus</b> , the data is not overwritten. <b>NOTE:</b>		
	<table><tr><td>Elementary Grade</td><td>If the grade levels taught at the <b>To Campus</b> cannot be determined, the table is not copied.  If an elementary grade record is not within the grade levels taught at the <b>To Campus</b> (i.e., the <b>Low Grade Level</b> and <b>High Grade Level</b> fields on the <a href="#">Parameters</a> tab), the record is not copied.</td></tr></table>	Elementary Grade	If the grade levels taught at the <b>To Campus</b> cannot be determined, the table is not copied.  If an elementary grade record is not within the grade levels taught at the <b>To Campus</b> (i.e., the <b>Low Grade Level</b> and <b>High Grade Level</b> fields on the <a href="#">Parameters</a> tab), the record is not copied.
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<table><tr><td>Elementary Courses</td><td>If the grade levels taught at the <b>To Campus</b> cannot be determined, the table is not copied.  If an elementary course record is not within the grade levels taught at the <b>To Campus</b> (i.e., the <b>Low Grade Level</b> and <b>High Grade Level</b> on the <a href="#">Parameters</a> tab), the record is not copied.  If there are no courses at the <b>To Campus</b>, the table is not copied.  If an elementary course record exists at the <b>To Campus</b> (i.e., on <a href="#">Maintenance &gt; Master Schedule &gt; Campus Schedule &gt; Course</a>), the record is not copied.</td></tr></table>	Elementary Courses	If the grade levels taught at the <b>To Campus</b> cannot be determined, the table is not copied.  If an elementary course record is not within the grade levels taught at the <b>To Campus</b> (i.e., the <b>Low Grade Level</b> and <b>High Grade Level</b> on the <a href="#">Parameters</a> tab), the record is not copied.  If there are no courses at the <b>To Campus</b> , the table is not copied.  If an elementary course record exists at the <b>To Campus</b> (i.e., on <a href="#">Maintenance &gt; Master Schedule &gt; Campus Schedule &gt; Course</a> ), the record is not copied.	
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Field	Description					
Master Schedule Campus	<input type="checkbox"/> Under <b>Master Schedule Campus</b> , select the specific data to be copied. Or, select the group heading check box to copy all table data.					
	<table><tr><td>Courses</td><td>Select to copy courses from one campus to the other. A course must exist in the district master schedule to be copied.<ul style="list-style-type: none"><li>• If the number of semesters a course is taught exceeds the number of semesters offered at the <b>To Campus</b> (i.e., the <b>Nbr of Reporting Semesters</b> field on the <a href="#">Parameters</a> tab), the course is not copied.</li><li>• If <b>Nbr of Reporting Semesters</b> is selected on the <a href="#">Parameters</a> tab for the <b>To Campus</b>, and <b>Parameters</b> is selected to copy, the number of semesters at the <b>From Campus</b> is used.</li><li>• If the number of semesters offered at the <b>To Campus</b> cannot be determined, the courses are not copied.</li><li>• If the courses table already exists at the <b>To Campus</b>, the table is not overwritten.</li></ul></td></tr></table>	Courses	Select to copy courses from one campus to the other. A course must exist in the district master schedule to be copied. <ul style="list-style-type: none"><li>• If the number of semesters a course is taught exceeds the number of semesters offered at the <b>To Campus</b> (i.e., the <b>Nbr of Reporting Semesters</b> field on the <a href="#">Parameters</a> tab), the course is not copied.</li><li>• If <b>Nbr of Reporting Semesters</b> is selected on the <a href="#">Parameters</a> tab for the <b>To Campus</b>, and <b>Parameters</b> is selected to copy, the number of semesters at the <b>From Campus</b> is used.</li><li>• If the number of semesters offered at the <b>To Campus</b> cannot be determined, the courses are not copied.</li><li>• If the courses table already exists at the <b>To Campus</b>, the table is not overwritten.</li></ul>			
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Instructors (Needed for Section)	Select to copy the instructor table. Do not copy instructors for the section records unless the instructors at the <b>From Campus</b> are also teaching at the <b>To Campus</b> . An error report is generated if at least one section entry date changed in a semester. <ul style="list-style-type: none"><li>• If you copy sections but not instructors, the instructor in the meeting time will be blank at the <b>To Campus</b>.</li><li>• The sections table is copied to the <b>To Campus</b>.</li><li>• If the instructor table already exists at the <b>To Campus</b>, the table is not overwritten.</li><li>• The home room is cleared at the <b>To Campus</b>.</li></ul>					

Click **Copy**.





## Back Cover