

Copy Control Options

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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
From Campus	Select the campus whose data you want to copy.
To Campus	Select the campus(es) to which you want copy data. • To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows. • 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.
Campus Control Options	Select the specific data to be copied. Or, select the group heading check box to copy all table data. **NOTE:** If the table you are copying already exists at the **To Campus**: If the table contains values at the **To Campus**, the table is not overwritten. If the table values are blank, the data is overwritten. **NOTE:**
	Parameters: The Parameters table contains the grade reporting track end dates. If the **To Campus** does not have an attendance calendar for a track at the **From Campus**, the track end dates are not copied. For a two-semester campus, if the same track attendance calendar exists at the **From** and **To Campus**, 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 **To Campus** attendance calendar. The track end date for the last semester will be matched to the last day of school in the **To Campus** track attendance calendar.
	Parameters NYR: The same verification occurs for the next year grade reporting track end dates as for the current year track end dates.
Grade Reporting Tables	Select the specific data to be copied. Or, select the group heading check box to copy all table data. **NOTE:** If the table you are copying already exists at the **To Campus**, 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. **NOTE:** If the table you are copying already exists at the **To Campus**, the data is not overwritten. **NOTE:**	
	Elementary Grade	If the grade levels taught at the **To Campus** cannot be determined, the table is not copied. If an elementary grade record is not within the grade levels taught at the **To Campus** (i.e., the **Low Grade Level** and **High Grade Level** fields on the Parameters tab), the record is not copied.
	Elementary Courses	If the grade levels taught at the **To Campus** cannot be determined, the table is not copied. If an elementary course record is not within the grade levels taught at the **To Campus** (i.e., the **Low Grade Level** and **High Grade Level** on the Parameters tab), the record is not copied. If there are no courses at the **To Campus**, the table is not copied. If an elementary course record exists at the **To Campus** (i.e., on Maintenance > Master Schedule > Campus Schedule > Course), the record is not copied.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Master Schedule Campus</td><td>❑ Under Master Schedule Campus, 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.
• If the number of semesters a course is taught exceeds the number of semesters offered at the To Campus (i.e., the Nbr of Reporting Semesters field on the Parameters tab), the course is not copied.

• If Nbr of Reporting Semesters is selected on the Parameters tab for the To Campus, and Parameters is selected to copy, the number of semesters at the From Campus is used.

• If the number of semesters offered at the To Campus cannot be determined, the courses are not copied.

• If the courses table already exists at the To Campus, the table is not overwritten.</td></tr>
<tr><td>Section</td><td>Select to copy sections from one campus to the other.

Select one:
<table>
<tr><td>Active Meeting Times (Teacher of Record)</td><td>If selected, only the meeting times for the teacher of record without a withdraw date are copied. If all meeting times for the section are withdrawn, the sections are not copied.</td></tr>
<tr><td>Include Withdrawn Meeting Times (Teacher of Record)</td><td>If selected, all meeting times for the teacher of record are copied. Additionally, program will verify that none of the withdrawal dates are on or before the meeting time entry date. If the withdrawal date is on or before the entry date, the withdrawal date is changed to the first membership day after the entry date.</td></tr>
</table>
If the course semester code indicates a semester that is not taught at the To Campus, the section is not copied. The room, time begin, time end, and lockout code information are cleared from the To Campus.
• If the course is not taught at the To Campus, the section is not copied.

• If the number of semesters offered at the To Campus cannot be determined, the section is not copied.

• If the sections table already exists at the To Campus, the table is not overwritten.

The instructor’s entry date for the section meeting time is validated against the To Campus attendance calendar.

• If the instructor’s entry date on the meeting time row is before the earliest semester start date, the meeting time entry date is changed to the earliest semester start date in the To Campus calendar.

• If Instructors is not selected, the instructor ID on the meeting time row is not copied to the To Campus.

The room, time begin, time end, and lockout code on the section meeting time row are not included when copied to the To Campus.
An error report is generated if at least one section entry date changed in a semester.</td></tr>
<tr><td>Instructors (Needed for Section)</td><td>Select to copy the instructor table.
Do not copy instructors for the section records unless the instructors at the From Campus are also teaching at the To Campus.
• If you copy sections but not instructors, the instructor in the meeting time will be blank at the To Campus.

• The sections table is copied to the To Campus.

• If the instructor table already exists at the To Campus, the table is not overwritten.

• The home room is cleared at the To Campus.</td></tr>
</table>
</td></tr>
</table>

Click **Copy**.

A message is displayed when the process is complete.

Other functions and features:

Print Errors	If errors occur, click to view the error report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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