



# Copy Calendar



# Table of Contents

**Copy Calendar** ..... 1



# Copy Calendar

## Attendance > Maintenance > Campus > Copy Calendar

This page allows you to copy a current year calendar to tracks at other campuses.

- A current year calendar can only be copied if current year campus options are set for the **To** campus and track.
- The **Daily Minutes** and **Shortened Daily Minutes** must match for the **From** campus and **To** campus.

### Update data:

Field	Description	
<b>Calendar Info (left)</b>	<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 for the track is displayed per the calendar for the selected campus and track:	
	<b>Daily Minutes</b>	The daily minutes is displayed.
	<b>Shortened Daily Minutes</b>	The shortened daily minutes 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>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.	

Field	Description
<b>Campus/Track Selection (right)</b>	<p>For each track at the available campuses, a check box is displayed under <b>Track</b>. Select the tracks at the campuses to which you want to copy the calendar. You can select multiple tracks for multiple campuses.</p> <p>A current year calendar can only be copied if current year campus options are set for the <b>To</b> campus and track.</p> <ul style="list-style-type: none"> <li>• The check box is red if a calendar exists for the track. If you select a track with a red check box, the existing calendar will be overwritten.</li> <li>• The check box is gray if the campus has set campus options but has no calendar.</li> <li>• A check box is not displayed if the campus has not set campus options nor a calendar.</li> </ul> <p>If you hover over a check box, the <b>Daily Minutes</b> and <b>Shortened Daily Minutes</b> for that campus and track are displayed for your reference.</p> <p><b>IMPORTANT:</b> The <b>Daily Minutes</b> and <b>Shortened Daily Minutes</b> must match for the <b>From</b> campus and <b>To</b> campus.</p>



## Back Cover