



Copy Control Options

Table of Contents

Copy Control Options 1

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				
From Campus	Select the campus whose data you want to copy.				
To Campus	Select the campus(es) to which you want copy data. <ul style="list-style-type: none"> 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: <table border="1" data-bbox="311 1339 1476 1758"> <tr> <td>Parameters</td> <td>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.</td> </tr> <tr> <td>Parameters NYR</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>	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.
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.

Field	Description											
Master Schedule Campus	<input type="checkbox"/> Under Master Schedule Campus , select the specific data to be copied. Or, select the group heading check box to copy all table data.											
	<table border="1"> <tr> <td data-bbox="304 224 496 629">Courses</td> <td data-bbox="496 224 1481 629"> 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"> • 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> </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"> • 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. 									
	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"> • 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. 										
<table border="1"> <tr> <td colspan="2" data-bbox="304 629 1481 719">Section</td> </tr> <tr> <td colspan="2" data-bbox="304 719 1481 808">Select to copy sections from one campus to the other.</td> </tr> <tr> <td colspan="2" data-bbox="304 808 1481 853">Select one:</td> </tr> <tr> <td data-bbox="304 853 762 987"> <table border="1"> <tr> <td data-bbox="304 853 762 987">Active Meeting Times (Teacher of Record)</td> <td data-bbox="762 853 1481 987">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 data-bbox="304 987 762 1122">Include Withdrawn Meeting Times (Teacher of Record)</td> <td data-bbox="762 987 1481 1122">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> </td> <td data-bbox="762 853 1481 1122"></td> </tr> </table> <p>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.</p> <ul style="list-style-type: none"> • 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. <p>The instructor's entry date for the section meeting time is validated against the To Campus attendance calendar.</p> <ul style="list-style-type: none"> • 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. <p>The room, time begin, time end, and lockout code on the section meeting time row are not included when copied to the To Campus.</p>	Section		Select to copy sections from one campus to the other.		Select one:		<table border="1"> <tr> <td data-bbox="304 853 762 987">Active Meeting Times (Teacher of Record)</td> <td data-bbox="762 853 1481 987">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 data-bbox="304 987 762 1122">Include Withdrawn Meeting Times (Teacher of Record)</td> <td data-bbox="762 987 1481 1122">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>	Active Meeting Times (Teacher of Record)	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.	Include Withdrawn Meeting Times (Teacher of Record)	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.	
Section												
Select to copy sections from one campus to the other.												
Select one:												
<table border="1"> <tr> <td data-bbox="304 853 762 987">Active Meeting Times (Teacher of Record)</td> <td data-bbox="762 853 1481 987">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 data-bbox="304 987 762 1122">Include Withdrawn Meeting Times (Teacher of Record)</td> <td data-bbox="762 987 1481 1122">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>	Active Meeting Times (Teacher of Record)	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.	Include Withdrawn Meeting Times (Teacher of Record)	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.								
Active Meeting Times (Teacher of Record)	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.											
Include Withdrawn Meeting Times (Teacher of Record)	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.											
<table border="1"> <tr> <td data-bbox="304 1749 496 2069">Instructors (Needed for Section)</td> <td data-bbox="496 1749 1481 2069"> 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. An error report is generated if at least one section entry date changed in a semester. <ul style="list-style-type: none"> • 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>	Instructors (Needed for Section)	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 . An error report is generated if at least one section entry date changed in a semester. <ul style="list-style-type: none"> • 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. 										
Instructors (Needed for Section)	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 . An error report is generated if at least one section entry date changed in a semester. <ul style="list-style-type: none"> • 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. 											

Click **Copy**.

A message is displayed when the process is complete.

Other functions and features:

Print Errors	<p>If errors occur, click to view the error report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>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.</p>
---------------------	--



Back Cover