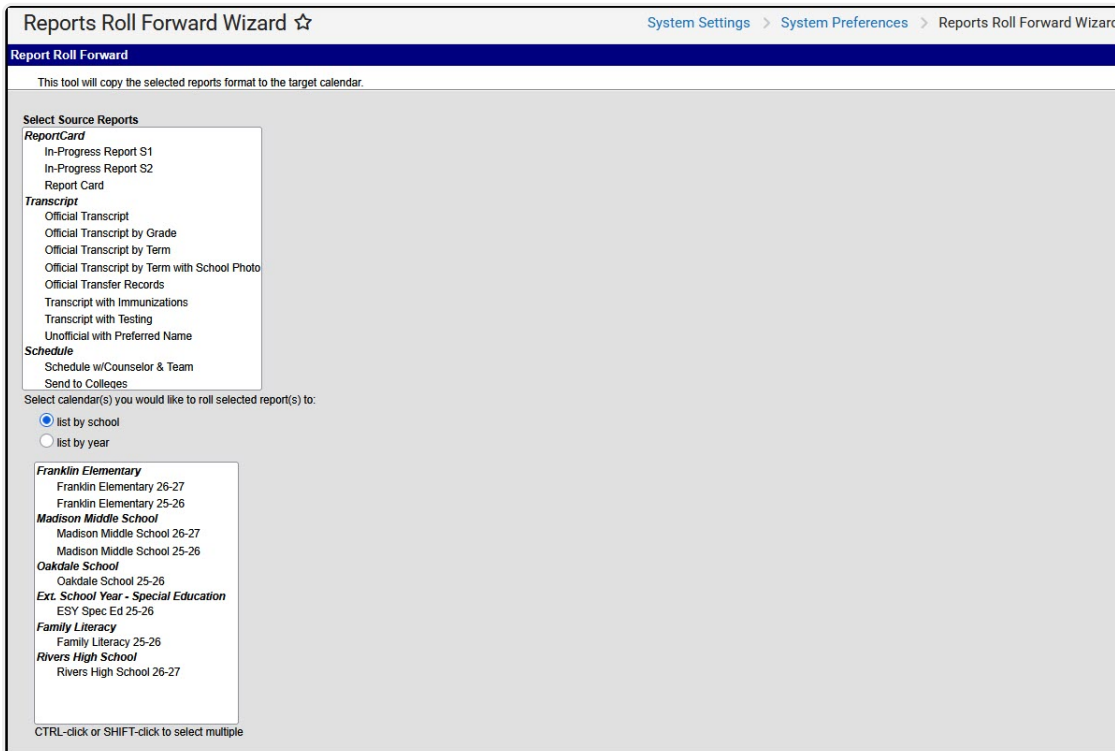


Reports Roll Forward Wizard

Last Modified on 03/24/2026 12:33 pm CDT

Tool Search: Reports Roll Forward

The Reports Roll Forward Wizard takes selected reports created in [Report Setup](#) and copies them from the calendar selected in the Campus toolbar to another calendar for the school or another school's calendar within the district. This eliminates the need to recreate the same reports in multiple calendars.



Reports Roll Forward Wizard

See the [System Preference Tool Rights](#) article for information on tool rights.

Run the Reports Roll Forward Wizard

1. Select the **Source Reports** in the reports window. Reports are separated by type:
 - Report Card
 - Transcript
 - Schedule
 - eTranscript
2. Select a **Target Calendar(s)** from the dropdown list. This is the calendar into which the reports will be copied. More than one calendar can be selected.

- Click the **Run** button. A summary of the copied reports display. If more than one calendar is selected, confirmation is provided for each calendar.

When rolling report cards and schedules, the Term Schedule Name, Schedule Structure Name, and number of terms **MUST** match. If this information varies between the source and destination schools, the report rolls forward, but the reports' terms are not selected.

Example Reports Roll Results

Reports Roll Results

The following 2 reports have been rolled forward:

Report Name	Target Calendar	Type
Guidance College Progress Report	ER 16-17	reportCard
SHS All Quarters Report Card	ER 16-17	reportCard

The following 2 reports were not added due to the report name already existing:

Report Name	Target Calendar	Type
Guidance College Progress Report	17-18 Grand Academy Academy	reportCard
SHS All Quarters Report Card	17-18 Grand Academy Academy	reportCard

Report Roll Forward Results