

Reports Roll Forward Wizard

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Tool Search: Reports Roll Forward

The Reports Roll Forward Wizard takes selected reports created in [Report Preferences](#) 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.

Read -Access and use the Reports Roll Forward Wizard

Write - N/A

Add - N/A

Delete - N/A

Users must have [Calendar Rights](#) to the selected calendars to use this wizard. See the [Tool Rights](#) article for more information about Tool Rights and how they function.

Use the Reports Roll Forward Wizard

1. Select the **Source**
2. **Reports** in the reports window. Reports are separated by type: *Report Card*, *Transcript*, *Schedule* or *eTranscript*.
3. 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.
4. Click the **Run** button. A summary of the copied reports display. If more than one calendar was selected, confirmation is listed for each calendar chosen.

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 does roll forward, but the reports' terms are not selected.

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