

# Reports Roll Forward Wizard

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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 ☆
System Settings > System Preferences > Reports Roll Forward Wizard

Report Roll Forward

This tool will copy the selected reports format to the target calendar.

Select Source Reports

ReportCard

Q1 Progress

Q1 Report Card

Q2 Report Card

Q3 Report Card

Q4 Report Card

Transcript

Middle School Transcript

Official Transcript

Transcript - Athletics

Transcript -w/SAT

Transcript for viewing

Schedule

Schedule

Schedule with Locker

eTranscript

Select calendar(s) you would like to roll selected report(s) to:

☒ list by school
☐ list by year

Campus Elementary School

23-24 CES

Campus High School

23-24 CHS Summer School

Campus Middle School

23-24 CMS

Campus Primary School

23-24 CPS

CTRL-click or SHIFT-click to select multiple

RUN

Reports Roll Forward

**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*