

# Copy Core Reports

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Tool Search: Copy Core Reports

The Copy Core Reports tool is used to copy the core Campus Report Card and/or Transcript to be used by the Translated Core Report Card and Enhanced Transcript. Reports can be further customized after copying by using the [Custom Reports](#) tool.

These copied reports can also be run from the Campus Student and/or Campus Parent Portal, the Grades tool, or the Transcript tool.

### Copy Core Reports

This tool will copy reports for the Core Campus Report Card and Transcript into a format that can be used by the Translated Core Report Card and Enhanced Transcript. It will also allow these reports to be run from the Portal, the Grades tab, or the Transcript tab. It only copies the selected options from the Core reports and these reports can be further customized and renamed in the Remote Module - Custom Reports tool.

Existing Custom Reports	
Name	Type
testCvRCLSNAtt	reportCard
testCvRCLSNAttTop	reportCard
testCvRCPTNoAtt	reportCard
testCvRCPTNoAttTop	reportCard
testtranslogoGRblank	transcript
testtranslogoGRblankTop	transcript
testtranslogoTMblank	transcript
testtranslogoTMblankTop	transcript
testtranslogoYRblank	transcript
testtranslogoYRblankTop	transcript

### Select Reports to Copy:

Report Cards  
Transcripts

Copy Reports

### Report Naming Options

☐ Prefix "Translated" to Report Name(s)
 ☐ Append " - Translated" to End of Report Name(s)
 ☐ Prefix Custom Entry to Report Name(s)
 ☐ Append Custom Entry to Report Name(s)
 ☐ Enter New Name (Single Report Only)

Copy Core Reports Tool

The Existing Custom Reports table lists all existing custom reports, including the Name and the report Type.

Select a Report to Copy from the list available. Mark the desired Report Naming Options and then click **Copy Reports**. The copied reports displays in the Existing Custom Reports table.