

Workflow Roll Forward

Last Modified on 06/11/2026 12:40 pm CDT

The Scanning toolset is part of the [Campus Workflow Suite](#).

Tool Search: Workflow Roll Forward

The Workflow Roll Forward tool is designed to duplicate setup work done for [Badges](#), [Behavior Matrices](#), and [Scanner Settings](#) from a previous calendar into the calendar in your Context Menu. This will only work within the same school. It won't work between different schools.

You must have calendar rights for the year you are trying to roll forward from. You must also have Read and Write tool rights to all of the tools you wish to roll forward.

This tool works *only* if the selected calendar does not contain configuration settings. If the selected calendar has existing configurations, a message appears stating the settings cannot roll forward. The Roll Forward Status must appear, showing the status of each setting, before closing the tool. If the Roll Forward Status does not appear, the settings are not saved.

Workflow Roll Forward ★

Workflow Roll Forward

Choose settings to roll forward

<p>Copy setup from (Required)</p> <p>25-26 West High School ▼</p>	<p>Purpose</p> <p>This tool is designed to duplicate setup work done for badges, behavior matrices, and scanner settings from a previous calendar into the calendar selected in the calendar from the toolbar. This process can only be completed if the destination calendar does not already contain configuration settings. Please do not close the tool until the process completes. The following conditions are checked:</p> <ul style="list-style-type: none"> • Any attendance excuses have a matching value with the same code in the calendar you are rolling into. • Any term in a behavior matrix has a matching term with the same name in the calendar you are rolling into. • Any lunch that has configured behavior in scanner settings has a matching lunch with the same name in the calendar you are rolling into.
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Roll Forward Status:

- Badge Template TestBadge rolled Forward

Workflow Roll Forward - Roll Forward Status

The following conditions are checked when rolling forward settings:

- Any attendance excuses have a matching value with the same code in the calendar you are rolling into.
- Any term in a behavior matrix has a matching term with the same name in the calendar you are rolling into.
- Any lunch that has configured behavior in scanner settings has a matching lunch with the same name in the calendar you are rolling into.

Workflow Roll Forward ★

Workflow Roll Forward

Choose settings to roll forward

<p>Copy setup from (Required)</p> <p>25-26 Newton Senior High Schoo ▼</p>	<p>Purpose</p> <p>This tool is designed to duplicate setup work done for badges, behavior matrices, and scanner settings from a previous calendar into the calendar selected in the calendar from the toolbar. This process can only be completed if the destination calendar does not already contain configuration settings. Please do not close the tool until the process completes. The following conditions are checked:</p> <ul style="list-style-type: none"> • Any attendance excuses have a matching value with the same code in the calendar you are rolling into. • Any term in a behavior matrix has a matching term with the same name in the calendar you are rolling into. • Any lunch that has configured behavior in scanner settings has a matching lunch with the same name in the calendar you are rolling into.
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Scanner Settings

Behavior Matrix

Badges

Workflow Roll Forward - Roll Forward Settings

Rolling Forward Settings

1. Select a calendar from the **Copy setup from** drop-list.
2. To roll a setting forward, mark the appropriate checkbox: **Scanner Settings**, **Behavior Matrix**, and **Badges**. Check all that apply.
3. When finished, press **Roll**. Once clicked, a Roll Forward Status appears, showing each rolled forward setting moved to the calendar.