

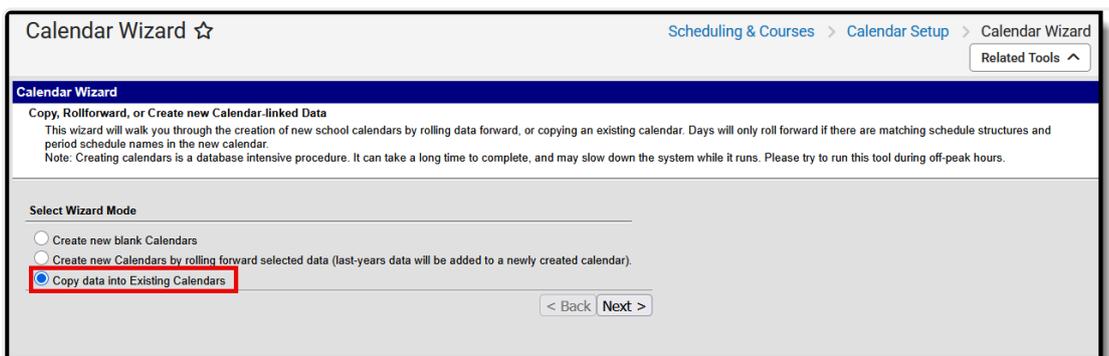
Copy data into existing calendars

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Tool Search: Calendar Wizard

This option can be used when a district has multiple calendars in the same year or if the district has already set up one calendar and wants to copy that data into other new calendars. For example, all middle schools in the district follow the same terms, periods and schedule rotation. Once one middle school calendar is configured, this option can be used to copy this configuration to the calendars of the remaining middle schools.

For the copy process to work, the Destination calendar must be empty OR set up almost identically to the Source calendar.



The screenshot shows the 'Calendar Wizard' interface. At the top, there is a breadcrumb trail: 'Scheduling & Courses > Calendar Setup > Calendar Wizard'. Below this, the title 'Calendar Wizard ☆' is displayed. The main content area is titled 'Calendar Wizard' and contains the following text: 'Copy, Rollforward, or Create new Calendar-linked Data. This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. Days will only roll forward if there are matching schedule structures and period schedule names in the new calendar. Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system while it runs. Please try to run this tool during off-peak hours.'

Below the text, there is a section titled 'Select Wizard Mode' with three radio button options:

- Create new blank Calendars
- Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).
- Copy data into Existing Calendars

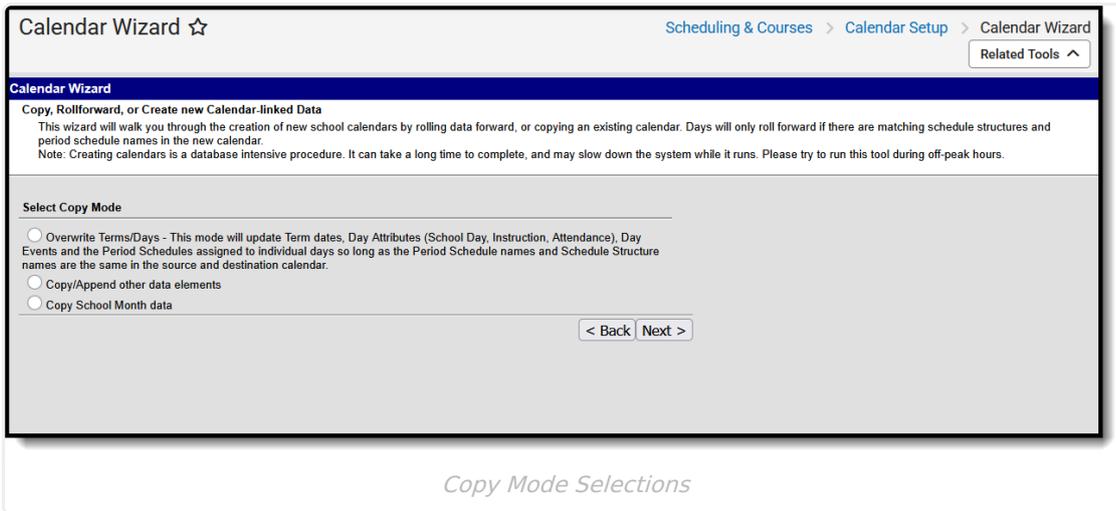
 The 'Copy data into Existing Calendars' option is highlighted with a red box. At the bottom of the form, there are '< Back' and 'Next >' buttons.

Calendar Wizard option to Copy Data into Existing Calendars

Select copy mode

1. Select **Copy Data into an Existing Calendar**.
2. Click the **Next** button.
3. Determine what behavior should occur for the destination calendar.
 - **Overwrite Terms/Days** - replaces existing information in the destination calendar with new information from the source calendar.
 - **Copy/Append Other Data Elements** - adds more information from the source calendar to the existing information in the destination calendar.
 - **Copy School Months** - copies the selected school months from the source calendar to the destination calendar (not available in all states).
4. Click the **Next** button.

See the following sections for procedures related to the Mode chosen.



Overwrite Terms and Days

The Overwrite mode replaces the information in the destination calendar with data from the source calendar, allowing core configuration data such as Term dates, School/Non-School Days and Day Events to be synchronized between calendars.

- Period schedules are updated to the days in the Destination Calendar when the period schedule names in the Source Calendar match those in the Destination Calendar. If the period schedule names do not match, the Period Schedule from the Destination calendar with the lowest sequence number is used to insert the days.
- Day Events can be overwritten in this mode. See the Options for Data to Copy table for additional information.

It is best to use this option BEFORE the school year starts to limit the data that is modified in the destination calendar.

This function performs a full synchronization of the Days tab. Existing calendar days and calendar day events are deleted in the destination calendar. New days and new day events are created based on the calendar days and calendar day events set in the source calendar.

A warning does display before the deletion occurs.

Attendance data that may already exist for students is not modified. If a day is marked as an attendance day and is overwritten as a non-attendance day, that attendance data is invalid but still displays on the student's attendance tab, allowing the district to correct the issue. This scenario may occur when the district closes for a weather event and a student has already been marked absent for a future day.

Calendar Selection

1. Select the **Source Calendar** from the dropdown list. This is the calendar from which the data is copied.
2. Select the **Destination Calendar(s)** from the list on the right. These are the calendars into which the data is copied.
3. Click the **Next** button.

Data to Copy

1. Select the **Data to Copy** from the list provided in the wizard. [Descriptions](#) of the available options are at the end of this article.
2. Click the **Run Wizard** button. The system copies the data that was selected into the new calendar.

Pick the Data to Copy

- Calendar Attributes
- Schedule Structures
 - Term Schedules
(NOTE: Term dates will not roll if they fall outside of the calendar start and end dates.)
 - Period Schedules
 - Days
 - Day Events
 - Section Templates
 - Portal Calendar and Term Settings
- Grade Levels
- Courses
 - Sections w/ Schedule Placement
 - Teacher Assignments
 - Section Staff Assignments
 - Room Assignments
 - Grading Tasks, Credits, Standards i
 - Grade Calc Options
 - Categories
 - Course Rules
 - Schedule Building Constraints
 - Course Fees
 - Assessments
 - Cross-Site Course/Section Settings i
- Attendance Excuse Codes
- Scheduling Teams
 - Section Team Assignments
- Calendar Overrides
- GPA Calculations

Overwrite Terms and Days - Pick Data to Copy

Progress

The Progress screen displays, indicating the status of the new calendar. When the wizard is

finished, the new calendar is available to select in the dropdown list (after refreshing the screen). If the calendar is not available, users need to be given rights to that calendar.

Copy and Append Other Data Elements

Copy/Append works ONLY when the Source Calendar and the Destination Calendar have no overlap in the selected data elements.

For example, if the Source Calendar contains Course 100, Course 200 and Course 300, and the Destination Calendar contains Course 400 and Course 500, Courses 100-300 from the Source Calendar are added to the Destination Calendar without an issue.

If the Source Calendar contains Course 100, Course 200 and Course 300, and the Destination Calendar includes Course 200, this process does not work because there are overlapping courses.

1. Select the **Source Calendar** from the dropdown list. This is the calendar from which the data is copied.
2. Select the **Destination Calendar(s)** from the list. These are the calendars into which the data is copied.
3. Click the **Next** button.
4. Select the **Data to Copy** from the list provided in the wizard. Descriptions of the available options are at the end of this article.
5. Click the **Run Wizard** button. The system copies the selected data into the new calendar.

Progress

The Progress screen displays, indicating the status of the new calendar. When the wizard is finished, the new calendar is available to select in the dropdown list (after refreshing the screen). If it is not, users need to be given rights to that calendar.

When copying, please be aware that certain items may copy; those are listed at the top of the Progress screen. Notice in the image below that one calendar was updated (the destination calendar) with zero schedule structures copied, zero new trials created, one term schedule copies, four terms copied. Then, there is an error message listed, indicating there is a duplicate value with the Period Schedule. The calendar is still updated, but the duplicate data cannot be copied.

Copy School Months

This option is only available in certain states and may appear as *Copy Attendance Periods*, *Copy School Months* or *Copy CWCS Reporting Terms*.

1. Select the **Source Calendar** from the dropdown list. This is the calendar from which the data

is copied.

2. Select the **Destination Calendar(s)** from the list on the right. These are the calendars into which the data is copied. Destination calendars in the same school year as the Source Calendar are listed.
3. Click the **Next** button.
 - If the Source Calendar does not have at least one School Month created, a warning message appears and the user needs to choose a new source calendar that does have school months, or create school months in the selected calendar.
4. Review the information displayed in the School Months of Source Calendar. If correct, determine the **Overwrite Behavior**. Two options are available
 - **Only copy School Months if the Destination Calendar does not have any School Months defined** - copies school months from the source calendar into the destination calendar only if no school months are defined in the destination calendar.
 - **Overwrite School Months in Destination Calendars** - copies school months to the destination calendar if school months exist or if no school months exist.
5. Click the **Run Wizard** button. The system copies data into the destination calendar (existing calendars) based on the overwrite option selected

Options for Data to Copy

Option	Description	Location
Calendar Attributes	<p>This includes the name of the calendar, calendar ID, school name, student minutes, etc. When marked, this copies all of information entered on the Calendar Information tab except the Calendar Name. If School Number, Sequence, Start and End Dates, etc., are populated on the Calendar tab in the Source Calendar, that same information is applied to the Destination Calendar.</p> <p>This option should be marked if using the School choice with Student Assignment process.</p>	Calendar Information
Schedule Structures	Schedule structures allow building administrators to have multiple calendar layouts in one calendar, for course layout or for state reporting purposes.	Schedule Structure Setup
Term Schedules	<p>This divides the school year into blocks of days for the purpose of scheduling or grading (i.e., quarters, semesters, etc.).</p> <p>Dates do not copy if they fall outside of the start and end date of the destination calendar(s).</p>	Term Setup

Option	Description	Location												
Period Schedules	This displays the period name and the start and end times of each period. A school must have at least one period schedule defined, but may have multiple if using the day rotation.	Period Setup												
Days	<p>Days are used to determine attendance, non-school days and non-instructional days.</p> <p>If the selected destination calendar contains existing day events, those day events are deleted when the data is copied. Days cannot be inserted into the destination calendar unless at least one period schedule is defined.</p>	Day Setup												
Day Events	<p>Day events are notes within the calendar day, perhaps indicating an early release day or the dates of school plays.</p> <p>The table below explains what happens when the Day or Day Events is marked or not.</p> <table border="1" data-bbox="429 1055 1123 1995"> <thead> <tr> <th data-bbox="429 1055 683 1272">Day</th> <th data-bbox="683 1055 858 1272">Day Events</th> <th data-bbox="858 1055 1123 1272">What happens to Day Events in the Destination Calendar</th> </tr> </thead> <tbody> <tr> <td data-bbox="429 1272 683 1408">Marked</td> <td data-bbox="683 1272 858 1408">Not Marked</td> <td data-bbox="858 1272 1123 1408">Existing day events are deleted.</td> </tr> <tr> <td data-bbox="429 1408 683 1702">Marked</td> <td data-bbox="683 1408 858 1702">Marked</td> <td data-bbox="858 1408 1123 1702">Existing day events are deleted and replaced with events matching the source calendar.</td> </tr> <tr> <td data-bbox="429 1702 683 1995">Not Marked</td> <td data-bbox="683 1702 858 1995">Marked</td> <td data-bbox="858 1702 1123 1995">Existing day events are deleted and replaced with events matching the source calendar.</td> </tr> </tbody> </table>	Day	Day Events	What happens to Day Events in the Destination Calendar	Marked	Not Marked	Existing day events are deleted.	Marked	Marked	Existing day events are deleted and replaced with events matching the source calendar.	Not Marked	Marked	Existing day events are deleted and replaced with events matching the source calendar.	Day Setup
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Option	Description	Location
Section Templates	<p>Section Templates are used by the Schedule Wizard when building sections for districts that use a more complex schedule (waterfall, rotating days, etc.)</p> <p>The copy process works as follows:</p> <ol style="list-style-type: none"> 1. The name of the Section Template Groups is copied from the source calendar. 2. The Section Template is copied from the source calendar. 3. The Section Template Placements are copied from the source calendar to the new calendar when the names of the Period, Period Structure, Term, Term Schedule, and Schedule Structure all match. 4. Any templates and template groups that did not end up with copied placements are cleaned up/removed. 5. Resulting counts of the items created/copied are reported. 	Section Templates
Ed-Fi Grading Periods	<p>The Ed-Fi Grading Periods align the calendar periods to grading terms (for Michigan, Nebraska, and Wyoming districts).</p> <p>NOTE: Grading Period dates do not copy if they fall outside of the calendar start and end dates.</p>	Ed-Fi Grading Periods
Portal Calendar and Term Settings	<p>Calendars & Schedule Structures are assigned to Display Options templates to determine what data for that calendar displays in Campus Student and Campus Parent. The template selected for a calendar/schedule structure is chosen by default when the calendar is rolled.</p> <p>Within Display Options, the Calendar Settings determine whether data for a calendar is enabled and the Term Settings determine whether data for specific terms are enabled. Note: rolling Term Settings forward only copies the configuration to automatically enable terms and does not copy which terms are actually enabled.</p>	Portal Display Options
Grade Levels	<p>Grade levels define the available grade levels of student enrollments.</p>	Grade Level Setup

Option	Description	Location
Courses	<p>This option creates an index of courses with course names. Copying courses saves manual entry time of course names.</p> <p>Courses marked as inactive are copied into the destination calendar as inactive.</p>	Course Information
Sections with Schedule Placement	<p>This option builds the same course sections in the destination calendar, assuming that courses are also copied or that course numbers in the destination calendar EXACTLY match the course numbers in the source calendar.</p> <p>Schools may select not to copy course sections, depending on the size of the student body, and may opt to create sections separately.</p>	Section Information > Section Placement
Teacher Assignments	<p>This option allows teacher assignments to be copied between calendars. This requires that teachers have a district assignment in the source and destination calendars.</p>	Section Information > Teacher Name
Section Staff Assignments	<p>This option allows staff assignments to be copied between calendars. This requires that staff have a district assignment in the source and destination calendars.</p>	Section Information > Staff Assignments
Room Assignments	<p>This option schedules the section in the same meeting place as in the source and destination calendar.</p>	Section Information > Rooms
Grading Tasks, Standards, Credits	<p>This selection copies the items that are used for scoring students on term grades and the appropriate credits into the destination calendar.</p>	Course Grading Tasks, Course Standards
Grade Calc Options	<p>This selection copies any grade calculation options associated with courses into the destination calendar.</p>	Course Grade Calc Options
Categories	<p>This selection copies any categories associated with courses into the destination calendar.</p>	Course Grade Calc Options, Course Categories

Option	Description	Location
Course Rules	Course rules are assigned to courses and are used in the Schedule Wizard and in Academic Planning. This option applies the rules assigned to the courses in the source calendar to the same courses in the destination calendar.	Course Rules
Scheduling Build Constraints	This is the configuration for how a course is built by the Schedule Wizard.	Student Constraints Setup
Course Fees	This option copies all active course fees from the source calendar into the destination calendar.	Course Fees
Assessments	Assessments created in the Test Setup tool can be assigned to courses and course masters. When marked, those assessments from the source calendar are copied to the destination calendar.	Course Assessments
Cross-Site Course/Section Settings	This option copies current courses and sections marked for Cross-Site Enrollment participation into the next calendar.	Cross-Site Enrollment
Attendance Excuse Codes	Selecting this option copies Attendance Codes into the Destination Calendar. Additional options are available utilizing the Attendance Excuse Code Copier .	Attendance Code Setup
Scheduling Teams	Teams or groups are often used in middle schools to keep a subset of a grade level together in core or home room classes. This option copies these team definitions into the destination calendar(s).	Team (Scheduling Group) Setup
Section Team Assignments	Team assignments are chosen on course sections and mark that section for enrollment by that team only. This option copies Section Team Assignments from the source calendar into the destination calendar(s).	Section Information > General Section Information > Team
Calendar Overrides	Calendar overrides applies to the types of overrides that are used at the school to determine enrollment for next year. A student may be accepted to the school based on a specific curriculum program, administrative decision or economic status.	Calendar Override Setup
GPA Calculation	Any custom GPA calculations associated with the source calendar are copied into the destination calendar.	GPA Calculation

