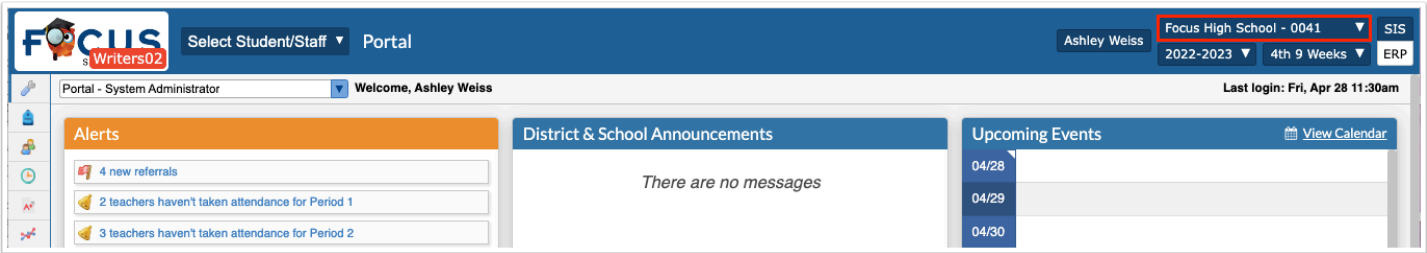


Copy School

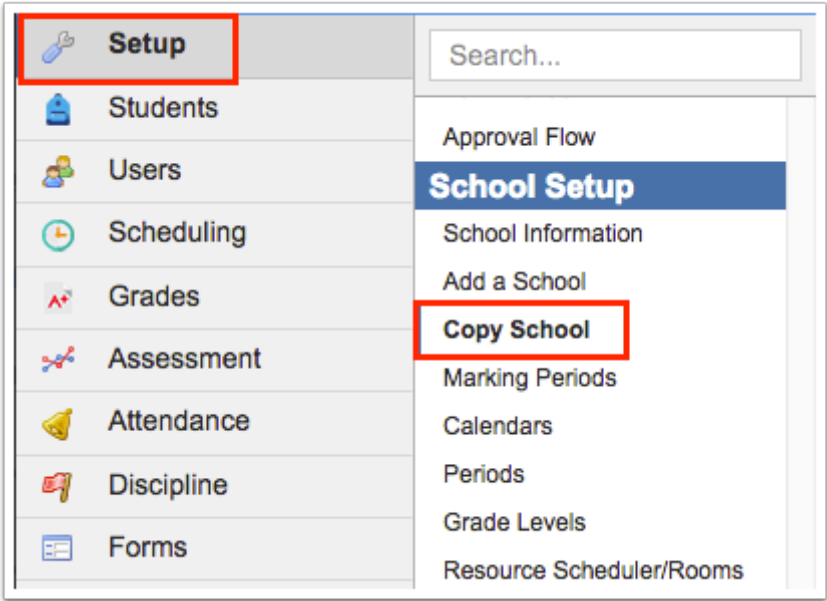
The Copy School screen is used to copy data from one school to an existing school or new school. For example, once the district has the initial setup done for one of the high schools, the Copy School feature can then be used to create a new high school that will have a similar setup. After the copy is complete, modifications can be made to the new high school's setup as needed. In addition, after the calendar dates and marking period dates have been set up in one school for the upcoming school year, this data can be copied to other schools instead of setting up the dates in each school from scratch.

Creating a New School

1. Ensure you are logged in to the school you want to copy the data from.



2. In the **Setup** menu, click **Copy School**.



3. Select **Create a New School**.

4. Enter the **New School's Title**.

Copy School Setup

Copy the data from Focus High School - 0041:

Create a New School

Copy to an Existing School

New School's Title:

Owl High School

Copying Calendar Dates & Marking Period Dates is safer than copying Calendars and Marking Periods.

* You must copy school periods, marking periods, calendars, and report card grade codes to copy courses.

Calendars

Calendar Dates

School Periods

Marking Periods

Marking Period Dates

Report Card Grade Codes

Report Card Comment Codes

Eligibility Activity Codes

Attendance Codes

Grade Levels

All Courses, Subjects, & Sections*

Grade Posting Averaging

Billing Categories

Billing Payment Methods (Special Payment Type options won't be copied)

Honor Roll Setup

Courses, Subjects, & Sections

Select Subjects

Select Courses

Select Sections

OK

Cancel

5. Select the data to copy. When creating a new school, you might select all the data items.

Copy School Setup

Copy the data from Focus High School - 0041:

Create a New School

Copy to an Existing School

New School's Title:

Owl High School

Copying Calendar Dates & Marking Period Dates is safer than copying Calendars and Marking Periods.

* You must copy school periods, marking periods, calendars, and report card grade codes to copy courses.

Calendars

Calendar Dates

School Periods

Marking Periods

Marking Period Dates

Report Card Grade Codes

Report Card Comment Codes

Eligibility Activity Codes

Attendance Codes

Grade Levels

All Courses, Subjects, & Sections*

Grade Posting Averaging

Billing Categories

Billing Payment Methods (Special Payment Type options won't be copied)

Honor Roll Setup

OK

Cancel

When Calendars and/or Calendar Dates is selected, the calendar pull-down becomes active and contains all the school's attendance calendars.

6. Select the calendar(s) to copy the attendance calendar and/or dates. If no calendar is selected, all of the school's attendance calendars and/or calendar dates will be copied.

Copy School Setup

Copy the data from Focus High School - 0041:

☒ Create a New School ☐ Copy to an Existing School

New School's Title:

Copying Calendar Dates & Marking Period Dates is safer than copying Calendars and Marking Periods.

* You must copy school periods, marking periods, calendars, and report card grade codes to copy courses.

Standard District Calendar ▼

- ☒ Calendars
- ☒ Calendar Dates
- ☒ School Periods
- ☒ Marking Periods
- ☒ Marking Period Dates
- ☒ Report Card Grade Codes
- ☒ Report Card Comment Codes
- ☒ Eligibility Activity Codes
- ☒ Attendance Codes
- ☒ Grade Levels
- ☒ All Courses, Subjects, & Sections*
- ☒ Grade Posting Averaging
- ☒ Billing Categories
- ☒ Billing Payment Methods (Special Payment Type options won't be copied)
- ☒ Honor Roll Setup

OK Cancel

7. When copying subjects, courses, and sections, select **All Courses, Subjects, & Sections** to copy all of the subjects, active courses, and active sections to the new school.

Copy School Setup

Copy the data from Focus High School - 0041:

☒ Create a New School ☐ Copy to an Existing School

New School's Title:

Copying Calendar Dates & Marking Period Dates is safer than copying Calendars and Marking Periods.

* You must copy school periods, marking periods, calendars, and report card grade codes to copy courses.


Standard District Calendar ▼

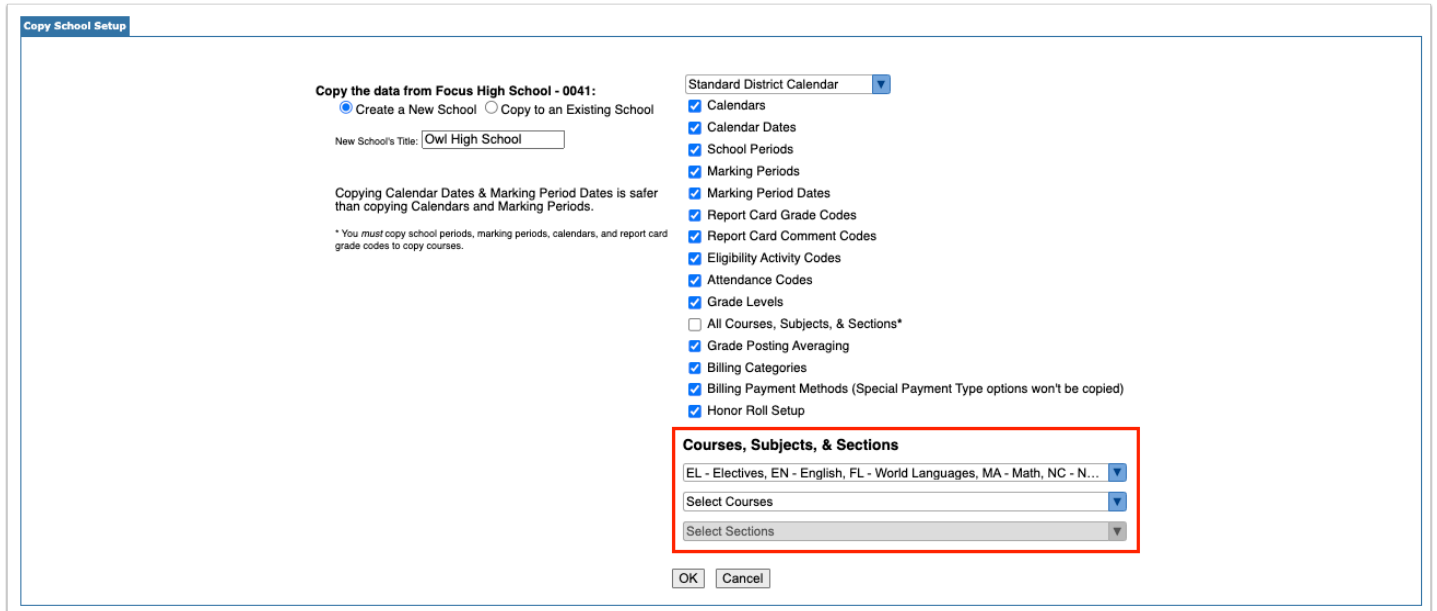
- ☒ Calendars
- ☒ Calendar Dates
- ☒ School Periods
- ☒ Marking Periods
- ☒ Marking Period Dates
- ☒ Report Card Grade Codes
- ☒ Report Card Comment Codes
- ☒ Eligibility Activity Codes
- ☒ Attendance Codes
- ☒ Grade Levels
- ☒ All Courses, Subjects, & Sections*
- ☒ Grade Posting Averaging
- ☒ Billing Categories
- ☒ Billing Payment Methods (Special Payment Type options won't be copied)
- ☒ Honor Roll Setup

OK Cancel

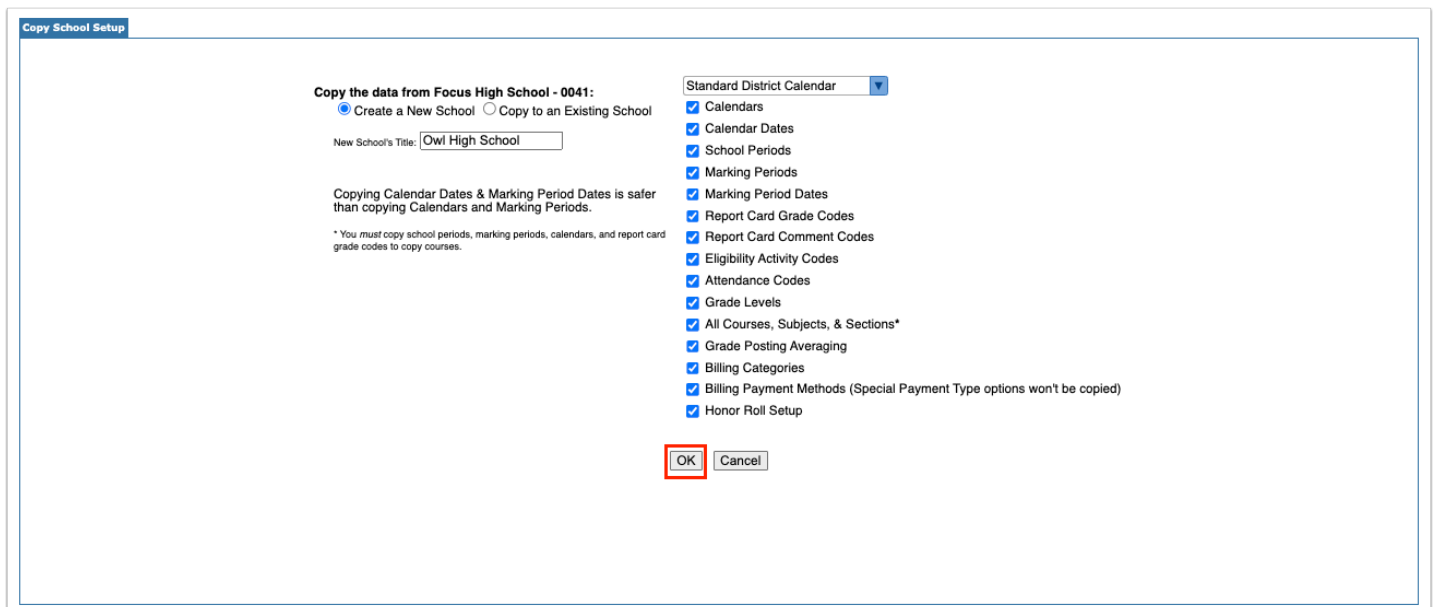
To only copy specific subjects, courses, and sections, select the desired items in the pull-downs at the bottom of the screen.

After selecting one or multiple subjects, the active courses within the subject(s) will be available for selection in the next pull-down. After selecting one or multiple courses, the active sections within the course(s) will be available for selection in the next pull-down.

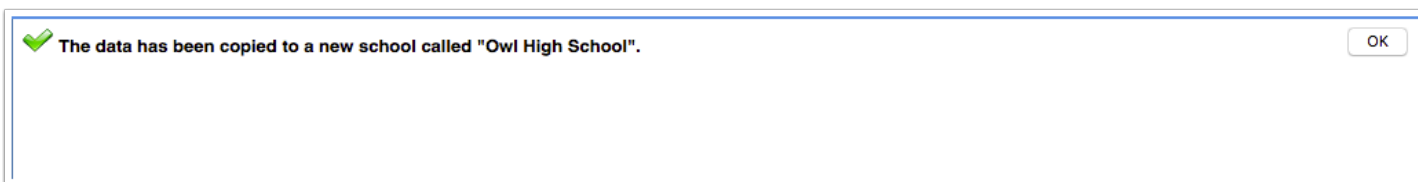
 In order for a subject to display in the Select Subjects pull-down, it must have a short name in [Courses & Sections](#).



7. After selecting all of the data items to copy, click **OK**.



A green check mark and confirmation message is displayed. The new school is now available in the schools pull-down at the top-right corner of the screen. Be sure to update [School Info](#) for the new school, as well as modify any of the copied data items as needed.



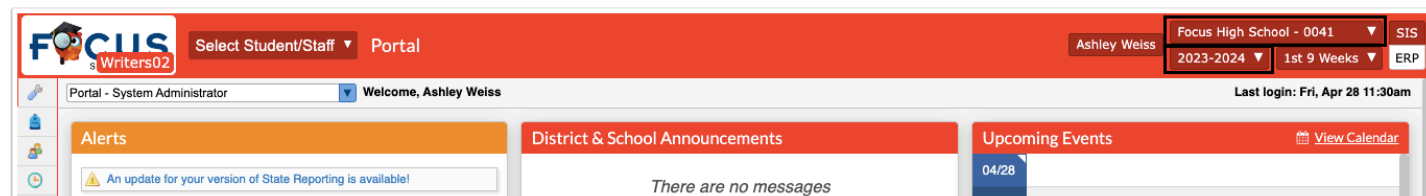
Copying Data into an Existing School

The Copy School screen can be used to copy data from one school to another. For example, after setting up the calendar dates and marking period dates for the next school year for one school, the calendar dates and marking period dates can be copied to other schools where these dates will be the same.


! If the school you are copying calendar dates from and the schools you are copying calendar dates to have different rotation schedules, the rotation days from the calendar you are copying from will override the rotation days on the calendars of the schools being copied to.


For example, school A has a calendar with a 4 day rotation, and the calendar dates are being copied to schools B-Z. School B has a 6 day rotation. After copying the calendar dates, school B's calendar now only has rotation days A-D, and days E and F have been removed from the calendar.


1. Ensure you are logged in to the school you want to copy data from, and that the correct school year is selected. For example, if you are copying next year's calendar dates and marking period dates to other schools, ensure the next school year is selected.





2. In the **Setup** menu, click **Copy School**.


 **Setup**


 Students


 Users


 Scheduling

 Grades

 Assessment

 Attendance

 Discipline

 Forms

Search...

School Setup

School Information

Add a School

Copy School

Marking Periods

Attendance Calendar

Periods

Grade Levels

Rooms

External Schools

3. Select **Copy to an Existing School**.

Copy School Setup

Copy the data from Focus High School - 0041:

☐ Create a New School

☒ Copy to an Existing School

Filter: [Clear Filter](#)

[Check All](#) [Uncheck All](#) Total selected: 0

Existing School(s):

☐ 1111 - Employee Self Service

☐ Applicants

☐ Big Owls Academy - 0391

☐ Florida Community College - C908

☐ Florida Virtual MS - 0500

☐ Focus Owl Elementary - 0161

☐ Garcia High School - 0131

☐ Hagrid School - 0111

☐ Hoot Charter School - 0341

☐ Lower Trees Academic Owls for Excellence - 0112

☐ Optiview - Student

☐ Adult Education - 9103

☐ Batman Scholarship - 3518

☐ Family Empowerment Scholarship - 3900

☐ Florida Virtual HS - 0600

☐ Focus Elementary School - 0311

☐ Focus West High School - 0101

☐ Grape Elementary - 0251

☐ Home Educated Students - N998

☐ Lemon School - 0291

☐ Non-Public In State Schools N999

☐ Owl Center - 0106

☐ Calendars

☐ Calendar Dates

☐ School Periods

☐ Marking Periods

☐ Marking Period Dates

☐ Report Card Grade Codes

☐ Report Card Comment Codes

☐ Eligibility Activity Codes

☐ Attendance Codes

☐ Grade Levels

☐ All Courses, Subjects, & Sections*

☐ Grade Posting Averaging

☐ Billing Categories

☐ Billing Payment Methods (Special Payment Type options won't be copied)

☐ Honor Roll Setup


Courses, Subjects, & Sections

Select Subjects

Select Courses

Select Sections

4. Select the check boxes for the schools that will receive the data.

 Use the Filter field to filter the list of schools. For example, enter "high" to locate all the high schools in the district.

Copy the data from Focus High School - 0041:

☐ Create a New School ☒ Copy to an Existing School

Filter: [Clear Filter](#)

[Check All](#) [Uncheck All](#) Total selected: 0

Existing School(s):

☐ Focus West High School - 0101 ☐ Garcia High School - 0131

5. Select the data to copy.

! If the master schedule was rolled into the next school year for the schools, selecting to copy Calendars and Marking Periods will break the links between the sections and the calendars and marking periods and will create issues with the master schedule. Only copy Calendar Dates and Marking Period Dates.

Copy School Setup

Copy the data from Focus High School - 0041:

☐ Create a New School ☒ Copy to an Existing School

Filter: [Clear Filter](#)

[Check All](#) [Uncheck All](#) Total selected: 2

Existing School(s):

☒ Focus West High School - 0101 ☒ Garcia High School - 0131

Copying Calendar Dates & Marking Period Dates is safer than copying Calendars and Marking Periods.

* You must copy school periods, marking periods, calendars, and report card grade codes to copy courses.

☐ Calendars
☒ Calendar Dates
☐ School Periods
☒ Marking Periods
☐ Marking Period Dates
☐ Report Card Grade Codes
☐ Report Card Comment Codes
☐ Eligibility Activity Codes
☐ Attendance Codes
☐ Grade Levels
☐ All Courses, Subjects, & Sections*
☐ Grade Posting Averaging
☐ Billing Categories
☐ Billing Payment Methods (Special Payment Type options won't be copied)
☐ Honor Roll Setup

Courses, Subjects, & Sections

Select Subjects

Select Courses

Select Sections

When Calendars and/or Calendar Dates is selected, the calendar pull-down becomes active and contains all the school's attendance calendars.

6. Select the calendar(s) to copy the attendance calendar and/or dates. If no calendar is selected, all of the school's attendance calendars and/or calendar dates will be copied.

Copy School Setup

Copy the data from Focus High School - 0041:

☐ Create a New School ☒ Copy to an Existing School

Filter: [Clear Filter](#)

[Check All](#) [Uncheck All](#) Total selected: 2

Existing School(s):

☒ Focus West High School - 0101 ☒ Garcia High School - 0131

Copying Calendar Dates & Marking Period Dates is safer than copying Calendars and Marking Periods.

* You must copy school periods, marking periods, calendars, and report card grade codes to copy courses.

Standard District Calendar ▼

☐ Calendars

☒ Calendar Dates

☐ School Periods

☒ Marking Periods

☐ Marking Period Dates

☐ Report Card Grade Codes

☐ Report Card Comment Codes

☐ Eligibility Activity Codes

☐ Attendance Codes

☐ Grade Levels

☐ All Courses, Subjects, & Sections*

☐ Grade Posting Averaging

☐ Billing Categories

☐ Billing Payment Methods (Special Payment Type options won't be copied)

☐ Honor Roll Setup

Courses, Subjects, & Sections

Select Subjects ▼

Select Courses ▼

Select Sections ▼

7. When copying subjects, courses, and sections, select **All Courses, Subjects, & Sections** to copy all of the subjects, active courses, and active sections to the selected school(s).

Copy School Setup

Copy the data from Focus High School - 0041:

☐ Create a New School ☒ Copy to an Existing School

Filter: [Clear Filter](#)

[Check All](#) [Uncheck All](#) Total selected: 2

Existing School(s):

☒ Focus West High School - 0101 ☒ Garcia High School - 0131

Copying Calendar Dates & Marking Period Dates is safer than copying Calendars and Marking Periods.

* You must copy school periods, marking periods, calendars, and report card grade codes to copy courses.

Standard District Calendar ▼

☐ Calendars

☒ Calendar Dates

☐ School Periods

☒ Marking Periods

☐ Marking Period Dates

☐ Report Card Grade Codes

☐ Report Card Comment Codes

☐ Eligibility Activity Codes

☐ Attendance Codes

☐ Grade Levels

☒ All Courses, Subjects, & Sections*

☐ Grade Posting Averaging


☐ Billing Categories

☐ Billing Payment Methods (Special Payment Type options won't be copied)

☐ Honor Roll Setup

To only copy specific subjects, courses, and sections, select the desired items in the pull-downs at the bottom of the screen.

After selecting one or multiple subjects, the active courses within the subject(s) will be available for selection in the next pull-down. After selecting one or multiple courses, the active sections within the course(s) will be available for selection in the next pull-down. Focus will check if the selected programs, courses, and sections already exist in the target school(s). Only items that do not already exist at the target school(s) will be inserted.

 In order for a subject to display in the Select Subjects pull-down, it must have a short name in [Courses & Sections](#).

Copy School Setup

Copy the data from Focus High School - 0041:

Create a New School

Copy to an Existing School

Filter: high

Clear Filter

Check All

Uncheck All

Total selected: 2

Existing School(s):

Focus West High School - 0101

Focus West High School - 0101

Garcia High School - 0131

Garcia High School - 0131

Copying Calendar Dates & Marking Period Dates is safer than copying Calendars and Marking Periods.

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Standard District Calendar

Calendars

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Report Card Grade Codes

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Attendance Codes

Grade Levels

All Courses, Subjects, & Sections*

Grade Posting Averaging

Billing Categories

Billing Payment Methods (Special Payment Type options won't be copied)

Honor Roll Setup

Courses, Subjects, & Sections

EN - English, MA - Math

1001310 - ENG 1, 1001320 - ENG HON 1, 1001340 - ENG 2, 1001350 ...

Select Sections

OK

Cancel

8. After selecting all of the data items to copy, click **OK**.

Copy School Setup

Copy the data from Focus High School - 0041:

Create a New School

Copy to an Existing School

Filter: high

Clear Filter

Check All

Uncheck All

Total selected: 2

Existing School(s):

Focus West High School - 0101

Focus West High School - 0101

Garcia High School - 0131

Garcia High School - 0131

Copying Calendar Dates & Marking Period Dates is safer than copying Calendars and Marking Periods.

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Attendance Codes

Grade Levels

All Courses, Subjects, & Sections*

Grade Posting Averaging

Billing Categories

Billing Payment Methods (Special Payment Type options won't be copied)

Honor Roll Setup

Courses, Subjects, & Sections

Select Subjects

Select Courses

Select Sections

OK

Cancel

A green check mark and confirmation message is displayed. Visit the appropriate areas in the Focus to edit the copied data for the selected schools as needed.

The data has been copied.

OK

Copy School

Page 9