Copy School

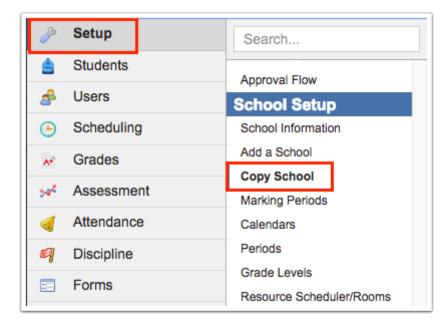
The Copy School screen is used to copy data from one school to an existing school or new school. For example, once the district has the initial setup done for one of the high schools, the Copy School feature can then be used to create a new high school that will have a similar setup. After the copy is 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.

F	9	Select Student/Staff Portal		Ashley Weiss	Focus High School - 0041 ▼ SIS 2022-2023 ▼ 4th 9 Weeks ▼ ERP
P	Po	rtal - System Administrator Velcome, Ashley Weiss			Last login: Fri, Apr 28 11:30am
		Alerts	District & School Announcements	Upcoming Events	🛗 <u>View Calendar</u>
•		4 new referrals	There are no messages	04/28	
A*		🤞 2 teachers haven't taken attendance for Period 1	nee are no needagee	04/29	
*		of 3 teachers haven" taken attendance for Period 2		04/30	

2. In the Setup menu, click Copy School.



3. Select Create a New School.

4. Enter the New School's Title.

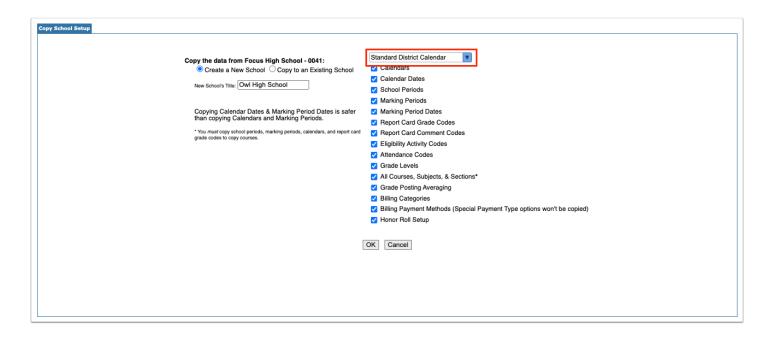
Copy School Setup	
Copy the data from Focus High School - 0041: Copy to an Existing School New School's Title; Owl High School Copying Calendar Dates & Marking Period Dates is safer than copying Calendars and Marking Periods. ¹ You must copy school periods, marking periods, calendars, and report card grade codes to copy courses.	Calendars Calendar Dates Calendar Dates Calendar Dates Calendar Dates Calendar Dates Marking Period Dates Marking Period Dates Report Card Grade Codes Report Card Grade Codes Report Card Comment Codes Glipbility Activity Codes Cale Codes Grade Levels Attendance Codes Grade Levels Attendance Codes Grade Levels Attendance Codes Grade Levels Grade Levels Billing Categories Billing Payment Methods (Special Payment Type options won't be copied) Honor Roll Setup
	Courses, Subjects, & Sections Select Subjects Select Sections V 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.	Calendars Calendar Dates School Periods Marking Period Dates	
than copying Catendars and Marking Periods. [•] You <i>must</i> copy school periods, marking periods, calendars, and report can grade codes to copy courses.	 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) Honcr 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.



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 the data from Focus High School - 0041: Standard District Calendar
 Cuby the dual information during the dual model with the set statisting School I calendar bates Copying Calendar Dates & Marking Period Dates is safer than copying Calendars and Marking Periods. Copying Calendar bates, Marking Period, calendars, and report card Comment Codes Report Card Comment Codes Eligibility Activity Codes Carde Devels Carde Devels Subjects, & Sections* Billing Categories Billing Categories Billing Payment Methods (Special Payment Type options won't be copied) Honor Roll Setup 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 <u>Courses & Sections</u>.

Copy School Setup	
Copy the data from Focus High School - 0041:	Standard District Calendar
Create a New School Ocopy to an Existing School	Calendars
New School's Title: Owl High School	Calendar Dates
New School's Title: Own Fright School	School Periods
	Marking Periods
Copying Calendar Dates & Marking Period Dates is safer	Marking Period Dates
than copying Calendars and Marking Periods.	Report Card Grade Codes
* You must copy school periods, marking periods, calendars, and report card grade codes to copy courses.	Report Card Comment Codes
grade couch to opp counted.	Eligibility Activity Codes
	Attendance Codes
	C 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
	EL - Electives, EN - English, FL - World Languages, MA - Math, NC - N
	Select Courses
	Select Sections
	OK Cancel
	UK Cancel

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 <u>School Info</u> for the new school, as well as modify any of the copied data items as needed.

ок

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.

F	Select Student/Staff Portal		Ashley Weiss	Focus High School - 0041 V SIS 2023-2024 V 1st 9 Weeks ERP
P	Portal - System Administrator Velcome, Ashley Weiss			Last login: Fri, Apr 28 11:30am
Â				
-	Alerts	District & School Announcements	Upcoming Events	🛗 <u>View Calendar</u>
· · ·	An update for your version of State Reporting is available!	There are no messages	04/28	

2. In the Setup menu, click Copy School.

P	Setup		Search	
â	Students		School Setup	
\$	Users		School Information	1
0	Scheduling	_	Add a School	_
•	Scheduling		Copy School	
A*	Grades			
~			Marking Periods	
	Assessmen	t	Attendance Calend	dar
			Periods	
- 🦪	Attendance			
-	Discipline		Grade Levels	
-1	Discipline		Rooms	
==	Forms		External Schools	

3. Select Copy to an Existing School.

Copy School Setup	
Copy the data from Focus High School - 0 Create a New School ® Copy to an B	n Existing School Calendars
Filter: Ciear f	Calendar Dates Calendar Dates School Periods Marking Periods
Check All Uncheck All Total selected: Existing School(s):	d: 0 Dates Report Card Grade Codes
	t Education - 9103 Report Card Comment Codes
	nan Scholarship -
Big Owls Academy - 0391 Family Scholarship	bin - 3900
	da Virtual HS - 0600 Grade Posting Averaging
□ Florida Virtual MS - 0500 □ Focus - 0311	us Elementary School Dilling Categories
Focus Owl Elementary - Focus O161 O101	Is West High School - Billing Payment Methods (Special Payment Type options won't be copied)
Garcia High School - Grape 0131	De Elementary - 0251 Courses, Subjects, & Sections
Hagrid School - 0111 Home - N998	e Educated Students Select Subjects
0341	Select Courses
Owls for Excellence - 0112 Schools NS	
Optiview - Student Owl Ce	Center - 0106

- **4.** Select the check boxes for the schools that will receive the data.
 - Solution 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: high Clear Filter	
Check All Uncheck All Total selected: 0 Existing School(s): Focus West High School - Garcia High School - 0101 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.

Co	py School Setup
	Copy the data from Focus High School - 0041:
	Create a New School Copy to an Existing School Calendars
	Calendar Dates
	Filter: high Clear Filter School Periods
	C Marking Periods
	Check All Uncheck All Total selected: 2 Arking Period Dates
	Existing School(s): Report Card Grade Codes
	Z Focus West High School - Z Garcia High School - 🗌 Report Card Comment Codes
	0101 0131 Eligibility Activity Codes
	Attendance Codes
	Cooving Calendar Dates & Marking Period Dates is safer Grade Levels
	Copying Calendar Dates & Marking Period Dates is safer Grade Levels than copying Calendars and Marking Periods. All Courses, Subjects, & Sections*
	* You must copy school periods, marking periods, calendars, and report card Grade Posting Averaging
	grade codes to copy courses. Billing Categories
	Billing Payment Methods (Special Payment Type options won't be copied)
	Courses, Subjects, & Sections
	Select Subjects
	Select Courses V
	Select Sections V
	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 Calendar Calendar Calendar Calendar Calendar Calendar
Filter: high Clear Filter School Periods
✓ Marking Periods Check All Uncheck All Total selected: 2 Marking Period Dates Existing School(s): Peport Card Grade Codes ✓ Focus West High School - 0101 Garcia High School - 131 Copying Calendar Dates & Marking Period Dates is safer than copying Calendar s and Marking Periods Grade Levels
thań copying Calendars and Marking Periods.
* You must copy school periods, marking periods, calendars, and report card Grade Posting Averaging grade codes to copy courses. Billing Categories Billing Payment Methods (Special Payment Type options won't be copied) Honor Roll Setup
Courses, Subjects, & Sections
Select Subjects
Select Courses V
Select Sections V
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 selected school(s).

Copy School Setup	
Copy the data from Focus High School - 0041: Create a New School © Copy to an Existing School Filter: high <u>clear Filter</u> <u>Check All Uncheck All</u> Total selected: 2 Existing School(s): P Focus West High School - @ Garcia High School - 0101 Copying Calendar Dates & Marking Period Dates is safer than copying Calendar Dates & Marking Periods. *You must copy school periods, marking periods, calendars, and report can grade codes to copy courses.	All Courses, Subjects, & Sections

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 <u>Courses & Sections</u>.

ſ	Copy School Setup	
	Copy the data from Focus High School - 0041: Create a New School © Copy to an Existing School Filter: high <u>Clear Filter</u> <u>Check All Uncheck All</u> Total selected: 2 Existing School(s): © Focus West High School - © Garcia High School - 0131 Copying Calendar Dates & Marking Period Dates is safer than copying Calendar Dates & Marking Periods. * You <i>must</i> copy school periods, marking periods, calendars, and report card grade codes to copy courses.	Standard District Calendar Calendars Calendar Dates School Periods Marking Period Dates Marking Period Dates Report Card Grade Codes Bigbility Activity Codes Grade Levels Grade Levels Grade Levels Billing Averaging Billing Payment Methods (Special Payment Type options won't be copied)
		Courses, Subjects, & Sections EN - English, MA - Math 1001310 - ENG 1, 1001320 - ENG HON 1, 1001340 - ENG 2, 1001350 Select Sections OK

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

Copy School Setup	
Create a New School Create a New School Create a New School	dard District Calendar
Filter: nign <u>Clear Filter</u>	ichool Periods farking Periods
Check All Uncheck All Total selected: 2 M Existing School(s): R Z Focus West High School - R 0101 0131 E	larking Period Dates leport Card Grade Codes leport Card Comment Codes ligibility Activity Codes ttendance Codes
than copying Calendars and Marking Periods.	Il Courses, Subjects, & Sections*
grade codes to copy courses. B	irade Posting Averaging illing Categories illing Payment Methods (Special Payment Type options won't be copied) ionor Roll Setup
Cour	rses, Subjects, & Sections
Selec	ct Subjects
	t Courses
Selec	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.

V The data has been copied.	ОК