

Copy Core Reports

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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		<u>Select Reports to Copy:</u>	<u>Report Naming Options</u>
Name	Type		
testCvRCLSNAtt	reportCard	Report Cards Transcripts	<input type="radio"/> Prefix "Translated" to Report Name(s)
testCvRCLSNAttTop	reportCard		<input type="radio"/> Append " - Translated" to End of Report Name(s)
testCvRCPTNAtt	reportCard		<input type="radio"/> Prefix Custom Entry to Report Name(s)
testCvRCPTNAttTop	reportCard		<input type="radio"/> Append Custom Entry to Report Name(s)
testtranslogoGRblank	transcript		<input type="radio"/> Enter New Name (Single Report Only)
testtranslogoGRblankTop	transcript		
testtranslogoTMblank	transcript		
testtranslogoTMblankTop	transcript		
testtranslogoYRblank	transcript		
testtranslogoYRblankTop	transcript		

[Copy Reports](#)

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.