

Report Roll Forward

Last Modified on 10/22/2022 10:09 am CDT

Classic View: [System Administration](#) > [Preferences](#) > [Reports Roll Forward](#)

Search Terms: [Reports Roll Forward](#)

The Report Roll Forward tool copies selected reports created in [Report Preferences](#) and copies them from the current calendar selected in the Campus toolbar to another calendar for the school, or another school's calendar within the district. This eliminates the need to recreate the same reports in multiple calendars.

Users must have calendar rights to the selected calendars to use this wizard.

Use the Reports Roll Forward Wizard

A school must be selected in the Campus toolbar in order to select a report(s) and calendar(s) for rolling forward.

1. Select the **Source Reports** in the reports window. Reports are separated by type: *Report Card, Transcript, Schedule* or *eTranscript*.
2. Select a **Target Calendar(s)** from the dropdown list. This is the calendar into which the reports will be copied. More than one calendar can be selected.
3. Click the **Run** button. A summary of the copied reports display. If more than one calendar was selected, confirmation is listed for each calendar chosen.

When rolling report cards and schedules, the Term Schedule Name, Schedule Structure Name and number of terms **MUST** be an exact match. If this information varies between the source school and the destination school, the report does roll forward but the terms on the reports are not selected.

Reports Roll Results

The following 2 reports have been rolled forward:

Report Name	Target Calendar	Type
Guidance College Progress Report	ER 16-17	reportCard
SHS All Quarters Report Card	ER 16-17	reportCard

The following 2 reports were not added due to the report name already existing:

Report Name	Target Calendar	Type
Guidance College Progress Report	17-18 Grand Academy Academy	reportCard
SHS All Quarters Report Card	17-18 Grand Academy Academy	reportCard

Report Roll Forward Results