Copying the Prior Term:

Access the Copy Prior Term’s Schedule search page:
Navigation: Main Menu>Curriculum Management>Roll Curriculum Data Forward > Copy Prior Term’s Schedule

Create a New Run Control ID:
- In the Copy Prior Term’s Schedule search page, click on the Add a New Value Tab.
- In the Run Control ID field, enter a descriptive title.
- Click on the Add Button.
- The Copy Prior Term’s Schedule page will appear.

Note: Going forward, you may wish to use this same Run Control ID. To do so, use the “Find an Existing Value” Tab and search for the created Run Control ID.

Enter the Request Parameters:
- In the Copy Prior Term’s Schedule page, enter data as follows:
  - **Institution** – Ensure this field reflects, “TUFTS.”
  - **Roll From Term** – Indicate the term from which you want to copy classes. Use the search feature as necessary.
  - **Roll To Term** – Indicate the term to which you want to copy classes. Use the search feature as necessary.
  - **Academic Group** – Should default to your Academic Group. As necessary, use the search feature to select the correct group.
- Click on the Copy Prior Term’s Schedule2 Tab at the top of the page.
- The Copy Prior Term’s Schedule2 page will appear.

Define the Class Status and Roll Options for the Process:
- The **Class Status** box indicates the status for classes to be copied. The **Active** checkbox is selected by default. If you wish to include **Cancelled** or **Tentative** courses, or courses tagged as **Stop Enrollment**, select the appropriate checkbox(es).
- The **Roll Options Box** allows you to specify the type of information you want to copy. By default, every checkbox is selected except for “Roll Textbook Assignments.” Review the selections and make changes as necessary.
- Click on the Run Button at the top of the page.
- The Process Scheduler Request page will appear. Click on the OK Button.
- The Copy Prior Term’s Schedule2 page will reappear. Click on the Process Monitor link at the top of the page. The Process List page will appear. Review to ensure that the Roll ran successfully. The Run Status Column should reflect “Success” for the Roll.
- View the Schedule of Classes to review the Rolled Curriculum.