Create a New Run Control ID

Access the Copy Term’s Schedule component search page. In the Copy Prior Term 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 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

From Create New Run Control ID
Ensure the Institution field reflects “TUFTS.”
In the Roll From Term field, indicate the term from which you want to copy classes.
Use the search feature as necessary.
In the Roll To Term field, indicate the term to which you want to copy classes.
Use the search feature as necessary.
As applicable, use relevant fields in the blue box below the Roll To Term field to further specify the particular courses you wish to copy.

Click on the Copy Prior Term’s Schedule 2 Tab at the top of the page. The Copy Prior Term’s Schedule 2 page will appear.

Proceed to Define Class Status and Roll Options

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Define the Class Status and Roll Options for the Process

From Enter Request Parameters

Review the Class Status box. The Active checkbox is selected by default. To include Cancelled or Tentative courses, or courses tagged as Stop Enrollment, select the appropriate checkbox(es).

The Class Status box indicates the status for classes to be copied.

Review the Roll Options box. By default, every checkbox is selected except for “Roll Textbook Assignments.” Make Changes as necessary.

The Roll Options Box allows you to specify the type of information you want to copy.

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.

End of Processing.

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