Copying the Prior Term

Create a New Run Control ID

Registrars

Access the Copy Term's Schedule component search page.

Main Menu > Curriculum Management > Roll Curriculum Data Forward > Copy Prior Term's Schedule

→ 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.

→ Proceed to Enter Request Parameters

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

Registrars

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 Schedule2 Tab at the top of the page. The Copy Prior Term's Schedule2 page will appear.

→ Proceed to Define Class Status and Roll Options

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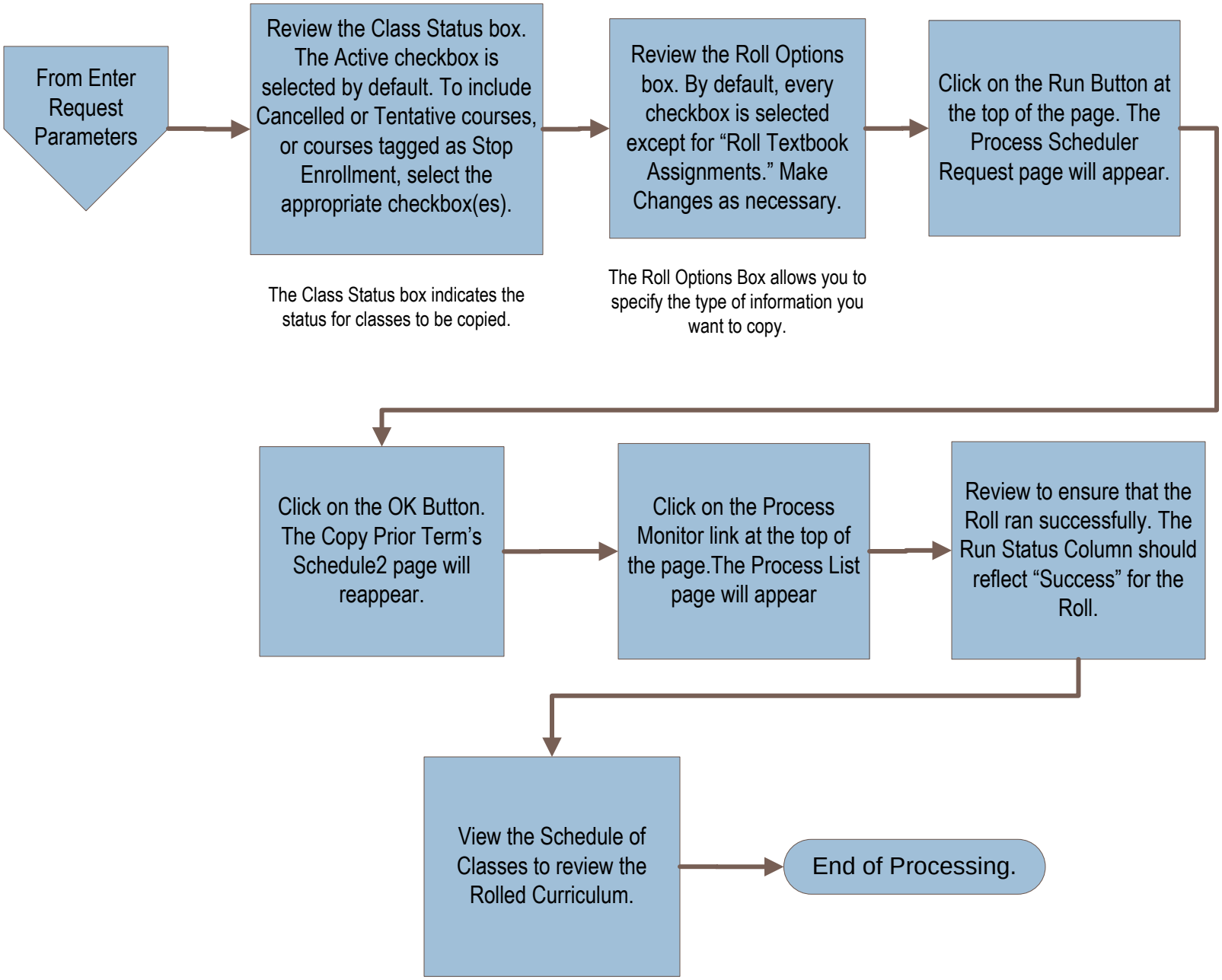
Define the Class Status and Roll Options for the Process

Registrars



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