

Copy Classes for the Next School Year Procedure

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As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

Overview

The "Copy Classes" procedure copies classes — including course, class ID, description, teacher, room, term credit hours, etc. — from one year to the next. Note that it does not copy enrollments/rosters. It must be run by a user with System Administrator access, and is used by many schools to create a baseline for the following year's schedule, which can then, of course, be modified.

Specifics of the Procedure

When to run it: The Copy Classes and Copy Classes (Scheduler) procedures can be run any time during the school year. It is recommended to wait until the second half of the current school year so that any changes to classes will be included in the copy procedure.

Tip: The procedure can be run more than once for any school level, however, classes will only ever be copied once. For example, if you run the "Copy LS Classes" procedure and add 3 classes to Lower School after, running the "Copy LS Classes" procedure again will only copy the new classes over to next year. No changes or duplicates will be made to the already copied classes.

What types of classes are copied: The procedure copies all course types **except** Athletic Program, Other Program, Extended-Care, and Summer, and it does not copy cancelled classes or classes tied to obsoleted courses.

Note for Teachers: Teachers can copy their assignments and resources from their prior year classes using the [Class Migration Assistant](#).

Copying Prior Year Classes

To copy classes from the current year to next year, perform the following procedure:

1. Navigate to the **System** homepage in Axiom and click the **Action menu**.
2. Click the link to “CopyClasses for ” according to the desired school level classes you wish to copy. You can copy classes for Pre-School, Lower School, Middle School, and Upper School separately.

Note: If your school uses the Veracross Scheduler, use the “CopyClasses (Scheduler Users)” for each division using the Scheduler. If you are a Scheduler user and this menu option is not available to you, contact your account manager.

This procedure will copy the following (as applicable):

1. School Level
2. Class Group (not used at all schools)
3. Course
4. Class ID
5. Class Description
6. Teacher
7. Teacher Aide
8. Primary Grade Level
9. Minimum Grade Level
10. Maximum Grade Level
11. Room
12. Max Students
13. Track Class Attendance flag
14. Grading Method
15. Grading System (not used at all schools)
16. Assignment Grading Method
17. Grade Conversion Scale
18. Numeric Weight
19. Term Credit Hours
20. Exam Type
21. Exam Weight
22. Parent Portal Visibility
23. Student Portal Visibility
24. Report Card Form Templates
25. Portals Grade Layout
26. Fee
27. Notes
28. Grading Period Group

29. Block Group
30. Class Permissions (additional teachers)
31. Class Rubric Criteria (mainly used for MYP classes)
32. Class Schedule Records *
33. Class Begin Date * (Date will be updated based on Class_Schedule dates)
34. Class End Date * (Date will be updated based on Class_Schedule dates)
35. Scheduler Grading Periods (only copied in the "Copy Classes (Scheduler Users)" procedure)

* = Not copied in the "Copy Classes (Scheduler Users)" procedure

You can also copy Other Program classes, Extended Care classes, Summer Program classes, and Athletic Teams from the current year to next in the same manner as described above. This assumes that your schools is also tracking one or more of the aforementioned.
