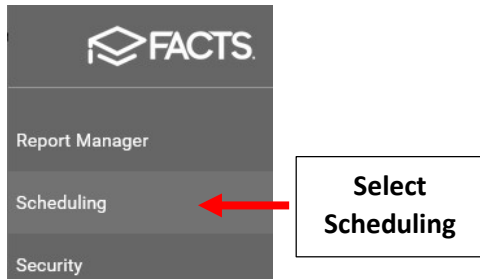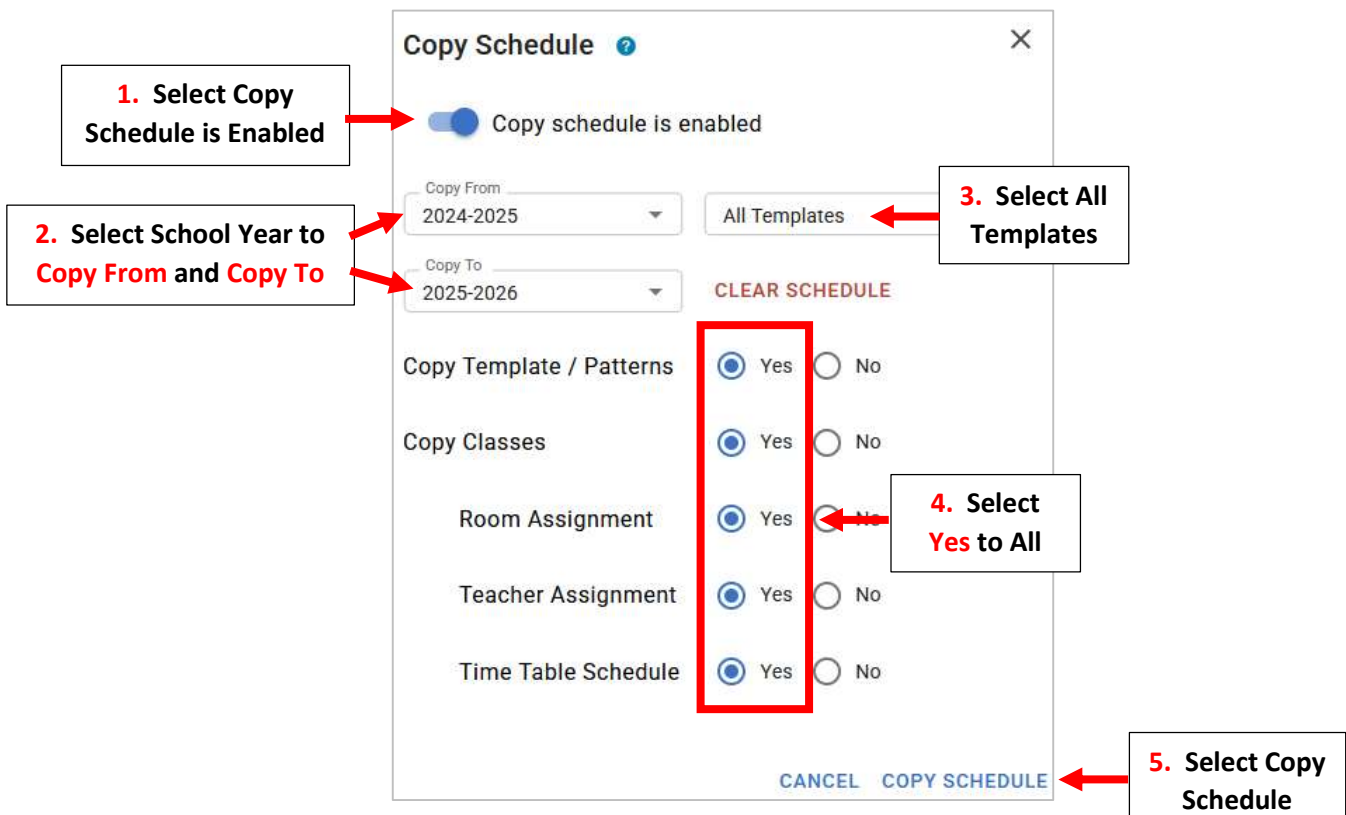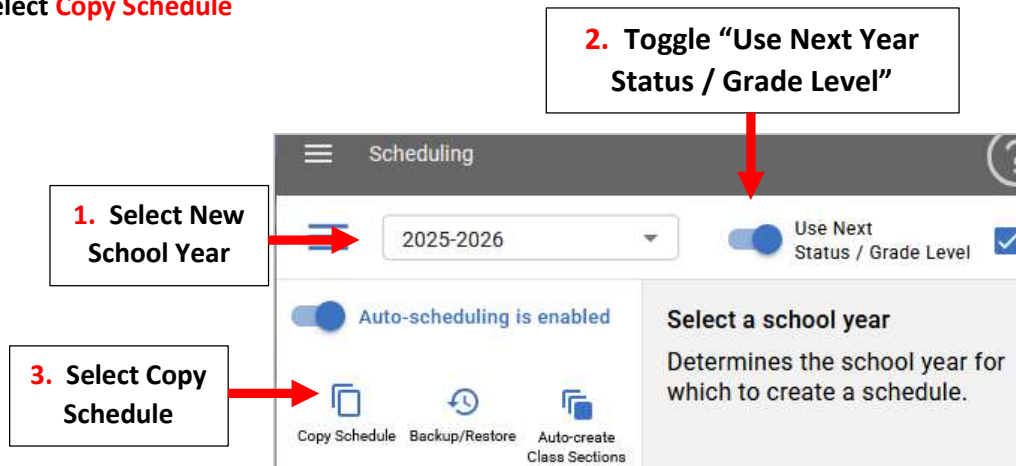# Copying Schedule - End of Year Progression in FACTS

Select Scheduling from the Main Menu

Select New School Year from dropdown and verify **"Use Next Year Status / Grade Level"** is turned to turn **"On"**. Select **Copy Schedule**

2. **Toggle "Use Next Year Status / Grade Level"**

1. **Select New School Year**

3. **Select Copy Schedule**

1. **Select Copy Schedule is Enabled**

2. **Select School Year to Copy From and Copy To**

3. **Select All Templates**

4. **Select Yes to All**

5. **Select Copy Schedule**

You will Receive the Following Message once Completed

✓ Schedule successfully copied. ✕