

Campus Options (Attendance-Gradebook)

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Attendance > Maintenance > Gradebook Options > Campus Options

This page allows you to set campus options that affect attendance posting in txGradebook. The page is disabled for prior school years.

A campus that uses A Day and B Day periods must use the same ADA posting period for all tracks on the Maintenance > Campus > Campus Options page or an error message will display in txGradebook when you try to post attendance.

Field	Description
Default Abs Cd	Select the default absence code to be used when absences are posted in TeacherPortal. Only codes marked as **ADA Code** on Maintenance > District > Posting Codes are listed. **NOTE:** If blank, TeacherPortal uses code *A* when posting a student's attendance. Therefore, the description set up by the district for posting code *A* is displayed in TeacherPortal. **This may be inaccurate for districts that do not use code *A* for excused absences.**
Default Tardy Cd	Select the default tardy code to be used when tardies are posted in TeacherPortal If blank, TeacherPortal will not display the **Tardy** field on the Post/View Attendance page; therefore, instructors will not be able to post the student tardy in TeacherPortal TeacherPortal. If a default tardy code is selected, the **Tardy** field will be displayed in TeacherPortal on the Post/View Attendance page, and instructors will be able to post students tardy in TeacherPortal. **NOTE:** The descriptions set up by the districts for posting codes may vary. For example, T may not be used for tardies in all districts.
A Day: Period ADA Attendance Taken	Select the period that TeacherPortal will use to post ADA attendance for A days. **NOTE:** This period must match the period set up for **Alternate Days - Code A** on Attendance > Maintenance > Campus > Campus Options.
B Day: Period ADA Attendance Taken	Select the period that TeacherPortal will use to post ADA attendance for B days. **NOTE:** This period must match the period set up for **Alternate Days - Code B** on Attendance > Maintenance > Campus > Campus Options.

Click **Save**.


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