

Campus Options (Attendance-Gradebook)

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This page allows you to set campus options that affect attendance posting in TeacherPortal. 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 Maintenance > Campus > Campus Options; otherwise an error message is displayed in TeacherPortal when you attempt to to post attendance.

Update data:

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.

The following field are used if the campus uses alternate schedules (e.g., A-Day and B-Day):

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**.

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.

The following field are used if the campus uses alternate schedules (e.g., A-Day and B-Day):

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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