Campus Set up Quick Checklist

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✓ Step	Breadcrumb
Campus Profile	
Enter campus demographic information.	Registration > Maintenance > Campus Profile > Campus Information Maintenance > Demographic Info
Enter campus control settings.	Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info
Add principals and counselors.	Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor
Attendance Calendar	
Set attendance posting options for each track at the new campus.	Attendance > Maintenance > Campus > Campus Options
Copy an existing calendar.	Attendance > Maintenance > Campus > Copy Calendar
Create a calendar from scratch, or modify a copied calendar.	Attendance > Maintenance > Campus > Campus Calendar
Set attendance options for TeacherPortal.	Attendance > Maintenance > Gradebook Options > Campus Options
Grade Reporting Settings	
(Optional) Copy tables from an existing campus.	Grade Reporting > Utilities > Copy Control Options
Enter campus grade reporting parameters.	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters
Enter grade reporting ranges and conversions.	Grade Reporting > Maintenance > Tables > Campus Control Options > Ranges & Conversions
Enter grade reporting computation settings.	Grade Reporting > Maintenance > Tables > Campus Control Options > Computation
Enter grade reporting honor roll and grade averaging settings.	Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg
Enter settings for printing report cards and AARs.	Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options
Enter settings for posting grades.	Grade Reporting > Maintenance > Tables > Campus Control Options > Posting
Elementary Grade Reporting Settings	
Enter elementary grade calculation tables by grade level.	Grade Reporting > Maintenance > Tables > Elementary > Elem Grade
Set up elementary courses by grade level.	Grade Reporting > Maintenance > Tables > Elementary > Elem Courses
Enter elementary grade conversion tables for core courses and non-core courses.	Grade Reporting > Maintenance > Tables > Elementary > Core Grd Cvsn Grade Reporting > Maintenance > Tables > Elementary > Noncore Grd Cvsn
Campus Master Schedule	
Select campus courses from district master schedule.	Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course Selection
Modify campus course records.	Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course
Maintain instructor records.	Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor

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✓	Step	Breadcrumb
Campus Profile		
	Add course sections.	Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section
	(Optional) Create new sections of a course by copying an existing section.	Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Copy Course Section
Local Programs		
	Enter local campus programs.	Registration > Maintenance > Campus Profile > Campus Generic Ent/Wd Program Codes
Annual Student Data Rollover (ASDR) Settings		
	Add campus to ASDR options.	Registration > Maintenance > District Profile > Move to Grade Reporting > Campus Move Options
Scheduling		
	Set up Scheduling options (if building the campus for the next school year before running Annual Student Data Rollover, and before completing Summer PEIMS).	Scheduling > Maintenance > Master Schedule > Campus > Campus Control
Campus TeacherPortal Settings		
	Enter TeacherPortal options.	Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options
	Create TeacherPortal campus administrative accounts.	Grade Reporting > Maintenance > TeacherPortal Options > Campus > Administrative Users
	Create assignment categories.	Grade Reporting > Maintenance > TeacherPortal Options > District > Options

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