



campus_setup_quick_checklist

Table of Contents

Campus Setup - Quick Checklist

✓ 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	
(Optional) Copy tables from an existing campus.	Attendance > Maintenance > Campus > Campus Options
Enter campus grade reporting parameters.	Attendance > Maintenance > Campus > Copy Calendar
Enter grade reporting ranges and conversions.	Attendance > Maintenance > Campus > Campus Calendar
Enter grade reporting computation settings.	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



Back Cover