



campus_setup_quick_checklist

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| 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 |
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| Enter grade reporting computation settings. | Attendance > Maintenance > Gradebook Options > Campus Options |
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| (Optional) Copy tables from an existing campus. | Grade Reporting > Utilities > Copy Control Options |
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| 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 |
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| 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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| 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 |
| Move to Grade Reporting (MTGR) Settings | |
| Add campus to MTGR 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 Move to Grade Reporting, and before completing Summer PEIMS). | Scheduling > Maintenance > Master Schedule > Campus > Campus Control |
| Campus TeacherPortal Settings | |
| Enter TeacherPortal options. | Grade Reporting > Maintenance > Gradebook Options > Campus > Options |
| Create TeacherPortal campus administrative accounts. | Grade Reporting > Maintenance > Gradebook Options > Campus > Administrative Users |
| Create assignment categories. | Grade Reporting > Maintenance > TeacherPortal Options > District > Options |



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