campus_setup_quick_checklist

Table of Contents

iv

Campus Setup - Quick Checklist	
✓	**Step**	**Breadcrumb**

✓	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

Campus Setup - Quick Checklist	
✓ **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 > 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

Back Cover