



## Parameters



# Table of Contents

Parameters ..... 1



# Parameters

**Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters**

This tab allows you to set campus grade reporting options for the current school year.

## Update data:

Field	Description
<b>Options</b>	The following settings apply to the entire campus (all tracks):
	<b>Current Semester</b> Select the current semester.
	<b>Current Cycle</b> Select the current grading cycle in the current semester.
	<b>Low Grade Level</b> Select the low grade level for grade reporting.
	<b>High Grade Level</b> Select the high grade level for grade reporting.
	<b>Type of Grading</b> Indicate if the the campus uses alpha or numeric grades in computing grade averages. If both are used, select <i>Numeric</i> .
	<b>Beginning Period</b> Type the first period of the day for grade reporting using two digits (e.g., 01).
	<b>Ending Period</b> Type the last period of the day for grade reporting, using two digits (e.g., 08).
	<b>Nbr of Reporting Semesters</b> Select the number of semesters the campus uses for grade reporting. The number cannot exceed the district maximum (i.e., <b>Reporting Semesters</b> on <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; District Control Table</a> ). This setting applies to every track at the campus, and determines which <b>Semester # Cycle #</b> end date fields are enabled below in the <b>Track End Dates</b> section.
	<b>Nbr of Cycles Per Semester</b> Select the number of grade reporting cycles per semester. This setting applies to every track at the campus, and determines which <b>Semester # Cycle #</b> end date fields are enabled below in the <b>Track End Dates</b> section.
	<b>Date School Started COVID-19</b> Enter the first date that the campus was closed due to COVID-19.  <ul style="list-style-type: none"> <li>The date must be valid membership date. It cannot be the first/last day of school, inservice, weekend, or holiday.</li> <li>If the start date contains a value, additional <b>COVID-19 Options</b> field are displayed.</li> </ul> <p><b>NOTE:</b> The semester-cycle that COVID-19 starts is calculated by using the <b>Track End Dates</b>. The field is only displayed for the 2019-2020 school year.</p>
<b>NOTE:</b> ParentPortal alerts are sent out based on the <b>Current Semester</b> and <b>Current Cycle</b> set on this page.	

Field	Description	
Track End Dates	Track	Select an attendance track to set up grade reporting cycle end dates for that track.
	Semester # Cycle #	<p>In the <b>Cycle #</b> fields for each <b>Semester</b>, type the end dates for each grading cycle in the MMDDYYYY format.</p> <p>Edits:</p> <p>Two-semester, two-cycle campus:</p> <ul style="list-style-type: none"> <li>• End date for semester 1-cycle 2 must match the last membership day in semester 1 in the attendance calendar for that track.</li> <li>• End date for semester 2-cycle 2 must match the last day of school for that track.</li> </ul> <p>Two-semester, three-cycle campus:</p> <ul style="list-style-type: none"> <li>• End date for semester 1-cycle 3 must match the last membership day in semester 1 in the attendance calendar for that track.</li> <li>• End date for semester 2-cycle 3 must match the last day of school for that track.</li> </ul> <p>Four-semester, one-cycle campus:</p> <ul style="list-style-type: none"> <li>• End date for semester 2-cycle 1 must match the last membership day in semester 1 in the attendance calendar for that track.</li> <li>• End date for semester 4-cycle 1 must match the last day of school for that track.</li> </ul> <p><b>WARNING:</b> If you change a cycle date and it no longer matches the Grade Reporting calendar, TeacherPortal 's working semester averages could be adversely affected.</p>

Click **Save**.



## Back Cover