



# Campus Control



# Table of Contents

**Campus Control** ..... 1



# Campus Control

## Scheduling > Maintenance > Master Schedule > Campus > Campus Control

This tab allows you to set up scheduling options for a campus. These options apply to the upcoming school year and must be set before you can access the campus master schedule. The Master Schedule > Campus tabs are disabled until these settings are saved.

### Set options:

A warning message is displayed if campus control options have not been set. Click **OK**.

Enter the following:

<b>Max Sems Allowed</b>	Select the number of semesters to be scheduled at the campus for the next school year.
<b>Low Grade</b>	Select the lowest grade level at the campus.
<b>High Grade</b>	Select the highest grade.
<b>Schedule Withdrawn Students</b>	Select if students who withdraw from the campus in the current school year should be scheduled for next year.
<b>Period Begin</b>	Type the first class period that can be scheduled using two digits.
<b>Period End</b>	Type the last class period that can be scheduled using two digits.
<b>Norm Prd Cntrl</b>	The normal period control for the campus is displayed, which is usually equal to number of periods in the school day multiplied by the number of semesters. For example, at a two-semester campus that has 8 periods per day, the normal period control is 16. This number is used to flag students whose course requests vary from what is expected.



Under **Scheduling Sequence**:

Indicate the order in which grade levels should be scheduled:

Click **+Add** to add a grade level to the scheduling sequence.

A row is displayed in the **Scheduling Sequence** grid.

<b>Priority</b>	The order in which the grade levels are scheduled is displayed in order from highest (i.e., 1) to lowest priority.
<b>Grade</b>	Select the grade level that should be scheduled according to the corresponding <b>Priority</b> field. For example, if you want to schedule 12th grade students first, the <b>Priority</b> field should be set to 1, and the <b>Grade</b> field should be set to 12.  All grade levels must be listed.



	<p><a href="#">Delete a grade level from the sequence.</a></p> <ol style="list-style-type: none"> <li>1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
---	---

Under **ASCENDER StudentPortal Course Requests**:

Grant or deny access by grade level to the StudentPortal Student Course Requests system:

Click **+Add** to add the access status for a grade level.

A blank row is displayed in the **ASCENDER StudentPortal Course Requests** grid.

<b>Grade</b>	<p>Select the grade level that is being assigned/denied access to StudentPortal. All grade levels must be added.</p> <p>Grade levels will be sorted in ascending order when the page is saved.</p>
<b>Status</b>	<p>Select the status for the grade level.</p> <ul style="list-style-type: none"> <li>• Select <i>Open</i> if students can submit course requests through StudentPortal.</li> <li>• Select <i>Closed</i> if students cannot view or submit course requests through StudentPortal. If set to <i>Closed</i>, students will not be able to login to StudentPortal to view grades and attendance.</li> <li>• Select <i>View</i> if students can only view course requests through StudentPortal. When set to <i>View</i>, students are able to login and view grades, attendance, and course requests.</li> </ul>
	<p><a href="#">Delete the access status for a grade level.</a></p> <ol style="list-style-type: none"> <li>1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>

Click **Save**.

All other Master Schedule > Campus tabs are enabled.



## Back Cover