Campus Control

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Campus Control

Scheduling > Maintenance > Master Schedule > Campus > Campus Control

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

Set options:

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

Field	Description
Max Sems Allowed	Select the number of semesters to be scheduled at the campus for the next school year.
Low Grade	Select the lowest grade level at the campus.
High Grade	Select the highest grade.
Schedule Withdrawn Students	Select if students who withdraw from the campus in the current school year should be scheduled for next year.
Period Begin	Type the first class period that can be scheduled using two digits.
Period End	Type the last class period that can be scheduled using two digits.
Norm Prd Cntrl	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.

Field	Description
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. <table><tr><td>**Priority**</td><td>The order in which the grade levels are scheduled is displayed in order from highest (i.e., 1) to lowest priority.</td></tr><tr><td>**Grade**</td><td>Select the grade level that should be scheduled according to the corresponding **Priority** field. For example, if you want to schedule 12th grade students first, the **Priority** field should be set to 1, and the **Grade** field should be set to 12. All grade levels must be listed.</td></tr><tr><td>🗑</td><td>Delete a grade level from the sequence. 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. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</td></tr></table>

Field	Description
txMyZone 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.

	Grade	Select the grade level that is being assigned/denied access to StudentPortal. All grade levels must be added. Grade levels will be sorted in ascending order when the page is saved.
	Status	Select the status for the grade level. • Select *Open* if students can submit course requests through StudentPortal. • Select *Closed* if students cannot view or submit course requests through StudentPortal. If set to *Closed*, students will not be able to login to StudentPortal to view grades and attendance. • Select *View* if students can only view course requests through StudentPortal. When set to *View*, students are able to login and view grades, attendance, and course requests.
	🗑	Delete the access status for a grade level. 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. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

Click **Save**. All other Master Schedule > Campus tabs are enabled.

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