

Campus Setup - Quick Checklist

✓	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 campus.	Attendance > Maintenance > Campus > Campus Options
	(Optional) 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 txGradebook 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.	<ul style="list-style-type: none"> • 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
	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 txGradebook TeacherPortal Settings		
	Enter txGradebook TeacherPortal options.	Grade Reporting > Maintenance > Gradebook Options > Campus > Options
	Create txGradebook TeacherPortal campus administrative accounts.	Grade Reporting > Maintenance > Gradebook Options > Campus > Administrative Users
	Create assignment categories.	Grade Reporting > Maintenance > Gradebook Options > Campus > Categories