



# Campus Options (Attendance-Gradebook)



# Table of Contents

**Campus Options (Attendance-Gradebook) ..... 1**



# Campus Options (Attendance-Gradebook)

## Attendance > Maintenance > Gradebook Options > Campus Options

This page allows you to set campus options that affect attendance posting in TeacherPortal. The page is disabled for prior school years.

A campus that uses A Day and B Day periods must use the same **ADA Posting Period** for all tracks on [Maintenance > Campus > Campus Options](#); otherwise an error message is displayed in TeacherPortal when you attempt to to post attendance.

### Update data:

<b>Default Abs Cd</b>	<p>Select the default absence code to be used when absences are posted in TeacherPortal. Only codes marked as <b>ADA Code</b> on <a href="#">Maintenance &gt; District &gt; Posting Codes</a> are listed.</p> <p><b>NOTE:</b> If blank, TeacherPortal uses code A when posting a student's attendance. Therefore, the description set up by the district for posting code A is displayed in TeacherPortal. <b>This may be inaccurate for districts that do not use code A for excused absences.</b></p>
<b>Default Tardy Cd</b>	<p>Select the default tardy code to be used when tardies are posted in TeacherPortal. If blank, TeacherPortal will not display the <b>Tardy</b> field on the Post/View Attendance page; therefore, instructors will not be able to post the student tardy in TeacherPortal.</p> <p>If a default tardy code is selected, the <b>Tardy</b> field will be displayed in TeacherPortal on the Post/View Attendance page, and instructors will be able to post students tardy in TeacherPortal.</p> <p><b>NOTE:</b> The descriptions set up by the districts for posting codes may vary. For example, T may not be used for tardies in all districts.</p>

The following field are used if the campus uses alternate schedules (e.g., A-Day and B-Day):

<b>A Day: Period ADA Attendance Taken</b>	<p>Select the period that TeacherPortal will use to post ADA attendance for A days.</p> <p><b>NOTE:</b> This period must match the period set up for <b>Alternate Days - Code A</b> on <a href="#">Attendance &gt; Maintenance &gt; Campus &gt; Campus Options</a>.</p>
<b>B Day: Period ADA Attendance Taken</b>	<p>Select the period that TeacherPortal will use to post ADA attendance for B days.</p> <p><b>NOTE:</b> This period must match the period set up for <b>Alternate Days - Code B</b> on <a href="#">Attendance &gt; Maintenance &gt; Campus &gt; Campus Options</a>.</p>

Click **Save**.



## Back Cover