



Campus Options (Attendance-Gradebook)

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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:

Default Abs Cd	<p>Select the default absence code to be used when absences are posted in TeacherPortal. Only codes marked as ADA Code on Maintenance > District > Posting Codes are listed.</p> <p>NOTE: 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. This may be inaccurate for districts that do not use code A for excused absences.</p>
Default Tardy Cd	<p>Select the default tardy code to be used when tardies are posted in TeacherPortal. If blank, TeacherPortal will not display the Tardy 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 Tardy 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>NOTE: 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):

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

Click **Save**.

Default Abs Cd	<p>Select the default absence code to be used when absences are posted in TeacherPortal. Only codes marked as ADA Code on Maintenance > District > Posting Codes are listed.</p> <p>NOTE: 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. This may be inaccurate for districts that do not use code A for excused absences.</p>
Default Tardy Cd	<p>Select the default tardy code to be used when tardies are posted in TeacherPortal. If blank, TeacherPortal will not display the Tardy 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 Tardy 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>NOTE: 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):

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

Click **Save**.



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