

# Display Options

Last Modified on 10/22/2022 10:06 am CDT

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**Classic View:** System Administration > Portal > Preferences > Display Options

**Search Terms:** Display Options

The Display Options allow schools to determine which tools and data are available in the Campus Student and Campus Parent Portals. This tool is scoped to the school selected in the Campus toolbar.

Options are managed by creating **templates** and assigning **calendars** (and schedule structures) to that template. This tool also contains [Batch Edit](#) options to simplify making updates to multiple templates or schools.

Display Options apply the web versions of [Campus Student](#) and [Campus Parent](#) as well as the new mobile apps.

DISPLAY OPTIONS TEMPLATE	CALENDAR (STRUCTURE)	STATUS	ENABLED TERMS
Harrison High	21-22 Harrison High	ENABLED	1, 2, 3, 4
Harrison High Summer School	21-22 Harrison Summer School	DISABLED	
	20-21 Harrison Summer School	ENABLED	S
CALENDARS NOT ASSIGNED TO A DISPLAY OPTIONS TEMPLATE			
No Template	21-22 Harrison High ALC	DISABLED	

Portal Preferences - Display Options

A new version of the Display Options tool was released with [Campus.2144](#) in October, 2021. At that time, a template was automatically created based on the Display Options selected for the school and all active calendars for that school were assigned to the template.

## Understand the Display Options Tool

The primary view of the Display Options tool lists the **Templates** created for the school the **Calendar(s)** assigned to each template. Click the name of the template or calendar to view more information.

For each template, a **Status** is displayed, as well as which **Terms** are enabled, if applicable. The status shown indicates whether portal data is enabled for the calendar assigned to the template.

Use the filter options above the table to filter the list by calendars in the *Previous*, *Active* and *Future* school year, or to filter by calendar status.

The **Active** year is the School Year currently marked as *Active* in the [School Year Setup](#) tool.

### What does 'Enabled' mean?

If a **Calendar (Schedule Structure)** is enabled, it means that data is available on the Campus Student and Campus Parent for that calendar. Which data is available is determined by the display options marked in the template that the calendar is assigned to.

If a **Term** is enabled, it means that Assignment, Attendance, Grades, and Schedule data for that term are available, depending on which display options are enabled.

### Which calendars can be enabled?

Calendars can be enabled if they are for the current, active [school year](#), the prior (previous) school year, or in the next (future) school year.

Calendars in the previous school year can be enabled for only 90 days from the [Calendar End Date](#). This is done by extending the enabled status of the calendar. For more information about enabling previous calendars, see the Calendar & Term Settings section below.

For enabled calendars in the active and previous school years, the data available on the Portals is determined by the Display Options selected. For calendars in the future school year, only the Display Options for Academic Plan, Course Registration, and Schedule tools are applicable. All other data is hidden from enabled calendars in future school years.

Questions? Check out the [Portal Preferences FAQ](#) article.

## Create a Template

To create a new display options template, click the **New Template** button at the bottom of the tool. Alternately, open an existing template and click the arrow next to the Save button and then **Save & Copy** to create a copy of that template as a starting point.

### Display Options Template

**Template Name \***

**Description**

#### Display Options

Enable tools and select display options for both the Campus Student and Campus Parent Portals (unless otherwise noted).

Academic Plan +

*Manage display options by first, creating a template.*

Enter a unique **Template Name**. This is the name that displays in the Display Options tool and when assigning calendars. Enter a **Description** if desired. Currently, this description only displays in this tool. It may be helpful in providing more information about what data is enabled in the template and how it should be used.

Display Options are grouped in expandable sections by tool. Click **Expand All** to view all options. When enabled tools are collapsed, an indication in the section heading indicates if the tool is enabled.

For many tool, display options can be set individually for [Campus Student](#) and [Campus Parent](#). For some tools, when the tool is enabled, additional options display for specific settings. See the Display Options section below for a breakdown of each tool, it's related settings, and examples from the apps.

Once the desired options for this template are marked, click **Save** to complete the template. The next step is assigning calendars to the template.

## Assign Calendars to a Template

To assign calendars to a template, click the **Manage Calendars** button at the bottom of the template. Click **Assign** next to the calendar(s) to assign to this template. Calendars can also be assigned by clicking the calendar name from the main display options screen.

Calendars can only be assigned to one template at a time.

### Calendar and Terms Settings

21-22 Harrison High (07/01/2021 - 06/30/2022) ENABLED

**Display Options Template**

Harrison High

**Portal Calendar Settings**

Enable calendar when it is in the active or future school year

Keep calendar enabled when it is in the previous school year for  days from Calendar End Date (until 06/30/2022) ?

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**Portal Term Settings** ?

Automatically enable **all terms**  days before **first term's** start date

Automatically enable **each term**  days before **that term's** start date

**Terms**

1 (07/01/2021 - 10/22/2021)

2 (10/23/2021 - 12/23/2021)

Next, calendars to the template

## Calendar and Term Settings

When a calendar is assigned to a template, additional settings display:

### Enable calendar when it is in the active for future school year.

When a calendar is enabled, data in that calendar is available in the portals, depending on the options selected. This setting to enable a calendar applies to calendars in the active school year or the future school year. The **Active** year is the School Year currently marked as *Active* in the [School Year Setup](#) tool. The future school year is the next one.

### Keep calendar enabled when it is in the previous school year for X days from Calendar End Date

Keeping a calendar enabled allows parents and students to continue to access a calendar's data past it's end date. This option is especially helpful for data such as Grades and Assignment scores.

Access can be extended for up to 90 days past the Calendar End Date. After that date, the calendar is no longer listed in the Display Options tool and cannot be made available.

### Portal Term Settings

Term-specific settings control access to Assignments, Attendance, Grades, and Schedule data.

Terms are automatically enabled based on the term's Start Date based on the automatic preferences selected. Automatically enable **all terms** according to the first term's Start Date, or enable **each term** according to it's own Start Date. Select the number of days prior to the Start Date that the terms should be enabled.

## Display Options

The following describes the available options to display in Campus Student and Campus Parent. An example of the option is provided in the last column.

### Display Options

Enable tools and select display options for both the Campus Student and Campus Parent Portals (unless otherwise noted).

<b>Academic Plan</b>	✓ Student	✓ Parent	+
<b>Access Log</b>	✓ Student	✓ Parent	+
<b>Activity Registration</b>			+
<b>Assessments</b>	✓ Student	✓ Parent	+
<b>Assignments</b>	✓ Student	✓ Parent	-

Enable Assignments Tool i  Student  Parent


Display Score Details i

Points Earned/Score  Student  Parent

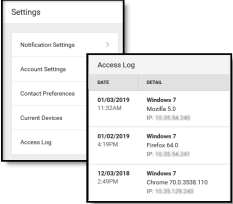
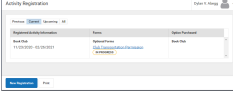
*Expand sections of the display options to enable tools and specific data elements to display in the portals.*


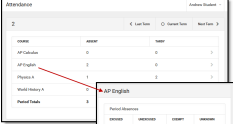
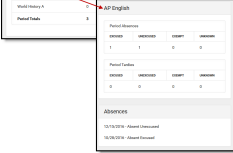
Options that appear within this tool may vary by state/district.

See the [Campus Student](#) and [Campus Parent](#) articles for examples of what these apps look like.

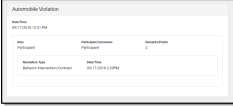
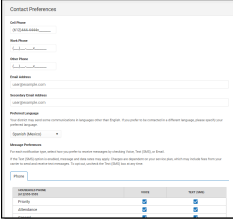
Option	Description	Campus Student and Campus Parent
<b>Academic Plan</b>		
<b>Enable Academic Plan Tool</b>	<p>Displays information related to a student's course plan.</p> <p>Both the Academic Planner and Course Registration options can be turned on at the same time, but it is not recommended. It is best to have a window of time when students can add courses to their course plan, and a window of time when students can enter course requests. This eliminates the risk of overwriting course requests or planned courses.</p>	 <p><i>Click to enlarge</i></p>

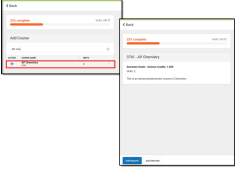
Option	Description	Campus Student and Campus Parent
<b>Enforce All Rules</b>	<p>When marked, students can only save their academic plan if ALL planning rules and requirements have been fulfilled.</p> <p>When it is not marked, students can save their plan without meeting all requirements, but all planning rules must still be met. Warning message from failed requirements and failed planning rules display so users can see the issues but still save the entry.</p>	
<b>Require approval by parent/legal guardian</b>	<p>When marked, parent/legal guardians have the option to mark this box indicating they have reviewed the student's academic plan.</p> <p>This field displays as marked when the student views the plan when logged into the portal and when the counselor views the student's <a href="#">Course Plan</a> tab.</p> <p>Parents/guardians can review the student's academic plan and mark this checkbox WITHOUT having the ability to change the programs or course plans. This is helpful in situations where a counselor has worked with the student to create a plan and finalize, but still want parents/guardians to review the selections.</p>	
<b>Display Course Fees</b>	<p>Any fees assigned to a course will display when viewing that course in the Course Catalog search results.</p>	
<b>Allow portal users to change program</b>	<p>When marked, parents/guardians and students are able to select a different academic plan. When not marked, only district staff (counselors, graduation program planners, etc.) are able to change academic plans for students.</p>	
<b>Allow to change course plans</b>	<p>When marked for Campus Student or Campus Parent, allows students and/or parents to add or remove courses from the course planner. Parents/guardians can approve the student's course plan regardless of whether this checkbox is marked. When not marked, only district staff (counselors, graduation program planners, etc.) are able to change academic plans for students.</p>	
<b>Access Log</b>		

Option	Description	Campus Student and Campus Parent
<b>Enable Access Log tool</b>	Displays the date, time and IP address of successful login attempts.	 <p><i>Click to enlarge</i></p>
<b>Activity Registration</b>		
<b>Enable Activity Registration Viewing tool</b>	Displays Activity Registration information in Campus Parent Portal and Campus Student Portal. Campus finds the student's current enrollment record and checks that school's preference to determine whether Activity Registration information should display. If there isn't a current enrollment record, Campus will use a previous enrollment record to determine if the Activity Registration data can display.	 <p><i>Click to enlarge</i></p>
<b>Assessments</b>		
<b>Enable Assessments tool</b>	Displays a student's district, state, and national test scores.	 <p><i>Click to enlarge</i></p>
<b>Assessment Display Text - Student/Parent</b>	Enter text in these two editors to display that text at the top of the Assessment tool in Campus Student and Campus Parent, respectively.	
<b>Assignments</b>		
<b>Enable Assignments tool</b>	Enables the tool that lists all of a student's assignments for the year. Students can view scores and submit work, as enabled by their teacher. Assignments also display in other areas of Campus Student and Campus Parent, including Grade Book Updates, Today, and the Calendar, as well as the Course detail and Grade detail.	 <p><i>Click to enlarge</i></p>


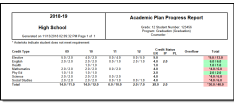
Option	Description	Campus Student and Campus Parent
<b>Display Score Details</b>	<p>Displays the selected details about a students score. Selecting these options also enables notifications when assignments are scored, based on student and parent settings.</p> <ul style="list-style-type: none"> <li>• <b>Points Earned/Score:</b> Displays the score the student received.</li> <li>• <b>Points Possible (Points and Marks):</b> Displays the points possible entered on assignment. Only displays for assignments scored using points or marks.</li> <li>• <b>Percent (Points and Marks):</b> Displays the student's score as a percent, with points earned divided by points possible. Only displays for assignments scored using points or marks.</li> <li>• <b>Average Score (Points and Marks)</b> Displays the calculated average score for an assignment. Averages only display for assignments scored using points or marks.</li> </ul> <p>Be aware that displaying score averages may violate FERPA data privacy regulations in your state. Consult local guidelines before enabling this option.</p>	
<b>Display Category Details</b>	<p>Displays category data in the grade detail, by clicking a specific task/standard in the Grades tool. Specific options include:</p> <ul style="list-style-type: none"> <li>• <b>Points Earned</b></li> <li>• <b>Points Possible</b></li> <li>• <b>Percent</b></li> </ul>	 <p><i>Click to enlarge</i></p>
<b>Attendance</b>		
<b>Enable Attendance Tool</b>	<p>Displays the student's attendance events for the school year in the Attendance tool and the Calendar.</p>	
<b>Display Attendance Comments</b>	<p>Displays the comments attached to attendance events (click second image) (<b>NOT available for Kentucky districts</b>).</p>	 <p><i>Click to enlarge</i></p>



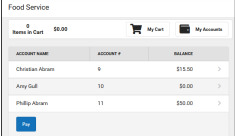
Option	Description	Campus Student and Campus Parent
<b>Display Positive Attendance Attendance tool only)</b>	Displays attendance for any courses using Positive Attendance functionality (click third image). This option may not display for all states and districts.	
<b>Show Unknown Attendance</b>	Enables attendance with a status of Unknown to display within the Portal ( <b>ONLY available for Kentucky districts</b> ).	
<b>Attendance Display Text - Student/Parent</b>	Enter text in these two editors to display that text at the top of the Attendance tool in Campus Student and Campus Parent, respectively.	
<b>Behavior</b>		
<b>Enable Behavior Tool</b>	Displays a student's behavior events for the school year.	 <p><i>Click to enlarge</i></p>
<b>Behavior Display Text - Student/Parent</b>	Enter text in these two editors to display that text at the top of the Behavior tool in Campus Student and Campus Parent, respectively.	
<b>Contact Preferences</b>		
<b>Enable Contact Preferences tool</b>	Displays the parent/guardian's message contact information and gives access to the <i>Change Contact Info</i> tool.	
<b>Allow Update</b>	Students and Parents can update the following contact information from the Contract Preferences tool: <ul style="list-style-type: none"> <li>• Personal Email</li> <li>• Personal Phone Number</li> </ul>	 <p><i>Click to enlarge</i></p>
<b>Course Registration</b>		

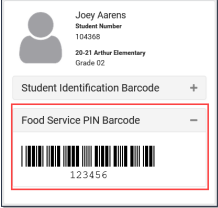
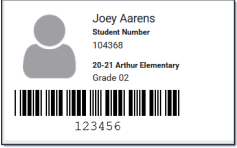
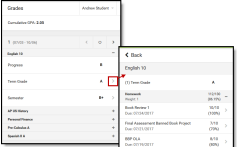
Option	Description	Campus Student and Campus Parent
<p><b>Enable Course Registration Tool</b></p>	<p>Lists the requested courses for the next school year for students. It is recommended that this option be turned on only during registration time.</p> <p>Both the Academic Planner and Course Registration options can be turned on at the same time, but it is not recommended. It is best to have a window of time when students can add courses to their course plan, and a window of time when students can enter course requests. This eliminates the risk of overwriting course requests or planned courses.</p> <div style="background-color: #e0f2f1; padding: 10px; border: 1px solid #ccc;"> <p>In order for students (and parents) to enter course requests, the following must be done:</p> <ul style="list-style-type: none"> <li>• Calendars for future calendars must be rolled forward.</li> <li>• The future year's calendar must be <b>assigned</b> to a Display Options Template and it must be enabled.</li> <li>• Students must have an enrollment record in the future calendar.</li> <li>• Students must have access to the Campus Student.</li> </ul> <p>See the <a href="#">Course Registration</a> article for information on requesting courses.</p> </div>	 <p><i>Click to enlarge</i></p>

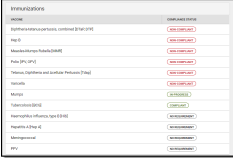
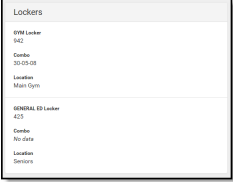
**Documents**

<p><b>Enable Documents Tool</b></p>	<p>Allows users to access report cards, transcripts, custom forms, and other types of documents.</p> <p>Note: Report Cards, Transcripts, and configured Schedule reports display in this tool if 'Available in Portal' is selected in the Report Preferences. For report cards, if the Portal - Historical option is marked in the <a href="#">Report Setup</a>, report cards from previous school years will also be available in the Portals.</p>	 <p><i>Click to enlarge</i></p> <p>Academic Progress:</p>  <p><i>Click to enlarge</i></p>
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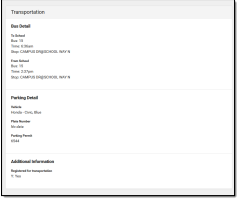
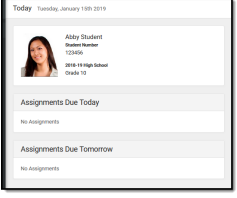
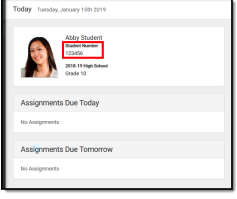
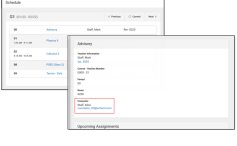
Option	Description	Campus Student and Campus Parent
<b>Reports and Plans</b>	<p>The following reports and plans can be enabled:</p> <ul style="list-style-type: none"> <li>• Academic Progress: Displays a student's progress towards graduation, based on the requirements entered for the academic program.</li> <li>• Default Student Schedule: Displays a printable view of the student's schedule.</li> <li>• Personal Learning Plan: Displays the student's Personal Learning Plan.</li> <li>• Program Participation Plan: Displays the student's Program Participation Plan.</li> <li>• Response to Intervention: Displays the student's Response to Intervention Plan.</li> <li>• Special Education Plan: Displays the student's locked Individual Learning Plan.               <ul style="list-style-type: none"> <li>◦ Draft Special Ed Plans: Display the student's draft Individual Education Plan.</li> </ul> </li> <li>• Special Education Other Documents: Display the student's locked Evaluation, Progress Reports, and Prior Written Notices (OH Only)</li> </ul>	

Option	Description	Campus Student and Campus Parent
<b>Custom Modules</b>	<p>Displays Custom Forms created in corresponding Custom Modules on Portal:</p> <ul style="list-style-type: none"> <li>• Activity</li> <li>• Athletics</li> <li>• Behavior</li> <li>• Counseling</li> <li>• Field Trip</li> <li>• Health</li> <li>• Personal Learning Plan</li> <li>• Response to Intervention</li> <li>• Special Education</li> </ul> <div style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p>In order for eSignature Custom Forms to display on Portal, the following setup must be done. See each section of the document below for detailed instructions.</p> <ol style="list-style-type: none"> <li>1. Mark the <b>Display Custom Form on Portal</b> AND the <b>Request eSignature</b> options on the <a href="#">Custom Forms Upload</a> step.</li> <li>2. Mark the Portal Preference for the Module the form is in at System Administration &gt; Portal &gt; Preferences &gt; <a href="#">Display Options</a> on the Documents section.</li> <li>3. Mark the <b>Guardian, Mailing,</b> and <b>Portal</b> checkboxes on the <a href="#">Relationships</a> tool for the person to receive the Custom Form.</li> </ol> </div>	
<b>Food Service</b>		
<b>Enable Food Service Tool</b>	<p>Displays Food Service Account information. This option only affects Food Service-enabled districts. Marking this option for non-Food Service districts has no effect.</p>	
<b>Display Food Service Balance on the Today screen</b>	<p>Displays the student's food service balance on the today screen.</p>	<p><i>Click to enlarge</i></p>
<b>Food Service - Barcode</b>		

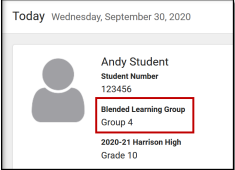
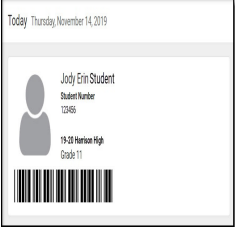
Option	Description	Campus Student and Campus Parent
<p><b>Display Food Service PIN Barcode on the Today screen</b></p>	<p>Displays the student's Food Service PIN as a barcode in Campus Student and Campus Parent. Students and parents can use the barcode to make Food Service purchases.</p> <p>If the option "Display Barcode of Student Number on Campus Student" is also selected, each barcode displays in its own collapsible area.</p>  <p>Point of Sale customers who <a href="#">set their student's PINs to be the same as their Student Number</a> do not need this feature if the option "Display Barcode of Student Number on Campus Student" is selected.</p>	 <p><i>Click to enlarge</i></p>
<p><b>Grades</b></p>		
<p><b>Enable Grades tool</b></p>	<p>Enables the grades tool, which lists the tasks and standards aligned to the student's courses, as well as in-progress and posted grades (based on the additional options selected).</p>	
<p><b>Display Grade Type</b></p>	<p>Displays the following types of grades. Selecting these options also enables notifications for grade updates, based on student and parent settings.</p> <ul style="list-style-type: none"> <li>• <b>In-Progress Grade</b></li> <li>• <b>Proficiency Estimates (Rubrics)</b></li> <li>• <b>Posted Grade and Report Card Comment</b></li> <li>• <b>Include Percentage with In-Progress and Posted Grade:</b> This option displays percentages if those grade types are enabled above.</li> </ul>	<p><i>Click to enlarge</i></p>
<p><b>Display Grade Total</b></p>	<p>Displays the selected Grade Totals:</p> <ul style="list-style-type: none"> <li>• <b>Points Earned</b></li> <li>• <b>Points Possible</b></li> </ul>	

Option	Description	Campus Student and Campus Parent
<b>Display GPA</b>	Displays the selected grade point average: <ul style="list-style-type: none"> <li>• <b>Term GPA</b> - Displays the Grade Point Average for the student at the top of the Grades tab for that term's classes</li> <li>• <b>Cumulative GPA (Campus Student Only)</b> - Displays the student's Cumulative GPA on the Grades screen. Not all districts use the basic GPA calculation and therefore may want to hide the GPA to prevent confusion.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• <b>Display Grading Key:</b> Displays a key for understanding grades. Grading Scales display for In-Progress Grades and Rubrics display for proficiency in Standards.</li> </ul>	
<b>Grades Display Text - Student/Parent</b>	Enter text in these two editors to display that text at the top of the Grades tool in Campus Student and Campus Parent, respectively.	
<b>Health</b>		
<b>Enable Health Tool</b>	The Health tool lists the student's recorded vaccinations, immunizations and screenings. Separate options display for the following tools: <ul style="list-style-type: none"> <li>• Daily Health Log</li> <li>• Immunizations</li> </ul>	 <p><i>Click to enlarge</i></p>
<b>Learning Tools</b>		
<b>Enable Learning Tools</b>	Displays a list of enabled learning tools, from which students can access learning materials. Learning tools are enabled in the LTI Configuration tool.	
<b>Lockers</b>		
<b>Enable Lockers Tool</b>	Displays all <a href="#">Locker</a> assignments for the student.	 <p><i>Click to enlarge</i></p>
<b>Responsive Schedule</b>		

Option	Description	Campus Student and Campus Parent
<b>Enable Responsive Schedule Tool</b>	Displays <a href="#">Responsive Scheduling</a> offerings in Campus Student and Campus Parent.  <b>NOTE:</b> Additional setup for responsive scheduling courses is required. See the <a href="#">Responsive Scheduling</a> article for more information.	 <a href="#">Click to enlarge</a>
<b>Schedule</b>		
<b>Enable Schedule Tool</b>	Displays the student's schedule, both in the Schedule tool, and in the Today and Calendar views.  Schedules display for enabled terms only. Disable future terms to hide schedules until they are finalized.	 <a href="#">Click to enlarge</a>
<b>Display Period Times</b>	Displays Period Times in the student's schedule.	
<b>Schedule Display Text - Student/Parent</b>	Enter text in these two editors to display that text at the top of the Schedule tool in Campus Student and Campus Parent, respectively.	 <a href="#">Click to enlarge</a>
<b>School Choice</b>		
<b>Enable School Choice Tool</b>	Displays data related to school choice and allows parents to accept enrollment when the school has completed processing school choice applications.	 <a href="#">Click to enlarge</a>
<b>Student Questions</b>		
<b>Enable Student Questions</b>	Allows students to ask <a href="#">questions</a> of their teachers from the Today screen, which display in the <a href="#">Control Center</a>	
<b>Transportation</b>		

Option	Description	Campus Student and Campus Parent
<b>Enable Transportation Tool</b>	Displays the bus(es) a student rides to and from school.	 <p><i>Click to enlarge</i></p>
<b>Transportation Tool Display Text - Student/Parent</b>	Enter text in these two editors to display that text at the top of the Transportation tool in Campus Student and Campus Parent, respectively.	
<b>Other Display Options</b>		
<b>Display Student Picture</b>	Displays the student's current 2019 picture for parent and student users.	 <p><i>Click to enlarge</i></p>
<b>Display Student Number</b>	Displays the student's district-assigned student number.	 <p><i>Click to enlarge</i></p>
<b>Display Counselor Email on the Course screen</b>	Displays the email address for the student's assigned guidance/academic counselor. When marked, students or parents can email the counselor to request schedule changes.  The counselor's email displays on the Course detail of the Schedule. <ul style="list-style-type: none"> <li>• The student must have a counselor assigned.</li> <li>• The counselor must have an email address entered as part of their Contact Information.</li> </ul>	 <p><i>Click to enlarge</i></p>



Option	Description	Campus Student and Campus Parent
<b>Display Blended Learning Group Name</b>	Displays the blended learning group that is active for the student for that day on the Today screen.	
<b>Display Barcode of Student Number on Campus Student</b>	<p>Displays a barcode of the student number after the student logs in. The barcode can be used for attendance scanning (<i>part of the <a href="#">Campus Workflow Suite</a></i>) or Point of Sale purchases.</p> <p>Point of Sale customers who <a href="#">set their student's PINs to be the same as their Student Number</a> can use this feature. If student PINs are the same as their student number, a terminal equipped with a 2D scanner can read the student's barcode from their mobile device and process the transaction. This feature eliminates the need to distribute a paper barcode and allows contactless payment.</p>	 <p><i>Click to enlarge</i></p>