

System Preferences (District)

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Search Terms: System Preferences

State-level users should refer to the [System Preferences \(State\)](#) page.

The district-level System Preferences tool allows districts to configure settings for general use of Infinite Campus. These preferences should only be modified by a district administrator, as modifications will affect system operations. Additional preferences may be contained within the module to which they relate.

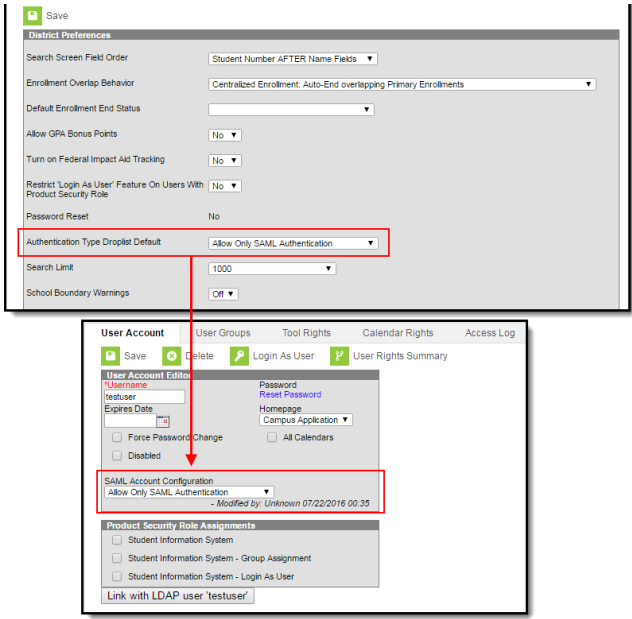
District-Level System Preferences

The following table outlines the available options for each preference and the area of the product it affects. When applicable, click on the name of the preference in the table to view additional information.

System Preference	Definition	Area(s) Affected	Campus Edition
Search Screen Field Order	The Search Screen Field Order system preference determines where the Student Number field will be located in relation to name fields when conducting an Advanced Search for students. ▶ Click here to expand...	Advanced Search	District State

System Preference	Definition	Area(s) Affected	Campus Edition
Enrollment Overlap	<p>This preference determines how multiple enrollments in the same school year are handled within Campus. These settings are enforced when managing enrollments from anywhere within Campus (Student Enrollment tab, Census Enrollment tab, Student Locator, etc.).</p> <p>▶ Click here to expand...</p>	Enrollments	District State
Default Enrollment Local End Status	<p>Indicates which end status is automatically assigned to enrollments when enrollments are ended.</p> <div style="background-color: #f8d7da; padding: 10px; margin-top: 10px;"> <p>This preference only appears when the Enrollment Overlap preference is set to the following:</p> <ul style="list-style-type: none"> • Centralized Enrollment. • Overlap Warning: Auto-end overlapping primary enrollment. Warn the user. • Prevent and Warn: Allow 1 day of overlap. Prevent more than one day of overlapping primary enrollments. Warn the user (only available for Louisiana districts) </div>	Enrollments	District State
Enrollment Start Status Type Updates	<p>This preference is used when mapping local enrollment start statuses to state start status.</p> <ul style="list-style-type: none"> • When set to <i>User Maintained</i>, no auto-maintenance process occurs with Campus and users (districts) are expected to manually create all necessary enrollment start status mappings. • When set to <i>Campus Maintained</i>, the auto-maintenance process occurs within Campus and users (districts) do not need to manually create enrollment start status mappings. This is the default selection. <p>▶ Click here to expand...</p> <p>This preference is not available for South Dakota or Montana LDE districts.</p>	Enrollment Status Mapping	District

System Preference	Definition	Area(s) Affected	Campus Edition
Enrollment End State Type Updates	<p>This preference is used when mapping local enrollment start statuses to state start status.</p> <ul style="list-style-type: none"> When set to <i>User Maintained</i>, no auto-maintenance process occurs with Campus and users (districts) are expected to manually create all necessary enrollment end status mappings. When set to <i>Campus Maintained</i>, the auto-maintenance process occurs within Campus and users (districts) do not need to manually create enrollment end status mappings. This is the default selection. <p>▶ Click here to expand...</p> <p>This preference is not available for South Dakota districts.</p>	Enrollment Status Mapping	District
Allow GPA Bonus Points	<p>Indicates whether or not GPA bonus points are allowed for Score Groups.</p>	Score Groups and Rubrics Grading Scales	District State
Turn on Federal Impact Aid Tracking	<p>If set to 'Yes', the Impact Aid tab and Impact Aid Site field on the Address editor display. These fields are used to report Impact Aid information in the Impact Aid and Military Connections Site and Impact Aid Employment Reports.</p> <p>If set to 'No', the Impact Aid tab displays with a message indicating the preference is not turned on. The Impact Aid Site field on the Address editor does not display.</p>	Impact Aid Address	District State

System Preference	Definition	Area(s) Affected	Campus Edition
<p>Authentication Type Droplist Default</p>	<p>The value set in this field determines the default value that appears in the SAML Account Configuration field on a person's User Account tab.</p> 	<p>User Security</p>	<p>District</p>
<p>Search Limit</p>	<p>The Search Limit system preference allows districts to limit the number of results returned by a search to improve search and system performance.</p> <p>▶ Click here to expand...</p>	<p>Advanced Search</p>	<p>District State</p>
<p>School Boundary Warnings</p>	<p>If set to 'On', users will receive a warning when attempting to enroll a student in a school outside of the student's geographical boundary.</p> <p>▶ Click here to expand...</p>	<p>Census Address Schools Enrollment</p>	<p>District State</p>
<p>Disable Custom Comments when Posting Grades</p>	<p>If set to 'Yes', teachers will not be allowed to enter individual comments on posted student grades.</p>	<p>Posting Grades Grading by Student (Section) Grading by Task (Section)</p>	<p>District State</p>

System Preference	Definition	Area(s) Affected	Campus Edition
Number of Significant GPA Decimal Places	Indicates how many significant decimals (decimals to the right of the period) are allowed for GPA values.	No specific path	District State
Require all scores for Composite Grading	<p>If set to 'Yes', teachers are not able to post a composite grade until the child grades that make it up have also been posted. This preference takes roster start and end dates into account for students who were not enrolled in the section for the full time covered by the composite setup.</p> <p>This preference causes a Bypass Composite Rule checkbox to display in the Score Groups and Rubrics. When marked for a grade, tasks with that grade are excluded from composite calculation.</p>	Grade Calc Options (Course Masters) Grade Calc Options (Courses) Grade Calc Options (Campus Instruction)	District State
Show Counselor in the Student Header	If set to 'Yes', the name of a student's Counselor will appear in their information header.	Student Information	District State
Allow Duplicate Student State IDs	<p>When set to Yes, students may be assigned the same state ID number.</p> <p>When set to No, each state ID number must be unique; if a duplicate ID is entered, an error message displays.</p> <p>For districts that are part of a State Edition where state IDs are auto-generated, a value of <i>Pending</i> displays when adding a new student in the State ID field. This applies to the following states:</p> <ul style="list-style-type: none"> • Kentucky • Maine • Montana • South Dakota <p>If a state ID import is used, duplication could still occur. The preference does not prohibit an import from importing a duplicate ID. This is the responsibility of the state to ensure IDs are not duplication.</p>	Demographics Student Locator Add Person	District State

System Preference	Definition	Area(s) Affected	Campus Edition
Student State ID Method	<p>The Student State ID Method system preference determines how Student State IDs are generated for new students within Campus.</p> <p>This is only available for districts linked to a state edition.</p> <p>▶ Click here to expand...</p>	Demographics Student Locator	District State
Enable Student Assignment Validation	<p>The Enable Student Assignment Validation is used in the School Assignment Process (School Choice). This preference works in conjunction with the School Boundary Warnings and the Enable Sequential School Choice Applications preferences.</p> <p>When turned on, a student needs to reside within the boundaries of the chosen school or have an Override indicating the student can be enrolled in the school.</p> <p>Setting this preference to Yes also requires the School Boundary preference to be set to Yes. When this is turned on, the schools assigned to the Schools tab within the address need to be marked as the Resides school.</p> <p>When this preference is set to yes, the following logic is used in the Enrollment Roll Forward tool:</p> <ul style="list-style-type: none"> • Continuous programs - If the student is participating in a continuous program and the current school does not offer the next grade, rather than mapping the next school from the school boundary table the processing will map the next school based on the program boundaries for the continuous program. If there is no mapping in the program boundaries that offers the next grade, then the student will roll using the school boundaries. • Next grade level in same school - When student assignment is used the roll forward will ensure that the student is within school boundaries. If the student has an override to attend the school for a program that requires program boundaries, the roll forward will also ensure that the student is within the program boundaries. If the 	No specific path	District

System Preference	Definition	Area(s) Affected	Campus Edition
	<p>student is outside program boundaries or school boundaries and does not have an override that would allow the enrollment the student will be rolled into their next calendar using school boundaries processing.</p> <ul style="list-style-type: none"> • Promotion to new building based on School Boundary mapping - With student assignment a student may have a cluster of schools within their school boundaries that all offer the same grade level, however one of those schools will be marked as the Resides school. The student is allowed to attend any of those schools that are within their boundary, however the Resides school will be the default when rolling along school boundary mappings. • Destination Calendar and grade on the options page - Specifying a destination calendar/grade is only allowed for calendars and/or grades that do not require student assignment. 		
<p>Enforce Enrollment Attendance Zoning</p>	<p>When the preference is set to Yes, an error displays if the user saves a student enrollment and the student enrollment does not reside within the school boundaries associated with the student's household address(es) and the Variance Date and/or Variance Code are not entered.</p> <p>This option is only available to districts in Nevada and Georgia.</p>	<p>Enrollments</p>	<p>District</p>

System Preference	Definition	Area(s) Affected	Campus Edition
Enable Sequential School Choice Application Processing	<p>This preference processes a student's applications for school enrollment in an orderly fashion, based on the student's ranking of desired schools as part of the School Choice process. When this preference is set to Yes, applications will be processed based on the student's first, second or additional choices for school enrollment.</p> <p>School Choice allows a student to submit as many applications for school enrollment as necessary, or as the student/parent is willing to submit. Using this preference ranks the applications based on the student's preferences and desires.</p> <p>Use this in conjunction with the Enable Student Assignment Validations and School Boundary Warnings preferences.</p> <p>Processing applications using the Process Application Wizard will only process approvals for the highest priority of a student's application.</p>	No specific path	District
Staff State ID Generation	When set to On, a state ID generates for staff. When set to Off, no state ID generates for staff.	Demographics	District
SSN Staff Search Only	If set to 'Yes', staff can only be search by Social Security Number.	Staff Locator	District State
Enable Default Transcript	When set to Yes, the Campus-provided Default transcript report is available for generation. When set to No, this option is not available.	Transcript	District State
Enable Scheduling Validations	If set to 'Yes', provides users a warning in the Walk-In Scheduler when deleting or end-dating a course if the action results in a gap in the student's schedule. Yes No	Walk-In Scheduler	District State
Allow Multiple Primary Addresses	If set to 'Yes', users are allowed to have multiple Primary home addresses within Campus.	Census Address	District State

System Preference	Definition	Area(s) Affected	Campus Edition
<p>Flag Health Conditions</p>	<p>Flag Health Conditions system preference determines the display of health conditions assigned to students. When set to yes, any condition marked as flagged will appear as checked by default when that condition is assigned to a student and the flag will appear by the student's name. If this preference is turned off, the flag will not display next to the student's name even if the box is checked in the Condition for the student.</p> <p>When the Flag Health Conditions is set to Yes, a flagged condition marked on the Condition List that is assigned to a student will display an EMT symbol next to the student's name. This allows other staff who have that student in a class or are part of the student's learner plan team can see this condition and be aware of certain situations that may be difficult for that student.</p> <p>When the Flag Health Condition is set to No, the EMT symbol will not display next to the student's name, even if a condition is flagged in the Condition List or if the condition is marked as flagged when assigning that condition to a student.</p>	<p>Health Conditions</p>	<p>District State</p>
<p>Default Health Conditions</p>	<p>Default Health Conditions preference will allow users to use the Campus default conditions in addition to their custom conditions, or just the custom conditions.</p> <ul style="list-style-type: none"> • No - When the preference is set to No, only custom health conditions display. • ICD-9 Conditions - When the preference is set to ICD-9 Conditions, the ICD-9 health conditions along with custom health conditions display. • ICD-10 Conditions - When the preference is set to ICD-10 Conditions, the ICD-10 health conditions along with custom health conditions display. <p>ICD-10 Health Conditions became the standard set of health conditions on October 1, 2015. See the Community News article for more information.</p>	<p>Health Conditions</p>	<p>District State</p>

System Preference	Definition	Area(s) Affected	Campus Edition
Learner Planning Copy Plan	Determines how learner plans are locked after being copied. <ul style="list-style-type: none"> • Leave the original plan's locking as it was prior to copy • Lock the original plan after copy • Only allow copy of a locked plan See the Plan Copy Wizard article for more information.	Learner Plan Documents	District State

System Preference	Definition	Area(s) Affected	Campus Edition
<p>Require Employment Record for District Assignment</p>	<p>The Require Employment Record for District Assignment preference requires staff members to have a District Employment record before having a District Assignment record.</p> <p>Districts that are not state-linked can modify this preference, as desired. State edition customers and state-linked districts will not have the option to modify this preference. The preference will be determined by the state Department of Education and updated by Infinite Campus. The setting will be view/read-only in those situations.</p> <p>This preference is enabled for users in Maine. A corresponding District Employment Record is defined as such:</p> <ul style="list-style-type: none"> • The start and end dates for the District Assignment must match or fall within the dates of a single District Employment Record. • A District Assignment record cannot end after the latest District Employment End Date. • A District Assignment record cannot start before the earliest District Employment Start Date. <p>A validation will occur when a District Assignment Record is created without the existence of a District Employment Record.</p> <p>This preference does not apply to customers using the Human Resources module. The Human Resources module always requires staff to have a District Employment record before having a District Assignment record. (District Assignments are called Work Assignments in the Human Resources module.)</p> <p>▶ Click here to expand...</p>	<p>District Employment</p> <p>District Assignments</p>	<p>District State</p>

System Preference	Definition	Area(s) Affected	Campus Edition
<p>Require Race/Ethnicity Data for</p>	<p>This setting indicates the type of person record in Campus for which race/ethnicity information is required.</p> <p>▶ Click here to expand...</p> <p>For Kentucky districts, this field is controlled by the state. Values set at the state level are pushed down to districts.</p>	<p>Demographics</p> <p>Add Person</p> <p>Student Locator</p> <p>Staff Locator</p>	<p>District State</p>
<p>Require Race Selection</p>	<p>This preference setting indicates when race information is required, based on the answer to the "Is the individual Hispanic/Latino?" question on the Demographics tab.</p> <p>Available selections for this option vary depending on the selection of the Require Race/Ethnicity Data For preference.</p> <ul style="list-style-type: none"> • If the Require Race/Ethnicity Data For preference is set to No One, the Require Race Selection preference will be set to Never. • For all other settings of the Require Race/Ethnicity Data For preference, options for Require Race Selection are Only when Hispanic/Latino = No and Always. <p>For Kentucky districts, this field is controlled by the state. Values set at the state level are pushed down to districts.</p>	<p>Demographics</p> <p>Add Person</p> <p>Student Locator</p> <p>Staff Locator</p>	<p>District State</p>

System Preference	Definition	Area(s) Affected	Campus Edition
<p>Require Race/Ethnicity Determination for</p>	<p>The Race/Ethnicity Determination for preference sets logic for when the Race Determination field is a required field</p> <p>For Kentucky districts, this field is controlled by the state. Values set at the state level are pushed down to districts.</p>	<p>Demographics</p>	<p>District State</p>

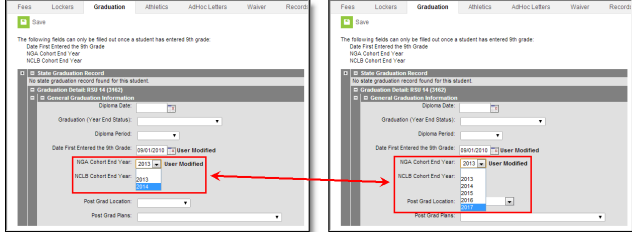
The screenshot shows a web interface for 'Demographics Data'. It includes tabs for 'Identities', 'Households', 'Relationships', 'Enrollments', and 'District'. Below the tabs are buttons for 'Save', 'Delete', 'Person Summary Report', and 'Demographics Data'. The main section is titled 'Person Information' and contains fields for 'PersonID' (161518), 'Last Name' (Test), 'First Name' (Kris), 'Middle Name', 'Suffix', 'Gender' (Female), 'Birth Date', and 'Soc Sec Number'. There is a note 'No Image Available'. The 'Race/Ethnicity' section includes a dropdown for 'Is the individual Hispanic/Latino?' (set to 'Y: Yes'), a list of race options with checkboxes (American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White), a dropdown for '*Race Ethnicity' (set to '3: Hispanic'), and a dropdown for '*Race/Ethnicity Determination' (set to '04: Unknown'). This last dropdown is highlighted with a red rectangular box.

System Preference	Definition	Area(s) Affected	Campus Edition
<p>Enable Attendance Auditing</p>	<p>The Enable Attendance Auditing system preference indicates whether the district is auditing student attendance records. Setting this preference to Yes requires a significant amount of data storage:</p> <p>The following reports are available for auditing attendance records.</p> <ul style="list-style-type: none"> • Attendance Change Tracking (Attendance > Reports) • Section Change Tracking (Attendance > Reports) • Attendance Change Tracking (Campus Instruction > Reports (Attendance)) <p>These reports are available to users (as long as tool rights are assigned) even when this preference is not set to Yes. If this preference is not turned on, data will not be included in the report.</p> <p>Attendance auditing provides a completed history of attendance changes for compliance with electronic signature requirements and other state reporting obligations.</p> <p>This preference can be turned on and off at any time. Data will only be stored for the time when it is turned on (set to Yes). Reports can still be generated when it is turned off, but only the data stored during the time it is turned on will be returned on the reports.</p> <p>Texas districts: This is a read-only option set to 'Yes' and cannot be modified. This preference is critical for attendance auditing utilized by state reporting.</p> <p>Kentucky districts: This preference and the attendance tracking reports are not available.</p>	<p>Attendance</p>	<p>District State</p>

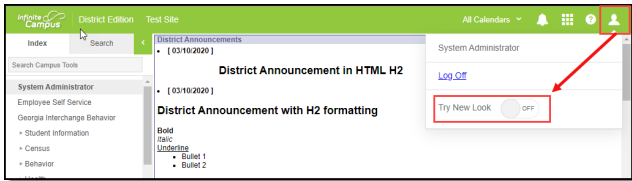
System Preference	Definition	Area(s) Affected	Campus Edition
<p>Batch Queue Expiration Days</p>	<p>The Batch Queue Expiration Days field of the System Preferences allows a system administrator to specify the length of time a Batch Queue report should display on the Batch Queue and Admin Queue tools before it is deleted.</p> <p>If reports should never be automatically deleted by the Batch Queue Maintenance task, this field should be left blank (null).</p> <p>The value entered in the Batch Queue Expiration Days field should reflect the maximum number of days a Batch Queue report is allowed to display on the Batch Queue and Admin Queue tools. When a report exceeds the maximum number of days allotted by this field, it will be deleted by the automated Batch Queue Maintenance task executed by the Task Scheduler.</p> <p>A Batch Queue / Admin Queue report will not be deleted if a user has manually designated otherwise it be spared from deletion per one of the following methods:</p> <ul style="list-style-type: none"> • Keep Until I Delete Option - This is set when the report is set up and assigned to the Batch Queue by marking the Keep Until I Delete checkbox from the Batch Queue Reporting Options. • Report Never Expires - This is set in the Expires After and Never Expires fields of the Batch Queue Detail editor of the Batch Queue / Admin Queue tools. <p>▶ Click here to expand...</p>	<p>Batch Queue</p> <p>Batch Queue (Admin)</p> <p>Task Scheduler</p>	<p>District State</p>
<p>Autopay Fees with Surplus Balance</p>	<p>The Auto-pay Fees with Surplus Balance preference will automatically pay any fee with surplus from another fee.</p> <p>▶ Click here to expand...</p>	<p>Fees (Student)</p> <p>Fees (Person)</p>	<p>District State</p>

System Preference	Definition	Area(s) Affected	Campus Edition
<p>Auto Post Course Fees</p>	<p>The Auto Post Course Fees preference posts any course fees to the Student Fees tab automatically (after the Course Fee Wizard is used) when students are scheduled into a course section through the Walk-In Scheduler or the Roster Setup tool.</p> <p>When set to Yes, course fees will auto-populate for students who are schedule through the Walk-In Scheduler or Roster Setup tools.</p> <p>Auto-Post Course Fees Process</p> <p>The posting of course fees is a three-part process:</p> <ol style="list-style-type: none"> 1. Set the Auto-Post Course Fees preference to Yes. 2. Add a fee to a Course. 3. Run the Course Fee Wizard by course. <p>When the Course Fee Wizard Select Fees to Post section Posted for Terms is not zero, the fees will post for all students who are added to that course's section roster.</p>	<p>Roster Setup</p> <p>Walk-In Scheduler</p>	<p>District State</p>

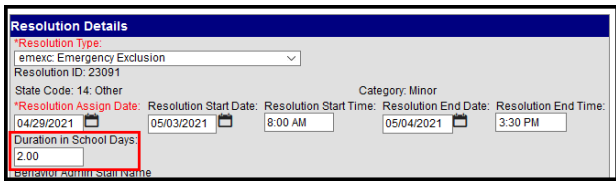
System Preference	Definition	Area(s) Affected	Campus Edition
<p>Days to Flag Roster Additions</p>	<p>The Days to Flag Roster Additions system preference determines the length of time a student's name will appear in green color within a section roster in both the Instruction module and on Course Section rosters. This gives the teacher and any office staff an indication that the student is new to the section.</p> <div data-bbox="400 607 1027 909" data-label="Image"> </div> <p>The default value for this field is 10 days.</p> <p>This preference is based on calendar days.</p> <p>Note the following:</p> <ul style="list-style-type: none"> • This preference will determine the number of days the start date is green in roster views. • The roster start date is considered Day 0 of the roster flag time period. If the roster start date is in the past, a student may never display in green text. • If no roster start date has been entered for a section, the student name will not display in green. <p>▶ Click here to expand...</p>	<p>Campus Instruction</p> <p>Course Sections</p> <p>Attendance</p>	<p>District State</p>

System Preference	Definition	Area(s) Affected	Campus Edition
<p>NGA Cohort Years after NCLB</p>	<p>The NGA Cohort Years after NCLB system preference allows users to dictate how many additional years are available for selection when entering NGA Cohort End Year values on the student Graduation tab.</p> 	<p>Student Graduation Tab</p>	<p>District State</p>
<p>Data Source for Ad Hoc</p>	<p>This preference allows users to choose what database to use when generating and creating Ad hoc Reporting Filters (using the Filter Designer Query Wizard and Pass-Through Query tools).</p> <p>Users can select to query data from the Data Warehouse database (default selection) or the Live Site.</p> <p>This preference only displays when the district has a Data Warehouse database available.</p>	<p>Query Wizard</p> <p>Letter Builder</p> <p>Data Export</p> <p>Data Analysis</p> <p>Data Warehouse Settings</p>	<p>District State</p>

System Preference	Definition	Area(s) Affected	Campus Edition
Enable Ed-Fi	<p>This preference allows you to enable, disable, or access Ed-Fi tools in Campus before syncing to the Ed-Fi system.</p> <ul style="list-style-type: none"> • Yes = Ed-Fi functionality is enabled and Ed-Fi data will sync from Campus to the Ed-Fi system (if properly enabled via Ed-Fi Configuration tools). • Tools Only = You are able to fill out Ed-Fi fields (such as Ed-Fi ID) within Campus but this data will not sync to the Ed-Fi system until this field is set to Yes. <p>This is especially useful when setting up Ed-Fi IDs for students within a school or district so that data properly syncs between Campus and Ed-Fi prior to enabling it.</p> <ul style="list-style-type: none"> • No = Ed-Fi functionality is not enabled for the district and users cannot access Ed-Fi tools within Campus. 	Ed-Fi	District
Allow access to Student Number as PIN Features	<p>This preference allows the POS admin to update the Set Student Number as PIN POS Preference and run the Set Student Number as PIN Wizard in update mode.</p>	General (POS Preferences) Set Student Number as PIN Wizard	District

System Preference	Definition	Area(s) Affected	Campus Edition
<p>User Access to the New Look of Campus (Try New Look)</p>	<p>This preference controls whether the Try New Look of Infinite Campus toggle appears for all users, only Campus Instruction users, or no users.</p> <p>When the Try New Look toggle is set to ON, the UI is replaced with a new look and feel containing all existing Campus tools along with numerous new features such as an intelligent search bar, the ability to create your own favorite tools menu, and more.</p> <p>By default, this preference is set to 'All Users' for Campus Cloud and Cloud Choice customers.</p> <p>Users who have turned the Try New Look toggle to ON can switch it to OFF at any time which will revert their Campus experience back to original Campus (Classic Campus).</p>  <p>Note for In-District and Self-Hosted Customers: This preference is not visible as the Try New Look UI is currently not available for these hosting models.</p>	<p>Try the New Look of Campus</p>	<p>District</p>

System Preference	Definition	Area(s) Affected	Campus Edition
<p>Discipline Duration Calculation</p>	<p>Determines how the value for the 'Duration in School Days' field for a Behavior Resolution is calculated when the Calculate End Date/Duration option is marked on a Resolution Type. Options are:</p> <ul style="list-style-type: none"> • Standard: Calculates the 'Duration in School Days' field to the nearest whole number. • Detail: Calculates the 'Duration in School Days' field to the hundredths place. 	<p>Behavior Management > Add Resolution</p>	<p>District</p>



System Preference	Definition	Area(s) Affected	Campus Edition
<p>Display Fifth Year EL Monitoring</p>	<p>This preferences allows student monitoring of English Learner services to be extended as a result of state changes (e.g., pandemic-related updates or testing delays).</p> <p>When set to Yes, the student's EL tool displays a read-only Fifth Year Monitoring label.</p> <div data-bbox="400 568 1019 1093" data-label="Image"> </div> <p>When set to No, this label does not display.</p>	<p>English Learners</p>	<p>District</p>

System Preference	Definition	Area(s) Affected	Campus Edition
Cascade Enrollment End Date to Blended Learning Group Assignment End Date	<p>This preference determines whether a student's Blended Learning Group Assignment is ended when the student's Enrollment record is ended. The Blended Learning Group will have the same End Date as the Enrollment record.</p> <ul style="list-style-type: none"> • When set to Yes, once the enrollment record is ended, the Blended Learning Group assignment is also ended. If there are Blended Learning Group assignments beyond the enrollment end date, they are also deleted. • When set to No, the Blended Learning Group assignment is NOT ended when the Enrollment record is ended. <p>See the Blended Learning Groups article for more information.</p>	Blended Learning Groups	District State