

# **Translation Setup**

Last Modified on 03/11/2024 8:45 am CDT

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**Classic View**: System Administration > Data Utilities > Languages/Translations > Translations

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The Translations tool allows you to enter a language translation for individual fields within a specific tool (module) or application. Once a language is created, translations are entered for field names, and the language is activated, users can select this language from a dropdown list at the bottom of the Campus login page. Once the language is selected, fields are translated from English to the selected language.

At this time, translations can only be entered for Campus Parent/Student.

Translation Setup ☆	System Settings > Portal Preferences > Translation Setup
Application Campus Parent/Student Campus Parent/Student Campus Parent/Student Campus Parent/Student Campus Parent/Student Campus Parent/Student Simplified Chinese (Active) Campus Parent/Student Campus Parent Campus Parent Camp	
	Translation Setup

Translations are organized by tool/application, then the language, then all of the available pages within that tool/application, and then the fields on that page.

In the image below, the Assessment page is selected in the Application list for the Spanish translation. All of the fields displayed on the Assessment page appear within the Key column and the English Text column indicates how they are displayed in English on the page. Next to each field is a Translation box where you can enter the language translation of the English Text next to it. Once translations are entered and saved for these fields, the English fields will translate to the values entered when the user selects the language on the Campus login screen or within the app.

In the image below, Spanish translations are entered for each field within the Assessments tool (Evaluación). The Campus Portal user selected to translate the app into Spanish and the screen was updated to display these fields in that language.

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- behavior												
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ranslations Key	Translation	English Text	- Campus	_								
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## **Considerations for Translations**

- **OS Limitations.** Certain operating systems are not set up to handle certain character sets. For example, Windows 7 does not display Burmese (Myanmar) characters.
- **Context.** An English word or phrase may be translated many different ways depending on how it is used.
- Length limitations. There are occasions where very long words (for example, native German or native Hawaiian words) extend beyond the boundaries of the left navigation pane on the Portal. To correct this, manually add a space-hyphen break in the word so auto-wrapping is in effect in the menus.
- File Encodings. Encode CSV files to use UTF-8. Other encodings do not work properly.
- **Excel files.** Excel cannot be used to save CSV files. Excel recognizes some UTF-8 files, but it cannot be used to save files with UTF-8 encoding. CSV files saved in Excel may not load properly. Instead, consider using Google Sheets, or any other editor that does not change the encoding of a file.

#### **Enter Translations**

Translations are entered for fields on a selected page. Paragraphs of text are not translated.

- Select the page of the module/application for which to enter translations.
   A Translations editor displays. On the left is the Key, or what field is being translation. The middle Translation field is where the word is entered in the selected language. On the right is
- 2. Enter the translation for the field in the **Translation** field. If a translation field isn't available for a field, the English text displays.
- 3. Click **Save** when finished.

the English Text.



In the example below, the tool names in the Campus Parent app navigation bar are translated into Chinese.

Languages Translations			
Application Campus Parent			÷
Translations Key	Translation	English Text	
navigation AcademicPlan	季术计划	Academic Plan	
navigation.AccessLog	访问日志	Access Log	
navigation Applications	应用	Applications	
navigation.Assignments	分配	Assignments	
navigation.Attendance		te () Impus	
navigation.ContactPreferences	联系首选资 目 亲 ▼		Message Center
navigation Discussions	讨论 消息中心		Announcements Inbox
	今天		
	◆ 毎周概述 ○□		Harrison High
	分配		Reminder: Don't forget to wear your school colors this Friday!
	成绩簿更新		District Announcement 02/09/2015
	勤		Reminder to parents that school will end <b>2 hours early</b> on Friday, February 13th for district-wide teacher training.
	时间表		
	报告		
	学术计划		
	费用		
	支付		
	讨论		
	有以服务		
	更多		
		Navigation Ba	r Translated to Chinese

### Activate a Language

When a language is added on the Languages tab, it is inactive. After the translations are entered for a language, it needs to be activated. Once activated, users can select it as an option.

New core fields added to the portal are the responsibility of the district to add their own



translations in order for these new fields to have the translations needed in the existing languages.

To make a translation available for users, mark the **Active** checkbox (see image below). In the example below, Simplified Chinese is marked Active for the Campus Parent app and thus, is available for selection by the user.

Traditional Chinese (Inactive)     Legacy Portal		
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Infinite ( Camp	ÚS	
		Campus Parent
North	Smithfield	Announcements
Parent Use	rname	Monday March 1, 2010
Password		Welcome to the Parent Portal
Application Editor Application		Technical issues, including difficulties accessing the Parent Portal, should be directed to the NSSD website -
Campus Parent	Log In	To update your family demographic information, download the Update Household Information Form from the NSSD website
	Help	Please keep your user name and password in a safe place for future reference. Your access to the Portal will be delayed should you need to have this information resent to you.
Portal Translation, Exchange	Log In to Campus Student	
	or	
	New User?	
		©2003-2019 Infinite Campus, Inc.   Version-Campus-26.2.0-SNAPSHOT
		English T

#### **Download Translations**

When a language is selected, a Download Translation editor becomes available. Users can download all translations or just missing translation for all fields in the module/application into a CSV format. This can be populated in-house with the needed translations, or sent to a translation service. Once translations are complete, they can then be uploaded back into Campus.

Languages Translations		
Save		
Application 		
Application Editor Application Campus Parent	Language Simplified Chinese	
Active		
Portal Translations Exchange Download Translation Include		•
All Translations      Missing Translations     Download Export File (.csv format).		

Determine whether all fields in the module/application should be downloaded into the 1. spreadsheet, or just the fields that are missing translations. Choose the appropriate radio button for **All Translations** or **Missing Translations**.

- 2. Click the **Download** button. The CSV spreadsheet downloads as other downloads would.
- 3. Save the newly downloaded file and enter the translations or send it to your third party translator.

The CSV spreadsheet includes the selected Language Code, the label, the application from which the fields are being downloaded, the English Text that displays and the Translated Text.

	A	В	С	D	E
1	LanguageCode	LabelCode	Application	EnglishText	TranslatedText
2	fr	portal.gradPlanner.gradPla	portal	Required Test	
3	fr	portal.attendance.releaseD	portal	Early Release Details	
4	fr	portal.assessment.resultAs	portal	Result	
5	fr	portal.benefits.olaProcess	portal	Letter to Household	
6	fr	portal.grades.expandGrade	portal	Expand All	
7	fr	portal.studentData.cancelB	portal	Cancel	
8	fr	portal.benefits.olaAppBen	portal	Please enter the benefit ca	se number.
9	fr	portal.activitiesByDate.sco	portal	Score	
10	fr	portal.contactInfo.instructi	portal	To opt out uncheck the text	(SMS) box anytime.
4.4	£	a substant as successive a stability of the	a subsl	matra.	

CSV Download

# **Upload Translations**

When the downloaded spreadsheet has been populated with translations, use the Upload Translations functionality to upload the file and add the translations to the Campus database. You can also upload a shared file that was available on the Campus Community Forums.

Save		
Cave		
Application		
Simplified Chinese (Active)		
E Spanish (Inactive)		
Traditional Chinese (Inactive)     Legacy Portal		
Application Editor Application	Language	
Campus Parent	Simplified Chinese	
Active		
	1	
Portal Translations Exchange		
Download Translation		
Include		
All Translations O Missing Translations		
Download Export File (.csv format).		
Upload Translation		
	•	↓
Upload Translation	<b>V</b>	+
Instructions Select the .csv file to upload. The file's o	columns must match those in the generated file you downloaded. Specifically	the language code must be in column 1, the
Instructions Select the .csv file to upload. The file's o label's code in column 2, the application	columns must match those in the generated file you downloaded. Specifically 's name in column 3, the English text in column 4, the translated text in colum	the language code must be in column 1, the in 5.
Instructions Select the .csv file to upload. The file's o	columns must match those in the generated file you downloaded. Specifically 's name in column 3, the English text in column 4, the translated text in colum	the language code must be in column 1, the in 5.
Instructions Select the .csv file to upload. The file's of label's code in column 2, the application Import Rules • If there's no translation text for a row, th	i's name in column 3, the English text in column 4, the translated text in colum at row will be skipped.	the language code must be in column 1, the in 5.
Instructions Select the .csv file to upload. The file's ( label's code in column 2, the application Import Rules If there's no translation text for a row, th If the code doesn't match a known code	i's name in column 3, the English text in column 4, the translated text in colum	the language code must be in column 1, the
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Select the .csv file to upload. The file's of label's code in column 2, the application Import Rules If there's no translation text for a row, th If the code doesn't match a known code If the language code in the row doesn't	i's name in column 3, the English text in column 4, the translated text in colum at row will be skipped. for your version of Campus, that row will be skipped. match the language you're importing to, the row will be skipped.	the language code must be in column 1, the
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Upload Translations Editor

- 1. Click the **Choose File** button to locate the file to upload.
- 2. Click the **Upload & Test** button to test the format of the file before uploading. An error report displays when the test has been completed. Correct these issues prior to importing the file.
- 3. Click the **Upload & Import** file to import the translated files to the database.

Encode CSV files to use UTF-8. Other encodings do not work properly.

## **Share Translations**

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A Campus Community Forum is available for users to share their translation files. Use the **Download Translations** process above and add your file to the forum for any language you have translated. In turn, import any translation file posted on the Forum that other districts have translated.

A link to the Portal Translations Exchange Forum is included on the **Application Editor**, displayed when a specific language is selected. It will open the Campus Community.

Languages Translations Save Applications Compute Parent Compute Pa						
Application Editor Application Campus Parent Active	Infinite Campu	Language Simplified Chinese us Community				G
Portal Translations Exchange	News Forums	Knowledge Base		Sear	ch Campus Community	ICU
	Forum Home » C Post New Thread	- ommunication » Parent/Student Portal »	Portal Translations Exchange	Shortcut	s Your Settings S	Search For
	Title / Thread		Rating	Replies / Views	Last Post By	
	Somali transla Started by bpit	tion tman, 02-13-2017 10:47 AM		Replies: 2 Views: 128	hergottj 10-26-2018 04:02 PM 💴	
	Portal Transla Started by nola	tion Exchange , 12-06-2016 09:02 AM 1 2	2	Replies: 13 Views: 557	nola 01-17-2018 12:06 PM 💴	
	Arabic Transla Started by mlar	tion mar, 03-08-2017 08:49 AM		Replies: 0 Views: 78	mlamar 03-08-2017 08:49 AM 💴	
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