

Portal Display Options Report

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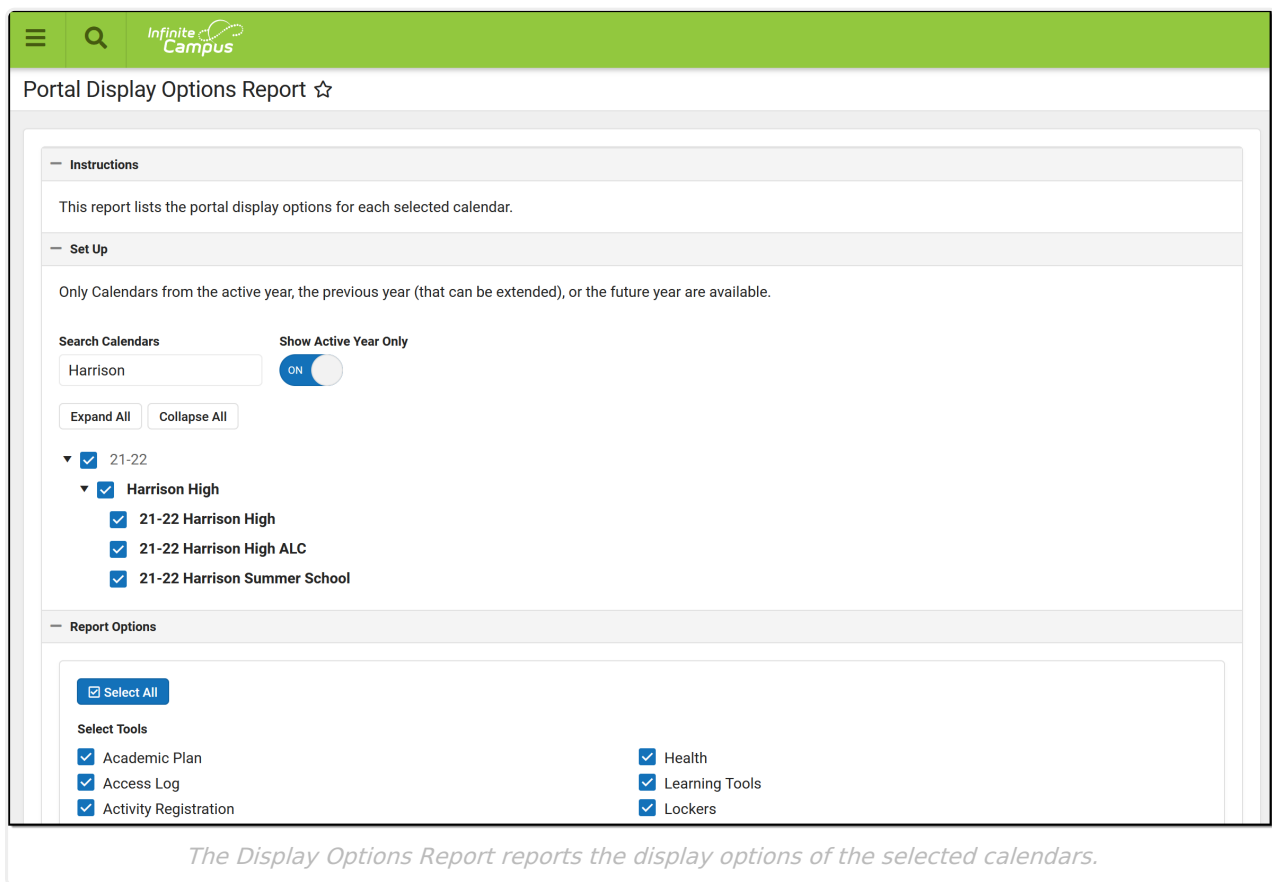
[Generating the Display Options Report | Report Example](#)

PATH: *System Administration > Portal > Reports > Display Options*

Search Terms: Display Options Report

The Display Options Report lists the display options for the selected calendars. [Display Options](#) are the various tools and additional data that can be enabled on [Campus Student](#) and/or [Campus Parent](#). Display options are managed via templates, which then have calendars assigned to them.

The report collects display options in their current state.



The screenshot shows the 'Portal Display Options Report' interface. It includes a header with the Infinite Campus logo and a search bar. The main content area is divided into sections: 'Instructions' (explaining the report's purpose), 'Set Up' (containing a search bar for calendars, a 'Show Active Year Only' toggle set to 'ON', and 'Expand All'/'Collapse All' buttons), and 'Report Options' (containing a 'Select All' button and a list of tools to be included in the report). The 'Set Up' section shows a tree view of selected calendars: 21-22, Harrison High, 21-22 Harrison High, 21-22 Harrison High ALC, and 21-22 Harrison Summer School. The 'Report Options' section shows a list of tools: Academic Plan, Access Log, Activity Registration, Health, Learning Tools, and Lockers, all of which are checked.

The Display Options Report reports the display options of the selected calendars.

Generating the Display Options Report

1. Select the **calendar(s)** to be included in the report.
 - By default, the editor displays only calendars in the active year. Toggle **Show Active Year Only** to display calendars in the current year, in the future year, and in the past year, if the past year is still within [the window](#) where the calendar's data could be made available on Campus Student/Parent.
 - If desired, filter the calendar list using the **Search** field.
2. Select the **Tools** whose display options should be included in the report.

- Many tools have sub-display options that control data on a more granular level. Those sub-options are also included in the report.
- 3. Below the list of tools, indicate if the report should **Include Display Text**. This text is available for the Assessments, Attendance, Behavior, Documents, Grades, Schedule, and Transportation tools and allows schools to provide more specific information and instructions.
- 4. Indicate if the report should **Show Enabled Options Only**. If this option is marked, only enabled display options in the tools selected above that are also enabled are reported.
- 5. Select the **Format** in which the report should generate, *PDF* or *CSV*.
- 6. Click **Generate** to view report results.

Report Example

Below is an example of what the report looks like in PDF format. Results are separated by calendar, an by schedule structure within each calendar.

A summary section displays at the beginning of each calendar's results that reports the template and current calendar and term settings. Next, each tool selected in the report editor is listed. For enabled tools, each display option is listed. Display options are not listed for disabled tools. If the option to Show Enabled Options Only was selected, only enabled display options for selected tools that are also enabled are displayed. For each option, whether it's enabled in Campus Student and/or Campus Parent is indicated.

100 Plainview Schools District 123 Main Street, Metro City, MN 55555 Generated on 05/26/2022 03:17:06 PM Page 1 of 4	Portal Display Options Report																		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>School: Harrison High</p> <p>Calendar: 21-22 Harrison High (07/01/2021 - 06/30/2022)</p> <p>Display Options Template: Harrison High</p> <p>Portal Calendar Settings Enable (Active/Future) Disable (Previous)</p> </div> <div style="width: 45%;"> <p>Status: ENABLED</p> <p>Enabled Terms: 1, 2, 3, 4</p> <p>Portal Term Settings Automatically enable all terms 0 days before first term's start date</p> </div> </div>																			
Academic Plan	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Enable Academic Plan Tool</td> <td style="width: 20%; text-align: center;">✓ Student</td> <td style="width: 20%; text-align: center;">✓ Parent</td> </tr> <tr> <td>Enforce All Rules</td> <td style="text-align: center;">✓ Student</td> <td style="text-align: center;">✓ Parent</td> </tr> <tr> <td>Require approval by parent/legal guardian</td> <td></td> <td style="text-align: center;">✓ Parent</td> </tr> <tr> <td>Display Course Fees</td> <td></td> <td style="text-align: center;">✓ Parent</td> </tr> <tr> <td>Allow portal users to change program</td> <td></td> <td style="text-align: center;">✓ Parent</td> </tr> <tr> <td>Allow to change course plans</td> <td style="text-align: center;">✓ Student</td> <td style="text-align: center;">✓ Parent</td> </tr> </table>	Enable Academic Plan Tool	✓ Student	✓ Parent	Enforce All Rules	✓ Student	✓ Parent	Require approval by parent/legal guardian		✓ Parent	Display Course Fees		✓ Parent	Allow portal users to change program		✓ Parent	Allow to change course plans	✓ Student	✓ Parent
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The report results summarize the template and settings and then lists reported options grouped by tool.

