

Translation Setup

Last Modified on 06/10/2025 10:15 am CD7

<u>Considerations for Translations | Enter Translations | Activate a Language | Download Translations |</u> <u>Upload Translations | Share Translations</u>

Tool Search: Translation Setup

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 	
	Translation Setup

See the <u>Portal Translation Setup Tool Rights</u> article for information on available tool rights.

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.

Translation Setup ☆			S	System S	Settings > Portal P	references	> Transl	ation Set					
Save Application Compute Parent/Student Compute Parent/Student Compute Parent/Student Samain (Active) Samain (Active) Samain (Active) Compute Parent Parent Parent Compute Pare			~										
Application Campus Parent/Student Translations Key	Translation	English Text	Infinite Contraction										
calendar.AssignmentsButton	Tarsas	Assignments	Home		Calendario								
calendar AttendanceButton	Asistencia	Attendance	Calendario Tareas		Tareas Progr	amar Asist	encia						8
calendar.CalendarTitle	Calendario	Calendar	Calificaciones		teb. mar. abr.	julio 202	3 MA	MI	JU	VI	SA	Hoy DO	
		1.	Actualizaciones del registro de calificaciones		may.						1	2	
calendar.ScheduleButton	Programar	Schedule	Asistencia Programar		jun. jul.	3 10	4 11	5 12	6 13	7 14	8 15	9 16	
calendar.WeekViewToggle	Alternar vista semanal	Toggle Weekly V	Programa con respuesta		ago. sept. oct.	17 24	18 25	19 26	20 27	21 28	22 29	23 30	
		11.	Plan académico		nov.	31							
			Tarifas		dic	adosto	2023						

An example of the Calendar in Translation Setup and Campus Student

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

the English Text.

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.

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

Languages Translations Application Compute Parent Compute P		
Application Campus Parent		
Translations Key	Translation	English Text
navigation AcademicPlan	学术计划	Academic Plan
navigation.AccessLog	访问日志	Access Log
navigation.Applications	应用	Applications
navigation.Assignments	/ 前	Assignments
navigation.Attendance	Infinite C Campus	
navigation.ContactPreferences		Message Center
navigation.Discussions	讨论 消息中心	Announcements Inbox
	今天 毎同概述 分配	Harrison High <i>Reminder</i> : Don't forget to wear your school colors this Friday!
	等级	District Announcement
	成绩簿更新 	02/09/2015 Reminder to parents that school will end 2 hours early on Friday, February 13th for district-wide teacher training.
	时间表	
	报告	
	学术计划	
	费用	
	支付	
	讨论 客饮服务	
	客 <u>饮服务</u> 响应时间表	
	更多	
	Na	vigation Bar Translated to Chinese

Activate a Language

When a language is added on the <u>Languages</u> 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.

B - ☐ Simplified Chinese (Active) B - ☐ Spanish (Inactive) B - ☐ Traditional Chinese (Inactive) B - ☐ Legacy Portal		
Infi	nite Campus	
	North Smithfield Parent Username Password Log In Help Log In to Campus Student or New User?	Announcements Monday March 1, 2010 Melcome to the Parent Portal Technical issues, including difficulties accessing the Parent Portal, should be directed to the NSSD website - To update your family demographic information, download the Update Household Information Form from the NSSD website Please keep your user name and password in a sefe place for future reference. Your access to the Portal will be delayed should you need to have this information resent to you.
		©2003-2019 Infinite Campus, Inc. Version:Campus-26.2.0-SNAPSHOT English 百姓中文

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 <u>uploaded back into Campus</u>.

Languages Translations		
Save		
Application Campus Parent Compus Parent Compute Chinese (Active) Compute Chinese (Active) Compute Chinese (Inactive) Compute Chinese (Inactive) Com		
Application Editor Application Campus Parent	Language Simplified Chinese	
Active		
Portal Translations Exchange		
Download Translation Include		
${}^{\textcircled{\mbox{\scriptsize one}}}$ All Translations \bigcirc 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	B		D	-
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.olaProcessE	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.scor	portal	Score	
10	fr	portal.contactInfo.instructi	portal	To opt out uncheck the text	(SMS) box anytime.
14	£	a substant as successive and the Decision	a subsl	malas.	

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		
Application		
Campus Parent		
Simplified Chinese (Active)		
Spanish (Inactive) Traditional Chinese (Inactive)		
Application Editor Application		
Application Campus Parent	Language Simplified Chinese	
Active		
		1
Portal Translations Exchange		
Download Translation		
Include		
All Translations Missing Translations		
Download Export File (.csv format).		
Upload Translation		
Instructions	*	+
Instructions	nns must match those in the generated file you downloaded. Specifically	the language code must be in column 1, the
	ime in column 3, the English text in column 4, the translated text in column	
Import Rules		
If there's no translation text for a row, that row	w will be skipped.	
 If the code doesn't match a known code for y 	our version of Campus, that row will be skipped. h the language you're importing to, the row will be skipped.	
FYI: It's good practice to download a copy of		
File	,	
Choose File No file chosen		

- 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 <u>Portal Translations Exchange</u> Forum is included on the **Application Editor**, displayed when a specific language is selected. It will open the Campus Community.

Languages Translations Application Campor Parent H Campor Parent H Campor Parent H Campor Spanib (Incarce (Adive) H Campor Campor Parent H Campor Campor Parent Language Langu	_						
Application Editor Application Campus Parent Active	latiola	Language Simplified Chinese					
Portal Translations Exchange	Infinite Carr News	Campus Community			Searc	h Campus Community	G ICU
	F	Forum Home » Communication » Parent/Student Port	al » Portal Translations Exchange		Shortcuts		Search Foru
		Title / Thread Starter	Rating	Replies	Views	Last Post By	
		Somali translation Started by bpittman, 02-13-2017 10:47 AM		Repl Views	es: 2 : 128	hergottj 10-26-2018 04:02 PM 💴	
		Portal Translation Exchange Started by nola, 12-06-2016 09:02 AM 1 2	d	Replie Views	s: 13 : 557	nola 01-17-2018 12:06 PM D	
		Arabic Translation Started by mlamar, 03-08-2017 08:49 AM			es: 0 s: 78	mlamar 03-08-2017 08:49 AM 💴	
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