

System Preferences

Last Modified on 06/14/2024 8:11 am CDT

[District and State Preferences](#) | [District Preferences](#) | [State Preferences](#)

Tool Search: System Preferences

System Preferences allow for the configuration of settings for general use of Infinite Campus. These preferences should only be modified by a district administrator, as modifications affect system operations. Additional preferences may be contained within the module to which they relate.

System Preferences ☆
System Settings > System Preferences > System Preferences

Save

District Preferences

Search Screen Field Order

Student Number BEFORE Name Fields ▼

Enrollment Overlap Behavior

Centralized Enrollment: Auto-End overlapping Primary Enrollments ▼

Default Enrollment Local End Status

02: Transfer to another school in district (Valid 97-98 thru 2 ▼

Enrollment Start Status Type Updates

Campus Maintained ▼

Enrollment End Status Type Updates

Campus Maintained ▼

Allow GPA Bonus Points

Yes ▼

Turn on Federal Impact Aid Tracking

Yes ▼

Search Limit

No Limit (not recommended) ▼

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.

District and State Preferences

System Preference	Definition	Area(s) Affected
Search Preferences		
Search Screen Field Order	The Search Screen Field Order system preference determines where the Student Number field is located in relation to name fields when conducting an Advanced Search for students. ▶ Click here to expand...	Advanced Search
Search Limit	The Search Limit system preference allows districts to limit the number of results returned by a search to improve search and system performance. ▶ Click here to expand...	Searching in Infinite Campus
Attendance		

System Preference	Definition	Area(s) Affected
Enable Attendance Auditing	<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. When this preference is not turned on, data is not 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 is only 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 are returned on the reports.</p> <div> <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> </div>	Attendance
Enrollment Preferences		
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, Census Enrollment, Student Locator, etc.).</p> <p>► Click here to expand...</p>	Enrollments

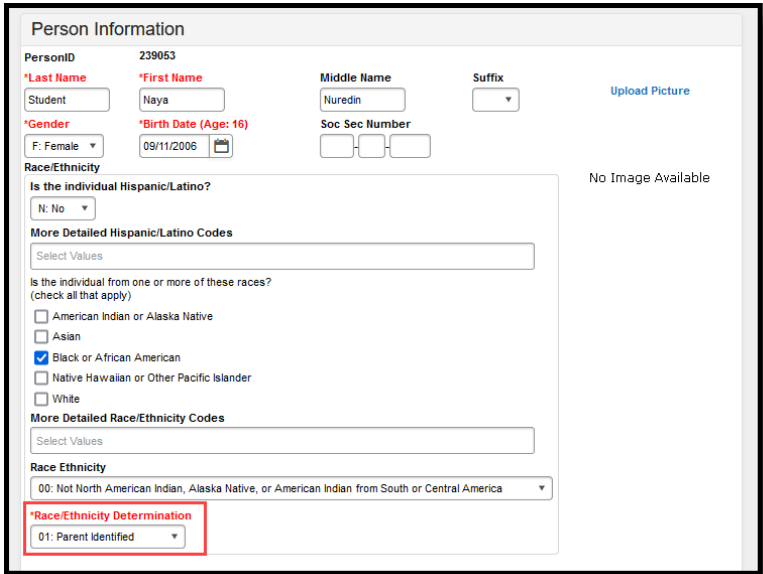
System Preference	Definition	Area(s) Affected
Default Enrollment Local End Status	<p>Indicates which end status is automatically assigned to enrollments when enrollments are ended.</p> <p>This preference only appears when the Enrollment Overlap preference is set to the following:</p> <ul style="list-style-type: none"> • Centralized Enrollment. • Overlap Warning: Auto-end overlapping primary enrollment. Warn the user. 	Enrollments
Grading and Scores		
Allow GPA Bonus Points	Indicates whether or not GPA bonus points are allowed for Score Groups.	Score Groups and Rubrics Grading Scales
Disable Custom Comments when Posting Grades	When set to Yes, teachers are not allowed to enter individual comments on posted student grades.	Posting Grades Grading by Student (Section) Grading by Task (Section)
Number of Significant GPA Decimal Places	<p>Indicates how many significant decimals (decimals to the right of the period) are allowed for GPA values.</p> <p>This field may be read-only for certain states.</p> <p>This preference does not apply to Ad hoc-generated GPA data or the Total Grade Points column of the Class Rank Report.</p>	N/A

System Preference	Definition	Area(s) Affected
Require all scores for Composite Grading	<p>When set to Yes, teachers are not able to post a composite grade until the student 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>	<p>Grade Calc Options (Course Masters)</p> <p>Grade Calc Options (Courses)</p> <p>Grade Calc Options (Campus Instruction)</p>
Census		
Birth Date Required for Student Locator	<p>This preference determines whether a staff person searching for a student using the Student Locator is required to enter a Birth Date as part of the initial search.</p> <ul style="list-style-type: none"> When set to No, users need to enter the Last Name, First Name and Gender in order for the Search field to be activated. When set to Yes, users need to enter the Last Name, First Name, Gender AND the student's Birth Date in order for the Search field to be activated. <div> Kentucky Users ONLY This preference is set to Yes and cannot be modified. </div>	Student Locator
Turn on Federal Impact Aid Tracking	<p>When set to Yes, the Impact Aid tool 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>When set to No, the Impact Aid tool 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
School Boundary Warnings	<p>When set to On, users 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>	Census Address Schools Enrollment

System Preference	Definition	Area(s) Affected
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; when 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>When 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
Student State ID Method	<div> <p>This preference is called Other ID Method for BIE NASIS customers.</p> </div> <p>The Student State ID Method system preference determines how Student State IDs are generated for new students within Campus. This is only available for districts linked to a state edition.</p> <p>► Click here to expand...</p>	Demographics Student Locator
SSN Staff Search Only	When set to Yes, staff can only be searched by Social Security Number.	Staff Locator
Allow Multiple Primary Addresses	When set to Yes, users are allowed to have multiple Primary home addresses within Campus.	Census Address

System Preference	Definition	Area(s) Affected
Require Employment Record for District Assignment	<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.</p> <p>State edition customers and state-linked districts do not have the option to modify this preference. The preference is determined by the state Department of Education and updated by Infinite Campus. The setting is view/read-only in those situations.</p> <div style="background-color: #e1f5fe; padding: 10px; border-radius: 5px;"> <p>This preference is enabled for users in Maine.</p> </div> <p>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 occurs 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>

System Preference	Definition	Area(s) Affected
Require Race/Ethnicity Data for	<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> <div> <p>For Kentucky districts, this field is controlled by the state. Values set at the state level are pushed down to districts.</p> </div>	<p>Demographics</p> <p>Add Person</p> <p>Student Locator</p> <p>Staff Locator</p>
Require Race Selection	<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 tool.</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"> When the Require Race/Ethnicity Data For preference is set to No One, the Require Race Selection preference is 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. <div> <p>For Kentucky districts, this field is controlled by the state. Values set at the state level are pushed down to districts.</p> </div>	<p>Demographics</p> <p>Add Person</p> <p>Student Locator</p> <p>Staff Locator</p>

System Preference	Definition	Area(s) Affected
Require Race/Ethnicity Determination for	<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> 	Demographics
Student Information		
Show Counselor in the Student Header	When set to Yes, the name of a student's Counselor displays in their information header.	Student Information
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

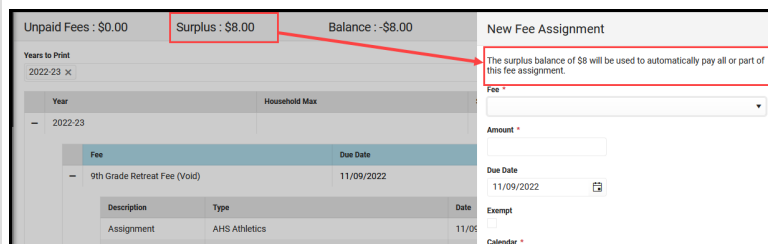
System Preference	Definition	Area(s) Affected
Flag Health Conditions	<p>This preference determines the display of health conditions assigned to students.</p> <p>When set to yes, any condition marked as flagged displays checked by default when that condition is assigned to a student and the flag displays by the student's name. When this preference is turned off, the flag does not display next to the student's name even when 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 displays 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 does not display next to the student's name, even when a condition is flagged in the Condition List or when the condition is marked as flagged when assigning that condition to a student.</p>	Health Conditions
Default Health Conditions	<p>Default Health Conditions preference allows 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>	Health Conditions
Learner Planning Copy Plan	<p>Determines how learner plans are locked after being copied.</p> <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 <p>See the Plan Copy Wizard article for more information.</p>	Learner Plan Documents

System Preference	Definition	Area(s) Affected
NGA Cohort Years after NCLB	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 tool.	Student Graduation
Scheduling		
Enable Scheduling Validations	<p>When set to Yes, provides users a warning in the Walk-In Scheduler when deleting or end-dating a course when the action results in a gap in the student's schedule.</p> <p>When set to No, the warning does not display.</p>	Walk-In Scheduler

System Preference	Definition	Area(s) Affected
Days to Flag Roster Additions	<p>The Days to Flag Roster Additions system preference determines the length of time a student's name displays 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> <p>This preference is based on calendar days.</p>  <p>The default value for this field is 10 days.</p> <div> <p>Note the following:</p> <ul style="list-style-type: none"> This preference determines 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. When no roster start date has been entered for a section, the student name does not display in green. </div> <p>Any students with a start date entered on a section roster displays in green font in the following areas for the specified number of days:</p>	<p>Campus Instruction</p> <p>Course Sections</p> <p>Attendance</p>

System Preference	Definition	Area(s) Affected
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 has 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. When 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>	<p>Blended Learning Groups</p>
Reporting		
Batch Queue Expiration Days	<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>When 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 is deleted by the automated Batch Queue Maintenance task executed by the Task Scheduler.</p> <p>A Batch Queue/Admin Queue report is not deleted when 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>

System Preference	Definition	Area(s) Affected
Data Source for Ad Hoc	<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>	Query Wizard Letter Builder Data Export Data Analysis Data Warehouse Settings
Fees		
Autopay Fees with Surplus Balance	<p>The Auto-pay Fees with Surplus Balance preference automatically pays any fee with surplus from another fee.</p> <p>When set to Yes, auto-pay happens in the following scenarios:</p> <ul style="list-style-type: none"> When a deposit is created after adjusting a fee assignment where the total adjustments plus total payments is greater than the fee amount. When part of a payment is voided on a fee assignment. This auto-pays any other fees that may exist (but not the one where the payment was just voided). When a new fee assignment is created when there is a surplus balance. This auto-pays the newly created fee first and then any remaining surplus is automatically paid to other fees. <p>A message displays when making a payment for Students and Persons when a surplus exists alerting the office person the deposit is applied to other fees.</p>	Fees (Student) Fees (Person)



Unpaid Fees : \$0.00 **Surplus : \$8.00** Balance : -\$8.00

Years to Print: 2022-23 x

Year: 2022-23

Household Max

Fee: 9th Grade Retreat Fee (Void) Due Date: 11/09/2022

Description: Assignment Type: AHS Athletics Date: 11/05

New Fee Assignment

The surplus balance of \$8 will be used to automatically pay all or part of this fee assignment.

Fee:

Amount:

Due Date: 11/09/2022

Exempt: ☐

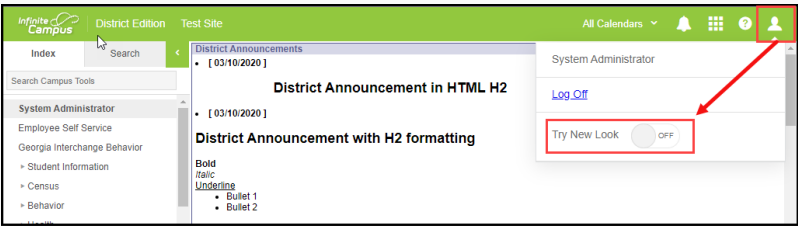
Calendar:

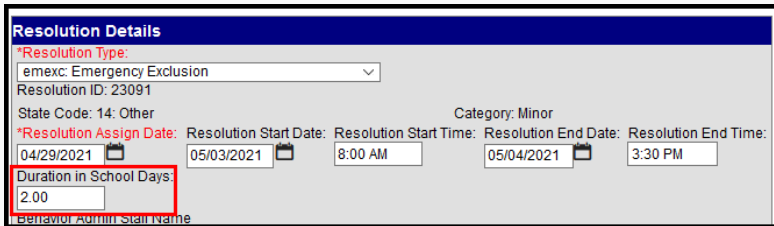
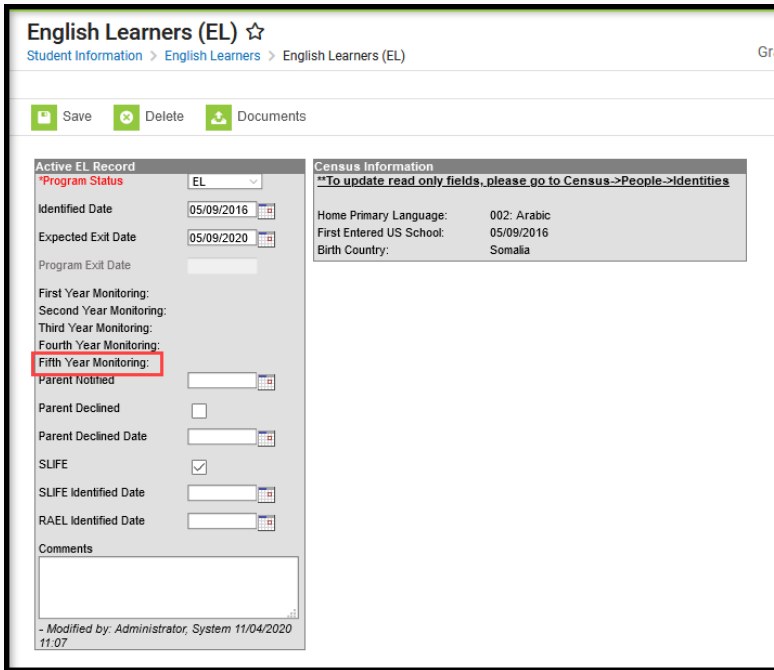
System Preference	Definition	Area(s) Affected
Auto Post Course Fees	<p>The Auto Post Course Fees preference posts any course fees to the Student Fees tool automatically (after the Course Fee Wizard is used) when students are scheduled into a course section through the Walk-In Scheduler or the Roster Setup tool.</p> <p>When set to Yes, course fees auto-populate for students who are schedule through the Walk-In Scheduler or Roster Setup tools.</p> <p>Auto-Post Course Fees Process 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 post for all students who are added to that course's section roster.</p>	Roster Setup Walk-In Scheduler

District Preferences

System Preference	Definition	Area(s) Affected
User Management		
Authentication Type Droplist Default	<p>The value set in this field determines the default value that appears in the Authentication Type field on a person's User Account tool.</p> <p>This field is only available if more than one Authentication Type is enabled on your site (i.e., LDAP and/or SAML).</p> <p>This setting applies to automated and manually created user accounts.</p> <p>► Click here to expand...</p>	User Security
Ed-Fi and SIF		

System Preference	Definition	Area(s) Affected
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 syncs from Campus to the Ed-Fi system (when 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 does not sync to the Ed-Fi system until this field is set to Yes. 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. • No = Ed-Fi functionality is not enabled for the district and users cannot access Ed-Fi tools within Campus. 	Ed-Fi
Send Final Grade Only	<div>Iowa Users ONLY</div> <p>For SIF StudentSectionMarks object, when this preference is set to Yes, only grades marked as Final are sent. When set to No, in progress grades are sent.</p>	SIF (Iowa)
Point of Sale		
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>	<p>General (POS Preferences)</p> <p>Set Student Number as PIN Wizard</p>
Navigation		

System Preference	Definition	Area(s) Affected
<p>User Access to the New Look of Campus (Try New Look)</p>	<p>This preference controls the following:</p> <ul style="list-style-type: none"> • No Users (Use Classic View Only) - No one in the district can access the Try New Look toggle and switch to using the New Look of Infinite Campus. • Only Instruction Users - Only users with a Homepage of Campus Instruction are able to access and toggle the Try New Look button • All Users - The Try New Look toggle is available for all users and all users can switch their experience to the New Look of Infinite Campus • Use New Look Only - All users who log into Infinite Campus are automatically put into the New Look of Infinite Campus and cannot use the Try New Look toggle to go back to Classic Campus. <div data-bbox="408 967 1219 1133"> <p>The New Look of Infinite Campus will permanently replace Classic Campus in the 2025-2026 school year.</p> </div> <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 and 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 reverts their Campus experience back to original Campus (Classic Campus).</p> 	<p>Try the New Look of Campus</p>
<p>Behavior Management</p>		

System Preference	Definition	Area(s) Affected
Discipline Duration Calculation	<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. 	Behavior Management
Programs		
Display Fifth Year EL Monitoring	<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). When set to Yes, the student's EL tool displays a read-only Fifth Year Monitoring label.</p>  <p>When set to No, this label does not display.</p>	English Learners
School Choice		

System Preference	Definition	Area(s) Affected
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. 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 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. • 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. 	School Choice

System Preference	Definition	Area(s) Affected
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>	School Choice

State Preferences

System Preference	Definition	Area(s) Affected
Records Transfer		
Record Transfer Enrollment Type(s)	<p>This preference allows you to determine which district to send a Records Transfer request to based on the enrollment type of the student's most recent enrollment record(s).</p> <p>For example, when this field is set to 'Primary (P) OR Special Ed (N)' and the student has a Primary enrollment in District A and a more recent Special Ed enrollment record in District B, District B would be sent the enrollment record request.</p> <p>Options include:</p> <ul style="list-style-type: none"> • Primary (P) Only - This is the default setting • Primary (P) OR Partial (S) • Primary (P) OR Special Ed (N) • Primary (P) OR Special Ed (N) OR Partial (S) 	Student Records Transfer
Census		

System Preference	Definition	Area(s) Affected
Student State ID Window	<p>Minimum and Maximum number range allowed when generating Student State IDs.</p> <p>This option is only available when the Student State ID Method is set to 9-digit or 10-digit windowing sequential with leading zeroes.</p>	Demographics
Display last known district in Student Locator	The student's last known district appears within the Student Locator when searching students.	Student Locator
Display last known district in Staff Locator	When set to Yes, the staff person's last known district is displayed within the Staff Locator when search staff members.	Staff Locator
Staff State ID Method	The Staff State ID Method system preference determines how Staff State IDs are generated for new staff within Campus.	Demographics
Staff State ID Window	<p>Minimum and Maximum Number range for generating Staff State IDs.</p> <p>This option is only available when the Student State ID Method is set to 6-digit windowing sequential with leading zeroes.</p>	Demographics
Enable Attendance Check In/Check Out Auditing	<p>The configuration for this preference is displayed but cannot be changed in System Preferences.</p> <p>This preference is specific to one state and is not defined here.</p>	N/A
Enrollments		

System Preference	Definition	Area(s) Affected
Accept State Excluded Grade Levels and Enrollments	<p>The Accept State Excluded Grade Levels and Enrollments state system preference indicates whether or not items marked for state-exclusion at the district level are accepted at the state level.</p> <p>The state-level System Preferences tool allows districts to configure settings for general use of Infinite Campus. These preferences should only be modified by a system administrator, as modifications affect system operations.</p> <p>► Click here to expand...</p> <p>When the Accept State Excluded Grade Levels and Enrollments state system preference is set to a value of No, enrollments marked as "State Exclude" (as shown above) do NOT display at the state level. These items do not display on the state user interface nor are they saved in the state database.</p> <p>When the Accept State Excluded Grade Levels and Enrollments state system preference is set to a value of Yes, enrollments marked as "State Exclude" (as shown above) display at the state level. These items are displayed on the state user interface and are saved in the state database.</p>	Enrollments
Graduation		
Lock State Graduation Records	<p>This preference determines how student graduation records at the state level behave for district-linked installations.</p> <ul style="list-style-type: none"> When locked, existing state graduation records are not automatically updated by new graduation records synced from districts. State Graduation records for students who do not already have those records are still created. State users can manually change the record when the district appeals changes to the student's graduation tool. When not locked (default setting), existing state graduation records are automatically updated with new graduation records synced from districts. 	Student Graduation

Previous Versions

[System Preferences \(District\) \[.2128 - .2243\]](#)

