

Portal Preferences FAQ (Displays Options)

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This article answers questions regarding the [Display Options](#) and [Batch Edit](#) tools.

Create Templates

What is a Display Options Template?

A display options template is a collection of display options, which determine what tools and data are available in the [Campus Student](#) and [Campus Parent](#) portals. Templates are used by assigning calendars to them. Schools may have multiple templates to easily switch between times when they may want different options selected, or may use just one template and update the options in it as needed.

Can I create a district-wide Display Options Template

Not at this time. However, you can create a template in one school and then [copy](#) that template to all of your other schools.

When would I need to create multiple templates for a school?

The number of display options templates a school needs is flexible. If desired, a school could have one template that they use for all calendars and previous, current, and future school years.

However, a school may consider creating multiple templates. For example:

- If your school has multiple calendars/structures in the same school year, such as one calendar and structure for K-3 and another for 4-5. If both calendars can have the same display options, assign them both to the same template. But if the calendar should have different display options, such as hiding assignments and grades for the K-3 calendar, create separate templates for each calendar.
- If your school has separate regular year and summer school calendars that need different display options enabled, create separate templates.
- Schools may want separate templates for different times in the school year, instead of modifying individual display options
 - A school may create a template for use when the grading window is open, with different display options for assignments and grades.
 - A school may create a template called "Previous Years" that can be assigned when a calendar is not in the active school year any more, and certain data should be hidden when the calendar is no longer active.

Do I need to create separate templates for calendars in the current and future school years?

It is unlikely that a school will need separate templates for current and future school years; the only display options that apply in future school years are those for Schedule, Course Registration, Documents, and Academic Plan.

These options can be managed as follows:

Let's assume your school has a calendar for the active school year (Calendar A), a calendar for the future school year (Calendar B) and one display options template.

- *To restrict access to the future school year calendar:* Disable Calendar B in the display options while leaving it assigned to the template.
- *To provides access in the future calendar to Course Registration or Academic Plan, but not Schedule:* Keep Calendar B assigned to the template, but keep the terms for Calendar B disabled, using the [Portal Term Settings](#) options in Calendar and Term Settings.
- *To provide access to Course Registration for only Calendar B:* The Course Registration tool displays for students who have an enrollment in that calendar with an enrollment Start Date in the future. Therefore, if both Calendar A and Calendar B are assigned to the same template which has Course Registration enabled, only students with an enrollment Start Date in the future (enrolled in Calendar B) can see Course Registration tools. Students will not see the Course Registration tool if their enrollment Start Date is in the past.
 - If there are students enrolled in Calendar A with an enrollment Start Date in the future who should NOT have access to Course Registration, you will need to create a separate template for Calendar B with Course Registration enabled and keep Calendar A assigned to the original template, with Course Registration disabled.

Calendars

What does it mean to "enable the calendar when it is in the active or future year"?

A calendar must be enabled to follow the display options in the template it is assigned to, which makes data from that calendar available in Campus Student & Campus Parent. For calendars in the future school year, only the display options related to Schedule, Course Registration, and Academic Plan apply.

What does it mean to "disable the calendar in the active or future year?"

Disabling the calendar in the current or future year means that the calendar is not available in Campus Student/Parent. Therefore, the Portal does not follow any of the display options in the template assigned to that calendar.

If all calendar in which a student is enrolled are disabled (both active and future school years), students and parents will see the following tools:

- Census information (address, demographics, family information)
- Meal Benefits
- Custom tabs and custom tools
- District URL
- District announcements
- Inbox messages
- Fees
- School Store

Previous School Years

What does it mean to [keep a calendar enabled](#) when it is in the previous school year?

After switching the "[active](#)" [school year](#) to the next year, you can keep the previous year's data in Campus Student/Parent for up to 90 days. This action extends students' and parents' access to the previous year's calendar, as well as graduated students and their parents, as long as their accounts are kept active.

When a calendar is extended, students and parents will have access to the same information as when the calendar was active, with the exception that students cannot submit assignments or quizzes. Previous year's calendar data is dependent on what is enabled in the calendar's assigned display options template.

How can I see report cards from previous school years?

Report cards can be enabled in two ways:

1. [Extend access](#) to the calendar for up to 90 days, which displays all report cards marked as [Available in Portal - Active](#).
2. Mark the report card as [Available in Portal - Historical](#). This option keeps the report cards available in Campus Student/Parent as long as the Documents tool is enabled.

Future School Years

How do I hide all data for a future school year?

For calendars in the future school year, only the display options related to Schedule, Course Registration, and Academic Plan apply. To hide all data, keep the calendar [assigned](#) to a display options template but [disable](#) it.

How do I hide announcement and the school URL for a future school? We're not ready to announce the name of a new school yet.

Keep the calendar [assigned](#) to a display options template but [disable](#) it.

See also:

[Do I need to create separate templates for calendars in the current and future school years?](#)

[How do I enable Course Registration for a future school year?](#)

[My district just created a calendar for the future year and rolled enrollments. Students can no longer see the Academic Plan tool. What do I do?](#)

Enabled Terms

What does it mean to enable terms?

When a term is enabled, Assignment, Schedule, Grades, and Attendance data displays for that term. Terms must be enabled in addition to assigning a calendar to a template.

Terms can be enabled automatically using the term settings options or you can manually enable terms that have not yet been automatically enabled.

Why can I not disable terms?

Previous and current terms cannot be disabled. Terms enabled based on the automatic term setting also cannot be disabled. Only future terms and terms not yet enabled by the automatic setting can be manually enabled and disabled.

Calendar Wizard

When I roll a calendar forward, is the assigned display options template rolled as well?

If you choose to copy the Schedule Structures when [rolling the calendar](#) forward, the new calendar will be assigned to the same display options template as the source calendar.

When I roll a calendar forward, what happens when I select "Portal Calendar and Term Settings"?

If you select "Portal Calendar and Term Settings" when [rolling the calendar](#) forward, the [Calendar and Term Settings](#) are copied from the source calendar to the new one. These settings include whether the calendar is enabled in active, future, or previous calendar, and when terms are configured to auto-enable.

This option is handy if your school uses the Academic Plan tool, ensuring that the future calendar is enabled when you roll the calendar and students can use the Academic Plan tool without interruption once enrollments are also rolled.

If you do not roll this option when the calendar is rolled, you can still modify these settings in the [Display Options](#) tool. These settings can also be managed en masse using the [Edit Calendar and Term Settings](#) tool.

Course Registration

How do I enable Course Registration for a future school year?

1. The calendar for the future school year must be [rolled forward](#).
2. Students must be enrolled in the future calendar.
3. The future year's calendar must be enabled and [assigned](#) to a display options template.
4. That template must have Course Registration enabled for Campus Student/Campus Parent.

How do I enable Course Registration for the active school year?

Students/parents can only access course registration for calendars in the active school year if the student's enrollment Start Date is in the future.

1. Student must be [enrolled](#) in the active year's calendar with a Start Date in the future.
2. The active year's calendar must be enabled and [assigned](#) to a display options template.
3. That template must have Course Registration enabled for Campus Student/Campus Parent.

See also [Do I need to create separate templates for calendars in the current and future school years?](#)

Academic Plan

How do I enable Academic Plan in Campus Student/Parent?

The Academic Plan tool has unique logic for displaying in Campus Student/Parent.

- The student must have only one Primary enrollment in the active or future school year's calendar. Students cannot access the Academic Plan if they have more than one Primary enrollment.
- The calendar must be enabled and [assigned](#) to a display options template.

The Academic Plan tool displays in Campus Student/Parent based on the preferences of the latest student enrollment. For example, if the student has a Primary enrollment in only the active year's calendar, the Academic Plan tool only displays if it is enabled in that calendar's template. If the student has Primary enrollments in both the active and future calendars, then

the Academic Plan tool only displays if it is enabled in the future year's calendar, regardless of the display options in the active year's calendar.

My district just created a calendar for the future year and rolled enrollments forward. Students can no longer see the Academic Plan tool. What do I do?

The Academic Plan tool follows the display options of the calendar in which the student has the latest enrollment. To enable Academic Plan, [assign](#) the new future year's calendar to a display options template and enable the calendar, and enable the Academic Plan display option in that template.

Schedules

How do I show a schedule for a calendar in a future school year?

1. [Assign](#) the calendar to a display options template with the Schedule tool enabled and [enable](#) the calendar.
2. Enable the [terms](#) for which you want the Schedule to display (either automatically or manually)

How do I hide Schedules in a future calendar?

One option is to [disable](#) the future calendar. Otherwise, if using Course Registration or Academic Plan in the future calendar, disable [terms](#) in the future calendar to hide the Schedule tool.

Batch Edit Tools

When should I use the Batch Edit Templates tool?

Use the [Edit Templates](#) tool to update the same display options for multiple schools/templates at the same time. This tool is especially helpful when different templates have unique options enabled, since you can update a few options en masse without affecting the rest of the display options. For example, your district may want to enable Proficiency Estimates for all middle schools.

When should I use the Batch Copy Template tool to create new templates?

Create a new template using the [Copy Template](#) tool when a new school wants to copy the display options template of another school in the district. Alternately, a district can create a template and then schools can copy that template and modify it as needed.

When should I use the Batch Copy Template tool to update templates?

Update a template using the [Copy Template](#) tool when a school wants update an existing template to match the options selected in the source template, instead of creating a new one. For example, if all schools should be using the same options, a district can update one school's template and then copy those options to other schools' templates.

When should I use the Batch Edit Calendar and Term Settings tool?

Use the [Edit Calendar and Term Settings](#) tool to update calendar settings, such as whether calendars in the previous, active, or future school years are enabled, and term settings, such as when terms should be auto-enabled.

Shortcuts/Quick Links

How do you add Shortcuts to the front page?

Shortcuts are a combination of hard-coded links requested by your school or district and custom URLs created in [Custom Tool Setup](#). Creating a custom tool with a Tool Type = URL Editor and the Publish to Portal checkbox marked will add the URL as a selectable button in the Shortcuts area for students or parents (depending on the Search Option selected).

How are Quick Links added to the front page?

Quick Links are the URLs entered for the school and district associated with the logged-in user. If the URL field in the [School Information](#) and [District Information](#) tools for the person or student's school/district is populated, it will appear in this section. Only districts or schools that have the URL populated will appear. If a person or a student's school and district does not have a URL populated, this section will not show.

For parents, you may see several links if you have more than one student, as a link will show for each school associated with your household.