Portal Display Options Report
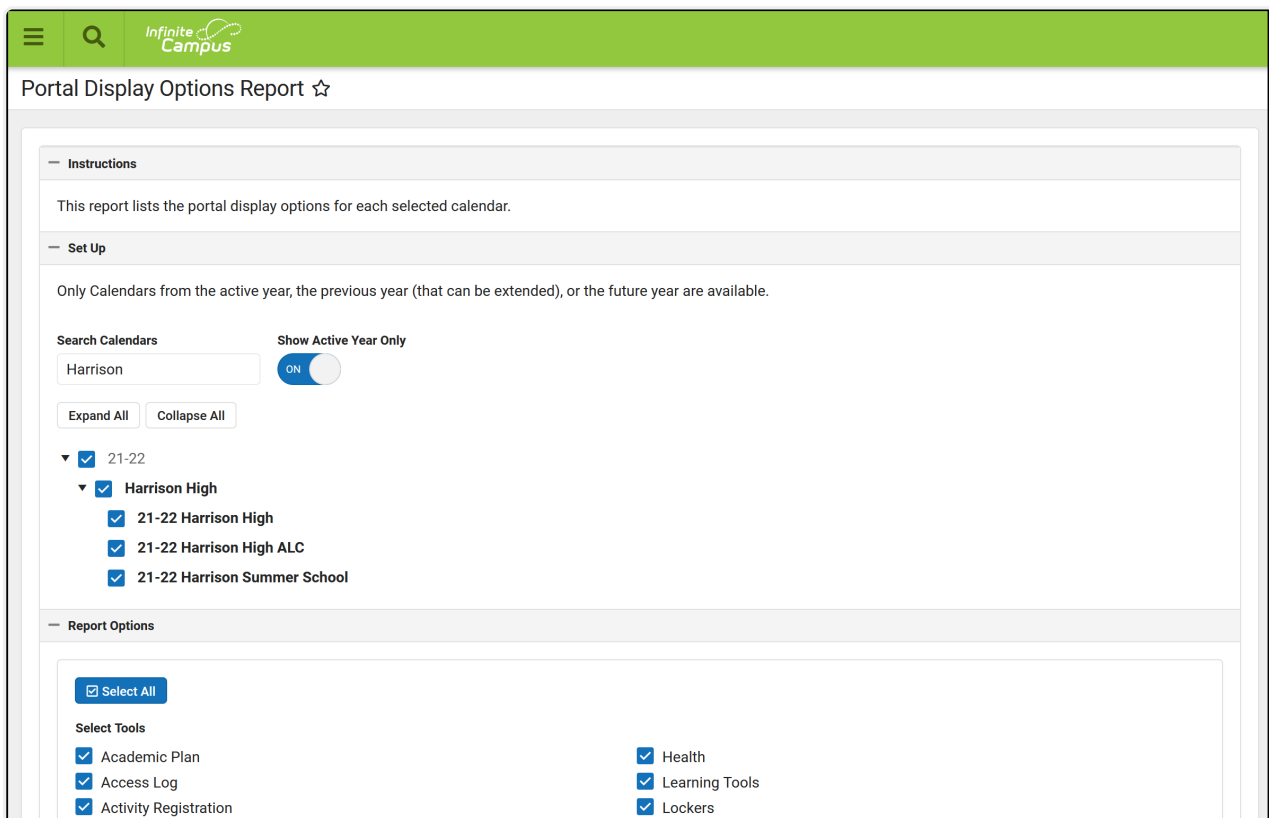
Last Modified on 06/10/2025 10:04 am CDT

Generating the Display Options Report | Report Example

Tool Search: Portal Display Options

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

See the Portal Preferences Reports Tool Rights article for details on available tool rights for this report.

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
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Portal Display Options Report

School: Harrison High
Calendar: 21-22 Harrison High (07/01/2021 - 06/30/2022)
Display Options Template: Harrison High

Status: (ENABLED)
Enabled Terms: 1, 2, 3, 4

Portal Calendar Settings
Enable (Active/Future)
Disable (Previous)

Portal Term Settings
Automatically enable all terms 0 days before first term's start date

Academic Plan	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
Access Log	Enable Access Log Tool	✓ Student	✓ Parent
Activity Registration	Enable Activity Registration Viewing Tool		
Assessments	Enable Assessments Tool	✓ Student	✓ Parent

Assessments Display Text - Student

To obtain list of state and federal required assessment information, please contact the Guidance Center.

The report results summarize the template and settings and then lists reported options grouped by tool.