

System Preferences (State Edition) [.2211 - .2243]

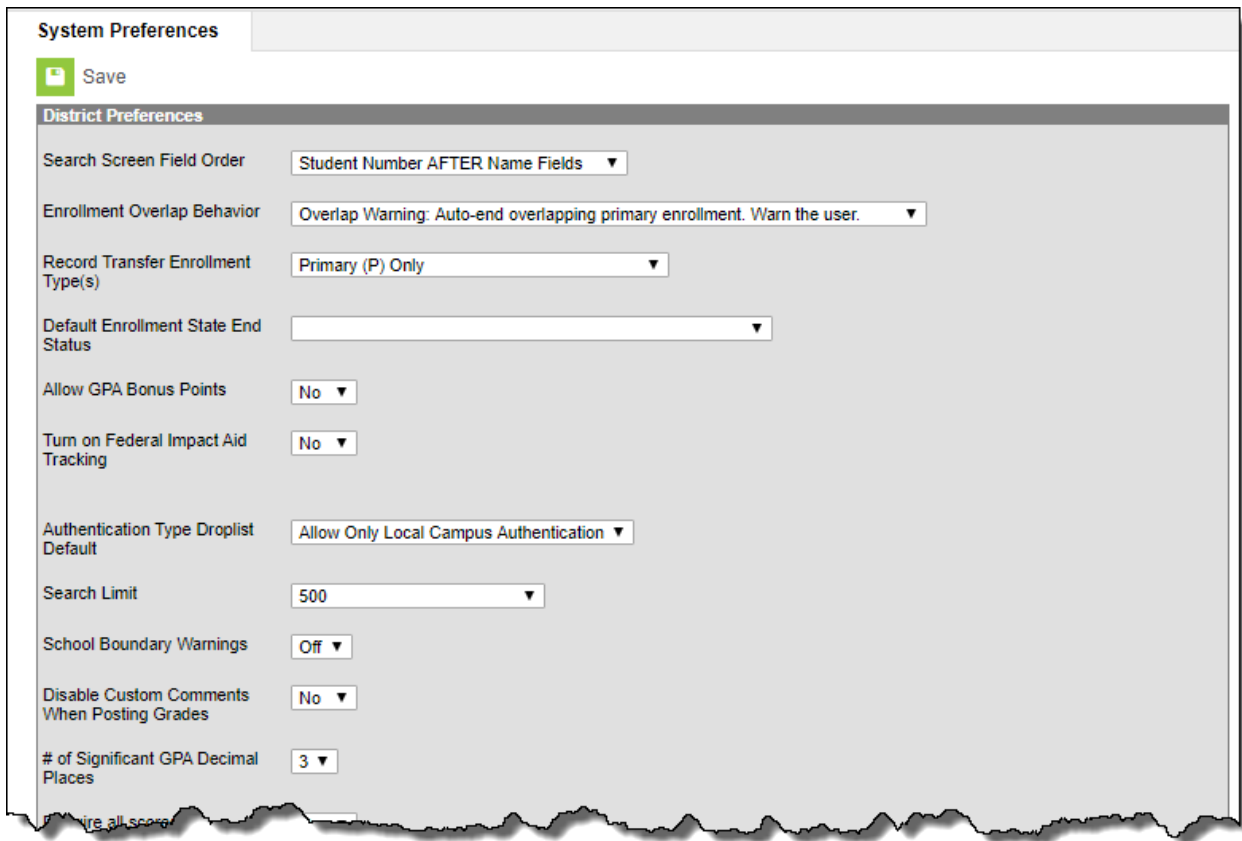
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PATH: *System Administration > Preferences > System Preferences*

Search Term: System Preferences

District-level users should refer to the [System Preferences \(District\)](#) page.

The state-level System Preferences tool allows states to configure settings for general use of Infinite Campus. These preferences should only be modified by a district administrator, as modifications will affect system operations. Additional preferences may be contained within the module to which they relate.



The screenshot displays the 'System Preferences' interface for the State Edition. At the top, there is a 'Save' button. Below it, the 'District Preferences' section is visible, containing several configuration options:

- Search Screen Field Order:** Student Number AFTER Name Fields
- Enrollment Overlap Behavior:** Overlap Warning: Auto-end overlapping primary enrollment. Warn the user.
- Record Transfer Enrollment Type(s):** Primary (P) Only
- Default Enrollment State End Status:** (Empty dropdown)
- Allow GPA Bonus Points:** No
- Turn on Federal Impact Aid Tracking:** No
- Authentication Type Droplist Default:** Allow Only Local Campus Authentication
- Search Limit:** 500
- School Boundary Warnings:** Off
- Disable Custom Comments When Posting Grades:** No
- # of Significant GPA Decimal Places:** 3

State-Level System Preferences

The screenshot shown above is for example purposes only; available options may vary.

State-Level System Preferences

The following table indicates the state-level System Preferences that may be available. When applicable, click on the name of the preference in the table to view additional information.

System Preference	Description	Area(s) Affected	Campus Edition
Search Screen Field Order	<p>The Search Screen Field Order system preference determines where the Student Number field will be located in relation to name fields when conducting an Advanced Search for students.</p> <p>▶ Click here to expand...</p>	Advanced Search	District State
Enrollment Overlap Behavior	<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 tab, Census Enrollment tab, Student Locator, etc.).</p> <ul style="list-style-type: none"> • Centralized Enrollment: Auto-End Overlapping Primary Enrollments. This option automatically enters an End Date for the old primary enrollment when a new overlapping enrollment is created. This date is the date before the Start Date of the new enrollment record. When a new non-primary enrollment has the same date as another primary enrollment, both enrollments remain active. If the start dates are the same, a message displays indicating the primary enrollment cannot overlap with another primary enrollment. The existing enrollment ends with the entered start date and is set to No Show. • Decentralized Enrollment: Allow Overlapping Primary Enrollment. Allows primary enrollments to overlap. Red exclamation points will display next to the overlapping enrollments on the Enrollments tab. • Overlap Warning: Auto-end overlapping primary enrollment. Warn the user. Warns the user 	Enrollments	District State

System Preference	Description	Area(s) Affected	Campus Edition
	<p>when a new primary enrollment overlaps with another primary enrollment. The user may click OK and continue creating the enrollment. The new enrollment's start date is compared to any existing enrollment's start date. If the start dates are the same, a message displays indicating the primary enrollment cannot overlap with another primary enrollment. The existing enrollment ends with the entered start date and is set to No Show.</p> <ul style="list-style-type: none"> • Strict Prevent and Warn Primary: Prevent overlapping of primary enrollments in any calendar. Warn the User. Allow secondary enrollment overlaps. This option prevents the overlapping of primary enrollment records in any calendar. A warning appears when the user attempts to create a new primary enrollment which overlaps another primary enrollment. The enrollment will not be saved and selecting OK on the warning message will result in an error displaying. This option DOES NOT allow partial enrollments to exist without there already being a primary enrollment. This prevents the ability to have two enrollments in the same calendar, even if the enrollments are in separate schedule structures and even if the enrollments are varying service types (primary, secondary, etc.). This option DOES NOT prevent the creation of a new Primary enrollment that overlaps a No Show enrollment. • Strict Prevent and Warn Non-Primary: Prevent overlapping primary enrollments in any calendar, allow Non-Primary Enrollments with no primary 		

System Preference	Description	Area(s) Affected	Campus Edition
	<p>enrollment. This option prevents primary enrollments from overlapping in any calendar, but non-primary enrollments can overlap if there are no primary enrollments. This prevents the ability to have two enrollments in the same calendar, even if the enrollments are in separate schedule structures and even if the enrollments are varying service types (primary, secondary, etc.). This option DOES NOT prevent the creation of a new Primary enrollment that overlaps a No Show enrollment.</p> <div style="background-color: #e1f5fe; padding: 10px; border: 1px solid #cfe2f3;"> <p>Maine Users ONLY: The Enrollment Overlap Behavior preference will not affect non-Primary enrollments.</p> <ul style="list-style-type: none"> This applies to both State and District Editions of Campus Enrollments where Service Type = N: Special Ed Services may also overlap regardless of System Preferences. </div>		

System Preference	Description	Area(s) Affected	Campus Edition
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, if 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	Option only available in State Edition but impacts District Edition customers.
Default Enrollment End Status	When the Enrollment Overlap Behavior Preference is set to Centralized Enrollment, this preference displays. The selected enrollment end status is applied to all enrollments upon the ending of the enrollment.	Enrollments	District State
Allow GPA Bonus Points	Indicates whether or not GPA bonus points are allowed for Score Groups. See the GPA Calculations article for information on Bonus Points.	Score Groups and Rubrics Grading Scales	District State
Turn on Federal Impact Aid Tracking	<p>If set to 'Yes', the Impact Aid tab and Impact Aid Site field on the Address editor display.</p> <p>These fields are used to report Impact Aid information in the Impact Aid and Military Connections Site and Impact Aid Employment Reports.</p> <p>If set to 'No', the Impact Aid tab 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	District State

System Preference	Description	Area(s) Affected	Campus Edition
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...	Advanced Search	District State
School Boundary Warnings	If set to 'Yes', users will receive a warning when attempting to enroll a student in a school outside of the student's geographical boundary.	Enrollments	District State
Disable Custom Comments when Posting Grades	If set to 'Yes', teachers will not be allowed to enter individual comments on posted student grades.	Posting by Student Posting by Task Grading by Student (Section) Grading by Task (Section)	District State
# of Significant GPA Decimal Places	Indicates how many significant decimals (decimals to the right of the period) are allowed for GPA values.	No specific path	District State
Require all scores for Composite Grading	If set to 'Yes', teachers are not able to post a composite grade until the child grades that make it up have also been posted.	Grade Calc Options (Course Masters) Grade Calc Options (Courses) Grade Calc Options (Campus Instruction)	District State
Show Counselor in the Student Header	If set to 'Yes', the name of a student's Counselor will appear in their information header.	Student Information	District State
Student State ID Method	The Student State ID Method system preference determines how Student State IDs are generated for new students within Campus. ▶ Click here to expand...	Demographics Student Locator	District State

System Preference	Description	Area(s) Affected	Campus Edition
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	State
Display last known district in Student Locator	The student's last known district appears within the Student Locator when searching students.	Student Locator	State
Staff State ID Method	The Staff State ID Method system preference determines how Staff State IDs are generated for new staff within Campus.	Demographics	State
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	State
Display last known district in Staff Locator	If set to 'Yes', the staff person's last known district is displayed within the Staff Locator when search staff members.	Staff Locator	State
SSN Staff Search Only	If set to 'Yes', staff can only be searched by Social Security Number.	Staff Locator	District State
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	District State
Enable Self Service Auto Approval	Allows users to self-approve changes made via My Data tools.	My Data	State

System Preference	Description	Area(s) Affected	Campus Edition
Enable Scheduling Validations	<p>If set to 'Yes', provides users a warning in the Walk-In Scheduler when deleting or end-dating a course if the action results in a gap in the student's schedule.</p> <p>Yes No</p>	Walk-In Scheduler	District State
Allow Multiple Primary Addresses	<p>If set to 'Yes', users are allowed to have multiple Primary home addresses within Campus.</p>	Census Address	District State
Require Race/Ethnicity Data for	<p>This setting indicates the type of person record in Campus for which race/ethnicity information is required. Existing settings for this option will become the default - either All Students or No One.</p> <p>▶ Click here to expand...</p> <div style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p>For Kentucky districts, this field is controlled by the state. Values set at the state level are pushed down to districts.</p> </div>	Demographics Add Person Student Locator Staff Locator	District State

System Preference	Description	Area(s) Affected	Campus Edition
<p>Require Race Selection</p>	<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 tab. 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"> • If the Require Race/Ethnicity Data For preference is set to No One, the Require Race Selection preference will be 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 data-bbox="419 972 956 1173" style="background-color: #e1f5fe; padding: 10px; border: 1px solid #cfe2f3;"> <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>	<p>District State</p>
<p>Require Race/Ethnicity Determination for:</p>	<p>The Race/Ethnicity Determination preference sets logic for when the Race Determination field needs to be selected.</p>	<p>Demographics</p> <p>Add Person</p> <p>Student Locator</p> <p>Staff Locator</p>	<p>District State</p>

System Preference	Description	Area(s) Affected	Campus Edition
<p>Enable Attendance Auditing</p>	<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. 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)) <div data-bbox="419 857 954 1137" style="background-color: #e1f5fe; padding: 10px; border: 1px solid #ccc;"> <p>These reports are available to users (as long as tool rights are assigned) even when this preference is not set to Yes. If this preference is not turned on, data will not be included in the report.</p> </div> <p>Attendance auditing provides a complete history of attendance changes for compliance with electronic signature requirements and other state reporting obligations.</p> <div data-bbox="419 1395 954 1713" style="background-color: #e1f5fe; padding: 10px; border: 1px solid #ccc;"> <ul style="list-style-type: none"> • Texas Districts: This is a read only option and cannot be modified. • Kentucky Districts: This preference and the attendance tracking reports are not available. </div> <p>This preference can be turned on and off at any time. Data will only be 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 will be returned on the reports.</p>	<p>Attendance</p>	<p>District State</p>

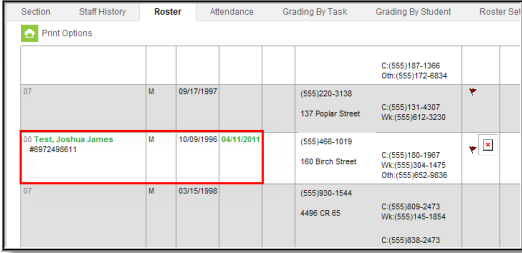
System Preference	Description	Area(s) Affected	Campus Edition
Enable Attendance Check In/Check Out Auditing	<p>The configuration for this preference is displayed but cannot be changed in System Preferences.</p> <p>This preference is specific to one state and is not defined here.</p>	No specific path	State (KY only)
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 will be 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 will affect system operations.</p> <p>▶ Click here to expand...</p>	<p>Enrollments</p> <p>Grade Levels</p>	State
Flag Health Conditions	<p>Flag Health Conditions system preference determines the display of health conditions assigned to students. When set to yes, any condition marked as flagged will appear as checked by default when that condition is assigned to a student and the flag will appear by the student's name. If this preference is turned off, the flag will not display next to the student's name even if the box is checked in the Condition for the student.</p> <p>▶ Click here to expand...</p>	Health Conditions	District State

System Preference	Description	Area(s) Affected	Campus Edition
<p>Default Health Conditions</p>	<p>Default Health Conditions preference will allow 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. <div data-bbox="419 972 956 1211" style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <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> </div>	<p>Health Conditions</p>	<p>District State</p>
<p>Learner Planning Copy Plan</p>	<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>	<p>Learner Plan Documents</p>	<p>District State</p>

System Preference	Description	Area(s) Affected	Campus Edition
<p>Require Employment Record for District Assignment</p>	<p>The Require Employment Record for District Assignment preference requires staff members to have a District Employment record before having a District Assignment record. State edition customers and state-linked districts will not have the option to modify this preference. The preference will be determined by the state Department of Education and updated by Infinite Campus. The setting will be view/read-only in those situations.</p> <p>This preference is enabled for users in Maine.</p> <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 will occur 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>	<p>District State</p>

System Preference	Description	Area(s) Affected	Campus Edition
<p>Batch Queue Expiration Days</p>	<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. This preference is available at both the district and state levels.</p> <div style="background-color: #e1f5fe; padding: 10px; border: 1px solid #ccc; margin: 10px 0;"> <p>If reports should never be automatically deleted by the Batch Queue Maintenance task, this field should be left blank (null).</p> </div> <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 will be deleted by the automated Batch Queue Maintenance task executed by the Task Scheduler.</p> <p>A Batch Queue / Admin Queue report will not be deleted if 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>	<p>District State</p>

System Preference	Description	Area(s) Affected	Campus Edition
Autopay Fees with Surplus Balance	<p>The Auto-pay Fees with Surplus Balance preference will automatically pay any fee with surplus from another fee.</p> <p>▶ Click here to expand...</p>	<p>Fees (Student)</p> <p>Fees (Person)</p>	<p>District State</p>

System Preference	Description	Area(s) Affected	Campus Edition
<p>Days to Flag Roster Additions</p>	<p>The Days to Flag Roster Additions system preference determines the length of time a student's name will appear 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> <div style="background-color: #e1f5fe; padding: 10px; border: 1px solid #cfe2f3;"> <p>A value must be entered for this preference. The default value for this preference is 10 days.</p> <p>This preference is based on calendar days.</p> </div> <div style="background-color: #fff9c4; padding: 10px; border: 1px solid #fff176; margin-top: 10px;"> <p>Note the following:</p> <ul style="list-style-type: none"> This preference will determine 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. If no roster start date has been entered for a section, the student name will not display in green. </div> <div style="margin-top: 10px;">  </div> <p>▶ Click here to expand...</p>	<p>Campus Instruction</p> <p>Course Sections</p> <p>Attendance</p>	<p>District State</p>

System Preference	Description	Area(s) Affected	Campus Edition
NGA Cohort Years after NCLB	<p>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 tab.</p> <p>▶ Click here to expand...</p>	Student Graduation Tab	District State
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"> • If locked, existing state graduation records will not be auto-updated by new graduation records synced from districts. State Graduation records for students who do not already have those records will still be created. State users can manually change the record when the district appeals changes to the student's graduation tab. • If not locked (default setting), existing state graduation records will be auto-updated with new graduation records synced from districts. 	Student Graduation Tab	State
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> <div style="background-color: #e1f5fe; padding: 5px; border: 1px solid #cfe2f3;"> <p>This preference only displays when the district has a Data Warehouse database available.</p> </div>	Query Wizard Letter Builder Data Export Data Analysis Data Warehouse Settings	District State