System Preferences (State Edition) [.2211 - .2243]
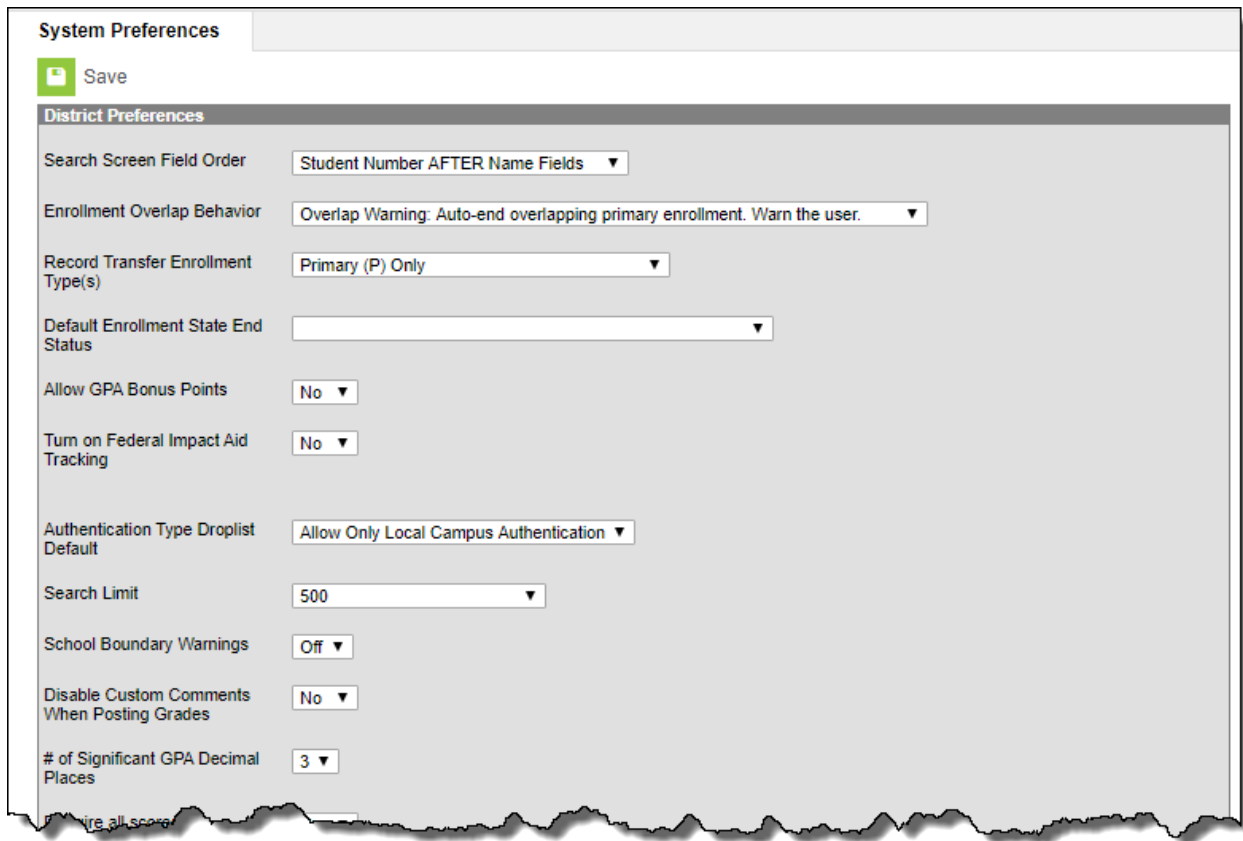
Last Modified on 01/27/2026 12:43 pm CST

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.

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.
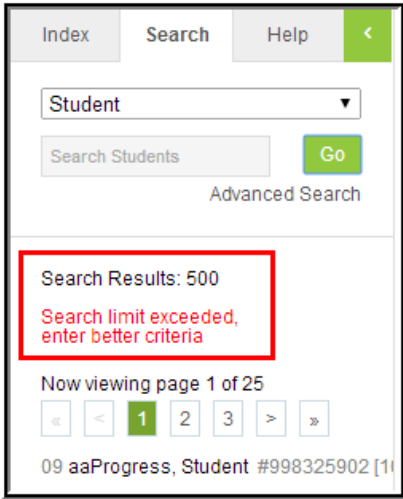
System Preference	Description	Area(s) Affected	Campus Edition
Search Screen Field Order	The Search Screen Field Order system preference determines where the Student Number field will be located in relation to name fields when conducting an Advanced Search for students. ▶ Click here to expand... The available options have the following implications: • **Student Number AFTER Name Fields --** The Student Number field will display as the third field on the Advanced Student Search screen. • **Student Number BEFORE Name Fields --** The Student Number field will display as the first field on the Advanced Student Search screen. 	Advanced Search	District State
Enrollment Overlap Behavior	This preference determines how multiple enrollments in the same school year are handled within Campus. These settings are enforced when managing enrollments	Enrollments	District State

System Preference	Description	Area(s) Affected	Campus Edition
	from anywhere within Campus (Student Enrollment tab, Census Enrollment tab, Student Locator, etc.).		
	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 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. **Strict Prevent and Warn Primary: Prevent overlapping of primary enrollments in any**		

System Preference	Description	Area(s) Affected	Campus Edition
	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 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.**	Area(s) Affected	Campus Edition

System Preference	Description	Area(s) Affected	Campus Edition
	Maine Users ONLY: The Enrollment Overlap Behavior preference will not affect non-Primary enrollments. • 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.		
Record Transfer Enrollment Type(s)	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). 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. Options include: • 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

System Preference	Description	Area(s) Affected	Campus Edition
Turn on Federal Impact Aid Tracking	If set to 'Yes', the Impact Aid tab 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. 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.	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... The **Search Limit** preference has several levels of search limits: 100, 500, 1000, 3000, 5000 and No Limit. Once saved, the limit will be applied to the search results displayed on the Search tab. This limit does not affect generated batch reports. For example, if the limit for searching for students is set to 100 and an Ad hoc filter contains 150 students, all 150 students will be included in the batch report. In the interest of search response time and system performance, Infinite Campus does not recommend setting the "No Limit" option. **Exceeding Search Limits** If a system preference has been set, search results exceeding the limit set in the Search Limit field, red warning text will instruct the user to enter additional criteria that will return a smaller set of search results:	Advanced Search	District State

System Preference	Description	Area(s) Affected	Campus Edition
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... State Edition users are able view the Student State ID Method (and Student State ID Window) value enabled at the state. This preference is called **Other ID Method** for BIE NASIS customers.	Demographics Student Locator	District State

System Preference	Description The following table describes each field value:		Area(s) Affected	Campus Edition
	Value	**Description**		
	District Controlled	Indicates Student State IDs are not automatically generated for new students within state-linked District Editions or at the state level. Users will need to manually enter Student State ID data on the Demographics tab. Student State IDs entered at the district are synced up the state.		
	2 digit year + 7 digit random	Indicates new students are auto-generated with a Student State ID where the first two digits represent the current year followed by 7 random digits (i.e., 123334445, where 12 = current year and 3334445 = seven random digits).		
	9 digit random, no leading zeroes	Indicates new students are auto-generated with a Student State ID made up entirely of 9 random digits and no leading zeroes.		
	10 digit random, no leading zeroes	Indicates new students are auto-generated with a Student State ID made up entirely of 10 random digits and no leading zeroes.		

System Preference	Value	Description	Area(s) Affected	Campus Edition
	9 digit windowing sequential with leading zeroes	Indicates new students are auto-generated a Student State ID made up of 9 digits where the 9 digit number is generated in sequential order (with leading zeroes) within the range designated by the Min and Max State Student ID Window values. For example: • If Student State ID Window has a Min = 100 and a Max = 1000000000. • The first generated number would be 000000100 where 000000 = leading zeroes and 100 = Min number. • The second generated number would be 0000000101 where 000000 = leading zeroes and 101 = the next sequential number within the Min and Max window. • This would continue in sequential order for each Student State ID generated.		

System Preference	Value Description	Description	Area(s) Affected	Campus Edition
	10 digit windowing sequential with leading zeroes	Indicates new students are auto-generated a Student State ID made up of 10 digits where the 10 digit number is generated in sequential order (with leading zeroes) within the range designated by the Min and Max State Student ID Window values. For example: • If Student State ID Window has a Min = 100 and a Max = 10000000000. • The first generated number would be 0000000100 where 0000000 = leading zeroes and 100 = Min number. • The second generated number would be 00000000101 where 0000000 = leading zeroes and 101 = the next sequential number within the Min and Max window. • This would continue in sequential order for each Student State ID generated.		

System Preference	Description	Area(s) Affected	Campus Edition
Student State ID Window	Minimum and Maximum number range allowed when generating Student State IDs. This option is only available when the Student State ID Method is set to 9-digit or 10-digit windowing sequential with leading zeroes.	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	Minimum and Maximum Number range for generating Staff State IDs. This option is only available when the Student State ID Method is set to 6-digit windowing sequential with leading zeroes.	Demographics	State
Display last known district in Staff Locator	If set to 'Yes', the staff person's last know 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

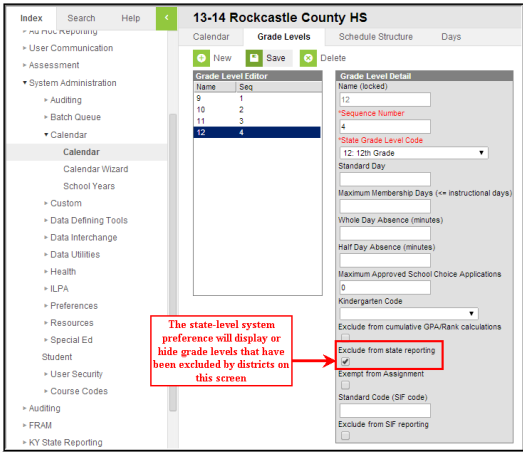| System Preference	Description	Area(s) Affected	Campus Edition
Enable Scheduling Validations	If set to 'Yes', provides users a warning in the Walk-In Scheduler when deleting or end-dating a course if the action results in a gap in the student's schedule. Yes No	Walk-In Scheduler	District State
Allow Multiple Primary Addresses	If set to 'Yes', users are allowed to have multiple Primary home addresses within Campus.	Census Address	District State
Require Race/Ethnicity Data for	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. ▸ Click here to expand... # Preference Logic Any state or district will see no change in preferences unless a modification is made manually. All state-linked districts will have the option to change these preferences independent of State Edition settings. For Maine users, preferences will be set by the state and will be read-only for both State Edition and District Edition users. State-linked districts cannot choose the values for these preferences independent of those set by the State Edition. The following selections will be made: • **Race/Ethnicity Required for** - Staff and Students • **Require Race** - Always • **Require Race/Ethnicity Determination** - Never ## Staff Behavior When any of the race/ethnicity fields are required for Staff, the following will be enforced:	Demographics Add Person Student Locator Staff Locator	District State

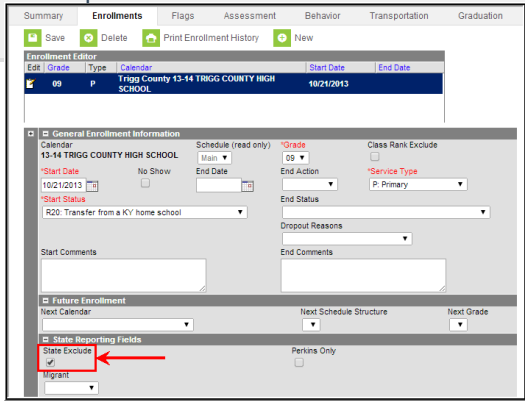| System Preference	Description	Area(s) Affected	Campus Edition
	• When the Demographics page for an existing staff member is loaded, the appropriate race/ethnicity fields will be marked as required (red text and asterisk). The page cannot be saved until the required fields are populated. 　○ If the user deleted the Staff IDs after loading the page for an existing staff member, the race/ethnicity fields are still required. The page will need to be saved without the Staff ID and WITH the race/ethnicity and then re-loaded to remove the race/ethnicity if desired. • When the Demographics page is loaded for a person who does NOT have either of the Staff IDs, the appropriate race/ethnicity fields will not be marked as required. However, if a Local or State Staff ID is entered, the page cannot be saved until the appropriate race/ethnicity fields are completed. • The Staff Locator will require completion of the appropriate fields. • The Add Person tool will not allow a Save operation if a Local or State Staff ID is entered. ## Student Behavior When any of the race/ethnicity fields are required for Students, the following will be enforced: • When the Demographics page for an existing student is loaded, the appropriate race/ethnicity fields will be marked as required (red text and asterisk). The page cannot be saved until the required fields are populated. 　○ If the user deleted the Student IDs after loading the page for an existing student, the race/ethnicity fields are still required. The page will need to be saved without the Student		

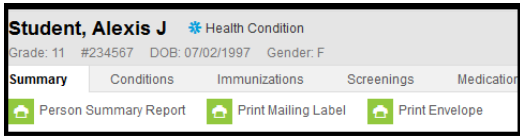| System Preference	Description	Area(s) Affected	Campus Edition
	ID and WITH the race/ethnicity and then re-loaded to remove the race/ethnicity if desired. • When the Demographics page is loaded for a person who does NOT have either of the Student IDs, the appropriate race/ethnicity fields will not be marked as required. However, if a Local or State Student ID is entered and the person does not have a Staff ID, the page cannot be saved until the appropriate race/ethnicity fields are completed. • The Student Locator will require completion of the appropriate fields. • The Add Person page will not allow a Save operation if a Local or State Staff ID is entered. ## All People Behavior When any of the Race/Ethnicity fields are required for All People, it will be enforced in the Student Locator, Staff Locator, Add Person and Demographics tools. For Kentucky districts, this field is controlled by the state. Values set at the state level are pushed down to districts.		

System Preference	Description	Area(s) Affected	Campus Edition
Require Race Selection	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. • 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**. For Kentucky districts, this field is controlled by the state. Values set at the state level are pushed down to districts.	Demographics Add Person Student Locator Staff Locator	District State
Require Race/Ethnicity Determination for:	The Race/Ethnicity Determination preference sets logic for when the Race Determination field needs to be selected.	Demographics Add Person Student Locator Staff Locator	District State

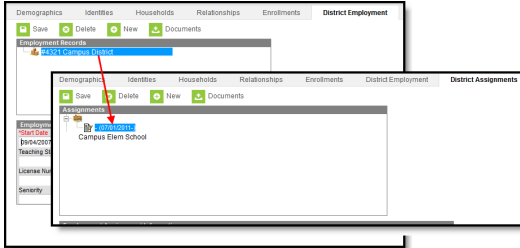| System Preference	Description	Area(s) Affected	Campus Edition
Enable Attendance Auditing	The Enable Attendance Auditing system preference indicates whether the district is auditing student attendance records. Setting this preference to Yes requires a significant amount of data storage. The following reports are available for auditing attendance records. • Attendance Change Tracking (Attendance > Reports) • Section Change Tracking (Attendance > Reports) • Attendance Change Tracking (Campus Instruction > Reports (Attendance)) 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. Attendance auditing provides a complete history of attendance changes for compliance with electronic signature requirements and other state reporting obligations. • **Texas Districts:** This is a **read only** option and cannot be modified. • **Kentucky Districts**: This preference and the attendance tracking reports are not available. 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.	Attendance	District State

System Preference	Description	Area(s) Affected	Campus Edition
Enable Attendance Check In/Check Out Auditing	The configuration for this preference is displayed but cannot be changed in System Preferences. This preference is specific to one state and is not defined here.	No specific path	State (KY only)
Accept State Excluded Grade Levels and Enrollments	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. 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. ▶ Click here to expand... **Setting the Preference** The **Accept State Excluded Grade Levels and Enrollments** state system preference will default to a value of "No." • **Yes** - The state edition will accept calendars, grade levels and enrollments that are marked for state-exclusion by districts. These items will appear in the user interface and will be saved within the state database. • **No** - The state edition will not accept grade levels or enrollments that are marked for state-exclusion by districts. These items will NOT appear in the user interface and will NOT be saved within the state database. **Grade Level State Exclude** Grade levels can be designated for state	Enrollments Grade Levels	State

System Preference	Description	Area(s) Affected	Campus Edition

exclusion at the district level, on the Grade Levels tab, by marking the **Exclude from State Reporting** checkbox.

If the **Accept State Excluded Grade Levels and Enrollments** state system preference is set to a value of **No**, the grade level marked as "Exclude from State Reporting" (as shown above) will NOT be accepted by the state level. Additionally, all student enrollment records for that grade level will also be excluded from the state level. These items will not display in the user interface nor will they be saved in the state database.

If the **Accept State Excluded Grade Levels and Enrollments** state system preference is set to a value of **Yes**, the grade level marked as "Exclude from State Reporting" (as shown above) WILL be accepted at the state level. Additionally, all student enrollment records for that grade level will also appear at the state level. These items will be displayed on the state user interface and will be saved in the state database.

Enrollment State Exclude

Enrollments can be designated for exclusion from state reporting at the district level, on the student Enrollments tab, by marking the **State Exclude** checkbox.

System Preference	Description	Area(s) Affected	Campus Edition

If 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) will NOT appear at the state level. These items will not display on the state user interface nor will they be saved in the state database.

If 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) WILL appear at the state level. These items will be displayed on the state user interface and will be saved in the state database. | | |

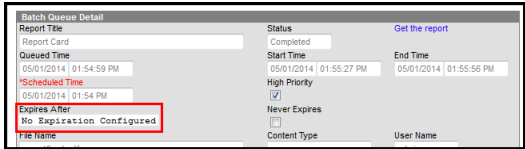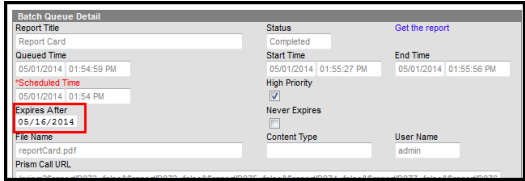| System Preference	Description	Area(s) Affected	Campus Edition
Flag Health Conditions	Flag Health Conditions system preference determines the display of health conditions assigned to students. When set to yes, any condition marked as flagged will appear as checked by default when that condition is assigned 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. ▸ Click here to expand... **Flag Health Conditions Set to Yes** When the Flag Health Conditions is set to Yes, a flagged condition marked on the Condition List that is assigned to a student will display 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. **Flag Health Condition Set to No** When the Flag Health Condition is set to No, the EMT symbol will not display next to the student's name, even if a condition is flagged in the Condition List or if the condition is marked as flagged when assigning that condition to a student.	Health Conditions	District State

System Preference	Description	Area(s) Affected	Campus Edition
Default Health Conditions	Default Health Conditions preference will allow users to use the Campus default conditions in addition to their custom conditions, or just the custom conditions. • **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. **ICD-10 Health Conditions** became the standard set of health conditions on October 1, 2015. See the Community News article for more information.	Health Conditions	District State
Learner Planning Copy Plan	Determines how learner plans are locked after being copied. • 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 See the Plan Copy Wizard article for more information.	Learner Plan Documents	District State
Require Employment Record for District Assignment	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-	District Employment District Assignments	District State

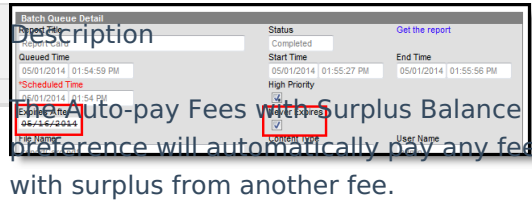| System Preference	Description	Area(s) Affected	Campus Edition
	only in those situations. This preference is enabled for users in Maine. A corresponding District Employment Record is defined as such: - The start and end dates for the District Assignment must match or fall within the dates of a single 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. A validation will occur when a District Assignment Record is created without the existence of a District Employment Record. 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) ▶ Click here to expand... **Employment Record Set to Yes** A District Assignment record cannot be created unless there is a corresponding District Employment record. A District Assignment record cannot be edited/saved unless there is a corresponding District Employment record.		

System Preference	Description	Area(s) Affected	Campus Edition
	When ending a District Employment record, all District Assignment records in a district will be automatically ended if there is no other District Employment record in the district that can completely contain the Assignment. For example, if there is a District Employment record that begins January 1 with no end date, and a second District Employment that begins February 1 with no end date and a District Assignment record that begins January 15 with no end date, the first District Employment record, when ended, will end the District Assignment record, because the remaining District Employment record cannot fully contain that assignment as it started prior to that record. If the district assignment starts AFTER the District Employment record ends, the assignment will not be ended. The user will need to correct this situation in order to end the employment record by doing one of the following: • Changing the end date of the employment record to be later than the start date of the latest assignment • Deleting the assignment • Changing the assignment start date to be earlier than the employment end date Employment records cannot be deleted if there is a corresponding District Assignment unless there is another Employment Record in that district that can contain all district employments. The following error message will appear if (1) there are district assignments in that district, and (2) there is no other district employment that can contain the district assignments. When a District Assignment record exists after the end of its associated District		

System Preference	Description	Area(s) Affected	Campus Edition
	Employment record, the following validation will occur, asking the user to correct the date issue. When an employment record is saved and end date is entered, validation will occur to verify no District Assignment records start after the entered end date. **My Data Impact** If a staff person requests a change to the District Employment or District Assignment, no validation will be done at the request level. Validation is done at the Request Approval level. The validations mentioned above are used and the request cannot be approved until the validation issues are resolved. **Employment Record Preference Set to No** When the District Employment Record preference is set to **No**, the staff person may have a District Assignment record without having a District Employment record. When the District Employment record is saved and an end date is entered, the same alert message will display. If the user chooses to continue, only those assignments that start prior to the end date entered will be ended.		
Batch Queue Expiration Days	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. If reports should never be automatically deleted by the Batch Queue Maintenance task, this field	Batch Queue Batch Queue (Admin) Task Scheduler	District State

System Preference	Description	Area(s) Affected	Campus Edition
	should be left blank (null).		

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.

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:

- **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.

▶ Click here to expand...

View Expiration Dates on Reports

PATH: *Ad hoc Reporting > Batch Queue; System Administration > Batch Queue Admin > Admin Queue*
Depending on the setting indicated in the **Batch Queue Expiration Days** preference and the specific preferences set for a report, the Batch Queue / Admin Queue tools will display one of the following types of values in the **Expires After** field of the Batch Queue Detail editor:

- **No Expiration Configured**
- **Expiration Date**
- **Crossed-Out Expiration Date**

System Preference	Description **No Expiration Configured**	Area(s) Affected	Campus Edition
	If a value of "No Expiration Configured" appears in the **Expires After** field of a report, either the report has not yet been generated or the Batch Queue Expiration Days preference does not contain an expiration value. **Expiration Date** If a date appears in the **Expires After** field of a report, it indicates the scheduled expiration date on which the report will be automatically deleted from the Batch Queue List editors of the Batch Queue / Admin Queue tools. **Crossed-Out Expiration Date** If a crossed-out date appears in the **Expires After** field of a report, the **Never Expires** checkbox should also be flagged, indicating a user has manually excluded the report from deletion on the scheduled Expires Date of the Batch Queue / Admin Queue. The report will remain in the queue until a user manually deletes it or removes the check from the Never Expires checkbox (in which case the report will be deleted the next time the Batch Queue Maintenance task runs).		

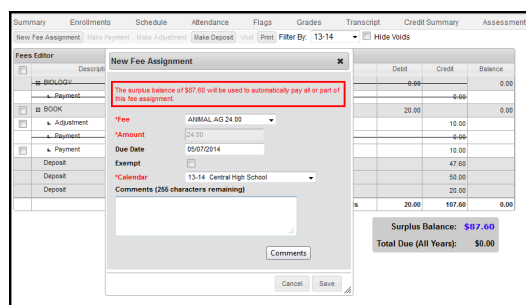| System Preference	Description	Area(s) Affected	Campus Edition
Autopay Fees with Surplus Balance	The Auto-pay Fees with Surplus Balance preference will automatically pay any fee with surplus from another fee. ▶ Click here to expand... **Set the Auto-pay Fees with Surplus Balance Preference** 1. Set the **Auto-pay Fees** preference to either Yes or No. 2. Click the **Save** icon when finished. When set to **Yes**, auto-pay will happen in the following scenarios: • 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 will auto-pay 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 will auto-pay the newly created fee first and then any remaining surplus will be auto--paid to other fees. A message will appear when making a payment for **Students** and **Persons** when a surplus exists alerting the office person the deposit will be applied to other fees.	Fees (Student) Fees (Person)	District State

System Preference	Description	Area(s) Affected	Campus Edition
Days to Flag Roster Additions	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. A value must be entered for this preference. The default value for this preference is 10 days. This preference is based on calendar days. Note the following: • 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. ▶ Click here to expand... Any students with a start date entered on a section roster will display in green font in the following areas for the specified number of days:	Campus Instruction Course Sections Attendance	District State

System Preference	Module Description	Tool	Area(s) Affected	Campus Edition
	Campus Instruction	Attendance		
		Attendance > Seating Chart and Lab Seating Chart		
		Positive Attendance		
		Grade Book		
		Posting by Task		
		Posting by Student		
		Roster		
		Student Groups		
		Seating Charts		
		Lockers		
	Scheduling	Course > Section > Attendance		
		Student name color is based on the entered effective date, not on the current date.		
		Course > Section > Roster		
		Course > Section > Grade by Task		
		Course > Section > Grade by Student		
		Course > Section > Roster Setup		
		Course > Section > Roster Batch Edit		

System Preference	Module Description	Tool	Area(s) Affected	Campus Edition
	Attendance	**Classroom Monitor**		
		Student name color is based on the entered effective date, not on the current date.		
	Mobile Interface			
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 tab. ▶ Click here to expand... For example, setting the **NGA Cohort Years after NCLB** preference from 1 to 4 allows users to select an additional 3 years (see Image below). 		[Student Graduation Tab](#)	District State
Lock State Graduation Records	This preference determines how student graduation records at the state level behave for district-linked installations. • 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

System Preference	Description	Area(s) Affected	Campus Edition
Data Source for Ad Hoc	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). Users can select to query data from the Data Warehouse database (default selection) or the Live Site. This preference only displays when the district has a Data Warehouse database available.	Query Wizard Letter Builder Data Export Data Analysis Data Warehouse Settings	District State