

Portal Preferences Reports Tool Rights

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Since generating a report doesn't add or change existing data, **only Read rights are required**. Write/Add/Delete rights, if granted, have no impact. This article contains screenshots of what the Portal Preferences report tools and generated reports look like, with summaries of what each report is used for.

Portal Preferences Tool Rights for Portal Reports

Portal Display Options Report

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.

See the [Portal Display Options Report](#) article for information on generating the report.

▶ [Click here to expand...](#)

The screenshot shows the 'Portal Display Options Report' interface. On the left, the 'Set Up' section includes a search for calendars and a list of report options with checkboxes. On the right, a preview of the report is shown for 'SCHOOL DISTRICT District'. The report includes a header with the school name and report title, followed by metadata like generation date and page number. Below this, there are sections for 'School' and 'Calendar' information, 'Status' (ENABLED), and 'Enabled Terms'. The main body of the report is a table with columns for tool names and checkboxes for 'Student' and 'Parent' access.

SCHOOL DISTRICT District		Portal Display Options Report	
Generated on 06/05/2025 02:40:42 PM Page 1 of 5			
School:	High School	Status:	ENABLED
Calendar:	2024-25 Robbinsdale Armstrong (Main) (08/26/2024 - 06/29/2025)	Enabled Terms:	Q1, Q2, Q3, Q4
Display Options Template:	High School	Portal Term Settings:	Automatically enable each term 0 days before that term's start date
Academic Plan	Enable Academic Plan Tool	✓ Student	✓ Parent
	Enforce All Rules		
	Require approval by parent/legal guardian		
	Display Course Fees		
	Allow portal users to change program		
	Allow to change course plans	✓ Student	
Access Log	Enable Access Log Tool		
Activity Registration	Enable Activity Registration Viewing Tool	✓ Student	✓ Parent
Assessments	Enable Assessments Tool	✓ Student	✓ Parent
	Assessments Display Text - Student		
	Assessments Display Text - Parent		
Assignments	Enable Assignments Tool	✓ Student	✓ Parent

Portal Display Options Report

Portal Request Summary Report

The Portal Request Summary Report lists requests submitted via the portal, the person who requested the update, the person for whom the request was made, who processed the request, the date it was requested, the date it was processed and the status of the request.

See the [Portal Request Summary Report](#) article for information on generating the report.

▶ [Click here to expand...](#)

The screenshot shows the 'Portal Request Summary Report' interface. On the left, there are several filter sections: 'Which date range would you like to use?' (Requested Date Range selected), 'Which request types would you like to include?' (Address, Family Contact, Household Phone, Non-Household Contact requests selected), 'Which request statuses would you like to include?' (Approved, Denied, Pending selected), 'What comments would you like to include?' (Comments by submitter and processor selected), and 'How would you like the report sorted?' (Requested For selected). At the bottom left, the 'Report Format' is set to PDF.

043794 City District <small>Generated on 04/07/2011 03:25:51 PM Page 1 of 1</small>	Portal Request Summary Report <small>Processed/Requested Dates: 01/01/2011 - 04/15/2011 Request Types: Address, Family Contacts, Family Relationships, Household Phone, Non-Household Contacts, Student Demographics Statuses: Approved, Denied, Pending Total Requests: 2 Approved: 1 Denied: 0 Pending: 1</small>
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Address Requests						
Requested For	Requested By	Processed By	Requested Date	Processed Date	Status	
Test Parent, Denise	Test Parent, Denise	Administrator1, System1	04/07/2011	04/07/2011	Approved	

Family Contact Requests						
Requested For	Requested By	Processed By	Requested Date	Processed Date	Status	
Student, Marisa	Test Parent, Denise		04/07/2011		Pending	

Portal Request Summary Report

Portal Usage Report

The Portal Usage Report describes usage of the Portal, [Campus Student](#), or [Campus Parent](#) by students and guardians and is available in Summary and Detail versions.

See the [Portal Usage Report](#) article for information on generating the report.

▶ [Click here to expand...](#)

Portal Usage Report ☆ System Settings > Portal Preferences > Portal Usage Report

Portal Usage Report

The Portal Usage Detail report generates a list of Campus Student Portal & Campus Parent Portal accounts with usage for the Date Range entered. Filter by students, course, Ad hoc filter, or grade level.

What type of report would you like?
 Detail
 Summary

What dates would you like to use for the portal access count?
 Start Date: 06/05/2025
 End Date: 06/05/2025

Only include students that were actively enrolled during the above date range.
 Only include students and parents that have accessed the Portal within the above date range.
 Only include parents/guardians who have never accessed the Portal within the above date range.
 Include parent accounts whose students' accounts are disabled.
 Include parent accounts whose students do not have user accounts
 Sort by student's last access date (PDF only).

Enrollment Year: 2024-25
 Filter On: Students
 Student Name: Search for a person
 Format: PDF CSV

**18-19
Harrison High**
585 Peachtree Parkway, Metro City MN 55436
Generated on 01/24/2019 02:19:04 PM Page 1 of 1

Portal Usage Summary Report
Start Date: 01/24/2019 End Date: 01/24/2019
School Year: 2019

Student Name	Guardian Name	Last Access	Access Count
Student, Andrew #123456789		01/22/2019	17
	Student, Brenda	01/15/2019	4
Student, Jordan E #141900020		01/22/2019	20
Student, Kyle M #141900018		01/22/2019	5
Student, Luke C #141900019		Never	0
Student, Lydia J #141900021		Never	0
	Student, Brenda	01/15/2019	4

Portal Usage Summary Report

Suggested User Groups

Typically, users of these tools have already been assigned one or more Product Security Roles that grant administrative-level access; therefore, a user group assignment is not necessary.

If your district's needs are different, you may choose to create a group that meets those needs.

See [User Groups and Suggested Roles](#) for more information.