

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	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Portal Display Options	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Portal Display Options Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Portal Gender Identity	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Portal Home Screen	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Portal Request Summary Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Portal Usage Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Push Notifications	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Self Service Options	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Translation Language Setup	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Translation Setup	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▼ System Preferences	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

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...](#)

Portal Display Options Report ☆

System Settings > Portal Preferences > Portal Display Options Report

Set Up

Only Calendars from the active year, the previous year (that can be extended), or the future year are available.

Search Calendars

Find Schools & Calendars

Show Active Year Only

Expand All Collapse All

2024-25

High School

2024-25

Report Options

Select All

Select Tools

Academic Plan

Access Log

Activity Registration

Assessments

Assignments

Attendance

Behavior

Contact Preferences

Course Registration

Documents

Grades

Health

Learning Tools

Generate

Reset

Lockers

Response

Schedule

School

Section

Student

Transport

Other: S

Other: S

Other: S

Other: S

Other: S

Other: S

Other: S

SCHOOL DISTRICT District

Portal Display Options Report

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School: High School

Calendar: 2024-25 Robbinsdale Armstrong (Main) (08/26/2024 - 06/29/2025)

Display Options Template: High School

Status: ENABLED

Enabled Terms: Q1, Q2, Q3, Q4

Portal Calendar Settings

Enable (Active/Future)

Disable (Previous)

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...](#)

Portal Request Summary Report ☆

System Settings > Portal Preferences > Portal Request Summary Report

Portal Request Summary Report

This report will generate a list of requests submitted via the portal, the date requested, the date processed, who processed the request, and the request status.

Which date range would you like to use?

☒ Requested Date Range
 From: 09/01/2024 To: 10/31/2024

☐ Processed Date Range
 From: To:

Which request types would you like to include?

☒ Address Requests
☒ Family Contact Requests
☒ Family Relationship Requests
☒ Household Phone Requests
☒ Non-Household Contact Requests
☐ Student Demographic Requests

Which request statuses would you like to include?

☒ Approved
☒ Denied
☒ Pending

What comments would you like to include?

☒ Comments made by the person who submitted the request.
☒ Comments made by the person who processed the request.

How would you like the report sorted?

☒ The person for whom the request was made (Requested For)
☐ The person who submitted the request (Requested By)
☐ Date requested
☐ Date processed
☐ Status of request

Report Format:

PDF

043794 City District

Generated on 04/07/2011 03:25:51 PM Page 1 of 1

Portal Request Summary Report

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

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
 Generate Report

18-19

Harrison High

585 Peachtree Parkway, Metro City MN 55436

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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.