System Preferences Tool Rights

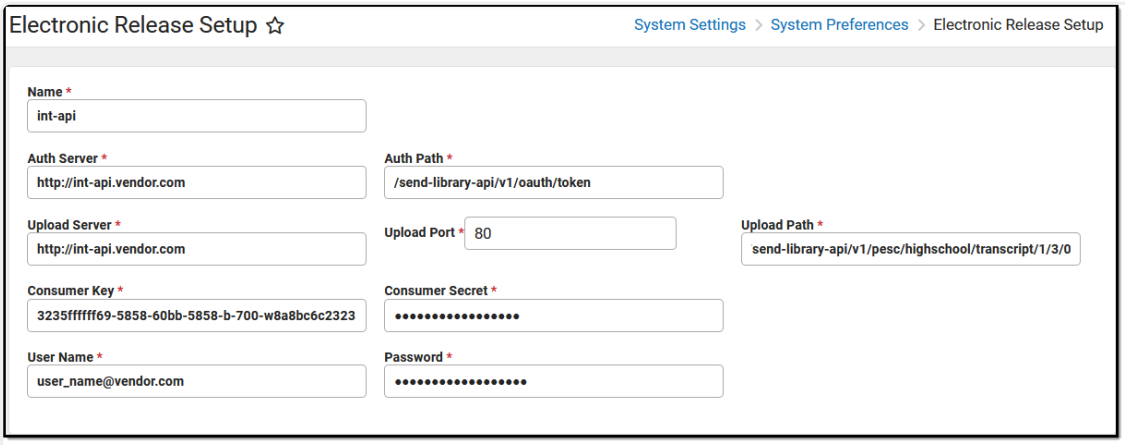
Last Modified on 12/14/2025 8:45 pm CST

The **System Preferences** module contains a variety of tools primarily used by system administrators to perform functions such as selecting how various options in Campus function (student numbers, enrollment behaviors, etc.). Grade reporting related tools might also be used by curriculum managers to perform tasks such as defining different types of report cards and the comments teachers can use when reporting grades.

To learn more about these tools and how they are used, see the articles in the System Preferences category.

Electronic Release Setup

Administrators configure Electronic Release Setup to work with eTranscript vendors that use electronic release API to establish connections for electronic release of student transcripts.

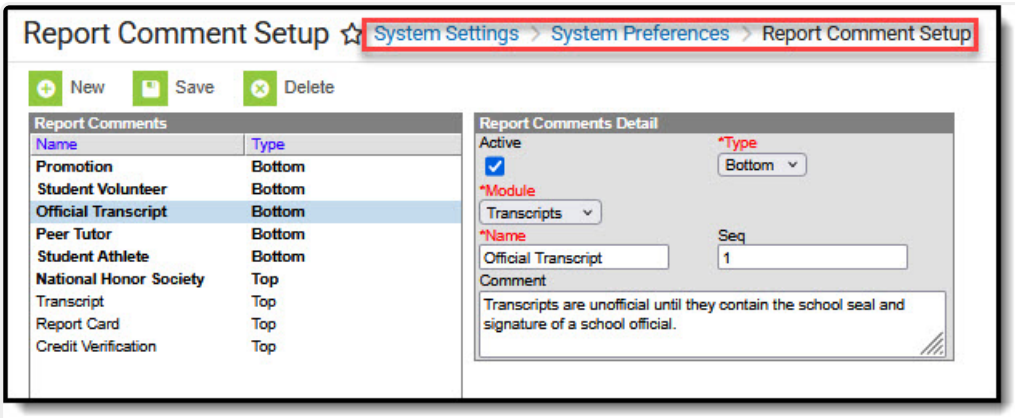


Electronic Release Vendor Setup

Grade Reporting Related Tools

Report Comment Setup

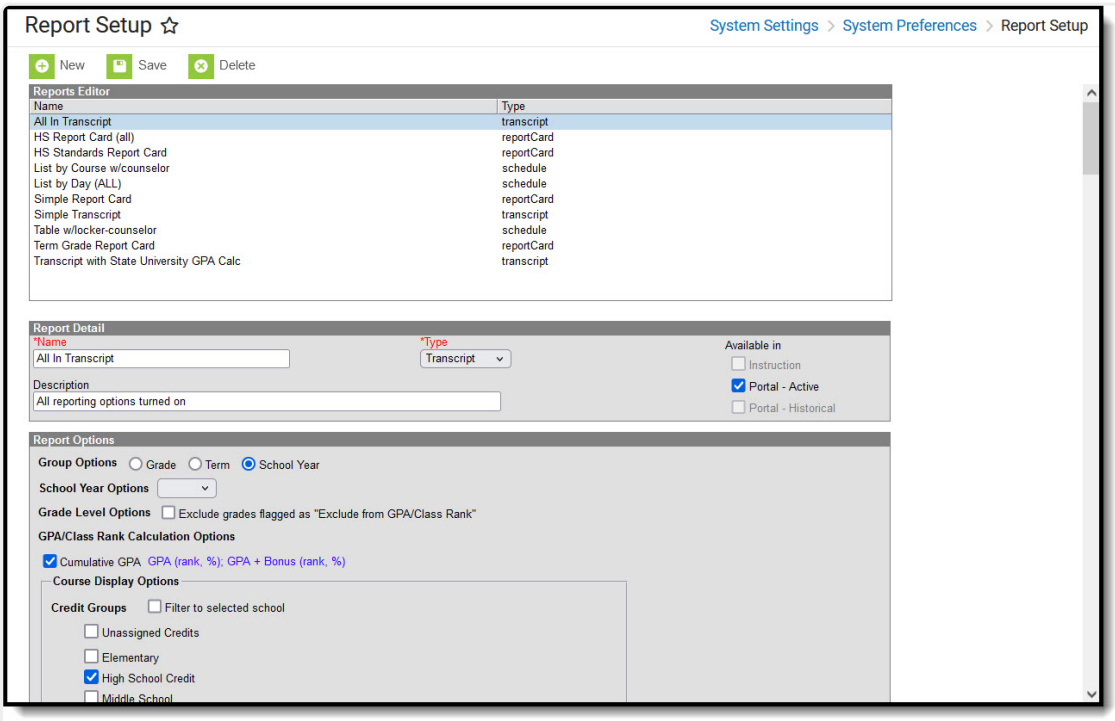
The Report Comments tool allows districts to add customized text that will appear on printed student reports. These comments can be school or district specific, or even state specific.



Report Comment Setup

Report Setup

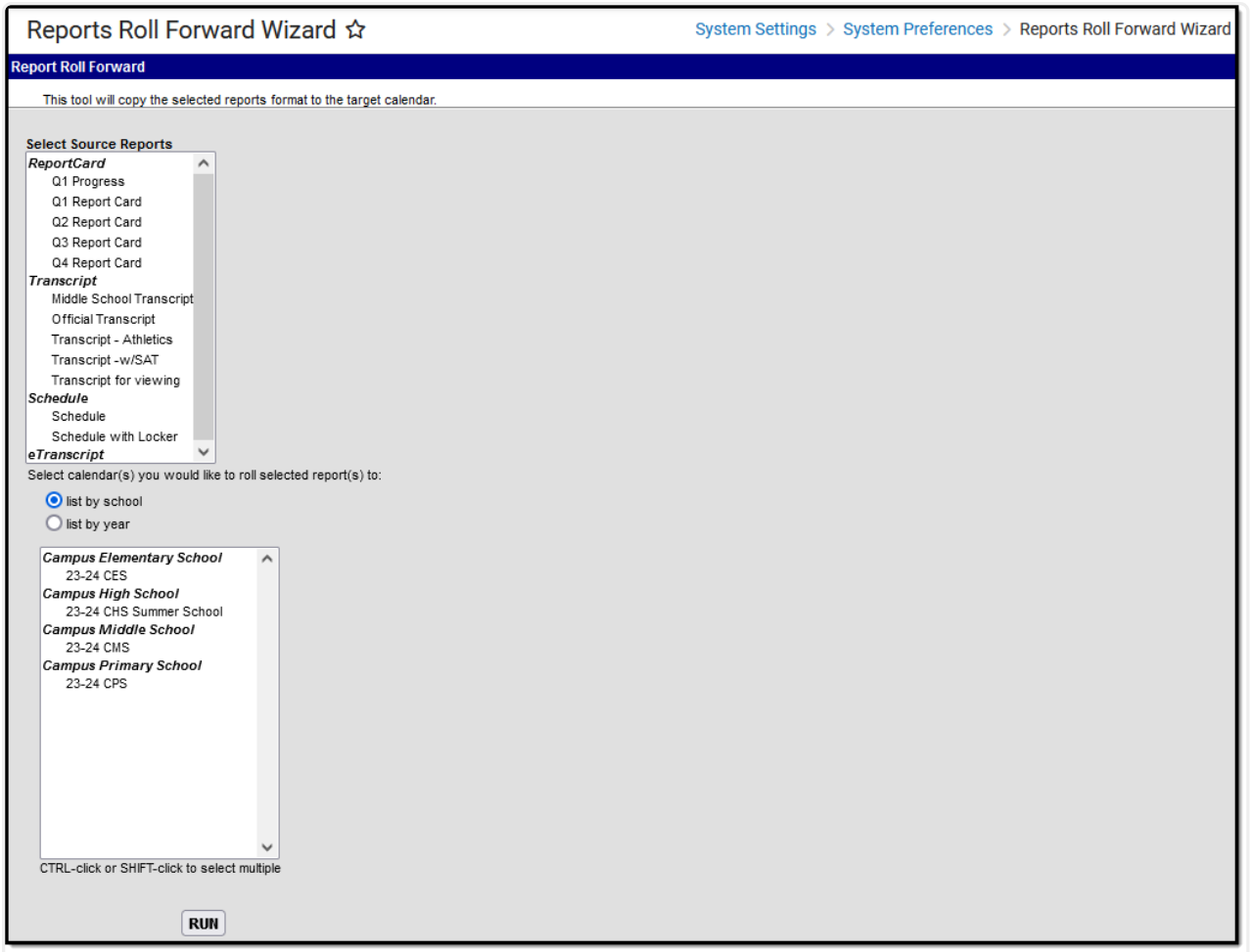
Districts can use this tool to pre-select options for Report Cards, Transcripts and Schedules. Users select and generate the pre-configured reports from a drop list.



Report Setup

Reports Roll Forward Wizard

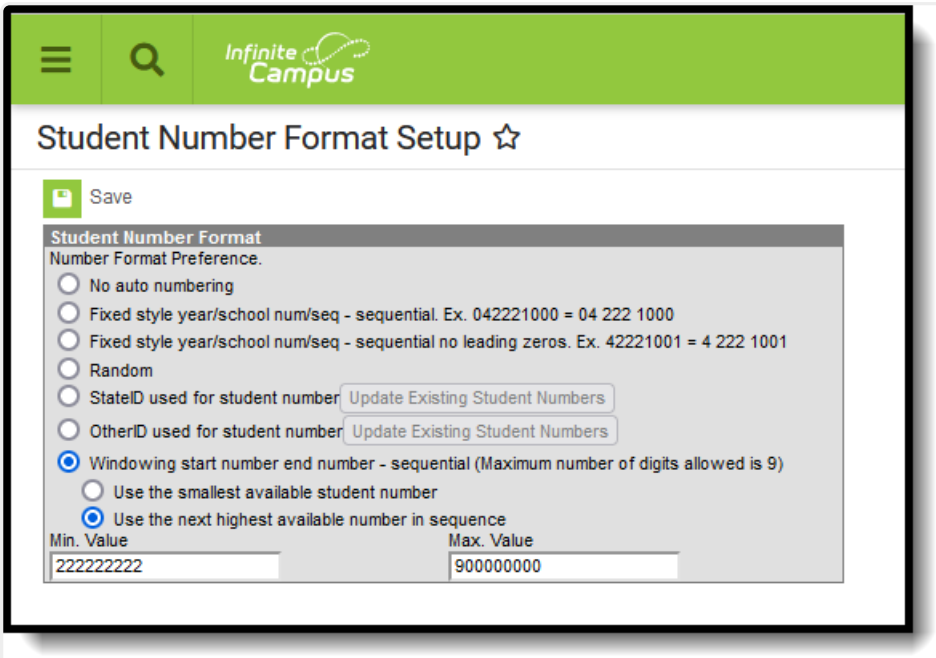
Administrators use this tool to select reports created in Report Setup and copy them to other calendars within the district.



Reports Roll Forward Wizard

Student Number Format Setup

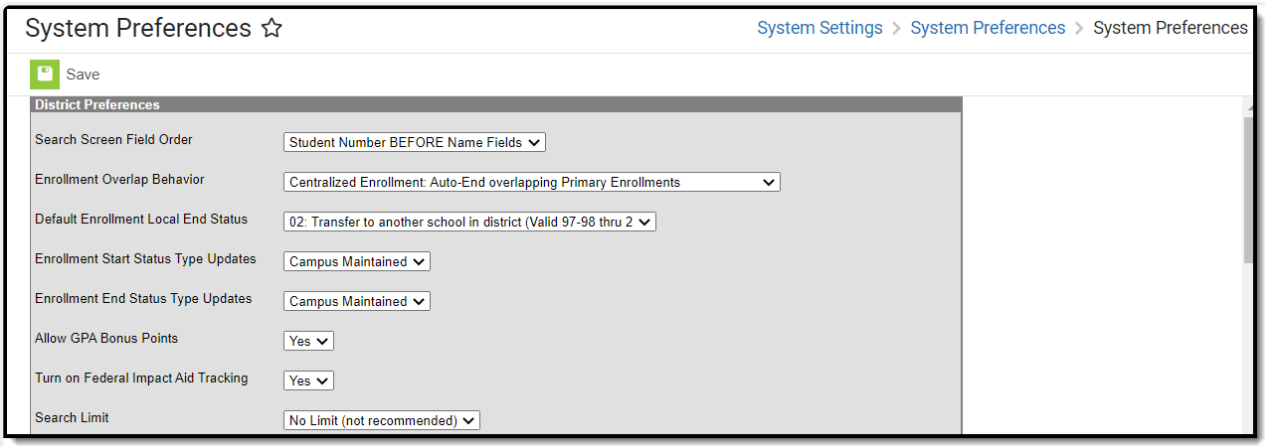
Administrators use this tool to select the local student number format to be used when a student is enrolled in the district.



Student Number Format Setup

System Preferences

System Preferences allow for the configuration of settings for general use of Infinite Campus. These preferences should only be modified by a district administrator, as modifications affect system operations. Additional preferences may be contained within the module to which they relate.



System Preferences

Available Tool Rights

Typically, only system administrators use these tools and already have administrator level access.

▸ Click here to expand...

Tool	R	W	A	D
Electronic Release Setup	View existing values.	Modify existing values.	N/A	N/A
Report Comment Setup	View existing comments.	N/A	Modify and create new report comments.	Delete report comments.
Report Setup	View existing reports.	Modify existing reports.	Create new reports.	Delete reports.
Reports Roll Forward *(users must also have calendar rights to source and destination calendars)*	Roll forward reports.	N/A	N/A	N/A
Student Number Format Setup	View existing values.	Modify and save student number format preference.	N/A	N/A
System Preferences	View existing values.	Modify preferences.	N/A	N/A

Suggested User Groups

Typically, users of this tool 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.