

System Preferences Tool Rights

Last Modified on 06/11/2025 9:56 am CDT

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 Setup ☆

[System Settings](#) > [System Preferences](#) > [Electronic Release Setup](#)

Name *		
<input type="text" value="int-api"/>		
Auth Server *	Auth Path *	
<input type="text" value="http://int-api.vendor.com"/>	<input type="text" value="/send-library-api/v1/oauth/token"/>	
Upload Server *	Upload Port *	Upload Path *
<input type="text" value="http://int-api.vendor.com"/>	<input type="text" value="80"/>	<input type="text" value="send-library-api/v1/pesc/highschool/transcript/1/3/0"/>
Consumer Key *	Consumer Secret *	
<input type="text" value="3235fffff69-5858-60bb-5858-b-700-w8a8bc6c2323"/>	<input type="text" value="....."/>	
User Name *	Password *	
<input type="text" value="user_name@vendor.com"/>	<input type="text" value="....."/>	

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 ☆ [System Settings](#) > [System Preferences](#) > [Report Comment Setup](#)

[New](#) [Save](#) [Delete](#)

Name	Type
Promotion	Bottom
Student Volunteer	Bottom
Official Transcript	Bottom
Peer Tutor	Bottom
Student Athlete	Bottom
National Honor Society	Top
Transcript	Top
Report Card	Top
Credit Verification	Top

Report Comments Detail

Active ☒ *Type Bottom

*Module Transcripts

*Name Official Transcript Seq 1

Comment
 Transcripts are unofficial until they contain the school seal and signature of a school official.

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 ☆ [System Settings](#) > [System Preferences](#) > [Report Setup](#)

[New](#) [Save](#) [Delete](#)

Name	Type
All In Transcript	transcript
HS Report Card (all)	reportCard
HS Standards Report Card	reportCard
List by Course w/counselor	schedule
List by Day (ALL)	schedule
Simple Report Card	reportCard
Simple Transcript	transcript
Table w/locker-counselor	schedule
Term Grade Report Card	reportCard
Transcript with State University GPA Calc	transcript

Report Detail

*Name All In Transcript *Type Transcript

Description
 All reporting options turned on

Available in
☐ Instruction
☒ Portal - Active
☐ Portal - Historical

Report Options

Group Options ☐ Grade ☐ Term ☒ School Year

School Year Options

Grade Level Options ☐ Exclude grades flagged as "Exclude from GPA/Class Rank"

GPA/Class Rank Calculation Options
☒ Cumulative GPA GPA (rank, %); GPA + Bonus (rank, %)

Course Display Options

Credit Groups ☐ Filter to selected school

☐ Unassigned Credits
☐ Elementary
☒ High School Credit
☐ Middle School

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.

Report Roll Forward

This tool will copy the selected reports format to the target calendar.

Select Source Reports

ReportCard

Q1 Progress

Q1 Report Card

Q2 Report Card

Q3 Report Card

Q4 Report Card

Transcript

Middle School Transcript

Official Transcript

Transcript - Athletics

Transcript -w/SAT

Transcript for viewing

Schedule

Schedule

Schedule with Locker

eTranscript

Select calendar(s) you would like to roll selected report(s) to:

☒ list by school

☐ list by year

Campus Elementary School

23-24 CES

Campus High School

23-24 CHS Summer School

Campus Middle School

23-24 CMS

Campus Primary School

23-24 CPS

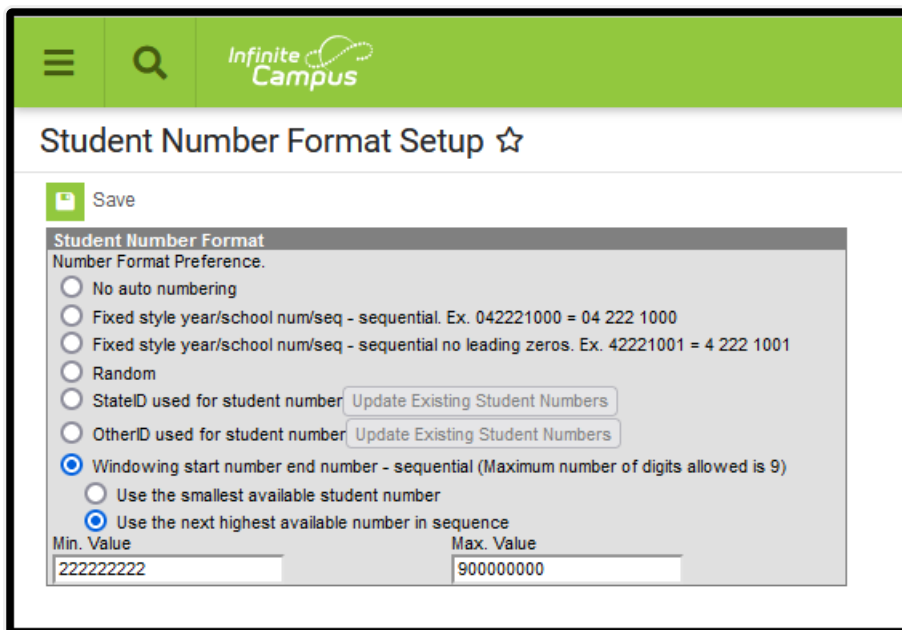
CTRL-click or SHIFT-click to select multiple

RUN

Reports Roll Forward Wizard

Student Number Format Setup

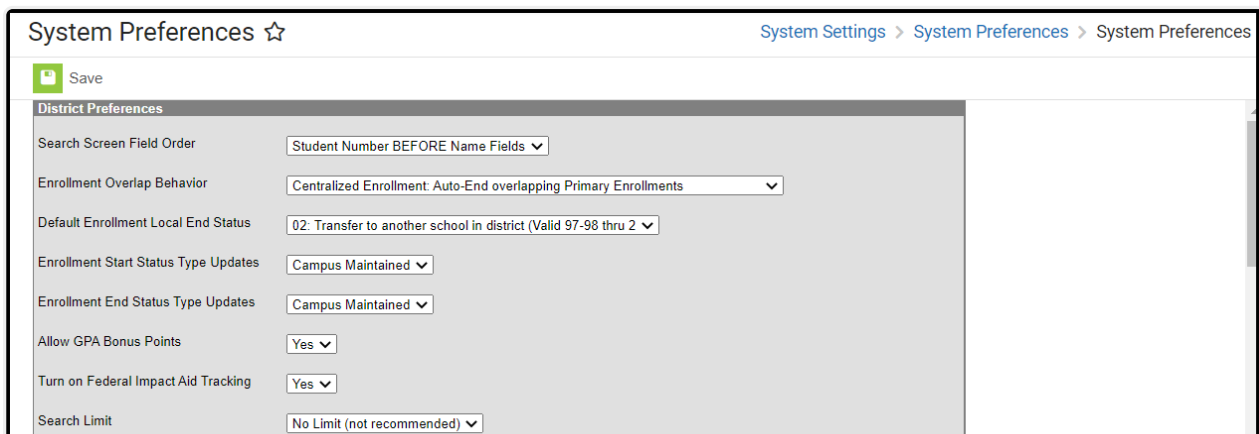
Administrators use this tool to select the local student number format to be used when a student is enrolled in the district.



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...](#)

▼ System Preferences	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Acceptable Use Policy	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Electronic Release Setup	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Report Comment Setup	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Report Setup	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Reports Roll Forward Wizard	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Student Number Format 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

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 <i>(users must also have calendar rights to source and destination calendars)</i>	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.

