

Portal Translations (Open Enrollment)

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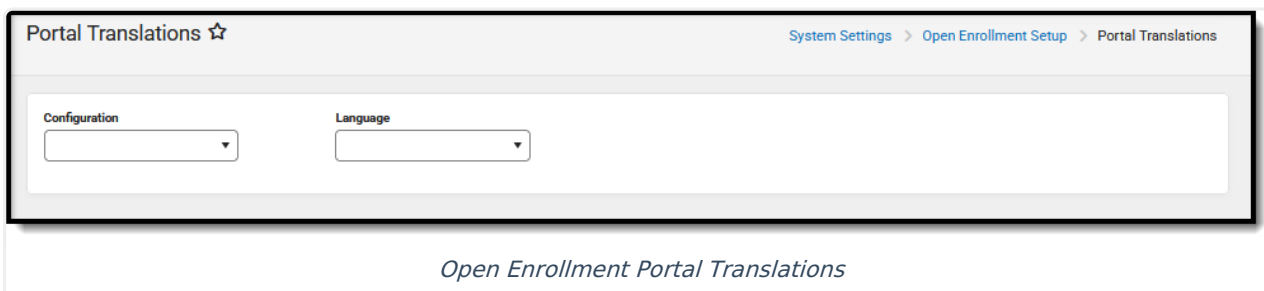
Path: System Settings > Open Enrollment Setup > Portal Translations

The Open Enrollment Portal Translations tool allows users to provide translated text or additional clarification for options that display on the Open Enrollment site. When parents/guardians log into the Open Enrollment site, they are asked to select a language. That selection determines the text that displays while they move through the enrollment panels. Buttons, labels, questions, and instructions can display in a specific language based on the active languages created in the [Language Groups](#) tool and the parents'/guardians' selected language.

Users can modify the wording of pop-ups and validation messages as needed. Districts are responsible for entering the translation for each visible field and instructional content. This is not provided by Infinite Campus.

Additional translation text can be entered in the Open Enrollment Portal Translations tool to translate content displayed in drop-lists for States, Address Prefixes, etc.

To access this tool, users must also have [tool rights](#) to the [Language Groups](#) tool.



See the [Open Enrollment Tool Rights](#) article for information on available tool rights.

Create an Open Enrollment Portal Translation

1. Use the **Configuration** drop-list to select the configuration setup for which to create a translation. See the [Configuration Set Up](#) article for more information on open enrollment configurations.
2. Next, select the **Language** to which open enrollment fields should be translated. For

example, if you want to translate from English to Spanish, select Spanish from the drop-list. Once a language is selected, the Translation editor displays.

Portal Translations ☆

Configuration

27 - 28 Open Enrollme... ▼

Language

Spanish ▼

Description	Default	Translation
Header > Back Button	Back	Atras
Header > Title	Open Enrollment	la inscripción abierta
Entry Screen > Alert > No Data to Save	No data to save	No hay datos que guardar
Entry Screen > Alert > No Eligible Students Found	No eligible students were found	
Entry Screen > Error > Allow Accept (one per student)	Only one application per student may be Accepted	

Save

Portal Translations Editor

- Use the **Translation** field to enter the translation for the field name. The value entered here is what displays in the UI. If a field translation is left blank, the field displays in the original language.

Open Enrollment Portal Translations editor fields

The Translations editor lists the fields that can be translated into the available languages.

English fields and instructions are automatically provided and do not need further modification unless you choose to provide more explanation.

Column	Description
Description	The Description column lists the fields displayed for parents/guardians.
Default	The Default column provides the English, or original text, for the field. This is how the field displays when a translation is not in place.
Translation	The Translation column allows the user to enter the text that displays for the language selected in the Language Group drop-list. • Users must manually enter this value/translation. • This is the only column users can modify. You can add additional text for any Code in any language. If you want to add additional information or instructions for the field, enter that text in this column. • Once the translation is entered and changes are saved, this is the text parents/guardians see. This replaces the text listed in the Default column.

Enter Translations

1. Select the [Configuration](#) for which to enter translations.
2. Select the [Language Group](#).
3. Enter translated text in the **Translation** column for the fields you want to translate.

Tips:

- HTML formatting is NOT supported by Infinite Campus Support and isn't supported in the WYSIWYG Editor. If you choose to use HTML tags, only use valid HTML and simple tags like `<b>` or `<i>`.
- Double quotes and new line/character returns should not be used.

4. Click **Save** before moving to a new Open Enrollment Translation, Language Group, or Configuration.

Result: The Open Enrollment panels will display the new text.