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Administrator

How To Create Custom Profiles And Assign Permissions

The system comes with seven default profiles as shown below:



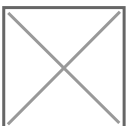
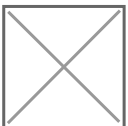
A user with the correct permission, like a SuperAdmin or School Admin can create any number of profiles based on an existing profile.

Click **+Add Custom Profile**

Add the name of the profile, the user type based on which you are creating the custom profile, and a short description. When you select the user type the new profile inherits all the permission properties from that user type. You have to adjust the permissions by turning off some View-Edit capabilities to create the new profile.

Once this new profile is created, you can assign this profile during Staff, Student, or Parent data entry.

In the example below, a new profile for a Registrar is created and some permissions are tuned off.



You can click on the down arrow keys at the extreme right and make granular adjustments to permission for different sub-menus.

How To Manage User Profiles And Permissions

Access to the system is controlled by Role Based Access Control a.k.a. RBAC. The person signing up for the account in CrownSIS automatically becomes the default Super Administrator in the system.

To start with, there are seven different Profiles with meaningful systems access are provided. The Super Administrator has access to all menus and submenus and all functionalities of the system.

Super Administrator can create a school administrator and provide that individual with add/edit capabilities.



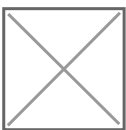
The difference between a Super Administrator and a School Administrator is that a school administrator has access to one or more schools to which he/she has been granted permission. Super Administrator on the other hand has access to all the schools within the account.



Clicking on the down arrow key on the extreme right of the main menu name will show the sub-menu access as given below:



Click on each of the Profiles and inspect the View-Edit capability. You can turn off access using the toggle switch. Remember to click Update after making changes.



Student and Parent profiles are designed as view only. A parent can change the address and the last name. Therefore, most of the editing options are disabled by the system and cannot be turned on.



Staff with Homeroom Teacher profiles can add Effort Grades for students during final grade entry in a marking period.

Attendance

How To Add Attendance Codes In School Settings

When you need to add data to Attendance Codes you can navigate to the settings on the menu bar and find the attendance.

Menu Bar >> Settings >> Attendance

Click on Attendance Codes.

When you enter the Attendance Codes section you will find some pre-made values for the field as necessities in a form. You can use it as it is or customize them according to your school by removing and adding any value or sections.

1. By clicking on the pen you can edit the fields.
2. By clicking on the bin logo to delete a field.
3. When you want to move any field up or down just drag this icon.



You can add or remove a category or edit a pre-existing category.

Click on the pen mark on the name of the category to edit your category.

You can change the name of the category and update it.

To add a new category click on '+ Add New Category '

Here you need to-

- Category Title of the attendance category.

After you are done with creating the attendance category. let's add the attendance code.

Click '+ Add New Attendance Code' you will get a popup section where you can add:

- Title
- Short Name
- Allow Entry By - Who can enter and use this code

- You can select Default for Teacher & Office if you want it to be the default code in the attendance marking screen
- Select State Code from Present, Absent, Half Day

Click **Submit** to save.

You can create more Attendance Categories and Attendance codes.

Grading

How To Add Effort Grade Setup Under Grades In School Settings

When you need to set up effort grades you can navigate to the settings on the menu bar and find the grades on top.

Menu Bar >> Settings >> Grades

Click on Effort Based Grades.

The page will default to the Effort Grade Library tab.

Click on the **+ Add Effort Category** to add categories. On the right panel, enter the effort items by clicking on **+Add New Item**. Sample data given below.



You can move the categories up and down by dragging the item using the lined graphics.

After you are done with working on the Effort Grade Library, you need to add the Effort Grade Scale. Click on the Effort Grade Scale tab.

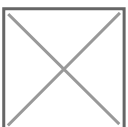
Click on **' + Add New Effort Grade Scale '**

By clicking here you will get a popup where you need to add:

1. Value of the grade scale
2. Comments

Click **Submit** to save.

You can repeat the same steps to create more fields. Sample data given below.



You can move the scale values up and down by dragging the item using the lined graphics.

How To Add Historical Marking Periods In School Settings

The historical marking period allows a school to issue a composite transcript to a student with grades from previous marking periods that were not part of the system. A student transferring from another school can also receive a composite transcript from one institution that uses this feature to record past grades.



Enter only the Historical Marking Periods in this section. The Historical Grades can be entered from the Grades Administration screen.

To enter old marking periods, navigate to:

Menu Bar >> Settings >> Grades

You can click on '+ **Add Historical Marking Period**' to start creating a new marking period.

By clicking you get a popup section where you are required to fill-

1. School Year
2. Marking Period Name
3. Grade Post Date (month and year only)

and click submit



You can use the same steps to create more historical periods

How To Add Honor Roll In School Settings

When you need to add Honor Roll navigate to the settings on the menu bar and find the grades on top.

Menu Bar >> Settings >> Grades

Click on **Honor Roll**.

In Honor Roll Setup you can create setup breakoff points in this section by clicking '+ Add New Honor Roll'.

Here you will need to add:

1. Honor Roll or name
2. Breakoff or points

Then click Submit to save.



Based on the break-off points, a student will be put on an honor roll for a particular Marking Period.



You can repeat the same steps to create more honor roll items.

How To Add Report Card Comments In School Settings

To enter Report Card Comments, navigate to:

Menu Bar >> Settings >> Grades

Select **Report Card Comments**.

You can enter canned comments that can be used in all courses by teachers. You can also enter course-specific comments that the teachers can use for report cards.



Note: Teachers will be permitted to add their own comments on report cards. These are canned comments from the school.

You can setup Report card comments by courses so that it will be available to the teachers who are teaching that course only. If you select the All Courses option, then all report card comments will be available in all courses.

To add a comment, fill in the text box and click **Submit** to save.



You can click on the pre-existing comment to edit and update.

How To Add Report Card Grade In School Settings

Report card grades are the main grading system that the school uses. You can set them up by navigating to:

Menu Bar >> Settings >> Grades

Click on Report Card Grades.

On the page, you will find a Search bar where you search the Sections.

1. When you click on the excel sheet logo you can export the data into excel.
2. When you click on the lines you can get options you can select and deselect fields.
3. By clicking on the pen you can edit the fields.
4. By clicking on the bin logo to delete a field.
5. When you want to move any field up or down just drag this icon.

Select the Grade Scale you want to make changes to. You can simply delete it by clicking on the bin logo or add a new category by clicking on the '+Add Grade Scale'.

When you click on '**Add Grade Scale**' you will get a popup page where you will need to add details like-

- Grade Scale Name
- Scale Value
- Comment
- Switch on Calculate GPA toggle to switch on automatic GPA calculation.

Click **Submit** to save.



On the right side of the newly created grade scale, there will be option to enter the grades. Click on **+Add New Grade** and complete the grading table. As an example, we have used the US high school and college grading table. You can use your school's values in here.

You can keep the **Weighted GP Value** column empty if your school does not offer Advanced Placement (AP) classes which usually carries higher GP values.



The Breakoff fetches the letter grades as per the scores. Here, A=90; when a student gets 90 & above he will be entitled to get an A.

The Weighted GP Value is entered to calculate GPA of the weighted courses (where "Course is weighted" option is on).

The Unweighted GP Value is entered to calculate GPA of the unweighted courses (where "Course is weighted" option is off).

Basically, creating this section would help to get the letter grades on the report card and to calculate GPA while creating Transcript.

You can repeat the same steps to create more fields.

You can select from the options that you want to keep visible in the Grade scale field.

How To Add Standard Grade Setup In School Settings

Menu Bar >> Settings >> Grades

Click on Standard Grade Setup.

The page will default to US Common Core Standards. There is a Search bar where you search the common core standards.

1. When you click on the Excel sheet logo you can export the data into excel
2. When you click on the lines you can get options you can select and deselect fields.
3. When you click on the Load US Common Core Standards it will load the US Core Standards

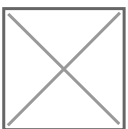


If your school does not follow the US Common Core, click on the **School Specific Standard** tab to enter your own.

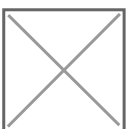


There are Subject, Course and Grade Level filters on the top. Once the standards are populated, these filters make it easy to view by each criteria. You can also use the search functionality to search thru all the standards.

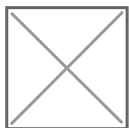
Click on '+ **Add New Standard** ' and fill all the mandatory fields as shown below.



Now the user needs to create the grade scale and grades for the above-created school-specific standards. Click on the **Standard Grades** tab and click on + **Add Grade Scale**.



Give a Grade Scale name and click Submit to save.



Click on the Add New Grade on the right panel and start entering the Grades that will be issues against each standard by the teacher. A sample scale with grades shown below.



List Of Values

How To Add Common Toilet Accessibility Under List Of Value In Settings

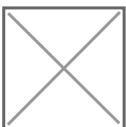
A list of values or LOV is a common value that is used in different data entry screens and is shown in a dropdown list for selection. Different schools in different countries might need to adjust these values based on their requirements so the system allows an administrator to add/edit these values.

To add Common Toilet Accessibility Type, navigate to:

Menu Bar >> Settings >> List of Values

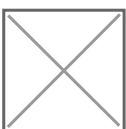
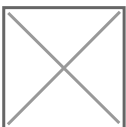
Click '+ **Add Common Toilet Accessibility Type**'.

Fill in the Toilet Type and click Submit



Note: You must fill in the actual functional toilet types you have in your school to provide accurate information to parents

Once saved, the data will look like this:



Note: The system shows the name of the person who created a record and also the name and date when a record was updated.



If a value is assigned to a record, that value cannot be deleted. Only the name can be edited.

How To Add Common Toilet Type Under List Of Value In Settings

A list of values or LOV is a common value that is used in different data entry screens and is shown in a dropdown list for selection. Different schools in different countries might need to adjust these values based on their requirements so the system allows an administrator to add/edit these values.

To add Common Toilet Type, navigate to:

Menu Bar >> Settings >> List of Values

Click '+ **Add Common Toilet Type**'.

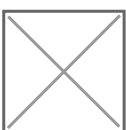
Fill in the Toilet Type and click Submit



Note: You must fill in the actual functional toilet types you have in your school to provide accurate information to parents



Note: The system shows the name of the person who created a record and also the name and date when a record was updated.



If a value is assigned to a record, that value cannot be deleted. Only the name can be edited.

How To Add Female Toilet Accessibility Under List Of Value In Settings

A list of values or LOV is a common value that is used in different data entry screens and is shown in a dropdown list for selection. Different schools in different countries might need to adjust these values based on their requirements so the system allows an administrator to add/edit these values.

To add Female Toilet Accessibility Type, navigate to:

Menu Bar >> Settings >> List of Values

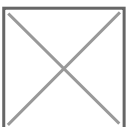
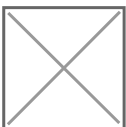
Click '+ **Add Female Toilet Accessibility Type**'.

Fill in the Toilet Accessibility Type and click Submit



Note: You must fill in the actual functional toilet types you have in your school to provide accurate information to parents

Once saved, the data will look like this:



Note: The system shows the name of the person who created a record and also the name and date when a record was updated.



If a value is assigned to a record, that value cannot be deleted. Only the name can be edited.

How To Add Female Toilet Type Under List Of Value In Settings

A list of values or LOV is a common value that is used in different data entry screens and is shown in a dropdown list for selection. Different schools in different countries might need to adjust these values based on their requirements so the system allows an administrator to add/edit these values.

To add Female Toilet Type, navigate to:

Menu Bar >> Settings >> List of Values

Click '+ **Add Female Toilet Type**'.

Fill in the Toilet Type and click Submit



Note: You must fill in the actual functional toilet types you have in your school to provide accurate information to parents

Once saved, the data will look like this:



Note: The system shows the name of the person who created a record and also the name and date when a record was updated.



If a value is assigned to a record, that value cannot be deleted. Only the name can be edited.

How To Add Male Toilet Accessibility Under List Of Value In Settings

A list of values or LOV is a common value that is used in different data entry screens and is shown in a dropdown list for selection. Different schools in different countries might need to adjust these values based on their requirements so the system allows an administrator to add/edit these values.

To add Male Toilet Accessibility Type, navigate to:

Menu Bar >> Settings >> List of Values

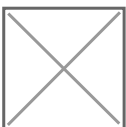
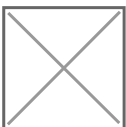
Click '+ **Add Male Toilet Accessibility Type**'.

Fill in the Toilet Accessibility Type and click Submit



Note: You must fill in the actual functional toilet types you have in your school to provide accurate information to parents

Once saved, the data will look like this:



Note: The system shows the name of the person who created a record and also the name and date when a record was updated.



If a value is assigned to a record, that value cannot be deleted. Only the name can be edited.

How To Add Male Toilet Type Under List Of Value In Settings

A list of values or LOV is a common value that is used in different data entry screens and is shown in a dropdown list for selection. Different schools in different countries might need to adjust these values based on their requirements so the system allows an administrator to add/edit these values.

To add Male Toilet Type, navigate to:

Menu Bar >> Settings >> List of Values

Click '+ **Add Male Toilet Type**'.

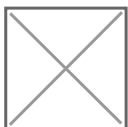
Fill in the Toilet Type and click Submit



Note: You must fill in the actual functional toilet types you have in your school to provide accurate information to parents



Note: The system shows the name of the person who created a record and also the name and date when a record was updated.



If a value is assigned to a record, that value cannot be deleted. Only the name can be edited.

How To Add Race Under List Of Value In Settings

A list of values or LOV is a common value that is used in different data entry screens and is shown in a dropdown list for selection. Different schools in different countries might need to adjust these values based on their requirements so the system allows an administrator to add/edit these values.

Navigate to:

Menu Bar >> Settings >> List of Values

The list of Race is created as a system default that can be edited or deleted as per your requirements.

Click on the  pencil mark to edit and the  trash can to delete.



To create a new Race, click '+ **Add Race**'.

Fill in the Title and click Submit



Note: The system shows the name of the person who created a record and also the name and date when a record was updated.



If a value is assigned to a record, that value cannot be deleted. Only the name can be edited.

How To Add School Classification Under List Of Value In Settings

A list of values or LOV is a common value that is used in different data entry screens and is shown in a dropdown list for selection. Different schools in different countries might need to adjust these values based on their requirements so the system allows an administrator to add/edit these values.

To add School Classification, navigate to:

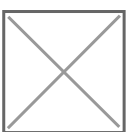
Menu Bar >> Settings >> List of Values

There are three school classifications that are created as system default that cannot be edited or deleted.

To create a new school classification, click '+ **Add School Classification**'.



Fill in the name of the School Classification and click Submit



Once saved, the data will look like this:



Note: The system shows the name of the person who created a record and also the name and date when a record was updated.



If a value is assigned to a record, that value cannot be deleted. Only the name can be edited.

How To Add School Level Under List Of Value In Settings

A list of values or LOV is a common value that is used in different data entry screens and is shown in a dropdown list for selection. Different schools in different countries might need to adjust these values based on their requirements so the system allows an administrator to add/edit these values.

To add School Level, navigate to:

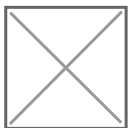
Menu Bar >> Settings >> List of Values

There are four school levels that are created as system default that cannot be edited or deleted.

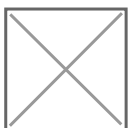
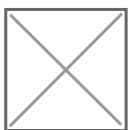
To create a new school level, click '+ **Add School Level**'.



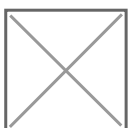
Fill in the name of the School Level and click Submit



Once saved, the data will look like this:



Note: The system shows the name of the person who created a record and also the name and date when a record was updated.



If a value is assigned to a record, that value cannot be deleted. Only the name can be edited.

How To Add/Edit Ethnicity Under List Of Value In Settings

How to Add/Edit Ethnicity under List of Value in settings

How to Add/Edit Ethnicity under List of Value in settings

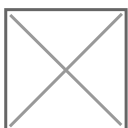
A list of values or LOV is a common value that is used in different data entry screens and is shown in a dropdown list for selection. Different schools in different countries might need to adjust these values based on their requirements so the system allows an administrator to add/edit these values.

Navigate to:

Menu Bar >> Settings >> List of Values

The list of Ethnicity is created as a system default that can be edited or deleted as per your requirements.

Click on the  pencil mark to edit and the  trash can to delete.



To create a new Ethnicity, click '+ **Add Ethnicity**'.

Fill in the Title and click Submit



Note: The system shows the name of the person who created a record and also the name and date when a record was updated.



If a value is assigned to a record, that value cannot be deleted. Only the name can be edited.

How To Add/Edit Language Under List Of Value In Settings

How to Add/Edit Language under List of Value in settings

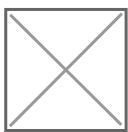
A list of values or LOV is a common value that is used in different data entry screens and is shown in a dropdown list for selection. Different schools in different countries might need to adjust these values based on their requirements so the system allows an administrator to add/edit these values.

Navigate to:

Menu Bar >> Settings >> List of Values

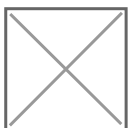
The list of Languages is created as a system default that can be edited or deleted as per your requirements.

Click on the  pencil mark to edit and the  trash can to delete.



To create a new Language, click '+ **Add Language**'.

Fill in the Title and Short Code and click Submit



Note: The system shows the name of the person who created a record and also the name and date when a record was updated.



If a value is assigned to a record, that value cannot be deleted. Only the name can be edited.

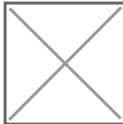
How To Edit Country Name In List Of Value In Settings

A list of values or LOV is a common value that is used in different data entry screens and is shown in a dropdown list for selection. Different schools in different countries might need to adjust these values based on their requirements so the system allows an administrator to add/edit these values.

Navigate to:

Menu Bar >> Settings >> List of Values

The list of countries is created as a system default that can be edited or deleted as per your requirements.

Click on the  pencil mark to edit and the  trash can to delete.



To create a new country, click '+ **Add Country**'.

Fill in the Title and Short Name and click Submit



Note: The system shows the name of the person who created a record and also the name and date when a record was updated.



If a value is assigned to a record, that value cannot be deleted. Only the name can be edited.

School

How To Add Calendars In School Settings

In the calendar you get two options, you can either use the 'Default Calendar' or if you want to add your own calendar click '+Add Calendar'

Menu >> Settings >> School >> Calendars

or

Menu >> School >> Calendars

If you want to add a calendar click '+Add Calendar' and a popup calendar setup page will appear.

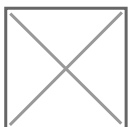
Give a title or name to the calendar**** then, add desired data like - Creating your calendar duration years, Weekdays Setup, and choose who will be able to see the events in the calendar of the particular year.

1. Title
2. Start and End date (from, to)
3. Weekdays selection
4. Select event visible to. It is a good practice to select all profiles so that any user can view the school calendar.

Click Submit to save



To add an **Event / Holiday** click on any date on the calendar. An 'Add New' pop-up will appear. Here you select Event or Holiday from the options that are shown below.



Select the Event tab.

1. Add **Title** of the event
2. Add **Date** - A start date and end date

3. Create **Notes** according to the event requirements
4. Add **Event Color**
5. Select **Visible to** whomever it is needed to be visible to
6. Turn on the **Show Events System Wide** toggle if you want the event to be seen in all the Schools in your account.

Click Submit to save.

Similarly to add a holiday, select the 'Holiday' tab



1. Add **Title** of the holiday
2. Add **Date** - A start date and end date
3. Create **Notes** according to the holiday requirements
4. Turn on the **Apply to All Schools** toggle if you want the holidays to be displayed in all the schools in your account.

Click Submit to save.

How To Add Grade Level In School Settings

When you need to add data to the school fields you can navigate to the settings on the menu bar and find the school on top.

Menu Bar >> Settings >> School >> Grade Levels

Here you can create Grade Levels for your school.

Click on '+ Add New Grade Level' to get started.

After clicking you will see a pop-up section where you can add the Grade Level.



Here you will be adding:

- Title of the grade
- Short name
- Sort order
- Choose grade level equivalency value
- Age range allowed for the grade
- Educational stage
- Next promoted grade

You can repeat the same step to create more grade levels using the same method that you have in your own school.



How To Add Marking Periods In School Settings

Marking Period is the time division of the entire school year. You must set up the marking periods before you can run the school within the system.

Navigate to **Menu Bar >> Settings >> School**

Click on **Marking Period**.

You can find the marking period under settings >> school and also under the school option directly on the menu bar

Menu bar >> Settings >> School >> Marking period

or

Menu bar >> School >> Marking period

By clicking on '+Add a full year to begin' you will see a popup setting page. You can add here:



1. Title of the year
2. Short Name
3. A beginning year and ending date of the year
4. If you want to add Grades, Exams, and Comments in the year select the options
5. By selecting Grading you will find the Grade Posting beginning date and ending date that you will need to add.

and click Submit.



A school year can be divided into separate **semesters and quarters** or even **trimesters**.

Now when you are done with creating the year you can now start creating a semester. Click on the **Add Child Marking Period** to create the subordinate marking periods.

In any sections where you click on the three dots, you will get options to delete or edit the field.

By clicking on the pen you can edit the fields.

By clicking on the bin logo to delete the entry.

Click on '+' to add a marking period. By clicking you will get a popup page where you need to add:

- Title of the semester
- Short Name
- Beginning and ending date of the semester
- If you want to add Grading, Exam, and Comments in the semester select the options.
- By selecting Grading you will find the Grade Posting beginning date and ending date that you will need to add

and click Submit.

You can create more semesters using the same method.

A school year can be divided into separate quarters.

After you have done creating a Semester you can now create Quarters.

Click on '+' to add a semester in the year. By clicking you will get a popup page where you need to add:

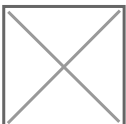
- Title of the semester
- Short Name
- Beginning and ending date of the semester
- If you want to add Grading, Exam, and Comments in the semester select the options.
- By selecting Grading you will find the Grade Posting beginning date and ending date that you will need to add. The teachers are allowed to enter final grades between these dates.

Click Submit to save.

You can create more quarters using the same method.

The user can have Summer Semester as well outside of the Full Year as shown in below

This is what you will get after setting the whole marking period.



How To Add Period In School Settings

When you need to add data for the school fields you can navigate to the settings on the menu bar and find the school on top.

Menu Bar >> Settings >> School

Let us start with **P** eriods.



If your school follows the same period routine every day of the week (which is most common), then just click on **+Add New Period** and fill out the form with the following information:

1. Title of the period
2. Short name
3. Start and end times
4. You can switch on the toggle for 'Calculate Attendance' if you want to incorporate the periods to get attendance on.

If the calculate attendance field is not set to "yes", then attendance for that period cannot be taken by the teacher or administrator for any course section that will occur during that period.

The half-day and full-day minutes are calculated automatically, but you can over-ride them for the desired value. The attendance calculation is done based on these values to determine if a student was present for the full-day or half-day in the school.

If your school uses a different period routine, meaning different period time durations that can be run on separate days according to the school's needs., then click on the '+Add Block/Rotation Day'

After clicking you will see a pop-up section where you can add the name and sorting order for the block. You can create multiple block/ rotation blocks which will be associated with calendar days.

Select each block and click '+Add New Period' and add the period details. Once you fill it in it will look like tis:



To connect the block days to calendar, navigate to **Menu Bar >> School >> Calendars**

Select the block for each calendar day from the drop down. In the example below, a three day rotation is shown.



School

How To Add Preference In School Settings

When you need to add data for the school fields you can navigate to the settings on the menu bar and find the school on top.

Menu Bar >> Settings >> School

Click on Preference.



In Preference, you need to set your login preference (sample data given):

1. The number of login failures allowed before the account is disabled
2. Maximum inactive days are allowed before the account is disabled

Click Submit to save.

How To Add Rooms In Settings

Menu Bar >> Settings >> School

Adding Rooms

Here you can add the classrooms that are used in your school. Please note that the Room will be associated in Course Section creation and the capacity of the room is used during scheduling. You are not permitted to schedule more students than the capacity of a room.

Click on '+Add New Room' to start adding a room.

After clicking you will see a pop-up section where you can add the Rooms.

Here you will need to add:

- Title of the room
- Capacity
- Sort order
- Description
- Active status of the room by moving the toggle and submit.

If a room is no longer in use, you can make it inactive so that it does not show during course section creation.



How To Add School Fields In School Settings

If you want to add custom school fields you can navigate to:

Menu Bar >> Settings >> School

Click on **School Fields**.

Here you will find some system categories and default fields within them. You can add new categories and create fields within them or add fields within the default categories.



Click on '**'+Add New Category'** and you will get a popup page where you will need to add details like:

1. Category Title
2. Sort order

Click Submit to save.

After you have added a category you can start adding new fields within the category.

Select the category and click '+Add New Field'



In this area enter:

1. Field name
2. Field Type
3. Default (if any)
4. Turn on or off Required, Hide, and All Schools toggle as per you requirements.

Click Submit to save.

You can repeat the same steps to create more fields.

School

How To Add Sections In School Settings

Navigate to Menu Bar >> Settings >> School

We are now working on Sections.

If you have a lot of students in a particular grade level, it might be easier to schedule them by sections. You can group a bunch of students to a particular section.

Click on '+Add New Section' you will get a pop-up where you will need to add the title of the section and sort order then submit to save.

You can repeat the same step to create more sections using the same method that you have in your school.



Once you have the Sections created, you can assign a student into it. Navigate to a student's record and click on the enrollment information. There you will find the section field. Edit the record to assign the student into the section.

To assign a group of students into a section, navigate to **Students >> Group Assign Student Info** and select a group of students and put them into the desired section.



How To Set Up Wash Information For Your School In CrownSIS

Understanding WASH Information in Schools

WASH stands for Water, Sanitation, and Hygiene. It's a critical component in ensuring a safe and healthy learning environment in schools. Proper WASH facilities, including clean drinking water, gender-segregated and accessible toilets, and handwashing stations, contribute to the overall well-being of students and staff. WASH information in a school typically includes details about the availability and condition of these facilities, and it plays a crucial role in assessing and improving school infrastructure.

Setting Up WASH Information in CrownSIS

To accurately record and manage the WASH information of your school in CrownSIS, you'll need to set some initial parameters and then enter the specific details about your school's facilities. Below is a step-by-step guide to help you through the process.

Step 1: Set Parameters for WASH Information

Before you can enter the WASH information, you must define the types of toilets and their accessibility within your school.

1. Navigate to Settings:

- Go to the **Settings** section from the navigation menu.

2. Add Toilet Type and Accessibility:

- Under the **List of Values** , you'll need to add different toilet types and their accessibility options. For example, you might add values like *Female Toilet* , *Male Toilet* , and *Common Toilet*.
- To add a value, select the relevant category, such as **Common Toilet Accessibility**



1. Add New Accessibility:

- Click on **Add New Accessibility**.



* Enter the name of the accessibility option, such as "Wheelchair Accessible" or "Near Classroom," and click **Submit**.
https://lh7-rt.googleusercontent.com/slidesz/AGV_vUdTC6sAabgnhUufy4lghYiv7BjsFdo-smHbAfCkuIR_7zqWLk2kfIfnqAc3qQssYTSJS2dJsPqAPmkw09Nwc0dJfkA6U8AP-com7qonnZb1sHBE1gzablofHXBkgY-qKgrip9wu24EjqgN5KxtyjyHPosWDBYSv=s2048?key=SEVS9Kbd7dPGixSIR36dtg

This setup ensures that you have all necessary options available when entering the WASH information for your school.

Step 2: Enter WASH Information for the School

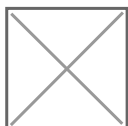
With the parameters set, you can now proceed to input the actual WASH information.

1. Navigate to School Information:

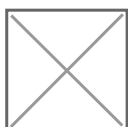
- From the main navigation menu, go to **Schools**.
- Select **School Information** from the list.

2. Access WASH Information:

- In the left-hand menu, choose **WASH Information**.



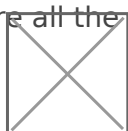
* Click on ****Edit Information**** to open the form in an editable format.



3. Fill in the WASH Details:

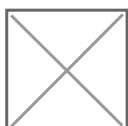
- Enter the required information about the water, sanitation, and hygiene facilities in your school. This includes the number and type of toilets, their accessibility, availability of handwashing stations, and other relevant data.
- Make sure all the fields are filled out accurately to reflect the current status of the

facilities.



4. Save Your Entries:

- Once you've completed the form, click **Update** to save the information.



Congratulations! You have successfully set up the WASH information for your school in CrownSIS. This data will help ensure that the school's facilities are up to standard and will assist in any future assessments or improvements needed in the school's infrastructure.

Setup Your School Parameters

Before you start working on your created school you need to set a few parameters that your school follows, for example - periods, sections, rooms, attendance codes, grade setups, honor roll setup, L.O.V. (List of Values), etc. that we will cover in the coming articles.

For now, let us introduce you to the different parameters you will customize.

To navigate to

Menu >> Settings >> Setting panel

Here first you will find the school parameter, under school you will find:

- Periods - Here you can add the number of periods in your school
- Grade Levels - Here you can add the number of grade levels in your school year. (Includes college years)
- Sections - This lets you divide a grade level into the number of sections your school has.
- Rooms - Add the number of rooms available to accommodate students, staff, and other activities with how many people can be accommodated per room in your school.
- School Fields - Here you can customize what information you need in different sections of the school fields. You can add parameters and fields.
- Preference - Here the admin can set the preference of maximum login trials and inactive days allowed before disabling a user's account.
- Marking Period - You can divide a school year in half (semester) and quarters and more these partitions are the marking periods that can be used for grading and reporting.
- Calendars - Create your school calendar with information like days in a week, yearly festivals and holidays, and other information you need to add to the calendar from the start. you can add other events later.

Under the Student section, you will find:

- Student Fields - Here you can see the list of system generated categories and fields for the student information capture. You can add custom categories and fields.
- Enrollment Codes - Create different codes that will indicate different enrollment actions throughout the school. For example, put NEW for newly enrolled students, DROP for dropped out students, and so on.

Under the Staff section, you will find:

- Staff Fields - Here you can see the list of system generated categories and fields for the staff information capture. You can add custom categories and fields.

Under the **Attendance section**, you will find:

- Attendance code- Create an attendance code for student attendance that can be used overall at the school. Example - A for Absent, P for Present, T for tardy, and so on.

Under the Grades section, you will find:

- Standard grade setup - You will find US Common Core standards, School-specific standards, and grade standards that the admin can create to be used throughout the school.
- Effort Grade Setup - Here the admin can create effort-based grading parameters by adding effort-based grade categories and items in the effort grade library also create an effort grade scale to use for grades and reports.
- Report Card Grades - Create report card grades by adding the value of the grades and break off to use in calculating aggregates throughout the school as per your school grading to point ratio rule.
- Honor Roll Setup - Create honor-based rolls as per your school requirements to be used throughout the student.
- Report Card Comments - Create a few report card comments on the back end that can be used for reports (common comments), a teacher can give their own written comments on the report card too.
- Historical Marking Period - Create a historical marking period for importing historical marks with the current school marking period pattern.

Under the Administration, manage:

- Profile & Permissions - In this section, the admin can choose which profiles to add like staff, teachers, etc. You can also choose from different permissions that you want to give certain profiles.

Under the List of Values, manage:

You will be choosing a list of values you want to add for the actual sections where you will be adding the details. Parameters you will need to go through are.

- School Level
- School Classification
- Country
- Female Toilet Type
- Female Toilet Accessibility
- Male Toilet Type
- Male Toilet Accessibility
- Common Toilet Type
- Common Toilet Accessibility
- Race
- Ethnicity
- Language

Sso

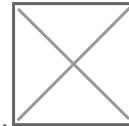
How To Configure Office 365 Sso Login In CrownSIS

Overview

Microsoft Office 365-based Single Sign-On (SSO) is now available in CrownSIS. This guide will help you set up and enable SSO so that users can log in with their Microsoft credentials.

Step 1: Register Your App in Microsoft Azure

1. Go to the [Azure Portal](#).
2. Sign in using your Microsoft credentials.
3. In the left sidebar, click **"Microsoft Entra ID"**.



4. Select **"App registrations"** and click on **"New registration"**.
 5. Provide a **name** for your app.
 6. Set the application type as **SPA (Single Page Application)**.
 7. Under **Redirect URI**, enter the CrownSIS redirect URL:
`https://<your-school-subdomain>.CrownSIS.net/school/dashboards ![] (https://lh7-rt.googleusercontent.com/slidesz/AGV_vUfMPIxwBBUoMUpeNmxn-GmvkccY-2HWzb15zG1ujf1ALQjiY0Z7xe9qmpuWVcSCzdge3gPq5qnRQNZqrFXTvABY_gk0EW5TbZHSiD1cqfg75CtMZEMaYeVYIVF1Y1luxibGFZC8RJQ=s2048?key=Pkev8a6txLJ5oDHbzC2zCnep)`
 8. Click **Register**.
-

Step 2: Copy Required IDs

Once the app is registered:

- Copy the following and store them safely:
 - **Application (client) ID**
 - **Object ID**
 - **Directory (tenant) ID**

You will need these values in the CrownSIS SSO settings screen.



Step 3: Configure SSO Settings in CrownSIS

1. Log in to your CrownSIS Admin portal.
2. Navigate to: **Tools > SSO Settings > Office 365**
3. Enter the IDs copied from Azure:
 - Application Client ID
 - Object ID
 - Directory Tenant ID
 - Redirect URL (same as above)
4. Toggle **Allow SSO Login** to **ON**.
5. Click **Submit**.

Step 4: Invite or Create Users in Microsoft Azure

- You can either **create** a new user or **invite** an existing user to your Azure Active Directory.



- The user will receive an **invitation email**.
- On acceptance, Microsoft will initiate a quick **authentication setup**.
- During setup, the user may need to verify via the **Microsoft Authenticator App**. If it's a personal Microsoft account, select **“Personal”** during authentication.

Step 5: Login Experience

Once configured:

- Users will now see the Microsoft login option on your CrownSIS login screen.
- Upon clicking, they will be redirected to Microsoft login.
- After successful authentication, they will land on the CrownSIS dashboard.

How To Integrate Google Sso With CrownSIS

Introduction

Google Single Sign-On (SSO) allows users to securely access CrownSIS using their Google account credentials. This not only enhances security but also simplifies the login experience for students, teachers, and administrators.

This guide walks you through the updated steps to configure Google SSO in CrownSIS using Google Cloud Console.

Step 1: Login to Google Cloud Console

Go to:

 <https://console.cloud.google.com/apis/credentials>

Step 2: Create a New Project

1. Go to the **Credentials** section.
2. Click on **“Create Project”**.



Step 3: Name the Project

Enter a suitable **Project Name** that reflects your institution or app purpose.
Click **Create** to proceed.



Step 4: Access OAuth Consent Screen

After the project is created, a screen will appear.

Click on any navigation button or link to proceed to the **OAuth consent screen** setup.



Step 5: Start the Consent Screen Setup

Click **“Get Started”** on the consent screen setup page.



Step 6: Configure App Info and Audience

1. Enter your **App Name** and **User Support Email**.
2. Choose the **Audience** (e.g., External for most use cases).
3. Fill in **Developer Contact Information**.
4. Click **Finish** to save the configuration.

“ ☐ **Before proceeding** , please review Google’s [App Branding Policy](#)



Step 7: Create OAuth Client

Go back to the **Credentials** page and click “**Create Credentials → OAuth Client ID**”.



Step 8: Select Application Type

Choose “**Web application**” as the type.



Step 9: Configure App Settings

1. Enter a **Name** for your application.
2. Under **Authorized JavaScript origins**, input your school's CrownSIS URL (e.g., `<https://school.CrownSIS.com>`).
3. ☐ Do **NOT** enter any **Authorized redirect URIs**.

Click **Create**.



Step 10: Copy Client ID and Client Secret

After creation, Google will generate:

- **Client ID**

- **Client Secret**

Copy and save these values securely.



Step 11: View Application in Clients List

Your created application will appear in the list of OAuth 2.0 clients.



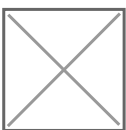
Step 12: Access App Details Again

Click the **App Name** in the client list to reopen the detail page if you need to view the **Client ID** or **Secret** later.



Step 13: Configure SSO in CrownSIS

1. Log in to CrownSIS as an Admin.
2. Navigate to **Settings** → **SSO Settings**.
3. Select **Google SSO**.
4. Enter the **Client ID** and **Client Secret** copied earlier.
5. Click **Save**.



Final Output

Your users will now see a **“Sign in with Google”** button on the login screen, enabling instant access via Google credentials.

Troubleshooting Tips

- ✓ Make sure your **JavaScript Origin** matches the CrownSIS domain exactly.
 - ✓ Your domain must be included in **Authorized Domains** in the consent screen.
 - ✓ Check that server time is accurate to avoid token issues.
-

Need Help?

If you face any issues, feel free to contact our support team at opensishelp@os4ed.com.

Staff

How To Add Staff Custom Fields In School Settings

When you need to add staff custom fields you can navigate to the settings on the menu bar and find the staff on top.

Menu Bar >> Settings >> Staff

Click on Staff Fields.

When you enter the Staff fields section you will find some default categories and fields. You can use it as it is or customize them according to your school by editing and adding fields and categories.



To add new category, click '+Add New Category'.

When you add a new category you will get a popup page where you will need to add details like:

- Category Title
- Sort order

and click Submit.

After you have added a category you can start adding new custom fields in it.



Click '+Add New Field'

In this area add:

- Field name
- Field Type (Textbox, Dropdown, Checkboxes, etc.)
- Default (if any)

- Turn on or off required, hide, and system-wide toggle so that the requirement can be visible with the field.

Click Submit to save.

You can repeat the same steps to create more fields.

You can reorganize the sort order of fields by clicking and dragging the fields that have the four horizontal line.



Student

How To Add Student Custom Fields In School Settings

When you need to create custom student fields you can navigate to the settings on the menu bar and find the students on top.

Menu Bar >> Settings >> Students

Click on **Student Fields**.

When you enter the Student fields section you will find some default system fields. You can turn off the usage of some of these fields or add more. You can also create custom Categories and add fields to them.

To delete a category click on the bin logo to delete it on the left side under the category list

Add a new category by clicking on the '+Add New Category'.

When you add a new category you will get a popup page where you will need to add details like-

- Category Title
- Sort order

and submit.



After you have added a category you can start editing or adding new values of the fields in it.

Click '+Add New Field'

In this area add:

- Field name
- Field Type (Textbox, Dropdown, Checkboxes, etc.)
- Default (if any)
- Turn on or off required, hide, and system-wide toggle so that the requirement can be visible with the field.

Click **Submit** to save.



You can repeat the same steps to create more fields.

Student

How To Add Student Enrollment Code In School Settings

To add enrollment code for students, navigate to:

Menu Bar >> Settings >> Students

Click on Enrollment Codes.

You will see that there are default enrollment codes provided for your convenience. You can use it as it is or customize them according to your school's need by adding more codes.



Clicking on the '+Add New Enrollment Code'.



When you add a new enrollment code you will get a popup page where you will need to add details like-

- Enrollment Code Title
- Short name
- Sort order
- Choose type between 'Add' and 'Drop'

Click Submit to save.

You can follow the same steps to add more enrollment codes.

You can choose what you want to view in the grid by selecting the Filter Column.

Clicking on the **Excel logo** will download all the enrollment codes into an Excel sheet.