

Teacher Welcome

August 2014

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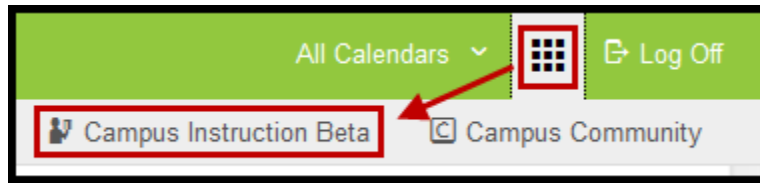
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Teacher Welcome

Welcome to the new Campus Instruction application!

This article describes some of the broad differences between Campus Instruction and the previous Campus Tools, such as the Instruction module.

To open Campus Instruction, click the app switcher and select **Campus Instruction** in the menu that opens:



Use the App Switcher to open Campus Instruction

One change to be aware of is the **new context style**. In the Instruction module, you would select the **Year**, **School**, and **Section** in the Campus toolbar. In Campus Instruction, you only choose the **Year** and **School** in the toolbar since you don't use all tools in the context of a specific section, such as the [Planner](#) where you view data for multiple sections at once. Now, the **Section** dropdown list displays only when needed, such as the Grade Book or Roster.

The top right corner of the screen is also where you access the Campus Community and where you log off of Campus Instruction.

Switching between Campus Instruction and Campus Tools



Please be aware that switching between Campus Instruction and Campus Tools may cause some issues. Some things created in Campus Tools won't work in Campus Instruction, and vice versa.

▼ [In Campus Tools, not in Campus Instruction](#)

Tool	Consideration
Message Center	Newsletter not available, to be replaced in a future release.
	No process alerts for Attendance. These messages have been replaced by the orange notification number on the Attendance tool.
Planner	Specific attendance codes not used in the attendance list , students are grouped by Present and Absent.
Roster	IEP and PLP flags currently appear even if the document is unlocked.
	No roster print options.
Grade Book	No preference for section website.
	Assigned Date is now a required field, so you'll need to add it if you edit an assignment you created in Campus Tools.

	Assignment Points Possible now defaults to Null.
	If Points Possible was selected for an assignment scored with a Rubric, this value will be reset to null.
	Section Summary and Student Summary reports do not exist yet in Campus Instruction.
	Teachers cannot upload files to assignments.
	Online Assessments are not currently enabled in Campus Instruction
	When posting grades using Power Law , a Proficiency Estimate is no longer calculated automatically.
	Removing the Drop Lowest Score selection for a category clears all dropped flags on scores.
Preferences	Account Settings do not carry forward.

▼ In Campus Instruction, not in Campus Tools

Tool	Consideration
Message Center	No sticky notes, this is a new option.
	Archiving function not available in Campus Tools.
Planner	To Do List is a new tool.
	Sequence is not used in Campus Tools
Grade Book	When using Power Law, a Proficiency Estimate calculates automatically and can be posted.
	Assignments scored with Rubrics will have the default of 100 applied for Points Possible. Resaving assignments scored with rubrics updates the Points Possible to 100.
	Cannot edit report card comments made in the Grade Book, this is a new feature.
	Removing the Drop Lowest Score selection for a category does not clear all dropped flags on scores.
Roster	Seating charts created in Campus Instruction do not appear in Campus Tools.

There are some tools that are not yet available in Campus Instruction, which you need to access the Campus Tools to use:

- [Behavior Referral](#)
- [Teacher Messenger](#) (Included in Campus Instruction with E.1426)
- [Additional Instruction Reports](#)
- [Newsletter](#)

Account Settings

The **Account Settings** link in the action bar takes you to your account Preferences and the Password Reset tool.

Preferences



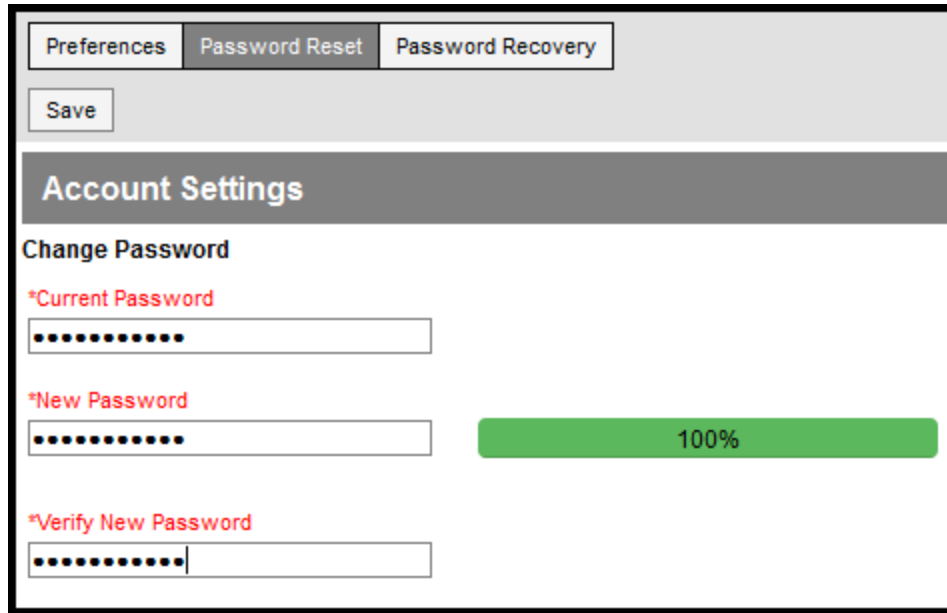
These preferences apply to your entire account.

Preference	Description
Default Application	The application that loads automatically when you sign in to Campus, either Campus Instruction or Campus Tools.
Active Students Only	Mark this preference to prevent dropped students from displaying outside the Roster . If not marked, dropped students display in red text.
Student Number	Mark this preference to view students numbers following student names.
Student Picture	Mark this preference to view student pictures throughout Campus Instruction.
Seating Chart Attendance	Mark this preference to set the default seating chart as the default view when taking attendance, rather than a roster list.

Password Reset



Click **Password Reset** in the Account Settings window to reset your password. Strong passwords are enforced. Enter your current and new passwords and click Save when finished.



The screenshot shows a web interface for 'Password Recovery' settings. At the top, there are three tabs: 'Preferences', 'Password Reset', and 'Password Recovery'. Below the tabs is a 'Save' button. The main section is titled 'Account Settings' and contains a 'Change Password' section. This section has three input fields: '*Current Password', '*New Password', and '*Verify New Password'. The '*Current Password' field is filled with dots. The '*New Password' field is also filled with dots, and a green progress bar next to it shows '100%'. The '*Verify New Password' field is partially filled with dots. The entire form is enclosed in a black border.

Password Recovery



Password recovery settings allow you to establish a recovery email and security images that Campus uses to identify you if you forget your password. This option only displays for some users, based on settings by your administrator.

Preferences

Password Reset

Password Recovery

Save

Account Settings

Password Recovery

*Recovery Email

katie.teacherson@email.com

Password Recovery Preferences

Likes

Activities

Animals

Food

Sports

Other











Dislikes

Activities

Animals

Food

Sports

Other







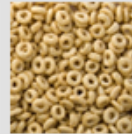


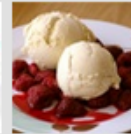


Your Likes










Your Dislikes










Click any image to deselect it

*Enter Password

1. Click **Password Recovery** from Account Settings.
2. Enter your **Email Address** that you'd like to use to recover your password.
3. Select 8 images that you **Like** and 8 images that you **Dislike** from any of the available categories. These images are used to identify you if you forget your password. If you forget your password, Campus walks you through a series of steps including one where you identify 4 of your Like or Dislike images from a group of 8.
4. Enter you **Password**.
5. Scroll to the top of the screen and click **Save** to finish.

