

# Teacher Welcome

July 2014

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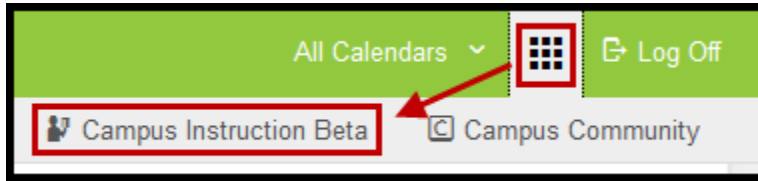
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# Teacher Welcome

## 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
<a href="#">Message Center</a>	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 These messages have been replaced by the orange notification number on the Attendance tool.
<a href="#">Planner</a>	Specific attendance codes not used in the <a href="#">attendance list</a> , students are grouped by Present and Absent.
<a href="#">Roster</a>	IEP and PLP flags currently appear even if the document is unlocked.
	No roster print options.
<a href="#">Grade Book</a>	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 <a href="#">Power Law</a> , a Proficiency Estimate is no longer calculated automatically.
	Removing the Drop Lowest Score selection for a <a href="#">category</a> clears all dropped flags on scores.
<a href="#">Preferences</a>	<a href="#">Account Settings</a> do not carry forward.

▼ In Campus Instruction, not in Campus Tools

Tool	Consideration
<a href="#">Message Center</a>	No sticky notes, this is a new option.
	Archiving function not available in Campus Tools.
<a href="#">Planner</a>	To Do List is a new tool.
	Sequence is not used in Campus Tools
<a href="#">Grade Book</a>	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 <a href="#">category</a> does not clear all dropped flags on scores.
<a href="#">Roster</a>	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](#)
- [Additional Instruction Reports](#)
- [Newsletter](#)

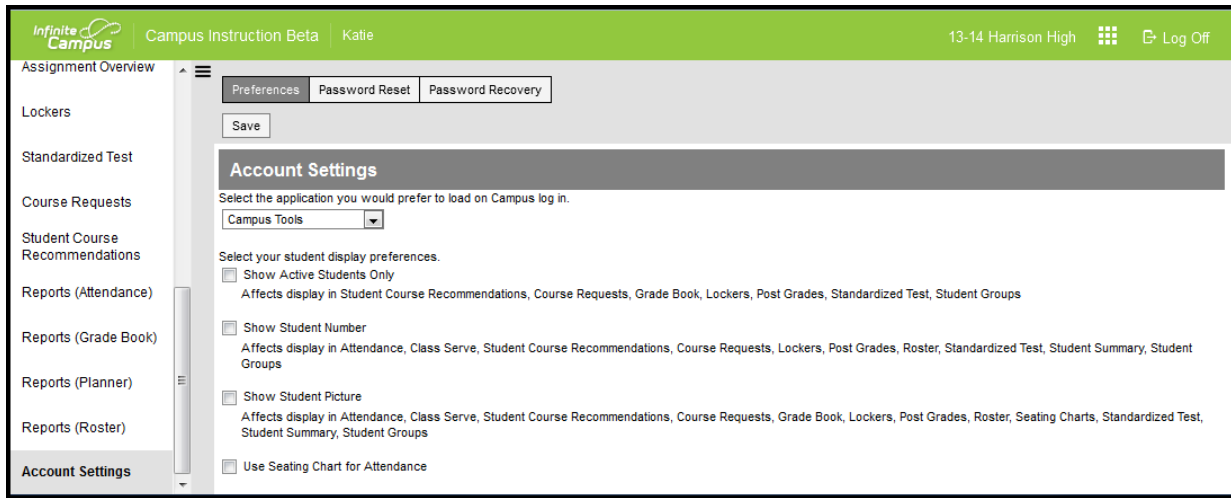
## Account Settings

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 <a href="#">Roster</a> . 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 <a href="#">default seating chart</a> 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.

Preferences Password Reset Password Recovery

Save

### Account Settings

#### Change Password

**\*Current Password**

**\*New Password**

**\*Verify New Password**

100%

## 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**









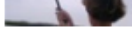
**Password Recovery**

**\*Recovery Email**

**Password Recovery Preferences**









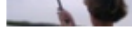
**Likes**

Activities
Animals
Food
Sports
Other



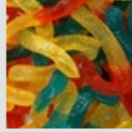

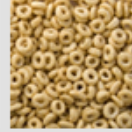

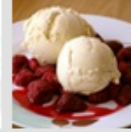











**Dislikes**









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.

