

Where Do I....

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Where Do I....

This table compares where you complete tasks in the old Instruction module, versus where you find those tasks in the new Campus Instruction.

Please note that this table doesn't include all tools available in Campus Instruction, just those tools that may be in a different location from the original Instruction module.

I want to...	Instruction Module	Campus Instruction
Setup		
Create Grading Scales	Instruction > Admin > Grading Scales	Grade Book > Settings > Grading Scales
Create Assignment Marks	Instruction > Admin > Assignment Marks	Grade Book > Settings > Assignment Marks
Set teacher preferences such as show/hide dropped students or show student pictures	Instruction > Assignments > Edit Teacher Preferences	Account Settings
Establish settings for In Progress Grades and Proficiency Estimates	Instruction > Assignments > Edit Grade Calc Options	Grade Book > Settings > Grade Calculation Options
Use Canned Comments	Instruction > Assignments > Edit Teacher Preferences	Grade Book > Settings > Use Canned Comments
Assignments		
Create Categories	Instruction > Assignments > Edit Categories	Grade Book > Settings > Categories
Copy Categories	Instruction > Assignments > Edit Categories > Copy Categories	Grade Book > Settings > Copy Categories
Create Assignments	Instruction > Grade Book (Beta) > +Add or ALT N Instruction > Assignments > Create Assignment	Grade Book > +Add or ALT N Grade Book > Settings > Assignment List > Add Assignment Planner > Curriculum > +Add Planner > Curriculum > Section Name > Add New Assignment

Copy Assignments	Instruction > Assignments > Copy Assignments	Multiple Assignments: Planner > Curriculum > Section Name > Copy assignments to this section or Copy assignments from this section Individual Assignments: Any Assignment > Copy
View a list of assignments	Instruction > Assignments	Assignment Overview Grade Book > Settings > Assignment List Planner > Curriculum > Section Name > View assignment list
View assignment submissions or online assessment responses	Instruction > Assignments > Assignment > Save and Score	Grade Book > Assignments > Student Submission Assignment or Assignment List > Score > Student Submission (Assignments or Assessments)
Attendance/Daily		
Record attendance by Present/Absent	Instruction > Attendance	Attendance (Roster or Seating Chart)
Record attendance by Present Minutes	Instruction > Positive Attendance	Positive Attendance
Record meals served to students	Instruction > Class Serve	Class Serve
View my schedule	Instruction > Daily Planner	Planner
Posting Grades		
Posting grades by grading task or standard	Grading By Task	Post Grades
Posting grades by student	Grading By Student	Post Grades
Assessments		
Score teacher-scored assessments	Grading By Task	Standardized Tests

Where do I find reports?

Reports are divided into four report folders, as follows:

Report Name	Use to report
Reports (Attendance)	
Attendance Change Tracking	Attendance events that have been added and changed for a date range

Attendance Register	Attendance for a term in a student-by-day grid
Attendance Summary	Attendance totals for a term by event type (excused, tardy, etc)
Positive Attendance Section Summary	Total time spent in class for each student in a term (positive attendance)
Reports (Grade Book)	
Flagged Assignments	Assignments flagged as missing, exempt, late, or incomplete for students
Grade Book Export	An export of your Grade Book in another format
Missing Assignments	Assignments flagged as missing per student
Section Summary	Scores for assignments and grades for tasks and standards
Student Summary	Assignment scores by student
Online Assessment Item Analysis	Student performance on specific items across an assessment
Online Assessment Student Response	Responses to items, by student
Reports (Planner)	
Assignment Standards	Standards associated with assignments for a section
Blank Spreadsheet	A blank spreadsheet of selected students
Section Standards	A list of standards aligned to the section's course
Reports (Roster)	
Blank Spreadsheet	A blank spreadsheet of selected students
Portal Usage	Students and parents with Portal accounts and login activity
Roster Labels	Roster labels for mailing or classroom use