



Administrator Quick Start Guide

[Back to: Administrator Guides](#) | [Up Next: Administrator Manual](#)

Don't have time to read this online download the PDF version: [AccuCampus 2018 Quick Start Guide](#)

1. [Setting up AccuCampus](#)
 - [Setting the Time Zone/Logo](#)
 - [Adding your Locations](#)
 - [Setting up Semester Dates](#)
 - [Entering College Off-times](#)
 - [Entering your College News & Announcements](#)
2. [Using the AccuCampus Interface](#)
 - [The Layout](#)
 - [Search](#)
 - [Adding and Saving Items](#)
3. [Creating Campus Components](#)
 - [Locations with Services and Courses](#)
 - [Classes and Classrooms](#)
 - [User Management](#)
 - [Campus Compass](#)
4. [Tracking Center Visits](#)
 - [Customizing Recorded Information through your Sign-In Computer Setup](#)
 - [General Options](#)
 - [Location Selection](#)
 - [Service Selection](#)
 - [Course Selection](#)
 - [Staff Selection](#)
 - [Beacons Options](#)
 - [Save & Set Options](#)
 - [Generating Reports](#)
 - [Importing Student Data](#)
5. [Analyzing Demographics Data](#)
 - [Setting up Student Profile Questions](#)
 - [Allowing Students to Update their Profile Data](#)
 - [Generating Profile Reports](#)
6. [Customizing AccuCampus](#)
 - [Organizing the Homepage](#)
 - [Adding Google Gadgets](#)
 - [Controlling Notifications](#)
 - [Office 365 Calendar integration](#)

- [Virtual Sign-in Options](#)
 - [Fixed Session URL](#)
 - [Zoom Integration](#)
- 7. [Entering the Session Log](#)
 - [Setting up Session Log Options](#)
 - [Entering the Session Log](#)
 - [Generating the Session Log Report](#)
- 8. [Scheduling Appointments](#)
 - [Setting up Appointment Options](#)
 - [Entering Staff Schedule](#)
 - [Setting Staff Assignments](#)
 - [Scheduling Appointments](#)
 - [Viewing and Canceling Scheduled Appointments](#)
 - [Generating Appointment Reports](#)
- 9. [Collecting Feedback from Students](#)
 - [Setting up Surveys and Publishing to Students](#)
 - [Answering the Survey](#)
 - [Generating Survey Reports](#)
- 10. [Tracking Classroom Attendance](#)
 - [Setting up Classroom Attendance](#)
 - [Collecting Attendance Data](#)
 - [Using iPod or iPhone for Tracking Attendance](#)
 - [Classroom Attendance Reports](#)
- 11. [AccuCampus Action Plans](#)
 - [Action-Items](#)
 - [Action-Packs](#)
 - [Creating a Referral Form](#)
 - [Entering Follow ups](#)
 - [Closing a Referral](#)
 - [Viewing Referrals Reports](#)
- 12. [AccuCampus Rules](#)
 - [Creating a Rule](#)

[Back to: Administrator Guides](#) | [Up Next: Administrator Manual](#)

From:
<http://attendance-tracking.com/docs/> - **Engineerica Documentation**

Permanent link:
<http://attendance-tracking.com/docs/doku.php/accucampus/administrator/quickstart>

Last update: **2023/02/09 18:15**

