

Faculty QuickStart Guide

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Below you will find the first steps when setting up your **Accucampus** faculty account:

```
button.accordion { background-color: white; color: #286DA8; cursor: pointer; padding: 18px; width: 50%; border: none; text-align: left; outline: none; font-size: 21px; font-weight: bold; transition: 0.4s; }
button.accordion.active, button.accordion:hover { background-color: #7c9f22; color: #000000; }
div.panel { padding: 0 18px; display: none; background-color: white; }
.accordion:after { content: '\02795'; /* Unicode character for "plus" sign (+) */ font-size: 13px; color: #777; float: right; margin-left: 5px; }
.active:after { content: "\2796"; /* Unicode character for "minus" sign (-) */ }
.note { background-color: #ffffcc; border-left: 6px solid #ffeb3b; }
```

1. Get Login Information From Admin

Faculty members should have been given their login information to access AccuCampus by the admin. The information provided should include:

- **Domain** - This is the campus domain
- **Email** - your email
- **Password** - the password assigned by the admin (you will be able to change it once logged in)

Once you have all of the login information you are ready to Login to AccuCampus

2. Login to AccuCampus

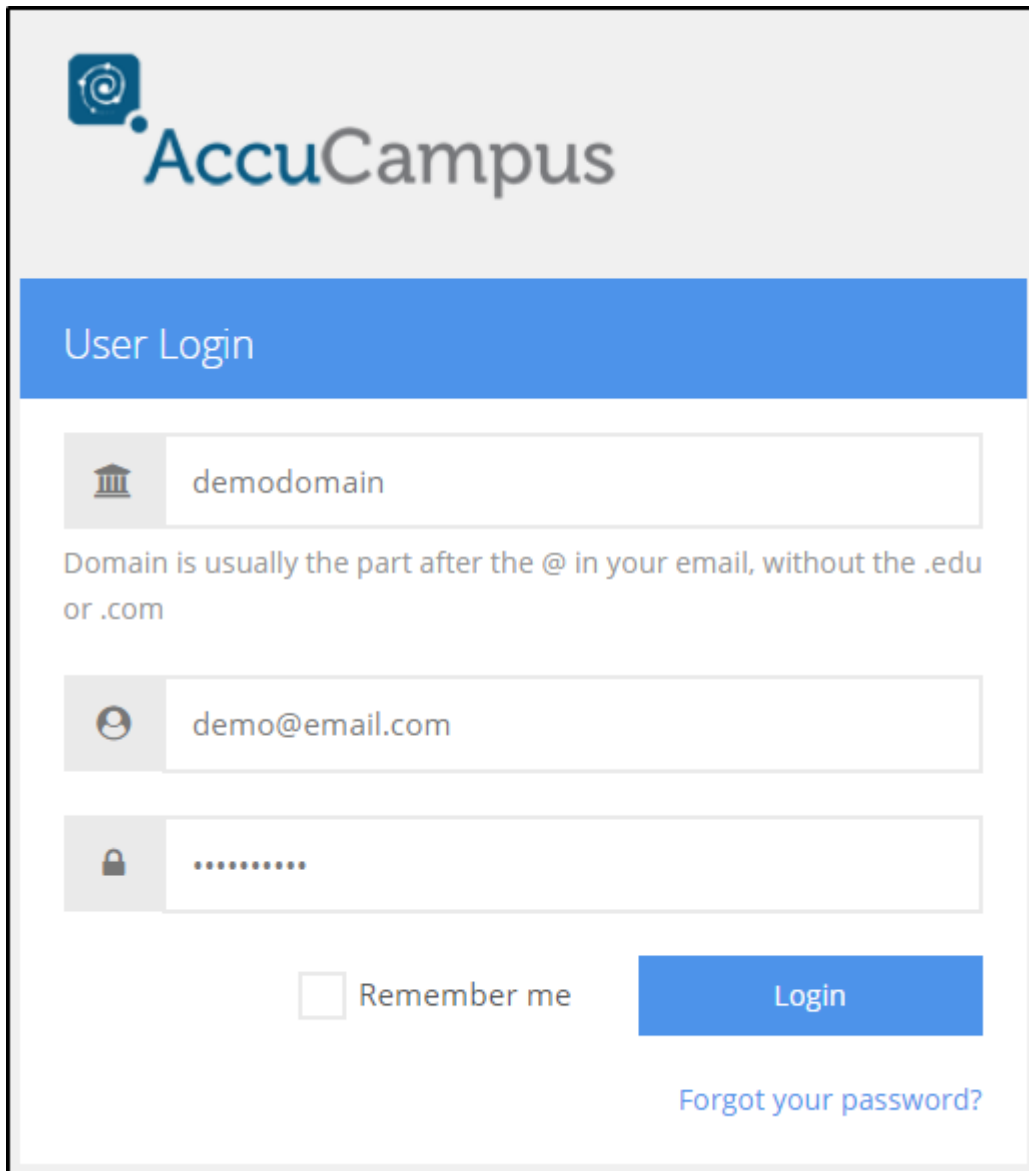
After you have all the Login information you will be able to log into AccuCampus on a computer using the normal login or on a tablet/phone using the login app instructions

Login Using Computer

To **login** to AccuCampus go to www.accucampus.net and fill in all of the information needed to login:

- **Domain** - This is the institutions domain
- **Email** - your email
- **Password** - the password assigned by the admin (you will be able to change it once logged in)


look at the example below:




The image shows the AccuCampus User Login interface. At the top is the AccuCampus logo. Below it is a blue header with the text "User Login". The form contains three input fields: a domain field with a building icon and the text "demodomain", an email field with a person icon and the text "demo@email.com", and a password field with a lock icon and masked characters. Below the password field is a "Remember me" checkbox and a blue "Login" button. A link "Forgot your password?" is located at the bottom right of the form.


AccuCampus

User Login

 demodomain

Domain is usually the part after the @ in your email, without the .edu or .com

 demo@email.com



☐ Remember me [Login](#)

[Forgot your password?](#)

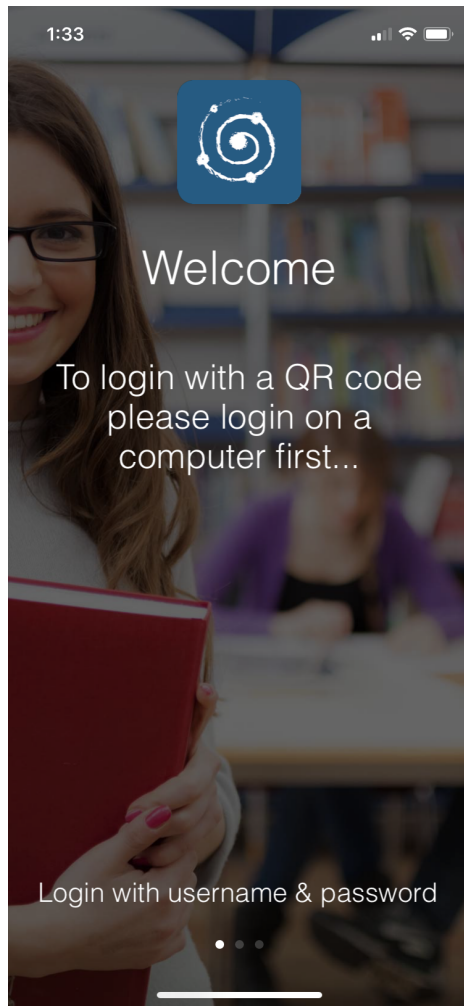
Login Using AccuCampus App

To **login** to AccuCampus using the app you must first install the app, for instruction on how to download the AccuCampus app click [here](#). (coming soon)

Once the app is downloaded you can sign in by clicking **Login with username & password**, and then enter the following credentials:

- **Entering your campus Domain**
- **Entering your Email**
- **Entering your Password**

When finished click **Log In**.



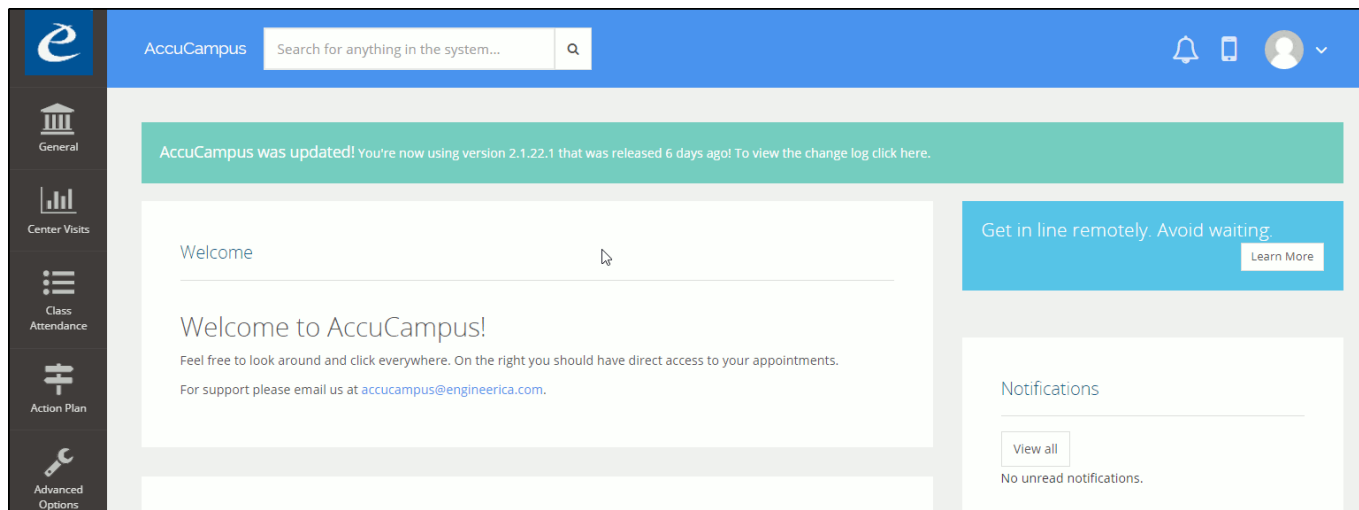
3. View Courses

To view courses on Accucampus

Faculty members must go to the **General** tab on the main menu and click on **Courses**.

Once in course menu, click on a specific course to view all of its information and the schedule as well as the settings.

Faculty members can only **view** the class times and settings, only **Administrators** can manage enrollment or switch class settings



4. Record Attendance

To Record Attendance on Accucampus

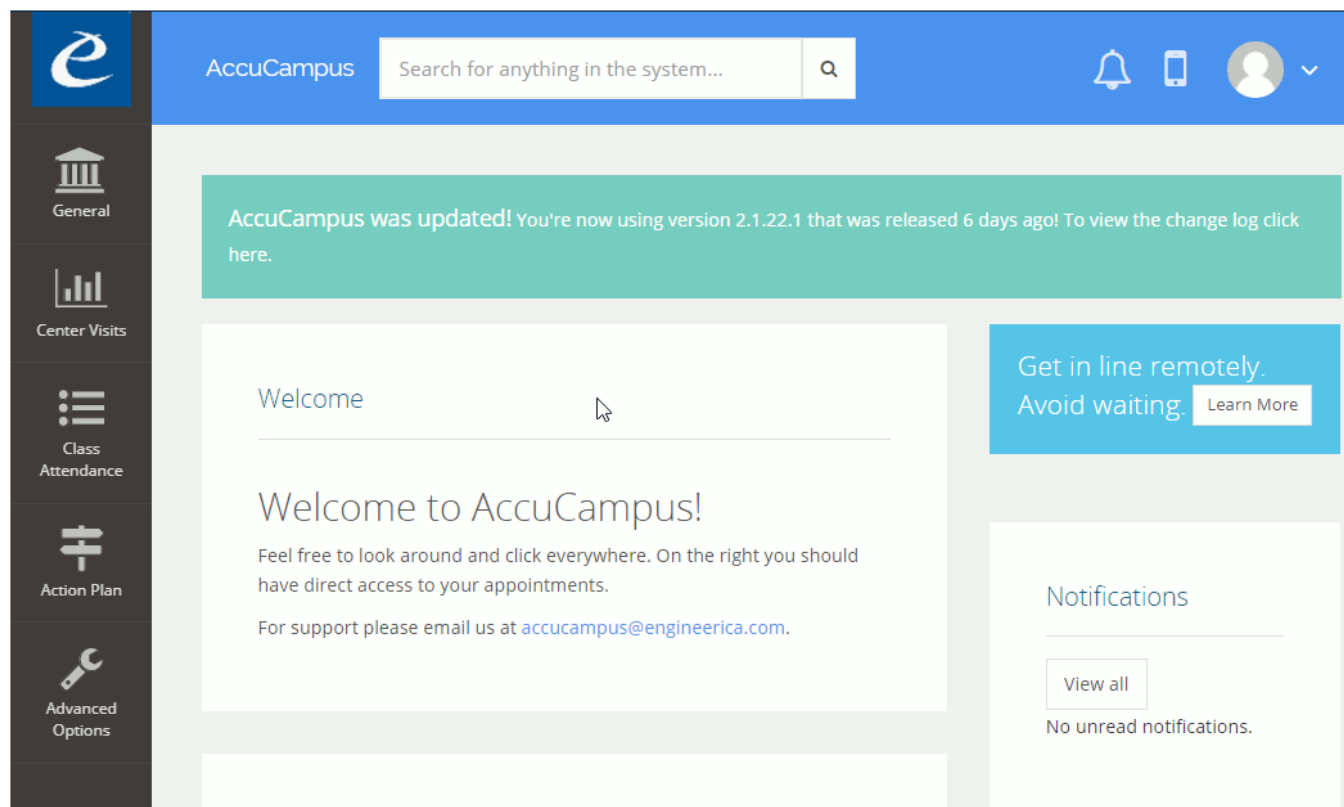
Faculty members must go to the **Class Attendance** tab on the main menu and click on **Roll Call**.

Once in Roll Call menu, select the **Date** you would like to take attendance for and the **Event Session**

When finished you can click on:

- **Roll Call**- manually call roll.
- **Record Swipes**- call roll by having students swipe their cards

For more information on roll call [click here](#)



5. View and Edit Attendance Data

To View Attendance Data on Accucampus

Faculty members must go to the **Class Attendance** tab on the main menu and click on either **Attendance Sheet** or **Attendance Summary**.

Once there you will be prompted to select the class your want the Attendance Sheet to be pulled. Select the class and click the **View Attendance** button.

At this point you will see a complete chart of the students and the days of the semester with the attendance data.

To Edit Attendance Data on Accucampus

There are multiple ways to **edit** attendance:

- To edit the attendance for a particular **day**, select the appropriate [column for that day](#). This will open the **Roll Call** for that day.
- To edit the attendance for a **student**, select the student by [clicking on their name](#). This will open the students **Attendance Summary** for every day.

You can click the **Hide Totals** button if you would like to view the charted data without the text summary for each student.

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From:

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

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Last update: **2020/05/20 14:57**

