AccuCampus

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Summary: In this screen, you will learn to create **Locations**, **Services**, and **Classrooms**. How to create Courses and assign them to Centers. How to work with roles and permissions. How to register students to courses and instructors to classes.

Creating Campus Components

The purpose of this section is to explain what component is needed in order for the AccuCampus system to function at a basic level. All of these items can be added manually but in some cases, it is better to import them from another system(Students Information Systems).

Locations with Services and Courses

Locations are all of the **Centers** and **Classrooms** where you want to track students. These **Locations** can have certain **Services** associated with them that you offer assistance with at your **Center**.
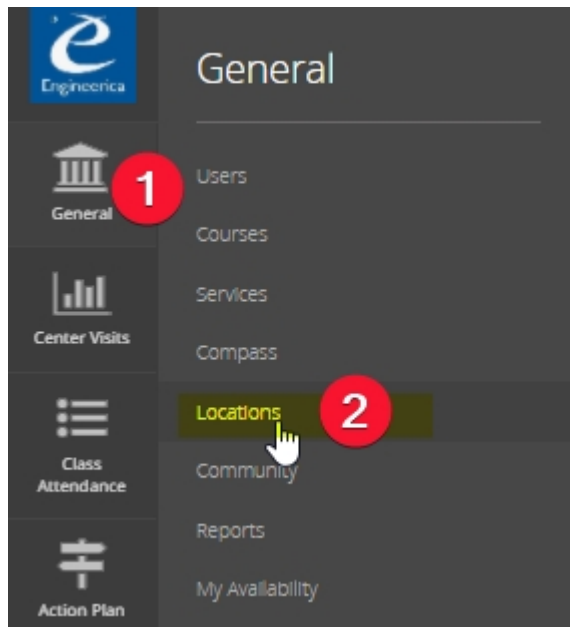
Creating Services

In order to assign a **Service** to a **Center** you'll need to first create the **Services** that are going to be available at your **Center(s)**. Click on the **Services** button under the **General** section on the AccuCampus home screen. Next, you'll click on the blue **Create New** button and simply give it a **Name**. Optionally you can make this available in all your **Centers** if you want by checking the "Available in all locations" checkbox.

You can also import the Services depending on their amount.

Assigning Services to your Centers

To assign a **Service** to a **Center** you'll click on the **Location** button under the **General** section on the AccuCampus home screen. Next, you'll look for the **Centers** you've created, click on the title of the **Center** to edit it.

If no **Centers** exist click the option **Create New** . Then give the **Location** a **Name** and optionally a **Description**. Finally click the **Save** button to create the **Center**.

Once you are editing the **Center** simply click the **Manage Services** link in the box on the upper right side of the screen.

Once here type in the **Service** name you added previously in the "Type to search…" text field.

If that **Service** exists it will show in the drop-down list, click on it in the list to add it as being available in your **Center**.

Creating Courses

To create the **Courses** that are going to be available at your Center(s) or that you'll want to track attendance in the **Classroom(s)** click on the **Courses** button under the **General** section on the AccuCampus home screen. Next, you'll click on the blue **Create Course** button and simply give it a Unique Course Code, Name, and assign it to a **Semester**. Optionally you can assign it to a **Department** or **Event Group** which can help by grouping **Courses** for reporting at the end of the Semester. **Details** are also optional and can provide more information about the **Course**.

General Info

Full Unique Code	HIST 430-01
Name	19TH CENTURY EUROPE
Semester	202110 (Fall 2020)
College Department	Type to search...
Group	HIST
Details	

If you are going to be tracking the attendance of **Courses** in the **Classroom** you'll want also to add the schedule and assign it to a **Classroom(s)**.

Schedule

| Recurring schedule | ✖ | Friday ⌄ | from: | 11:30am | to: | 12:20pm | in: | A-103 | ✖ |

- Add recurring - ⌄

| One-time schedule | ✖ | from: | 10/27/202(| 1:30pm | - to: | 10/27/202(| at: | 2:20pm | in: | Arts Cor | ✖ |

Add one-time

Attendance

| Allow sign-in early by | 10 | mins. |

| Allow sign-out late by | 10 | mins. |

Center Attendance

| Required presence | 80 | % |

☐ Require users to sign-out.

Class Attendance (Enabled)

☑ Enabled

☑ Automatically check sessions after saving

If the schedule has changed, the past and future sessions will be
updated to match it. Uncheck to manually review the sessions.

Save   Cancel

The settings here for **Allow Sign-in early by**, **Allow Sign-out late by**, **Required Presence %**, and **Required to sign-out** can be set for all Courses in the **Settings** so this can be skipped unless unique per class. Be sure to click the **Save** button once done here.

Click here to learn about importing **Courses**

or

Click here to learn about importing **Courses with schedules**.

Assigning Courses to your Centers

To assign a **Course(s)** to a Center or **Location** you'll do this when setting up your **Sign-in Station**. To learn more about Sign-in Station setup click here.

Classes and Classrooms

Classes in **Classrooms** occur on a set schedule you set up on each **Course(s)**. When you set up a **Sign-in Station** as a **Classroom Sign-in Station** it will simply display (based on the current time) what class is occurring. **Students** will not be prompted to select any items as they normally would in a **Center Location**.

User Management

You access this function in the **Settings** section under the **Advanced Options** from the AccuCampus home screen.
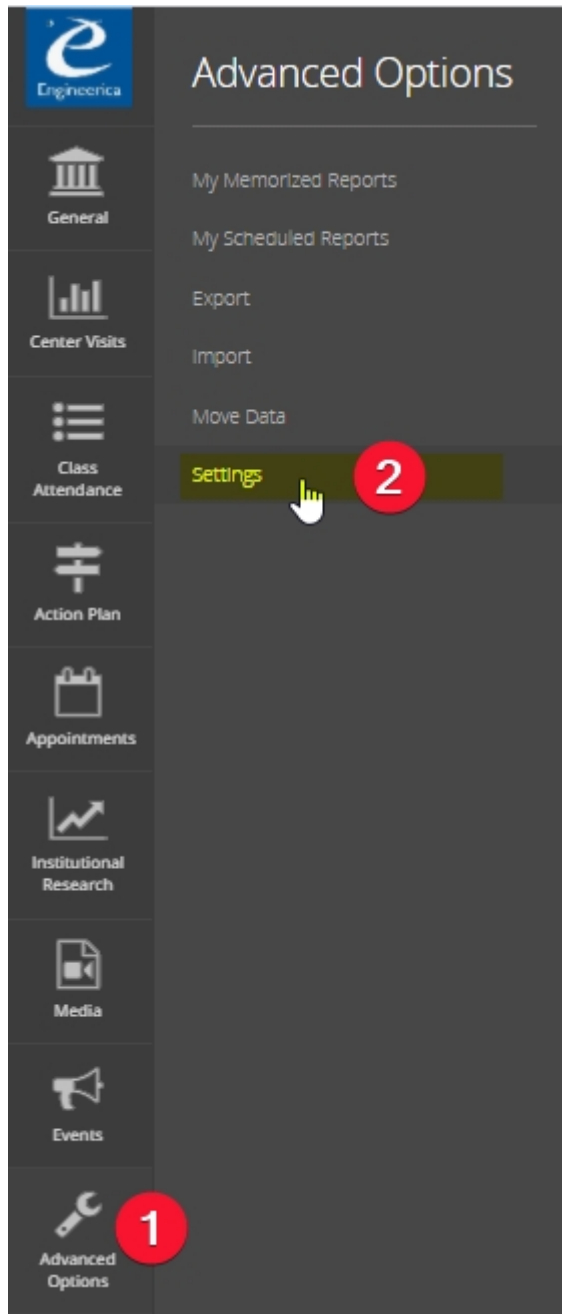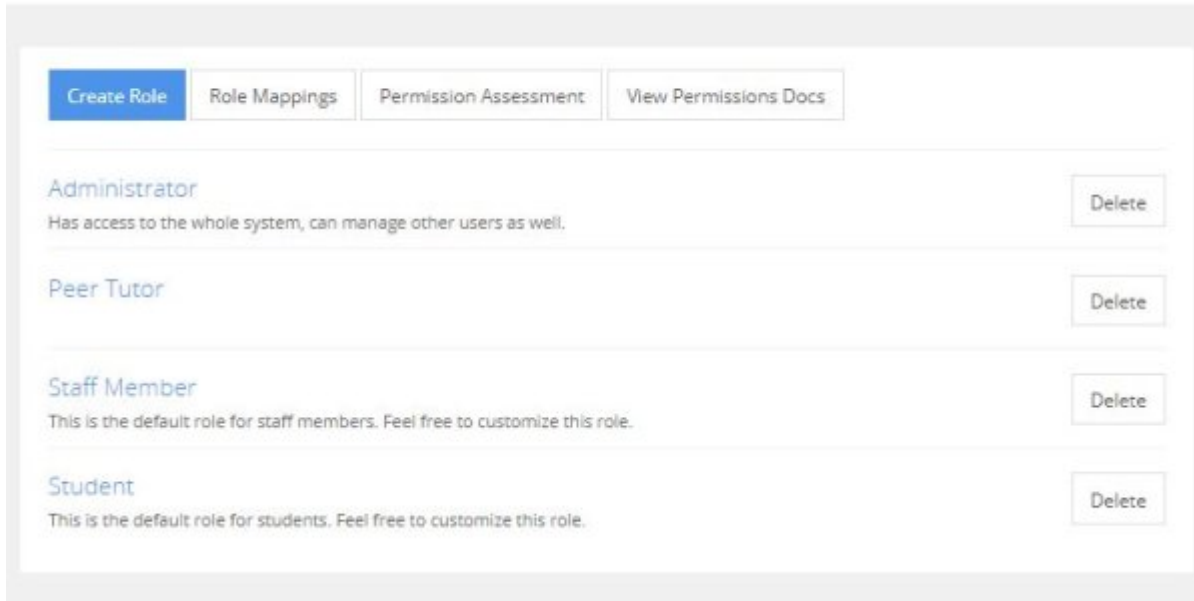
Once there click **User Roles**.
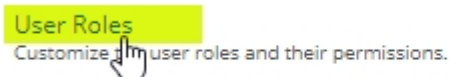
Default User Roles

When you first enter this screen you will see a list of the initial 5 roles used in AccuCampus. From the left-side of the listed items you see the Name and a brief description of the role. The far-right side of this list shows a "Delete" option to easily erase the role.

Account Settings > User Roles

More custom-roles can be created, each role can have access to certain parts/sections of the system, and users can be assigned to multiple roles in AccuCampus. Continue to read more and see how this is possible.

Default User Roles

There are five default **User Roles** in AccuCampus which are **Administrators**, **Advisors**, **Tutors**, **Instructors**, and **Students**. These default **User Roles** are explained below:

Administrators

Administrators by default have access to all the options on the system, they can create/manage other users as well.

You can click on the blue highlighted title of this **User Role** to edit permissions for this role although it is not recommended. If you want to create a new role it is recommended that you follow the steps below to create a **Custom User Role**.
Do not delete this User Role! You are a part of this **User Role** so if you want to you can simply edit it by clicking the title. If there are certain areas that you think you may never use then you can remove them by editing this **User Role** but this is only recommended for advanced users.!!

Advisors and Tutors

Advisors and **Tutors** usually have access to the system using the AccuCampus Apple app, Managing Appointments, helping Students with Success Plans, updating Session Logs and comments, etc, however, the system is flexible enough to customize all this as needed.

You can click on the blue highlighted title of this **User Role** to edit permissions for this role.
It is recommended that you edit this **User Role** rather than delete it. Simply by clicking the title you

can edit this **User Role**. If there are certain areas that you think these types of users may never use then you can remove them or you can give them more access to items they need but this is only recommended for advanced users.

Instructors

Instructors have access to the system only for taking attendance online or through the AccuCampus Apple App, managing classroom attendance, and viewing/reporting on the class attendance.

You can click on the blue highlighted title of this **User Role** to edit permissions for this role.
It is recommended that you edit this **User Role** rather than delete it. Simply by clicking the title, you can edit this **User Role**. If there are certain areas that you think these types of users may never use then you can remove them or you can give them more access to items they need but this is only recommended for advanced users.

Students

Students have little or no access to the back end of the system, used as the group of people you want to track and they can do things like schedule their own appointments and view/pull their own reports.

You can click on the blue highlighted title of this **User Role** to edit permissions for this role.
It is recommended that you edit this **User Role** rather than delete it. Simply by clicking the title you can edit this **User Role**. If there are certain areas that you think these users may never use then you can remove them or you can give them more access to items they need but this is only recommended for advanced users.

Custom User Roles

Custom User Roles are roles that you can make to give special permissions to a group of people that you want to make have more permissions than an **Employee** but less than an **Operator** or even more permissions than an **Operator** but less than an **Administrator**. Basically, you are able to set the amount or level of permissions that the **Custom User Role** should have.

Create a Custom User Role

Custom User Roles is a great way to define your own types of **Users**. They can be or do anything you define for them. If there is a default **User Role** such as **Administrators**, **Advisors**, **Tutors**, **Instructors**, or **Employees** you want to base them off of you can do this too.

***NOTE: This is only recommended for advanced users.* To get started do the following:**

1. Click the **Create Role** button on the **User Roles** screen.
2. Fill-in the **General Info**:
   - **Role Title** - The name of the User Role you are creating and what you will see when assigning it to **Users**.
   - **Description** - This field helps to describe the User Role for someone not sure if they

should assign the **User** the **Custom User Role**.

3. Then set the **Roles it has access to** which determines what roles this role has access to view/edit information on. If I selected **Students** in the drop-down selection, for instance, this role would be able to view and/or edit any user in that role.
4. Now set the **Define Policy** by expanding all the role permissions and checking off everything you want the **Custom Role** to have access to in the AccuCampus system. ***Note: You can select a whole group by simply checking the group box.***
5. Finally, be sure to click the **Save** button at the bottom of the screen.

Registration

For the system to work correctly we need to import and/or type manually both the student-courses enrollment and the instructor-courses relationship.

This is usually done via imports

Student Registration

Student-Courses enrollments are usually done via imports, however, you can also do it manually using 2 methods:

1- From the Users List, go to the General–> Users page:
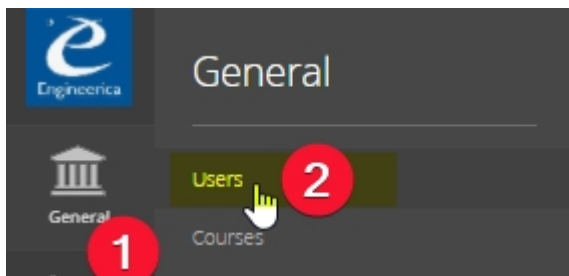
Select the student from the list by clicking on the name(you can use filters as needed):

In the "More Actions" panel on the right select "Student Enrollment":

On this screen select those Courses that the student will be enrolled in by clicking "Add Course", you can delete the ones you do not need by clicking the red minus sign.

Albertina Aalders

Semester	202110 (Fall 2020)
Student enrollment	🚫 EVALUATION OF CRIMINAL JUSTICE SYSTEM (CRIM 425-01)
	🚫 20th CENTURY EUROPE (HIST 430-02)
	🚫 19TH CENTURY EUROPE (HIST 430-01)
	🚫 ABNORMAL PSYCHOLOGY (PSYC 300-02)
	🚫 Finding Balance and Reframing Productivity - 123456 (Prof_Dev_02159)
	🚫 TEACHING STRIKING/TARGET SPORTS (PHED 246-01)
	🚫 ACTING (THEA 230-01)

Ty| 🔍 Add Course | Lookup | View All Users

2-You can also manage student-courses enrollment from the Courses list:

Go to General–> Courses:
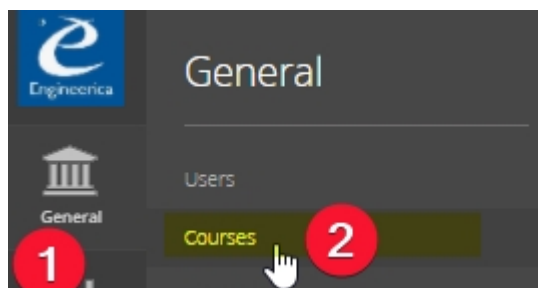
Select the Course from the list by clicking the Course name:

In the "More Actions" panel on the right select "Manage Students Registration":

On this screen add/remove those students that should be enrolled in this Course:
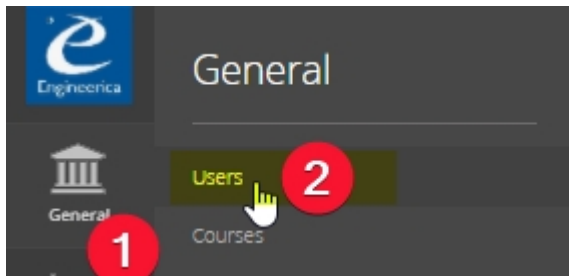

Instructor Registration

Instructor-Courses assignation is usually done via imports, however, you can also do it manually using this method:

1- From the Users List, go to the General–> Users page:

Select the Instructor from the list by clicking on the name(you can use filters as needed such as the role filter to show only Staff members):

In the "More Actions" panel on the right select "Staff Availability":

On this screen select what **Services** and **Courses** that staff would be available for and when:

In this screen, you can be very specific by scheduling staff regular work hours, Offtimes and Extra work hours

Maitreya Aasen Availability

Available for Services

- (•) Available to all services
- ( ) Only these specific services...

Available for Courses

- (•) Available to all courses
- ( ) Only these specific courses...

Schedule

- [ ] Available at any time

Add Schedule

Regular work hours

Office of Research and Commercialization
Monday 9am-5pm
Tuesday 9am-5pm
Wednesday 9am-5pm
Thursday 9am-5pm
Friday 9am-5pm

Schedule exceptions

Compass

How to Access: Advanced Options > Settings > Campus Compass

Purpose: One way that AccuCampus supports success initiatives is to provide "just in time" information through the Campus Compass, accessible through the included AccuCampus student-facing mobile app or through the website. This feature uses language that students immediately recognize and enables them to easily discover the resource that is right for them.
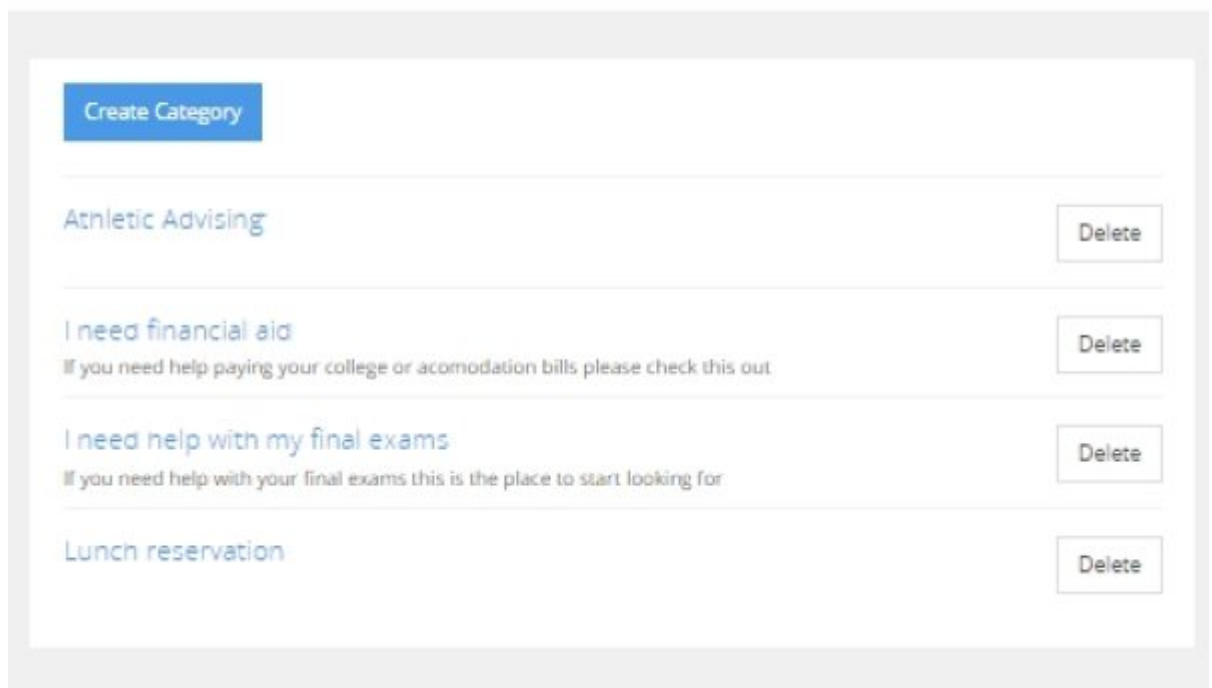
Page Options

Account Settings > Campus Compass

- **Create Category** - Click this button to create a Beacon Profile, it tells you what the beacon will do, and defines the broadcast settings for the beacon.

- **View All Categories** - Click this option to see the list of Compass Categories.

- **Show compass to users with the role(s)** - Select which roles will have access to the Campus Compass feature.

- **Welcome popup** - If desired, add welcome pop-up encouraging users to access the Campus Compass. You can choose to have a button that redirects to the Campus Compass as part of your message. Click Enabled to begin using the message.

- **Hide campus compass button** - This option makes the Compass button inaccessible.

- **Enabled** - Enables Compass.

- **SAVE BUTTON** - Click this option to save the configuration.

- **CANCEL BUTTON** - Click this option to cancel and rollback without saving.

Compass Category List

Page Options

- **Create Category** - Click this Button to create a new Category(see explanation in next chapter).

List Options Please notice that for each row(Category) in the list there is a DELETE button on the right-hand side.

- **DELETE** - Click this button to delete this Category.

After clicking the DELETE button a confirmation screen will appear, please click OK to delete or Cancel to go back

Create new Compass Category

This is the new/edit **Compass Category** screen, please check thoroughly all options and click SAVE.

Create New Compass Category

General Info

Name

Description

Order

Categories with lower order values are displayed first.

Icon   [Select]

[Save] [Cancel]

Enter all information as needed: **Name**, **Description**, **Order**, **Icon**.

Check all information before saving.

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