Administrator Guide - Videos

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AccuCampus Introduction

Engineerica Systems *Published on 10/11/2017*

1. **This video described Accucampus main benefits**
   - **It allows tracking visits in all your institution**
   - **It allows students to engage and become more involved**
   - **Put together all your tracking, demographic and academic data**

Instructor Roll Call - AccuCampus

Engineerica Systems *Published on 5/1/2015*

1. **This video describes The Roll Call Process in Accucampus**
   - **1-Select ROLL CALL**
   - **2-Pick your Course**
   - **3-Click a global status(Present, Absent, Excused, Left Early, Tardy) for all students or handpick a status for each participant**
   - **4-Various reporting and Data presentation options are accessible such as Attendance Sheets and Attendance Summaries**

Instructor Sign in Station - AccuCampus

Engineerica Systems *Published on 5/7/2015*

1. **This video describes The Sign-in Station process in Accucampus**
   - **1-click Create Sign-in Station**
   - **2-Select specific class or Kiosk**
   - **3-Log-off user to access Sign-in Station**
   - **4-Test your Sign-in Station**

How to use AccuCampus Data eXchange (ADX)

Engineerica Systems *Published on 1/30/2018*

1. **This video describes how to work with ADX in Accucampus**
   - **1-Download and install the tool**
   - **2-Select Accucampus**
   - **3-Select the type of Data to import(you can also view documentation)**
   - **4-Select your datasource CSV file**
   - **5-Save the batch File that will actually do the importing**
   - **6-Run/Schedule the batch File to import data in Windows Scheduler**
   - **7-Test the results from the import**

AccuCampus Ignite Presentation

Engineerica Systems *Published on 3/26/2018*

1. **This video describes core funcionalities in Accucampus**

AccuCampus Ad-Hoc Reports Quick Start

1. **This video visually navigates through Ad-Hoc Reports**

AccuCampus Comprehensive Guide | Part 1

1. **This video describes how to start configuring Accucampus**
   - **1-Description on the working Areas of the application**
   - **2-Setting global settings like Logo, TimeZone and License Agreements**
   - **3-Setting Semester Information and Days-Off**
   - **4-Setting Login Appearance Settings such as Institution name, global email domain and background**
   - **5-Setting User Roles and permits within Accampus**
   - **6-Roles associations with features in Accampus(for example: Who can attend courses)**

Quick Panels Tutorial | AccuCampus

Engineerica Systems *Published on 4/10/2020*

1. **This video describes how to work with Quick Pannels in Accucampus**
    - **1-Deciding what widgets are available and how to use them**
    - **2-Examples on using Widgets like RSS feed readers and HTML content**
    - **3-How to present Accudemia Data such as Widgets related to Upcoming Courses**

Locations Tutorial | AccuCampus

Engineerica Systems *Published on 4/10/2020*

1. **This video describes how to use Locations in Accucampus**
    - **1-What are "locations" in Accucampus?**
    - **2-Describing each "field" to add/edit location**
    - **3-Access restrictions based on location**

About Users and Manually Entering Users | AccuCampus Tutorial

Engineerica Systems *Published on 4/15/2020*

1. **This video describes "Users" in Accucampus**
    - **1-Ways to add Users in Accucampus**
    - **2-Different functions associated to Users**
    - **3-Filtering choices to search for Users**
    - **4-What information is needed and how to format such Information**

Courses | AccuCampus Tutorial

Engineerica Systems *Published on 4/15/2020*

1. **This video describes how to to manipulate Courses-based info in Accucampus**
    - **1-What information is needed to add/edit a course**
    - **2-How to add schedules for courses**
    - **3-Courses Rules such as "How soon can students sign-in"**

- **4-Class Attendance options**

User Profiles | AccuCampus Tutorial

Engineerica Systems *Published on 4/16/2020*

1. **This video describes how to to build Users Profiles in Accucampus**
   - **1-What information is needed to add/edit a User Profile**
   - **2-How to add restric information to certain Users and Roles**
   - **3-Form Designer for Profiles"**
   - **4-Types of Fields that can be added and specifications**

Manually Adding Services | AccuCampus Tutorial

Engineerica Systems *Published on 4/20/2020*

1. **This video describes how to add Service manually in Accucampus**
   - **1-What information is needed to add/edit a Service**
   - **2-Service availability per locations**
   - **3-Services shown in Compass and their categories "**

Manually Editing Student Enrollment | AccuCampus Tutorial

Engineerica Systems *Published on 4/20/2020*

1. **This video describes how to add Student Enrollment manually in Accucampus**
   - **1-What information is needed to add/edit Enrollment**
   - **2-Adding Enrollment from the User screen**
   - **3-Adding Enrollment from the Course screen"**

AccuCampus | Appointment Configuration Tutorial

Engineerica Systems *Published on 4/30/2020*

1. **This video describes how to configure Appointments in Accucampus**
   - **1-What rules are needed for Appointments**

- **2-Choose the different steps needed to create Appointments(Services, Courses, Staff)**
- **3-Dates, times , roles restriction for Appointments"**
- **4-Appointments no-show rules"**
- **5-Appointments reminders"**

Importing Users | AccuCampus

Engineerica Systems *Published on 5/5/2020*

1. **This video describes how to Import Users information to Accucampus**
   - **1-What rules are needed for Importing Users info**
   - **2- What information can be imported into Accucampus**
   - **3-Examples and documentation"**
   - **4-Pre-viewing data"**
   - **5-Scheduling Imports"**
   - **6-Using ADX to do the imports"**
   - **7-Using Windows Scheduler to schedule import jobs"**

AccuCampus | Staff Availability Configuration

Engineerica Systems *Published on 5/12/2020*

1. **This video describes how Staff Availability works in Accucampus**
   - **1-What rules are needed for Importing Users info**
   - **2- What information can be imported into Accucampus**
   - **3-Examples and documentation"**
   - **4-Pre-viewing data"**
   - **5-Scheduling Imports"**
   - **6-Using ADX to do the imports"**
   - **7-Using Windows Scheduler to schedule import jobs"**

AccuCampus | Media Item Reports

Engineerica Systems *Published on 6/26/2020*

1. **This video describes the reports related to Media Items in Accucampus**
   - **1-Media List report**
   - **2- Late Media report**
   - **3-Media checkouts report"**

AccuCampus | Working with Media Items

[Engineerica Systems](#) *Published on 6/26/2020*

1. **This video describes how to create/edit Media Items in Accucampus**
   - **1-How to create Media Items**
   - **2- How to check-in/out Media Items**
   - **3-How to see/modify Media Items Check-in/out logs"**

AccuCampus APP videos

AccuCampus | Creating Quizzes in the App

[Engineerica Systems](#) *Published on 11/13/2020*

1. **This video describes how to create/design Quizzes in the AccuCampus APP for both IOS and Android.**
   - **1-How to create Quizzes**

AccuCampus | Playing Quizzes in "Host-mode" within the App

[Engineerica Systems](#) *Published on 11/13/2020*

1. **This video describes how to configure a quiz game with a host and unlimited participants.**
   - **1-How to configure the quiz, send the invitation PIN and play in Host-mode**

AccuCampus | Playing Quizzes in "Single-mode" within the App

[Engineerica Systems](#) *Published on 11/13/2020*

1. **This video describes how to choose and play a quiz game as single player.**

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