




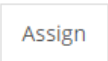
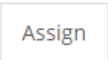
Note: Your actual access is set by your college administrator, so some of these actions might not apply to you.

Action Packs

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How to Access: Action Plan > Action Packs

Purpose: Within [AccuCampus](#), individual Action Items can be combined into an Action Pack. This allows you to set up a series of steps that will automatically assign to a user one by one as each step is completed. Examples of this would be an Action Pack related to incoming Freshmen who must complete a form, attend orientation, and arrange housing before starting school. Before creating an Action Pack, you will need to have created Action Items. Used to view/manage the Action Packs that consist of Action Items that need to be completed by Students in [AccuCampus](#). Here you can add/remove Action Items to/from an Action Pack.

	
Financial and Advising Package	
FIN_ADV	
New Student Orientation	
NEW_STUD	

Action Packs Navigation

When you get to this section there are several buttons available to manage the **Action Packs**:

- **Search (Magnifying Glass)** - This allows you to search for **Action Pack** that are in the current view you have selected.

Action Pack Search (Magnifying Glass)

Filters

Search:

Everything

Search in:

Action Packs ▼

Refine your search:

Code

Name

Items

Apply Filters

Page 1 out of 1 (jump to page)

< Previous | Next >

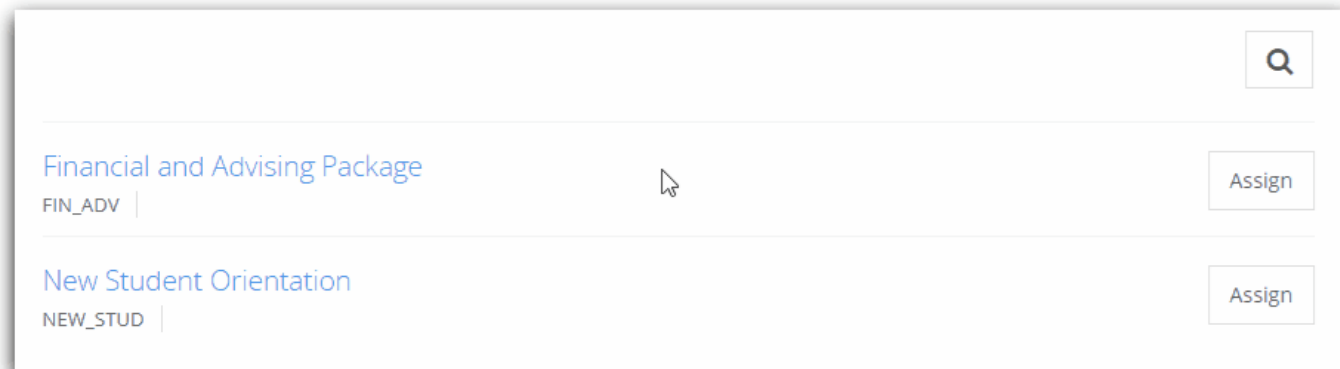
- **Search** - This option allows you to search an **Action Pack** typing the name.
- **Search in** - This allows you to limit the filter above in certain categories.

Refine your search

- **Code** - This allows you to search using the Code field.
- **Name** - This allows you to search using the Name field.
- **Items** - This allows you to search using the Items field.

View an Action Pack

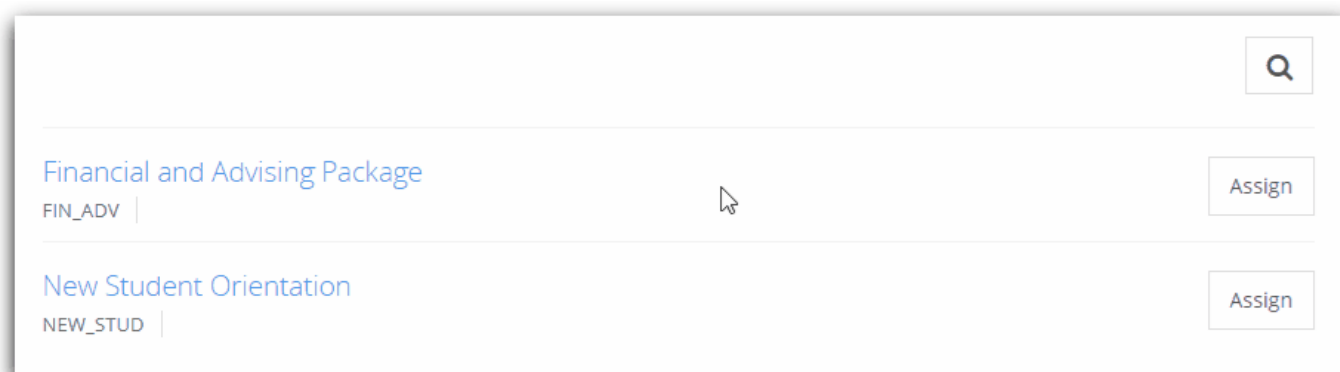
To view an **Action Pack**, click on the title of the action item you would like to view.



A screenshot of a web interface titled 'Action Packs'. At the top right is a search icon. Below it is a list of two action packs. The first is 'Financial and Advising Package' with the code 'FIN_ADV' and an 'Assign' button. The second is 'New Student Orientation' with the code 'NEW_STUD' and an 'Assign' button. A mouse cursor is hovering over the first pack.

Assign an Action Pack

To Assign an Action Pack, click on the **Assign** button on the right side of the name.

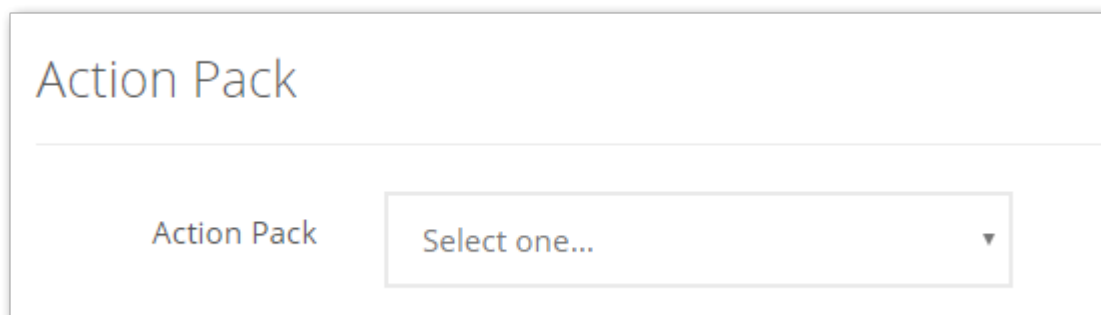


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Once you click assign you will be taken to the **Assign Action Pack** menu:

Action Pack

- **Action Pack** - Select from the available previously created **Action Packs** that you want to assign to the **Student** you've selected. If you accidentally choose the wrong **Action Pack** in the list you have an (**edit**) option that appears so you can change it once something has been selected.



A screenshot of a web interface titled 'Action Pack'. Below the title is a label 'Action Pack' and a dropdown menu with the text 'Select one...' and a downward arrow.

Assignment Information

- **Student** - This is simply the **Student** you have selected to be assigned this **Action Pack**.

- **Notes** - These are notes you can add about why this **Action Item** being assigned to the **Student**.

Assignment Information

Assign to

☒ Student ☐ Members of Group

Attendee

Jimmy J Jackson

✕

Notes

List of Action Items

Each **Action Item** will be listed that is in the **Action Pack** so you can assign the due dates, decide whether or not to share the notes with each item, and choose if the completion should be marked based on rules.

- **Due On** - Set a date that this **Action Item** assignment is due on.
- **Autocomplete based on rules** - Check this option if you want the rules to handle marking completed.
- **Public for student** - This option makes the notes visible to the student.
- **SAVE**- Please click this button to Save all Changes.
- **CANCEL**- Please click this button to rollback without saving.

As the student attempts to complete or completes each **Action Item** in this **Action Pack** you can add additional notes that you can choose to share with the student or not and mark as completed when done. As well followers can be added to each **Action Item** later in AccuCampus.

After finishing setting up the Action Pack click **Save**

Adittional documentation

<https://desk.zoho.com/portal/engineerica/en/kb/articles/accucampus-how-to-create-action-packs>
<https://desk.zoho.com/portal/engineerica/en/kb/articles/module-9-creating-action-items>

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