



# AIM QUICK FIXES

## Campus Instruction v. Campus Tools



In a recent update, Infinite Campus moved their teacher tools to a new module, Campus Instruction. This guide will explain how to access the Instruction Module and toggle between Campus Tools and Campus Instruction.

Rights are given to users by assigning users to groups, so that individuals with like responsibilities have the same user rights.

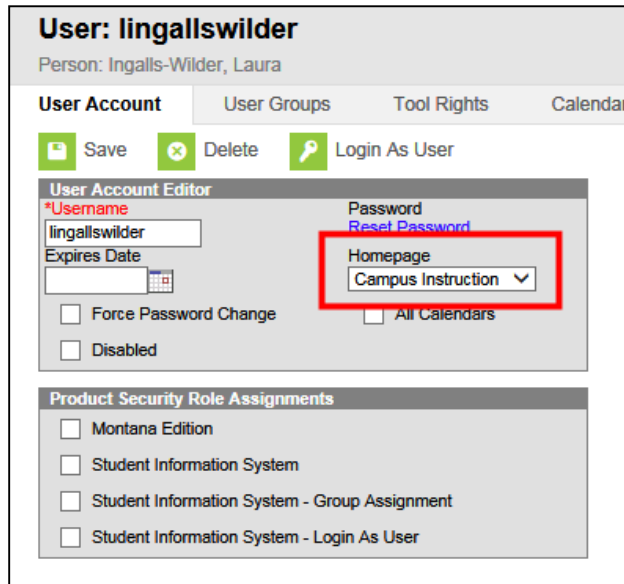
Groups are created with specific tool rights.

In the July 2015 Infinite Campus update, the tool rights for the teachers group were changed. Tool rights for teachers are now contained within a new module called Campus Instruction.

Rights for teachers are assigned using this module.

The screenshot shows the 'User Group: Teachers' interface. At the top, there are tabs for 'User Group', 'Tool Rights', 'Calendar Rights', and 'Membership Summary'. Below the tabs is a 'Save' button. The main content area is divided into two sections: 'Campus Tools' and 'Campus Instruction'. The 'Campus Tools' section is crossed out with a large red 'X'. It contains a table with columns 'R', 'W', 'A', and 'D' and a list of tools including account, Student Information, SSN Rights, Census, Behavior, Health, Attendance, Scheduling, Grading & Standards, Programs, Ad Hoc Reporting, User Communication, Assessment, System Administration, FRAM, Messenger, MT State Reporting, Data Integrity Tools, Account Settings, Access Log, Campus Community, and Log Off. The 'Campus Instruction' section is highlighted with a red box and contains a table with columns 'R', 'W', 'A', and 'D' and a list of tools including Class Message, User Group Template, Attendance, Roster, Seating Charts, Post Grades, Standardized Test, Reports (Attendance), Attendance Register, Attendance Summary, Attendance Change Tracking, Reports (Roster), Blank Spreadsheet, Portal Usage Roster, and Roster Label.



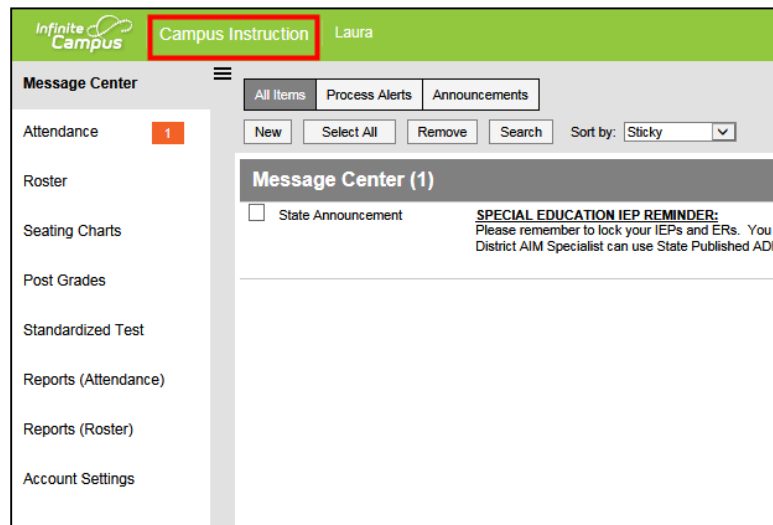


Further, when creating an account for a teacher, they may be assigned to the Instruction module. Assigning a teacher to the instruction module gives the teacher instant access to the tools they need for attendance and grades.

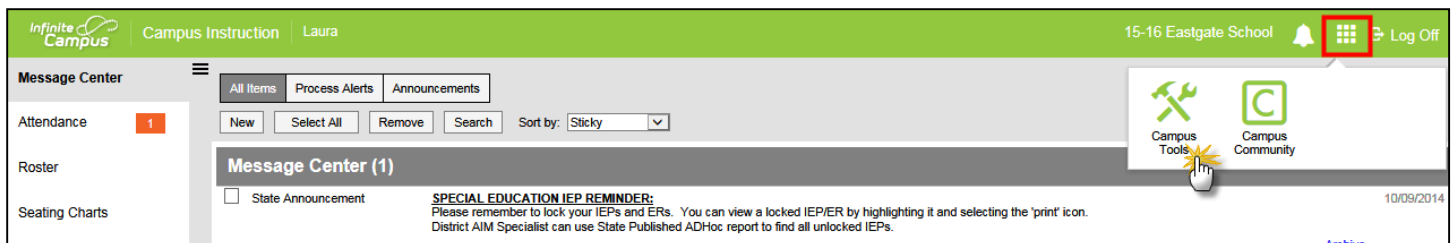
**NOTE:** Setting a teacher's homepage to *Campus Instruction* does not prevent them from accessing *Campus Tools*.

The key difference in the instruction module is that all the tools are available. There is nothing that needs to be expanded, as in Campus Tools.

It is clearly indicated at the top of the page that the teacher is in the Campus Instruction module.



To switch to *Campus Tools*, click the nine square box at the top right of the screen and select **Campus Tools**.



Infinite Campus Montana Edition Staging Test Site

Year: 15-16 School: Eastgate School Section: Courses) 0302-1 Language Arts

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Laura Ingalls-Wilder  
 > Scheduling  
 Account Settings  
 Access Log

**State Announcements**

[ 10/09/2014 ]  
**SPECIAL EDUCATION IEP REMINDER:**  
 Please remember to lock your IEPs and ERs. You can view a locked IEP/ER by highlighting District AIM Specialist can use State Published ADHoc report to find all unlocked IEPs.

**District Announcements**  
 No district announcements at this time.

**School Announcements**  
 No school announcements at this time.

**Process Alerts**

<input type="checkbox"/>	Process	Name
No Process Alerts items at this time.		

It should be noted, however, that not **ALL** the tools available in *Campus Instruction* are available in *Campus Tools*. Most of the teacher tools are available **ONLY** in *Campus Instruction* (an exception would be a teacher that has rights to other functions, such as attendance, student locator, etc.).