

## Where Do I....

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## Where Do I....

This table compares where you complete tasks in the old Instruction module, versus where you find those tasks in the new Campus Instruction (Beta).

Please note that this table doesn't include all tools available in Campus Instruction, just those tools that may be in a different location from the original Instruction module.

I want to...	Instruction Module	Campus Instruction (Beta)
<b>Setup</b>		
Create <b>Grading Scales</b>	Instruction > Admin > Grading Scales	Grade Book > Settings > <a href="#">Grading Scales</a>
Create <b>Assignment Marks</b>	Instruction > Admin > Assignment Marks	Grade Book > Settings > <a href="#">Assignment Marks</a>
Set <b>teacher preferences</b> such as show/hide dropped students or show student pictures	Instruction > Assignments > Edit Teacher Preferences	<a href="#">Account Settings</a>
Establish settings for <b>In Progress Grades</b> and <b>Proficiency Estimates</b>	Instruction > Assignments > Edit Grade Calc Options	Grade Book > Settings > <a href="#">Grade Calculation Options</a>
Use <b>Canned Comments</b>	Instruction > Assignments > Edit Teacher Preferences	Grade Book > Settings > <a href="#">Use Canned Comments</a>
<b>Assignments</b>		
<b>Create Categories</b>	Instruction > Assignments > Edit Categories	Grade Book > Settings > <a href="#">Categories</a>
<b>Copy Categories</b>	Instruction > Assignments > Edit Categories > Copy Categories	Grade Book > Settings > <a href="#">Copy Categories</a>
<b>Create Assignments</b>	Instruction > Grade Book (Beta) > +Add or ALT N  Instruction > Assignments > Create Assignment	Grade Book > <a href="#">+Add or ALT N</a>  Grade Book > Settings > Assignment List > <a href="#">Add Assignment</a>  Planner > Curriculum > <a href="#">+Add</a>  Planner > Curriculum > Section Name > <a href="#">Add New Assignment</a>

<b>Copy Assignments</b>	Instruction > Assignments > Copy Assignments	Multiple Assignments: Planner > Curriculum > Section Name > <a href="#">Copy assignments to this section</a> or <a href="#">Copy assignments from this section</a> Individual Assignments: Any Assignment > <a href="#">Copy</a>
<b>View a list</b> of assignments	Instruction > Assignments	Assignment Overview Grade Book > Settings > Assignment List Planner > Curriculum > Section Name > View assignment list
View assignment <b>submissions</b> or online assessment <b>responses</b>	Instruction > Assignments > Assignment > Save and Score	Grade Book > Assignments > Student Submission Assignment or Assignment List > Score > Student Submission ( <a href="#">Assignments</a> or <a href="#">Assessments</a> )
<b>Attendance/Daily</b>		
Record <b>attendance</b> by Present/Absent	Instruction > Attendance	<a href="#">Attendance</a> ( <a href="#">Roster</a> or <a href="#">Seating Chart</a> )
Record <b>attendance</b> by Present Minutes	Instruction > Positive Attendance	<a href="#">Positive Attendance</a>
Record <b>meals served</b> to students	Instruction > Class Serve	<a href="#">Class Serve</a>
View my <b>schedule</b>	Instruction > Daily Planner	<a href="#">Planner</a>
<b>Posting Grades</b>		
Posting grades <b>by grading task or standard</b>	Grading By Task	<a href="#">Post Grades</a>
Posting grades <b>by student</b>	Grading By Student	<a href="#">Post Grades</a>

## Where do I find reports?

Reports are divided into four report folders, as follows:

Report Name	Use to report
<b>Reports (Attendance)</b>	
<a href="#">Attendance Change Tracking</a>	Attendance events that have been added and changed for a date range
<a href="#">Attendance Register</a>	Attendance for a term in a student-by-day grid
<a href="#">Attendance Summary</a>	Attendance totals for a term by event type (excused, tardy, etc)

<a href="#">Positive Attendance Section Summary</a>	Total time spent in class for each student in a term (positive attendance)
<b>Reports (Grade Book)</b>	
<a href="#">Grade Book Export</a>	An export of your Grade Book in another format
<a href="#">Missing Assignments</a>	Assignments flagged as missing per student
<a href="#">Section Summary</a>	Scores for assignments and grades for tasks and standards
<a href="#">Student Summary</a>	Assignment scores by student
<a href="#">Online Assessment Item Analysis</a>	Student performance on specific items across an assessment
<a href="#">Online Assessment Student Response</a>	Responses to items, by student
<b>Reports (Planner)</b>	
<a href="#">Assignment Standards</a>	Standards associated with assignments for a section
<a href="#">Blank Spreadsheet</a>	A blank spreadsheet of selected students
<a href="#">Section Standards</a>	A list of standards aligned to the section's course
<b>Reports (Roster)</b>	
<a href="#">Blank Spreadsheet</a>	A blank spreadsheet of selected students
<a href="#">Portal Usage</a>	Students and parents with Portal accounts and login activity
<a href="#">Roster Labels</a>	Roster labels for mailing or classroom use