

Account Settings (Instruction) [.2315 and previous]

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You are viewing a previous version of this article. See [Instruction Settings](#) for the most current information.

Access **Account Settings** by clicking the user account icon in the top right of Campus.

Preferences

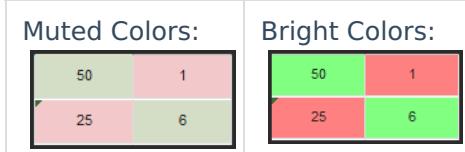
These preferences apply to your entire account.

The screenshot shows the 'Account Settings - Preferences' page. At the top, there are tabs for 'Preferences' (selected) and 'Notifications'. A 'Save' button is located below the tabs. The main content area is titled 'Account Settings - Preferences' and contains the following sections:

- Default Application:** A dropdown menu set to 'Campus Instruction'.
- Student Display:**
 - Show Active Students Only
 - Show Student Number
 - Show Student Picture
 - Use Seating Chart for Attendance
 - Use Canned Comments
- Pass/Fail Coloring:**
 - Show Pass/Fail Coloring for Grades
 - Show Pass/Fail Coloring for Scores
 - Mute Pass/Fail Coloring

Preference	Description
Default Application	The application that loads automatically when you sign in to Campus, either Campus Instruction or Campus Tools.
Student Display	
Show Active Students Only	Mark this preference to prevent dropped students from displaying outside the Roster . If not marked, dropped students display in red text.

Preference	Description
Show Student Number	Mark this preference to view student numbers following student names.
Show Student Picture	Mark this preference to view student pictures throughout Campus Instruction.
Use Seating Chart Attendance	Mark this preference to set the default seating chart as the default view when taking attendance, rather than a roster list.
Use Canned Comments	Mark this preference to add a Canned Comments link in the Grade Book, which are added via the Report Card Comments column in the Posted Grades section of the Grade Totals, and the Post Grades tool. Canned comments are created in Grading Comments .
Pass/Fail Coloring	Used in the Grade Book, Planner, and Progress Monitor. With the release of Campus.1945, these Pass/Fail Coloring settings apply to all of your sections.
Show Pass/Fail Coloring for Grades	Mark this preference to turn on color coding for students' In Progress Grades and Proficiency Estimates, with passing grades indicated in green and failing grades in red. Grades are considered passing based on the Grading Scales or Rubrics selected in the Grade Calculation Options .
Show Pass/Fail Coloring for Scores	Mark this preference to turn on color coding for student's scores on individual assignments, with passing grades indicated in green and failing grades in red. Grades are considered passing based on the Grading Scales or Rubrics selected in the Grade Calculation Options , unless there are Assignment Marks aligned to a specific assignment.
Mute Pass/Fail Coloring	Mark this preference to use lighter shades to color code student grades and scores. Some users find the muted colors less intrusive, but color-blind users may find these shades more difficult to distinguish.



Notifications

[Notification](#) settings allow teachers to control which types of notifications they receive in the bell icon. Options are listed as applicable.

