

Instruction Tool Rights

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Campus Instruction is designed to provide teachers with all of the tools needed to manage classrooms and instruction effectively. Some of the basic features include managing daily tasks, defining account settings, viewing the roster, creating seating charts, taking attendance, and sending class messages.

Unlike other areas of Campus, access to most tools is "on or off." Marking the ALL checkbox assigns full access to that tool. Some tools use the standard Read, Write, Add, and Delete settings.

Additional tools are available for districts that use Campus Learning.

See the [Instruction](#) component for information on these teacher-focused tools.

The image below displays all tools available when full access to Instruction is assigned to a teacher.

The screenshot shows the Instruction Tools application interface. The left sidebar contains a 'Main Menu' with links to 'Instruction', 'Census', 'Communication', 'My Account', and 'Reporting'. The main content area is divided into several sections:

- Instruction** (selected):
 - Overview**: Teaching Center, Planner
 - Classroom**: Classroom Messenger, Groups, Test placement
 - Curriculum**: Curriculum
 - Students**: Roster, Advisory, Attendance, Class Serve, Lockers, Positive Attendance, Seating Charts, Student Groups, Course Requests, Student Course, Recommendations
 - Grades**: Grade Book, Post Grades, Progress Monitor, Standardized Test, Assignment Overview
- Curriculum Planning**: Curriculum Library, Curriculum Library District Manager, Learning Tools, My Curriculum
- Scheduling**: Contact Log, Responsive Scheduling, Roster Verification
- Reports**: Assignment Analysis Report, Assignment Standards Report, Attendance Change Tracking Report, Attendance Register Report, Attendance Summary Report, Blank Spreadsheet, Curriculum Report, Flagged Assignments Report, Grade Book Export, Grades Report, Missing Assignments Report, Portal Usage Report, Positive Attendance Summary Report, Report, Report Card, Roster Label Report, Roster Report, Scored Rubrics Report, Section Standards Report, Section Summary Report, Student Assessment Summary Report, Student Summary Report, Teacher Schedule Report

Tool names followed by '(Campus Learning)' indicate features that are part of a Campus Learning license.

Available Rights

Teaching Center

Access to the [Teaching Center](#) requires no tool rights. Any tool rights assigned in Campus Instruction give access to the Teaching Center.

Overview

► [Click here to expand...](#)



Instruction Overview Tool Rights

Full access is granted to these tools when the **"All" checkbox is selected**.

Tool	Access
Planner (Campus Learning)	<ul style="list-style-type: none">Access and view curriculum tasks assigned for each of the sections of the course.View the schedule of when tasks are due.View the School Calendar.Switch the display mode of the schedule to view it in Month, Week, or Day mode.Navigate to different school days to assign tasks for that day.Print the Planner.Manage Planner Settings for the teacher's sections.Add Curriculum and assignment information.View section rosters <p>Users with rights to the Grade Book are assigned this right as well.</p>
Other Planners (Campus Learning)	<ul style="list-style-type: none">Access and view the curriculum schedule of other teachers in the district.

Students

► [Click here to expand...](#)



Instruction Student Tool Rights

Full access is granted to these tools when the **"All" checkbox is selected**.

Tool	Access
Roster	<ul style="list-style-type: none"> • View the Section Roster for the selected Section. • View and print a student's contact information. • View Section Information that includes the name of the course, the teacher, the room number, and the periods when the section meets.
Advisory	<p>Target areas for improvement, such as missing assignments or non-passing grades.</p> <p>Access requires the Advisory checkbox to be marked on Course Masters, Course Information, or Section Information.</p>
Include Non-Advisory Sections	Displays the Advisory tool for all of the teacher's sections, regardless of whether the Advisory checkbox is marked on the Course Master, Course Information, or Section Information.
Attendance	Record attendance for the selected section.
Class Serve	<p>Record meals and snacks distributed to students.</p> <p>This is only available when Campus Point of Sale is in use at the district.</p>
Lockers	View locker assignments and locker combinations for students in the selected section.
Edit Lockers	Assign, update, and delete locker assignments for students in the selected section.

Tool	Access
Positive Attendance	<p>Record the student's attendance in the section based on Time In and Time Out.</p> <p>If the school does not track attendance by time (i.e., recording a student as present vs. recording a student as absent), this does not need to be marked. For additional information, refer to the Positive Attendance article.</p>
Seating Charts	<ul style="list-style-type: none">• Create new seating charts for the selection section.• Manage the seating chart for the sections - modify the layout, copy the seating chart, change the workspace, etc.
Student Groups	<ul style="list-style-type: none">• Create Student Groups.• Add students to student groups.• Modify the list of students in the groups and permanently remove student groups. <p>Additional Tool Rights to Instruction > Overview > Planner is needed for this tool.</p>
Course Requests	Add requests for current students for the next school year.
Student Course Recommendations	Recommend courses for current students for the next school year.

Grades

▶ Click here to expand...

Instruction	<input checked="" type="checkbox"/> All
▶ Overview	<input type="checkbox"/> All
▶ Students	<input type="checkbox"/> All
▼ Grades	<input checked="" type="checkbox"/> All
Grade Book	<input checked="" type="checkbox"/> All
Edit Grading Scales	<input checked="" type="checkbox"/> All
Edit Assignment Marks	<input checked="" type="checkbox"/> All
Post Grades	<input checked="" type="checkbox"/> All
Progress Monitor	<input checked="" type="checkbox"/> All
Standards Portfolio	<input checked="" type="checkbox"/> All
All Years/Courses	<input checked="" type="checkbox"/> All
Standardized Test	<input checked="" type="checkbox"/> All
Assignment Overview	<input checked="" type="checkbox"/> All

Full access is granted to these tools when the **"All" checkbox is selected**.

Tool	Access
Grade Book	<ul style="list-style-type: none"> • Access and view the Grade Book. • Add Grade Book Settings - Categories, Curriculum, Grade Calc Options, etc. • Add and score assignment • Filter and sort assignments and students. <p>Additional Access Rights > Instruction Tools also need to be assigned.</p>
Edit Grading Scales	<ul style="list-style-type: none"> • View Grading Scales created and used at the District level, available to all district staff. • Create and modify Grading Scales for use with the teachers' classes only. <p>Read rights to Student Information > Grades > Grade Book are needed.</p>
Edit Assignment Marks	<ul style="list-style-type: none"> • View the Assignment Marks created and used at the District level, available to all district staff. • Create and modify Assignment Marks for use with the teachers' classes only.
Post Grades	<ul style="list-style-type: none"> • Post grades by Grading Task or by Student. • Add Canned Comments to posted grades. <p>Grades can only be posted when the Grading Window is open.</p>
Progress Monitor (Campus Learning)	<ul style="list-style-type: none"> • Manage Progress Monitor Settings and Filters • Create and score Assignments • Post grades • View the student's Portfolio
Standards Portfolio	Display all grades the student received for Standards.
All Years/Courses	Display all grades the student received for Standards for all years and all courses.
Standardized Test	<ul style="list-style-type: none"> • View student assessment data. • Score teacher-scored assessments.
Assignment Overview	View the list of assignments for a section by Standard/Task and Category.

Curriculum Planning

▶ [Click here to expand...](#)

Tool Rights	
▼ Instruction	<input checked="" type="checkbox"/> All
▶ Overview	<input type="checkbox"/> All
▶ Students	<input type="checkbox"/> All
▶ Grades	<input type="checkbox"/> All
▼ Curriculum Planning	<input checked="" type="checkbox"/> All
Curriculum Library District Manager	<input checked="" type="checkbox"/> All
▶ Scheduling	<input type="checkbox"/> All
▶ Reports	<input type="checkbox"/> All

Instruction Curriculum Planning Tool Rights

Full access is granted to these tools when the **"All" checkbox is selected**.

Tool	Access
<u>Curriculum Library District Manager</u> (Campus Learning)	Collaborate and share curriculum across a district. Additional tool rights are needed to share and add curriculum to the Library:

To share curriculum to the library or add curriculum from the library, a teacher needs the **Enhanced Curriculum** tool right, as well as tool rights to at least one of the following grading tools: **Grade Book, Planner, Progress Monitor**.

Additionally, the **Curriculum Library District Manager** tool right allows you to view curriculum in the Library and remove curriculum shared by anyone.

Scheduling

- ▶ [Click here to expand...](#)

Tool Rights

Instruction	<input type="checkbox"/> All
Overview	<input type="checkbox"/> All
Students	<input type="checkbox"/> All
Grades	<input type="checkbox"/> All
Curriculum Planning	<input type="checkbox"/> All
Scheduling	<input checked="" type="checkbox"/> All
Responsive Scheduling	<input checked="" type="checkbox"/> All
Roster Verification	<input checked="" type="checkbox"/> All

Instruction Scheduling Tool Rights

Full access is granted to these tools when the **All** checkbox is marked.

Tool	Access
Responsive Scheduling	<ul style="list-style-type: none"> • Create an offering for the Responsive Day. • Copy an offering from a previous Responsive Day. • Add students to the offering. • Review offerings and rosters for other teachers' offerings.
Roster Verification	<ul style="list-style-type: none"> • Record the amount of time teachers spend with each student. • Certify the class roster.

Additional Access Rights

The following tool rights, found in the Additional Access Rights section, also need to be assigned to teachers. These rights provide access to several Instruction tools.

When a user has been assigned tool rights to Edit Grade Calc Options, Edit Composite Grades, and/or Edit Categories in the Grading & Standards tool rights, new values can be added to these areas, EVEN WHEN these items are locked on the Course Catalog and pushed to courses.

When a user has been assigned tool rights to these same tools in Additional Access Rights, new values cannot be added to items locked and pushed to courses. HOWEVER, teachers can add new categories, grade calc options, and composite grade settings to their own courses in the Grade Book and other places in Campus Instruction.

Full access is granted to these tools when the **"All" checkbox is selected**.

► [Click here to expand...](#)

Additional Access Rights

► General	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
► Instruction Messaging	<input checked="" type="checkbox"/> All
► Instruction Tools	<input checked="" type="checkbox"/> All
Engagement Check-In	<input checked="" type="checkbox"/> All
Enhanced Curriculum	<input checked="" type="checkbox"/> All
Curriculum Library District Share	<input checked="" type="checkbox"/> All
Google Drive	<input checked="" type="checkbox"/> All
Grading Tools	<input checked="" type="checkbox"/> All
Edit Grade Calc Options	<input checked="" type="checkbox"/> All
Edit Composite Grades	<input checked="" type="checkbox"/> All
Edit Categories	<input checked="" type="checkbox"/> All
Multi-Post Grades	<input checked="" type="checkbox"/> All
Score Copier	<input checked="" type="checkbox"/> All
► Other	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete

Additional Access Rights for Instruction Tools

Instruction Messaging

Tool	Access
<u>Class Message</u>	Create and send Class Messages in the Classroom Messenger (Instruction > Overview).
User Group Template	Create a Class Message template when a user group is selected.
<u>Grades Message</u>	Create and send Grades Messages in the Classroom Messenger (Instruction > Overview).
User Group Template	Create a Grades Message template when a user group is selected.
<u>Missing Assignment Message</u>	Create and send a Missing Assignment Message in the Classroom Messenger (Instruction > Overview).
User Group Template	Create a Missing Assignment Message template when a user group is selected.

Instruction Tools

Tool	Access
<u>Engagement Check-In (Campus Learning)</u>	<ul style="list-style-type: none"> • Create a Check-In used in the Engagement Check-in tool. • View Check-In Results.

Tool	Access
Enhanced Curriculum (Campus Learning)	<p>Provides access to all advanced assignment tools as part of Campus Learning, including:</p> <ul style="list-style-type: none"> • The Summary, Attach Content, and Add a Task areas of assignments, including Discussions, Quizzes, and Submissions. • Resources • Folders • Individualized dates for assignments • Scoring Rubrics • Score Analysis • Release Score
Curriculum Library District Share	Share curriculum in the Curriculum Library .
Curriculum Import	Import the curriculum into the Curriculum Library.
Google Drive (Campus Learning)	Align Google Drive fields to assignments when enabled at the district level.
Discussions (Campus Learning)	<ul style="list-style-type: none"> • View, create, and post discussion topics. • Review and score discussions.
Grading Tools	View and manage grading-related tools available through the Grade Book , Planner , and/or Progress Monitor .
Edit Grade Calc Options	Edit grade calculation options in Grade Book Settings .
Edit Composite Grades	Edit composite grading setup options in Grade Calc Options .
Edit Categories	<p>Create and edit categories that are pushed to the Course Section from the Course or Course Master.</p> <p>This requires categories to be unlocked in the Course Catalog.</p>
Multi-Post Grades	Post grades for multiple tasks or standards at one time.
Score Copier	Receive scores for students who have transferred into a teacher's section from another teacher's section.

Suggested User Groups

- [Teachers](#)
- [Special Education Teachers](#)

See [User Groups and Suggested Roles](#) for more information.