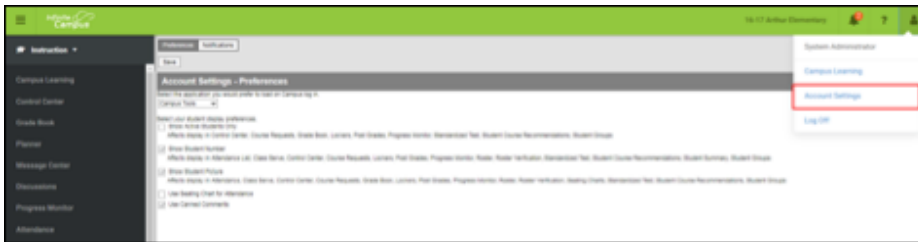


# Manage Account Settings

**Path: Campus Instruction > User Menu > Account Settings**

Users can set display preferences for Campus Instruction in the Account Settings tool found in the User Menu.



1. Select the application that should be displayed upon logging in - Campus Tools or Campus Instruction. Users will still be able to toggle between applications when needed.
2. Mark the desired student display preferences.

**Show Active Students Only** - If marked, only students who are active on the teacher's roster will be displayed. If not marked, inactive students will be displayed in red. This applies to the following areas in Campus Instruction, Control Center, Course Requests, Grade Book, Lockers, Post Grades, Progress Monitor, Standardized Test, Student Course Recommendations, and Student Groups.

Settings	Save	Grade Totals	Posted		
	Students		Percent	Grade	Rpt Crd Comments
10	Censier, Natecia				
10	Cousinet, Gary				
10	Cross, Pamarry				

**Show Student Number** - This preference will display student numbers in addition to student names in the following areas of Campus Instruction: Attendance List, Class Serve, Control Center, Course Requests, Lockers, Post Grades, Progress Monitor, Roster, Roster Verification, Standardized Test, Student Course Recommendations, Student Summary, and Student Groups.

Period 1	Save	Seating Chart
2300-2 US History A		
Students: 24	24	0 0 Excuse Comments
10 Censier, Natecia #108424	P	A T
10 Cross, Pamarry #783	P	A T
10 Cullen, Paris #109428	P	A T
10 Fiale, Nathan		

**Show Student Picture** - If marked, student pictures will be displayed with student names in the following areas of Campus Instruction: Attendance, Class Serve, Control Center, Course Requests, Grade Book, Lockers, Post Grades, Progress Monitor, Roster, Roster Verification, Seating Charts, Standardized Test, Student Course Recommendations, Student Group.

Period 1

Save Seating Chart

**Use Seating Chart for Attendance** - This should be marked If seating charts will be used by default when taking attendance.

Period 1

Save Attendance List Chart: US History Period 1

2300-2 US History A

Students: 24 Present: 23 Absent: 1 Tardy: 0

Friedline, Mara

Groth, Rosalba

Ewing, Nici

Fanning, Anne

**Use Canned Comments** - This will enable the ability to select from a list of district/school specific grading comments should be enabled when entering student grades.

Save Edit Percent, Grade, Comment Multi-Post Grades Grades Show Post by Standard/Grading Task

Post by Standard/Grading Task

Students	Percent	Grade	Post	Report Card Comments	Canned Comment	Grade	In Progress
10 Canale, Natalie				Excessive socializing in class	Storage		
10 Cloutier, Gary					Storage		
10 Cross, Fanny							
10 Cullen, Paris							
10 Dale, Nathan							
10 Dammer, Asaiah							
10 Daniels, Noel							

**Canned Comments**

Add report card comments for Canale, Natalie

3 In Progress

**Canned Comments**

Select a comment

Enter comment: [ ] Add

Choose a comment:

- ☐ 1 Disengaged
- ☐ 2 Disruptive behavior
- ☐ 3 Does not complete assignments
- ☐ 4 Does not prepare for tests
- ☒ 5 Excessive socializing in class

3. When finished, click Save.