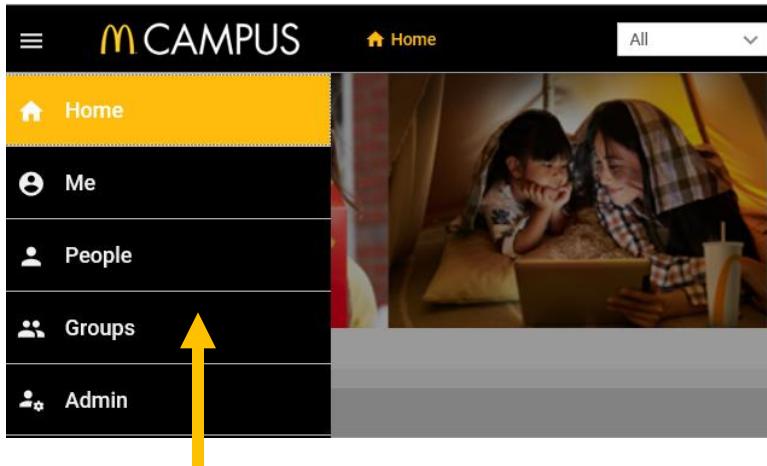


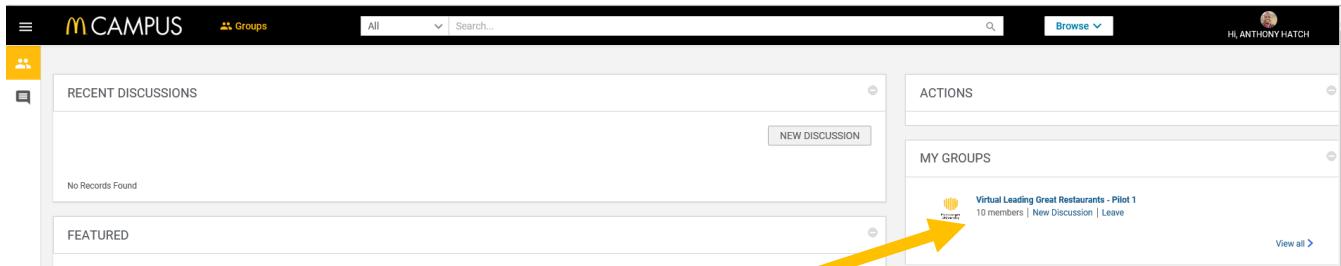
Accessing CAMPUS Groups

Below are the steps to access CAMPUS using a desktop.

- Click [here](#) and at the Welcome Screen, enter your Login with EID and Password.
- Click the stacked line icon on the top left of screen.



- 1 From the CAMPUS home page click **Groups**. The My Groups homepage will appear and show you the groups to the right of the page.



- 2 Click **Virtual Leading Great Restaurants** under My Groups.

Navigating Groups

After you have opened the Groups screen for Virtual Leading Great Restaurants, spend some time familiarizing yourself with the basic navigation and buttons on the page.

3

Virtual Leading Great Restaurants Interim_0000020838_VirtualClass

Hidden Group - ★★★★☆ [Bookmark](#) Started: 03-SEP-2020 - Owner: CYNTHIA MCNAMEE

Group for Class - Virtual Leading Great Restaurants Interim

Click here to access your registration and attend your sessions [Class: 0000020838](#)

ACTIVITY SUMMARY [C](#) [D](#) [E](#) [F](#) [G](#)

ACTIVITY STREAM [B](#) RESOURCES VIDEOS DISCUSSIONS LEARNING MEMBERS

[START CONVERSATION](#) [Contribute](#)

What's on your mind?

A – WebEx Link to access your virtual class sessions for the course

B – Activity Stream:

- **Start conversation:** Communicate with your Facilitator and peers online.
- **Contribute:** Add a file or link to the conversation

C – Resources: Find support tools and Learner Journal documents for week 1 – 6.

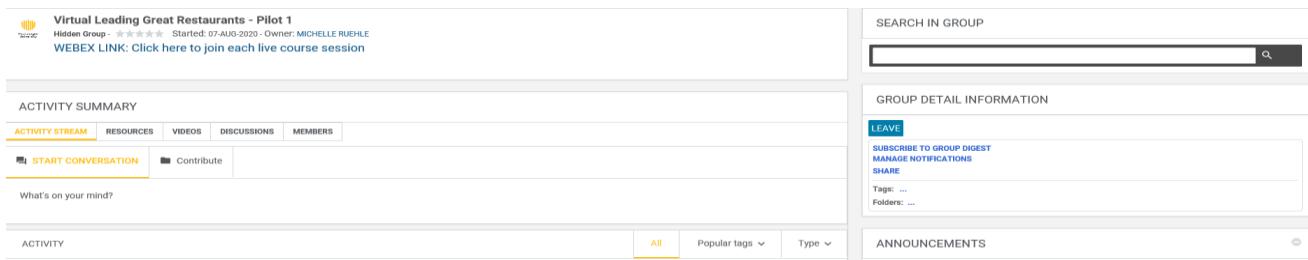
D – Videos: Course videos

E – Discussion: Participate in a group discussion

F – Learning: Access e-learning courses for your group

G – Members: View all members of the group

Announcements



A screenshot of a course page titled "Virtual Leading Great Restaurants - Pilot 1". The page includes a "SEARCH IN GROUP" bar, a "GROUP DETAIL INFORMATION" sidebar with a "SUBSCRIBE TO GROUP DIGEST" button, and a main content area with tabs for "ACTIVITY STREAM", "RESOURCES", "VIDEOS", "DISCUSSIONS", and "MEMBERS". The "ACTIVITY STREAM" tab is selected, showing a "START CONVERSATION" button and a text input field. The sidebar also shows "Popular tags" and "Type" dropdowns. The main content area has a "What's on your mind?" section and a "ACTIVITY" section with "All", "Popular tags", and "Type" filters. The "ANNOUNCEMENTS" section is visible on the right.

4

Course announcements will show to the right of the page.

Group Detail Information

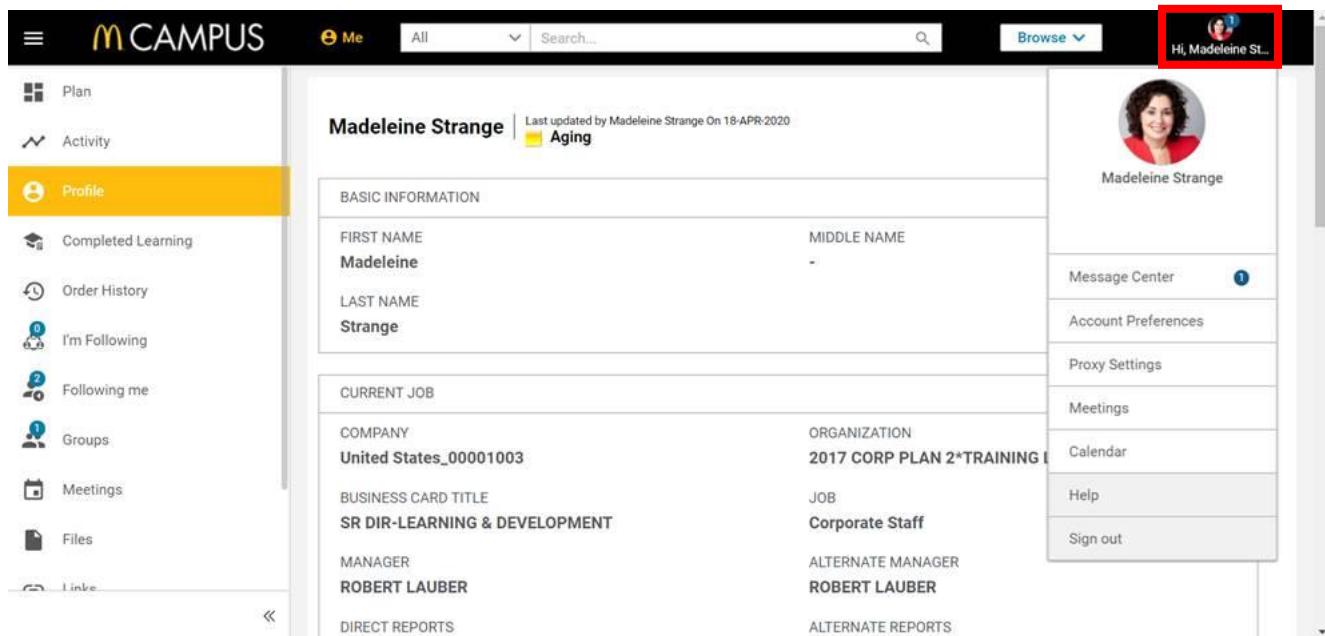


A screenshot of the "Group Detail Information" page for the same course. The page structure is identical to the previous screenshot, including the "SEARCH IN GROUP" bar, "GROUP DETAIL INFORMATION" sidebar with the "SUBSCRIBE TO GROUP DIGEST" button, and the "ACTIVITY STREAM" tab selected in the main content area. A large yellow arrow points from the text in step 5 to this "SUBSCRIBE TO GROUP DIGEST" button.

5

Click **Subscribe to Group Digest** by clicking on its link under Group Detail Information. This will allow you to receive all communications from the course.

Profile Picture



The screenshot shows the McDonald's CAMPUS software interface. At the top, there is a navigation bar with 'Me' and a search bar. The main content area displays a user profile for 'Madeleine Strange' with the last update date as '18-APR-2020'. The profile includes sections for 'BASIC INFORMATION' (First Name: Madeleine, Middle Name: -, Last Name: Strange), 'CURRENT JOB' (Company: United States_00001003, Organization: 2017 CORP PLAN 2*TRAINING I, Business Card Title: SR DIR-LEARNING & DEVELOPMENT, Manager: ROBERT LAUBER, Alternate Manager: ROBERT LAUBER), and 'DIRECT REPORTS' (None listed). On the left, a sidebar lists various options: Plan, Activity, Profile (which is selected and highlighted in yellow), Completed Learning, Order History, I'm Following, Following me, Groups, Meetings, Files, and Links. On the right, a sidebar menu includes: Message Center (with 1 notification), Account Preferences, Proxy Settings, Meetings, Calendar, Help, and Sign out. The user's name 'Madeleine Strange' is also displayed with a small profile picture in the top right corner.

6 Your profile should have your photo.

- To add your photo, click your name at the top right of the screen.
- Click on the circle where it is just a blank head and it will say upload photo – upload a photo of you not your pet or anything else.
- Click **Account Preferences** and the menu on the left displays.
- Under Profile, verify the email you have on file in CAMPUS. It is under the Business Contact section. To receive emails, you must have a McD email.
- CAMPUS does not accept personal emails from GAM (e-Restaurant).
- **Message Center:** Under your picture. If you do not have an email, any communication sent from CAMPUS by the facilitator or a participant will go there.