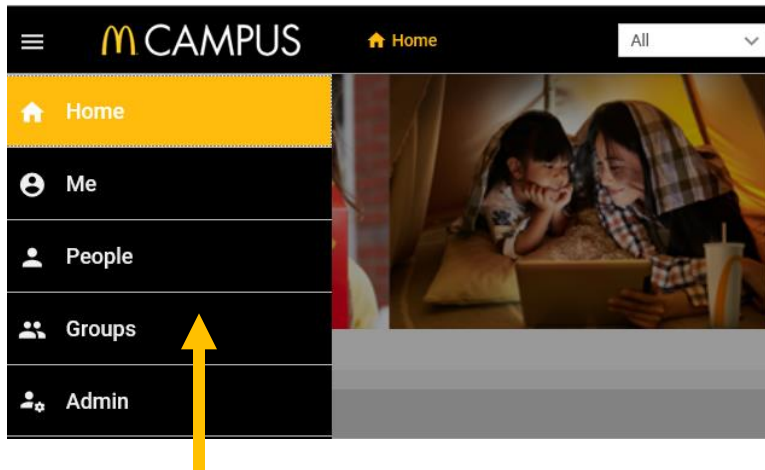


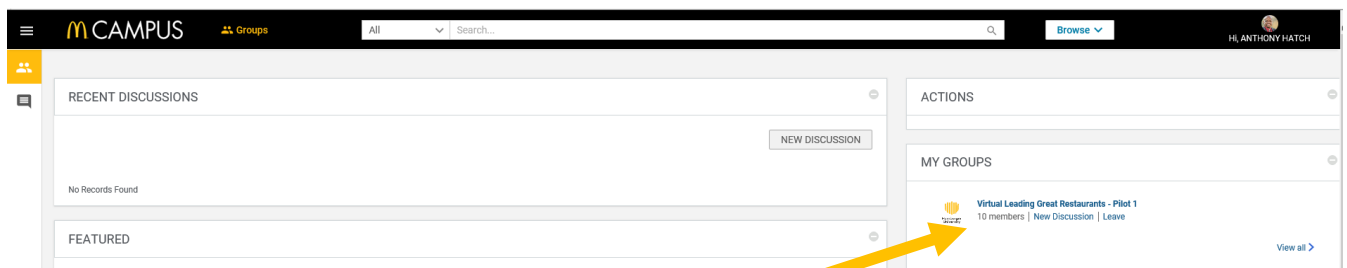
Accessing CAMPUS Groups

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

The screenshot shows the interface for a virtual class group. At the top, there is a header section with a group icon, the group name "Virtual Leading Great Restaurants Interim_0000020838_VirtualClass", and details including "Hidden Group - ★★★★★", "Bookmark", "Started: 03-SEP-2020", and "Owner: CYNTHIA MCNAMEE". Below this is a link "Click here to access your registration and attend you sessions" (labeled A) and the class ID "Class: 0000020838". The main content area is titled "ACTIVITY SUMMARY" (labeled C) and contains a tabbed interface with "ACTIVITY STREAM" (labeled B), "RESOURCES", "VIDEOS", "DISCUSSIONS", "LEARNING", and "MEMBERS" (labeled D, E, F, G). The "ACTIVITY STREAM" tab is active, showing a "START CONVERSATION" button (labeled B) and a "Contribute" button. Below the buttons is a text input field with the placeholder "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

Virtual Leading Great Restaurants - Pilot 1
Hidden Group - ★★★★★ Started: 07-AUG-2020 - Owner: MICHELLE RUEHLE
WEBEX LINK: Click here to join each live course session

SEARCH IN GROUP

GROUP DETAIL INFORMATION

LEAVE

SUBSCRIBE TO GROUP DIGEST
MANAGE NOTIFICATIONS
SHARE

Tags: ...
Folders: ...

ANNOUNCEMENTS

- 4 Course announcements will show to the right of the page.

Group Detail Information

Virtual Leading Great Restaurants - Pilot 1
Hidden Group - ★★★★★ Started: 07-AUG-2020 - Owner: MICHELLE RUEHLE
WEBEX LINK: Click here to join each live course session

SEARCH IN GROUP

GROUP DETAIL INFORMATION

LEAVE

SUBSCRIBE TO GROUP DIGEST
MANAGE NOTIFICATIONS
SHARE

Tags: ...
Folders: ...

- 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 displays the M-CAMPUS user interface. At the top, there is a navigation bar with the M-CAMPUS logo, a search bar, and a user profile dropdown menu. The user profile dropdown is highlighted with a red box and shows the name 'Hi, Madeleine St...' and a profile picture. The main content area is divided into two columns. The left column contains a sidebar with navigation options: Plan, Activity, Profile (highlighted), Completed Learning, Order History, I'm Following, Following me, Groups, Meetings, and Files. The right column displays the user's profile information, including a profile picture, name, and various settings and links.

BASIC INFORMATION	
FIRST NAME	MIDDLE NAME
Madeleine	-
LAST NAME	
Strange	

CURRENT JOB	
COMPANY	ORGANIZATION
United States_00001003	2017 CORP PLAN 2*TRAINING
BUSINESS CARD TITLE	JOB
SR DIR-LEARNING & DEVELOPMENT	Corporate Staff
MANAGER	ALTERNATE MANAGER
ROBERT LAUBER	ROBERT LAUBER
DIRECT REPORTS	ALTERNATE REPORTS

Message Center
Account Preferences
Proxy Settings
Meetings
Calendar
Help
Sign out

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.