

Infinite Campus – 4 Easy Steps for Attendance

The **Attendance** tool enables the teacher to record absences and tardies for active students. Teachers can only mark a student present (default), absent or tardy.

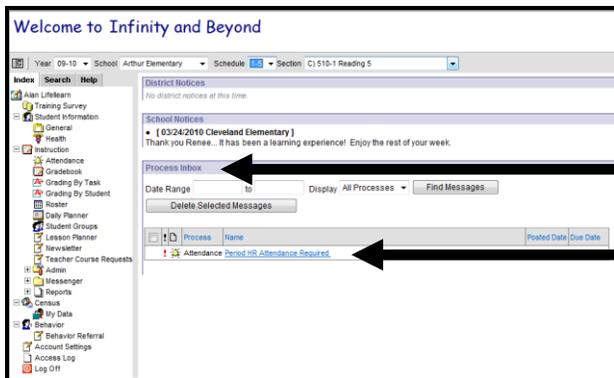
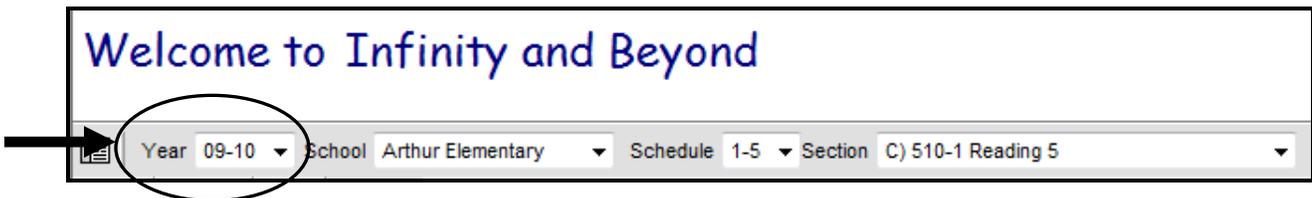
Teachers will not have the ability to enter attendance excuses for students. This will be done by the attendance office. However, teachers can record comments for students they record as absent or tardy, but not for present students.

As soon as the teacher saves the attendance for the selected period, the attendance office can view and edit that attendance. If the attendance office has already marked a student out for the day, the teacher does not have the ability to override that entry.

Confirmation will appear, noting that the attendance has been saved. This pop-up window displays after the teacher has selected the **Save** icon.

Note: Teachers can record attendance only for the current day, and can re-enter attendance any time during that period as long as the attendance office has not already recorded an excuse for the entry. If the teacher does not teach for a certain period or it is not an attendance day for the class, teachers cannot record attendance.

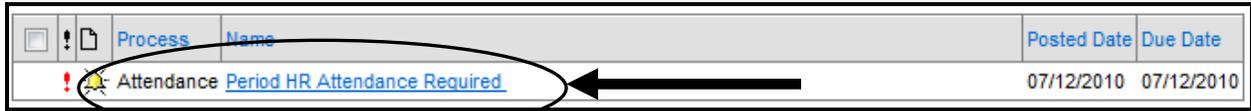
Step 1 – Verify that you have the correct calendar year. Click on the Calendar pull down and select the correct calendar year.



Toward the bottom of the Infinite Campus main screen you will find the **Process Inbox**.

List of Classes for Attendance

Step 2 – Click on the first class listed. This will take you to the screen where attendance can be entered.



Step 3 – Click the radio buttons next to those students who are **Absent (A)** or **Tardy (T)**. By default, all students are marked as **Present (P)**.

Period HR

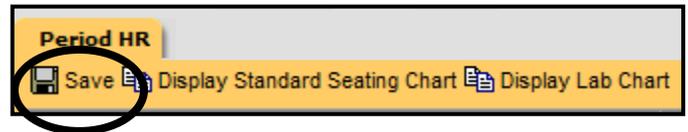
Save Display Standard Seating Chart Display Lab Chart

Student Name	A	T	Excus
500-1 Fifth Grade Homeroom			
Students: 14	Totals: 14	0	0
05 Loom, Jim	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
05 Lound, Saphia	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
05 Maettig, Antoinette	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
05 Manecke, Norelle	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
05 Mapes, Bassem	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
05 Marshall, Tashana	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
05 Masterson, Blair	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
05 Mayr, Naaz	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
05 Mehne, Sabian	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
05 Metz, Seo Hyun	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
05 Mick, Tarn	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
05 Mingegramm, Finnegan	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
05 Mollet, Rachna	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
05 Mordy, Adebishi	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Present (P), Absent (A) or Tardy (T)

Radio buttons

Step 4 – Click **Save** when you have completed taking Attendance. If you do not click on **Save**, all of the changes that you’ve made will be lost.



Note: You may receive a warning if you do not **Save**.

After saving your Attendance you will receive a pop-up verification window.

Congratulations, you have successfully taken Attendance.

