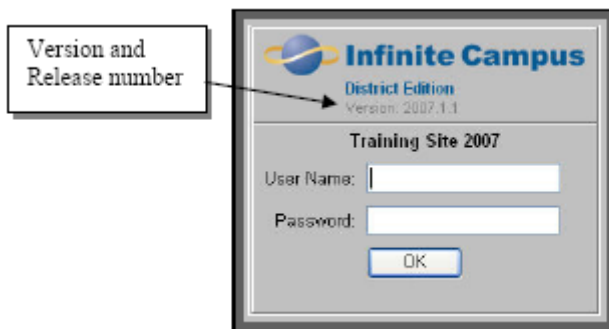


# INFINITE CAMPUS LOGIN

After connecting to the district's Infinite Campus website via a web browser, or the short cut button on your home screen the user will be prompted to enter their unique Username and Password in order to log into the system.

- Your Username is your Username is the first letter of your first name followed by your last name in all lowercase letters, for example tsmith.
- Your password is your home phone number including the area code with no spaces or dashes, for example 5165553223.
- You will be forced to change your password when you login. Your password must be a combination of numbers and letters and must be a minimum of 8 characters long.



## ATTENDANCE

### **Description**

Students default to 'Present' unless marked absent or tardy by teachers (or the attendance staff). Teachers take attendance by period. They can add comments as well. The attendance 'events' are resolved (coding the reason for the absence or tardy) by the attendance staff, aka central registration.

### **Access the Attendance screens**

Teachers can access the attendance screens two ways, by using the quick link on the initial screen or by navigating to the module. After attendance is saved for a section, it will disappear from the initial screen. It can only be accessed again (i.e., to change a student marked 'absent' to 'tardy') by navigating to the Attendance module (see step 2 below).

1. Click on the quick link on the initial screen (displays by period).



2. Navigate to Instruction > Attendance.
  - a. The attendance screen will be displayed. There are tabs to separate the classes by period.
  - b. Click on the tab for the period to take (or edit) the attendance.

Student Name	P	A	T	Excuse	Comments
0100-13 English for All					
08 Abbate, James J	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
08 Branreuther, Trevor J	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
07 Clark, Michael M	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		

## Taking Attendance

1. Navigate to the attendance screen using one of the methods listed previously. The attendance screen can be displayed using the Display Standard Seating Chart as an option. If Use Seating Chart for Attendance was chosen in Preferences, the teacher will see an option to Display Section Roster on the attendance screen instead.
2. For all absences, click on the A radio button. For all tardies, click on the T radio button.
3. Enter comments in the Comments box if appropriate.
4. Click on the <Save> button.
5. A message will display, indicating that attendance has been saved. Click on the <OK> button.

## Special Note:

If a student's radio buttons are gray, the attendance staff has already resolved the absent event. These cannot be edited by the teacher. Some examples include:

- Students marked for a 'Field Trip'.
- Students marked 'Sick' for a day. Teachers in later periods will see the student already 'Absent'.
- Students marked for 'In School Suspension'.

Student Name	P	A	T	Excuse	Comment
0300-1 Science Scenerics					
08 Abbate, James J	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
08 Bence, John J	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	X	
08 Branreuther, Trevor J	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
08 Brosi, Robert A	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		bus late

If the buttons are gray, the student cannot be edited by a teacher. An excuse code will display.

Click on the appropriate button to mark the student *Absent* or *Tardy*.

Enter comments where appropriate.