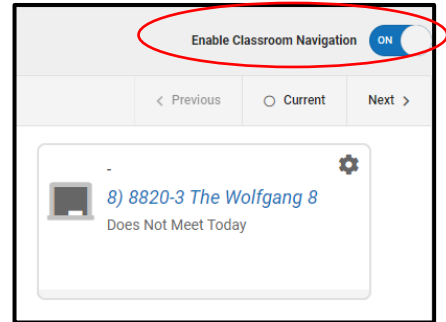


Infinite Campus Teacher Guide – Taking Attendance

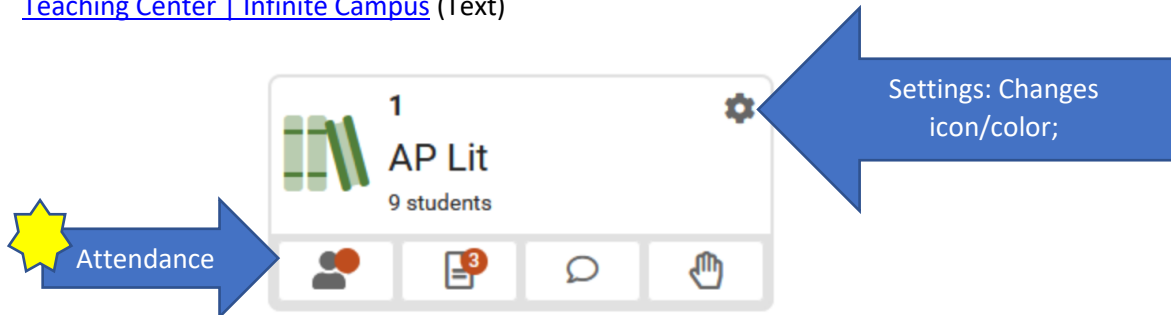
Remember to turn “Enable Classroom Navigation” to on if you want to navigate directly into the course via the course title found on the dashboard.



1. **Taking Attendance – Two Main Methods: 1) Via Teaching Center; 2) Via Main Menu on Left; Two Sub-Methods: 1) Class List; 2) Seating Charts**

Taking Attendance Via Teaching Center:

- Overview > Teaching Center - [Teaching Center - Video | Infinite Campus](#) [Teaching Center | Infinite Campus](#) (Text)

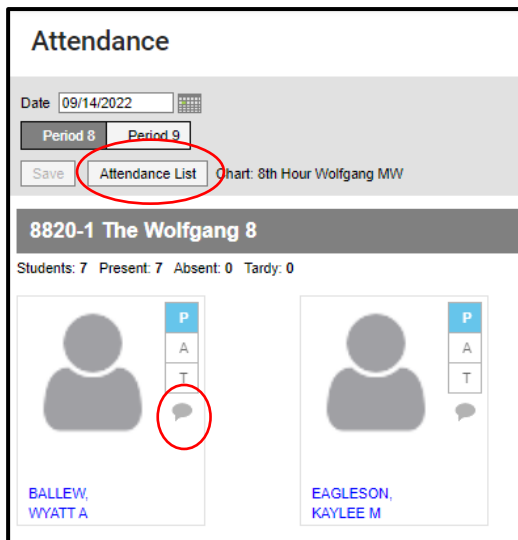


Note: The red circle appears as a reminder that you have not yet taken attendance.

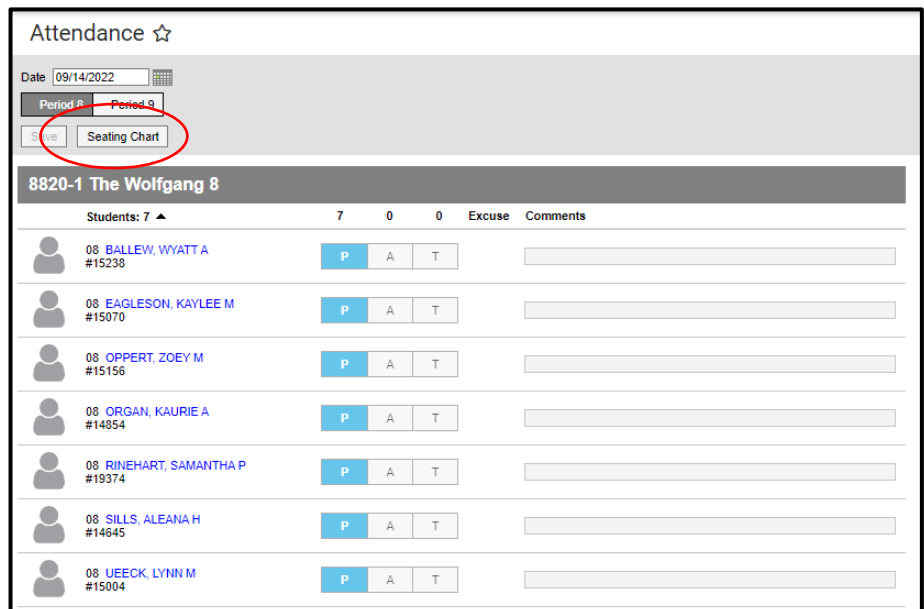
Seating Chart (Left) vs. Class List (Right):

- By default, all students are marked as present. Simply click on the “A” to mark a student absent and the “T” to mark them tardy. If you would like to create a comment, you may do so by clicking on the “comment icon” within the seating chart, or by typing the comment into the **comment fields** within the list view.
- Note that you can switch between views in the grey menu (circled in red).

Seating Chart View



Class List View



Taking Attendance Via the Main Menu: This is the same process; it's just a different way of getting there. Here is the pathway: **Instruction > Students > Attendance**

