Infinite Campus Teacher Guide – Taking Attendance

Remember to turn "Enable Classroom Navigation" to on if you Enable Classroom Navigation want to navigate directly into the course via the course title O Current Next > found on the dashboard. Ċ 1. Taking Attendance – Two Main Methods: 1) Via 8) 8820-3 The Wolfgang 8 Teaching Center; 2) Via Main Menu on Left; Two Sub-Does Not Meet Today 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) Settings: Changes 1 Ó icon/color; AP Lit 9 students Attendance **[**]3 ሙ \mathcal{O}

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 Vie	w				
Attendance			endance ☆ 9/14/2022					
Date 09/14/2022 Period 8 Period 9 Save Attendance List Chart: 8th Hour Wolfgang MW			Seating Chart Seating Chart					
0000 4 The West			Students: 7 🔺	7	0	0	Excuse	Comments
8820-1 The Wolfgang 8			08 BALLEW, WYATT A #15238	Р	А	Т		
Students: 7 Present: 7 Abs	sent: 0 Tardy: 0		08 EAGLESON, KAYLEE M #15070	P	A	Т		
	A T		08 OPPERT, ZOEY M #15156	P	A	Т		
			08 ORGAN, KAURIE A #14854	P	A	Т		
		-	08 RINEHART, SAMANTHA P #19374	Р	A	Т		
BALLEW, WYATT A	EAGLESON, KAYLEE M		08 SILLS, ALEANA H #14645	Р	A	Т		
			08 UEECK, LYNN M #15004	Р	A	Т		

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**

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Main Menu	J .		Overview	Classroom	Curriculum	Students					
Instruction >		Teaching Center	Classroom	Curriculum	Roster						
		>	Planner	Advisory							
Student Inform	nation	>	Message Center			Attendance					