

Key Points for Infinite Campus Transition

How To Take Attendance

Spring 2014

Taking Attendance in Campus Instruction

1. Log into Infinite Campus.
2. Click on the nine little boxes at the top right of the page next to “Log Off.”
3. Click on ***Campus Instruction***.
4. Select <**ATTENDANCE**> on the left side of the screen.
 - a. You have two options for taking attendance: using a student roster or a seating chart. The default view is *ROSTER*. Click *SEATING CHART* to switch to a seating chart view (see information below.)
 - b. For each student, you will select:
 - i. P = Present (default)
 - ii. A = Absent
 - iii. T = Tardy

*Totals will automatically add as you enter information and can be seen at the top of each column per class/roster. Attendance office staff will enter the excuse codes for student absences; those will show up in the fourth column of the roster view in green.

Creating Seating Charts in Campus Instruction

1. Once you are logged into ***Campus Instruction***, select <**ROSTER**> on the left side of the screen.
2. Under Roster, click on <**SEATING CHARTS**>.
3. Click on <**NEW**> at the top left of the screen.
4. Fill in any pertinent information (i.e. Seating Chart Name) then click <**CREATE CHART**> at the bottom of the screen.
5. Click anywhere on a box, hold, and drag to the appropriate location. You do not have to set students up in straight rows or columns; you may move them in any way you'd like.
6. If you need more room for your seating chart, click on <**EXPAND WORKSPACE**> at the top of the screen.
7. When your seating chart is set, click <**SAVE**> at the top left of the screen.