

How to take Attendance using Infinite Campus

The following steps will assist you in taking attendance using Infinite Campus.

1. Log into Infinite Campus with your district supplied Infinite Campus credentials.
2. Click Attendance in the Infinite Campus dynamic navigation.
3. Select what period/course you would like to take attendance for.
4. Click “seating chart” if you want to take attendance by a seating chart you have created or “attendance list” if you would like to take attendance via an alphabetical list of your students.
5. For each student you will see a P (present), A (absent) or T (tardy). For students that are absent or tardy, you will click the A or T depending on what category they will fall into.
6. Click “save” in order to save your attendance. Save must be clicked to ensure that the office receives your daily attendance.

*Students not present at school (suspension, expulsion, vacation, absent via parent phone call, late arrival, early dismissal, etc.) will/can be marked via an administrator or secretary with a comment.