

## TAKING ATTENDANCE IN INFINITE CAMPUS CAMPUS INSTRUCTION

1. Log in to IC.
2. Click on Attendance in the left pane.
3. Use the **P**, **A**, and **T** buttons to indicate which students are Present, Absent or Tardy. The totals of each type calculate at the top of the columns. Excuses can only be entered by the attendance office; teachers cannot enter or modify them. Include any information you may have about the attendance event in the **Comments**. Click **Save** to submit the attendance record to the attendance office.

If any attendance information has already been entered by the attendance office, that information loads automatically, as with Bree Student in the example below.

Period 01
☒ Period 02
Period 03

Save
Seating Chart

580511-1000 AP Calculus (A)

| Students: 9          | 6 | 2 | 1 | Excuse | Comments                     |
|----------------------|---|---|---|--------|------------------------------|
| 11 Student, Andrew T | P | A | T |        |                              |
| 10 Student, Bree W   |   |   |   | AE     | Excused for a college visit. |
| 09 Student, Brooke J | P | A | T |        |                              |
| 12 Student, Devin L  | P | A | T |        |                              |
| 12 Student, Jordan E | P | A | T |        |                              |
| 12 Student, Kyle M   | P | A | T |        |                              |
| 09 Student, Luke C   | P | A | T |        | Late to class, no note.      |
| 12 Student, Lydia J  | P | A | T |        |                              |
| 10 Student, Sarah H  | P | A | T |        |                              |