

# Infinite Campus - Summer School - Positive Attendance

Sign in on the computer using the shared Network username/password:

This network account will charge all print jobs to Summer School.

- Username - sschool
- Password - beatrice123
- Print/Copy Code - 34599

This will allow you to print and have it charged to the Summer School Print Code

## Positive Attendance - as a Teacher

- Sign into Infinite Campus
  - For Summer School only:
  - Username: teacher
  - Password: beatrice2019
- Be sure you are in the Correct Year/School/Calendar
- From the Index, Choose Positive Attendance
- Select Section
  - NOTE - PM Classes will have 88 at the beginning of the section #
- Mark the Time In and Time Out for Each Student

Context

Year: 18-19

School: Paddock Lane School

Calendar: SS 18-19 Paddock Lane School

Structure: Main

Infinite Campus

Instruction

Control Center

Grade Book

Planner

Message Center

Discussions

Progress Monitor

Attendance

Positive Attendance

05/28/2019

Dive-1 Dive into Reading

Save Seating Chart

Dive-1 Dive into Reading

Students: 1	Time In	Time Out	Duration	Comments	Fill Times/Comments
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- Mark students all at once:
  - Select Fill Times/Comments if you want to mark all at once.
  - Fill in the Time In and Time Out and any comments.
  - Select the students you want to Fill in.
    - All Students - or
    - Students without saved records - or
    - Select Students
      - In the Box, select the students you want to mark.

### Fill Times/Comments

Select items to fill:

Time In: 3:30 pm

Time Out: 6:00 pm

Duration: 2h 30m

Comments:

Select students:

All Students

Students without saved records

Select Students

Abbott, Dixie

Adams, Noah

Alvarez, Adryana

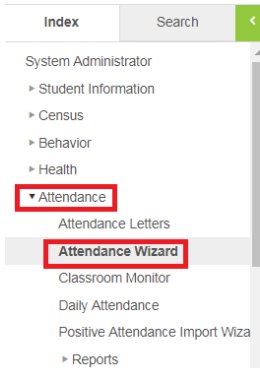
This will overwrite the checked times for any incomplete records.

Positive Attendance - Secretary  
Enter Attendance - Batch Mode

- Sign into Infinite Campus
  - Be sure you are in the Correct Year/School/Calendar



- From the Index, Choose Attendance
  - Choose Attendance Wizard



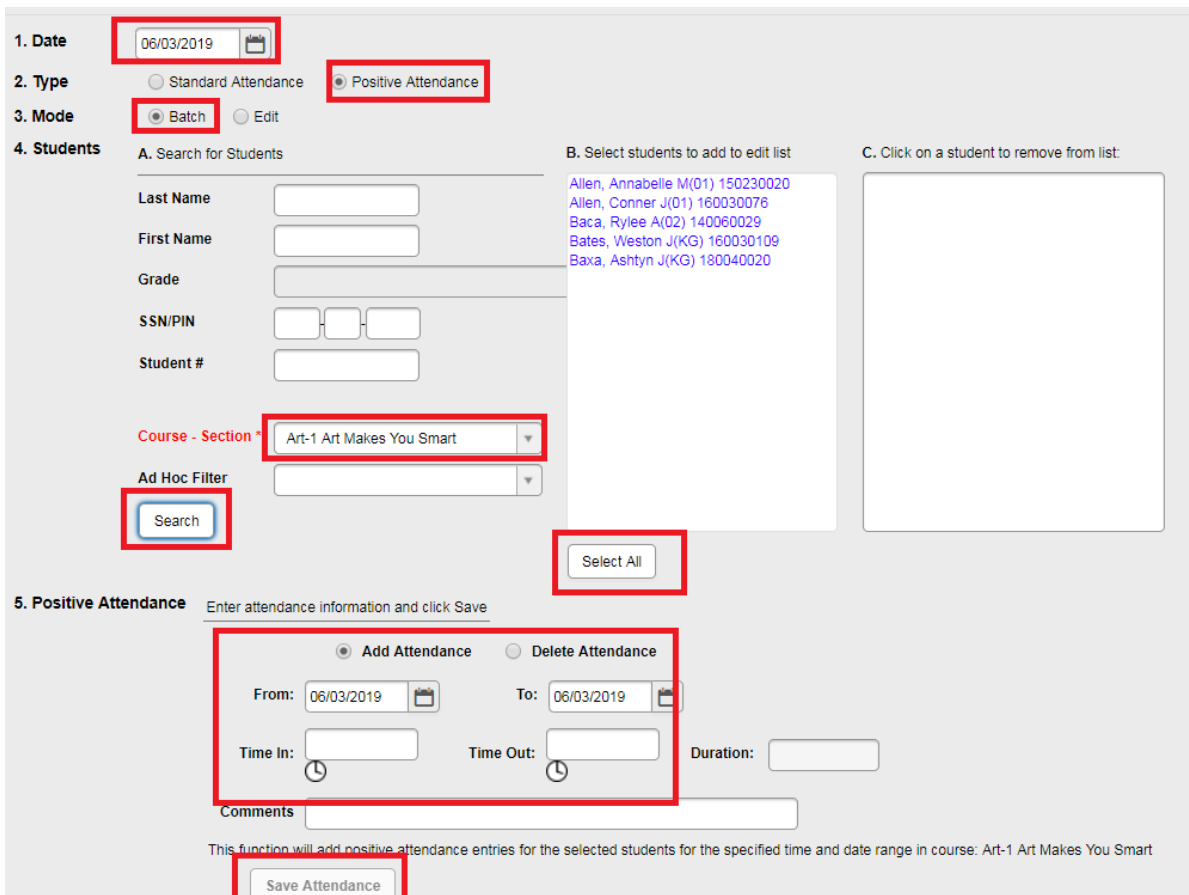
1. Enter Date
2. Type: Positive Attendance
3. Mode: Batch
4. Students
  - Select the Course/Section
    - See List \*\*
    - PM Classes will have 88
  - Hit Search

at the beginning of the section #

- A list of students will come up in the “B” Box
  - You can Select All to move them to the “C” Box (selected students)
  - You may remove students who are NOT in attendance for that section by clicking on their name.

5. Positive Attendance

- Select Add Attendance (note: if you make a mistake adding attendance - you can use Delete)
- Enter Date
- Enter Time
  - Just hit the clock to get normal in and out times
- Save Attendance



**Edit an Individual Student and /or add Comments:**

- Search for the student
- Go to: Student/General
- Attendance Tab
- Select Positive Attendance Button
- Open the Term (Wk)
- Click on the date you want to edit
  - Delete, change or add comments as needed.

Summary

Profile

Enrollments

Schedule

Attendance

Flags

Grades

New

Period Detail

Daily Detail

Positive Attendance

Additional Enrollments...

Summary

Profile

Enrollments

Schedule

Attendance

Flags

Grade

New

Course Summary

Daily Detail

Standard Attendance

Documents

Group By: Term then Date

Expand All / Collapse All

Term	Term Duration
<div><div></div>Wk 1 (06/03/2019 - 06/06/2019)</div>	3h 0m (180m)
<div><div>Date</div><div>Daily Duration</div></div>	
<div><div></div>06/03/2019 Mon</div>	3h 0m (180m)
<div><div></div>Wk 2 (06/10/2019 - 06/13/2019)</div>	0h 0m (0m)
<div><div></div>Wk 3 (06/17/2019 - 06/20/2019)</div>	0h 0m (0m)
<div><div></div>Wk 4 (06/24/2019 - 06/27/2019)</div>	0h 0m (0m)

- Edit Times of needed
- If you want to delete the attendance event, just hit the X to the left of the Time In
- SAVE

Save

Back To Summary

Documents

Positive Attendance Information

Date: 06/03/2019

Total Attendance Time: 3h 0m (180m)

	Time In	Time Out	Duration	Course
<div>X</div>	<div>8:30 AM</div>	<div>11:30 AM</div>	<div>3h 0m</div>	<div>Art-1 Art Makes You Smart</div>

