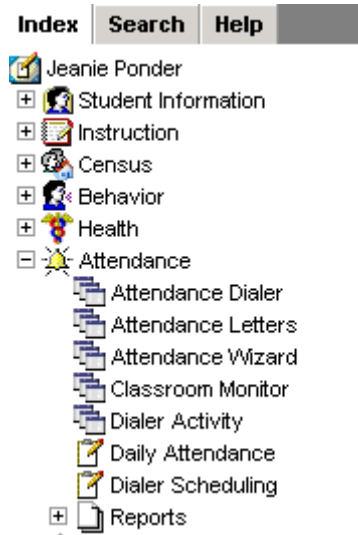


## Infinite Campus

### Taking Attendance for a class when a teacher is out:

1. From Index, click on Attendance.
2. Click on Classroom Monitor.



3. Make sure the date is correct.

**Classroom Monitor**

This tool monitors classroom attendance.

Date:  

 Print

Teacher	Dept	Contact	00	01	02	03	04	05	06	07	08	09	10	11	12	13
Arnold, Taylor L			2000-1 (20/22)													
Bevis, Tammy B			1000-5 (--/21)													
Bonds, Christy D			5000-1 (--/25)													
Brown, Nicole J			2000-2 (21/22)													
Carver, Courtney E			5000-2 (--/25)													
Delaney, Joey L			5000-3 (23/24)													
Dorris, Juli-Rae			2000-3 (19/21)													
Drone, Mary Ellen			4000-1 (24/24)													
England, Laurie B			KK00-6 (21/21)													
Friday, Willa B			KK00-1 (--/21)													
Hardy, Brooke D			KK00-2 (19/20)													
Hemsley, Auburn C			KK00-3 (21/22)													
Hutchins, Rachel M			4000-7 (23/24)													
Johnson, Jill L			4000-2 (23/24)													

4. Find the teacher and click on the appropriate section
5. Mark the students
6. Click Save
7. This is also where you can check to make sure all teachers have taken attendance.