

Infinite Campus

Teachers: Taking Attendance

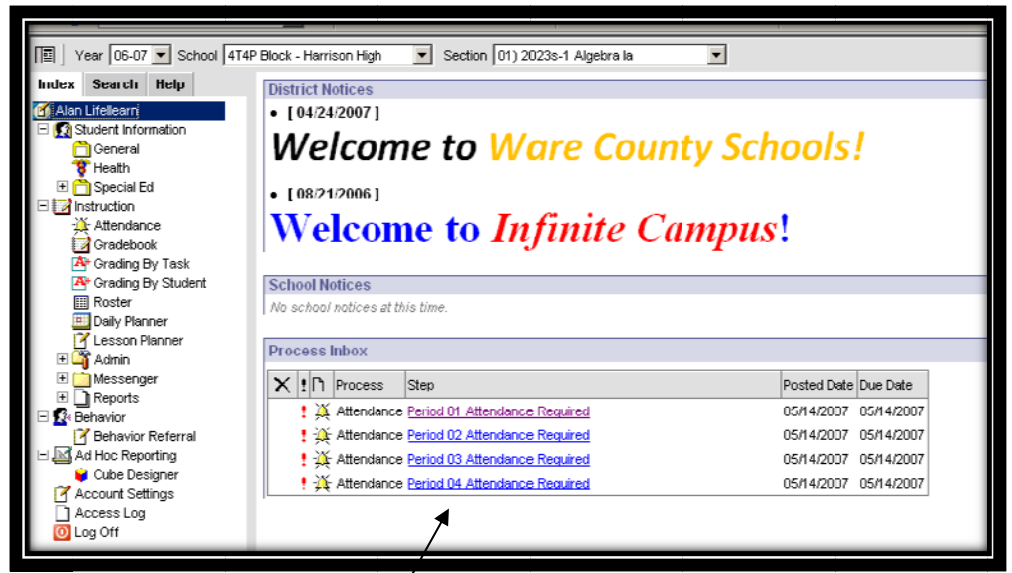
Log in to Infinite Campus.

High School: Attendance will be taken by period.

Middle Schools: Attendance will be taken by period.

Elementary Schools: Attendance will be taken once.

Attendance will be taken at the beginning of each period (middle & high schools), or daily (elementary school).



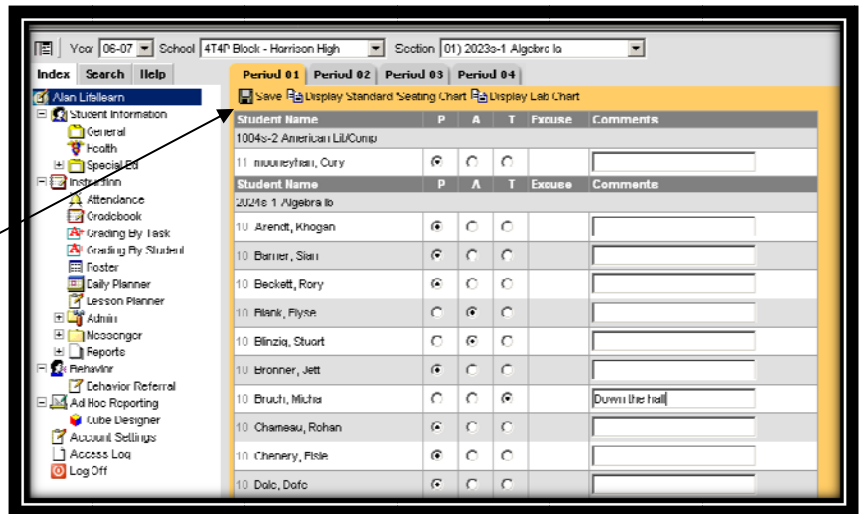
Click on the class listed in the **Process Inbox** to take attendance.

By default, all students will be PRESENT.

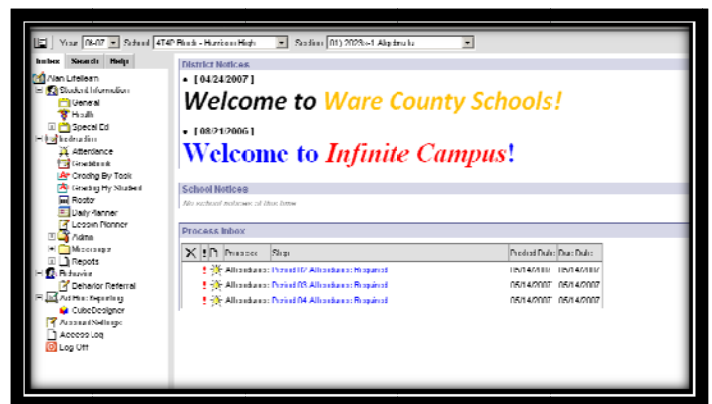
Teachers – Mark any absent or tardy student by clicking the radio button in the appropriate column (notice the P, A, and T).

Click **SAVE**. You MUST click SAVE.

That's all! If changes are necessary, notify the front office attendance clerk and changes can be made.



Click on the teacher name to return to the Index (home) section of Infinite Campus.



Notice that the message for taking attendance for that period/class is no longer listed in the **Process Inbox**.