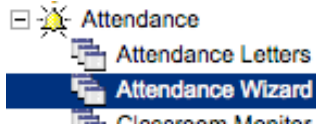


Attendance Wizard



Expand the Attendance module, and click Attendance Wizard to get started.

Marking Absences

1. Attendance Date: 09/25/2012

2. Mode: Daily Period Batch Edit Batch Edit

To mark a student as excused or unexcused absent, first ensure that the Attendance Date is the correct date you are working in.

Second, choose Batch Edit under Mode.

Under Students, to search for students who have been marked absent by their teacher, select in the drop downs at Status/Excuse: Absent and Unknown. This will filter only students who have been marked absent in the classroom.

Click Search.

3. Students: A. Search for Students

Last Name

First Name

Grade

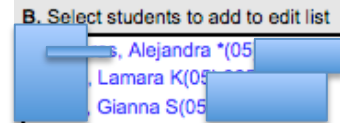
SSN/PIN

Student #

Att Code

Status/Excuse Absent Unknown

Search



Select students that you would like to add to your list (i.e., all students whose parents have called in to excuse them) by clicking on their names.

4. Batch Edit Enter attendance information and click Save

From: 09/25/2012 To: 09/25/2012

Period	Code
AM	
PM	
ANG ARTS	CLEAR THIS PERIOD
	E1: 1/2 DAY ABSENCE EXCUSED
MATH	E2: 1/2 DAY ABSENCE EXCUSED
	EA: EXCUSED ABSENCE

Fill Down

Save Attendance

Check under Batch Edit that the date range is correct.

For an all day absence, start with the first period; click on the drop down for the codes, and select the corresponding code.

Click the Fill Down button to put the same code in all of the periods, then click Save Attendance.

Attendance Wizard

Check In

When a student arrives after school begins, you must use the Check In mode of Attendance Wizard to mark their arrival.

In the Attendance Wizard, ensure the date is correct, then choose Check In for the mode.

Index the student by entering a few letters of both their first and last names, then click Search.

As with the previous section, click on the student's name to select them.

The screenshot shows the 'Search for Students' section of the Attendance Wizard. At the top, the 'Attendance Date' is set to 11/15/2012. Below that, the 'Mode' is set to 'Check In'. The 'Students' section includes a search bar with 'Mart' in the 'Last Name' field and 'A' in the 'First Name' field. Other fields include 'Grade', 'SSN/PIN', 'Student #', 'Att Code', 'Status/Excuse', 'Course - Section', 'Period', and 'Ad Hoc Filter'. A 'Search' button is at the bottom.

In the Check In section at the bottom, select the Attendance Code, such as Excused Tardy.

If you are entering this student's attendance after they have arrived, make sure to change the Current Time to the time of arrival.

Click Save Attendance.

The screenshot shows the 'Check In' section of the Attendance Wizard. The 'Attendance Code' dropdown menu is open, displaying a list of codes: A: ABSENCE, EA: EXCUSED ABSENCE, EN: EXCUSED ABSENCE, ET: EXCUSED TARDY, F2: FLU ABSENCE 1/2, FT: FIELD TRIP, FX: FLU ABSENCE, HB: HOSPITAL/HOME, HC: SENT HOME BY HC, HO: HLTH CTR VISIT, IA: IN-BLDNG ABSENCE, IS: SUSPENSION, LA: LOOKING AHEAD, LO: LOCK-OUT, OS: SUSPENSION, PX: EXCLUDED MED RSN, SM: SMART MOVE, TR: TRUANT, UA: UNEXCUSED ABSENC. The 'Current Time' field is empty, and the 'Comments' field is also empty. A 'Save Attendance' button is visible at the bottom.

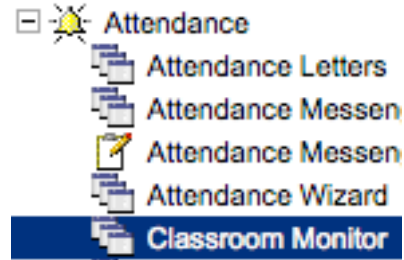
The screenshot shows the 'Check In' section of the Attendance Wizard. The 'Attendance Code' dropdown menu is closed, and the selected code is 'ET: EXCUSED TARDY'. The 'Current Time' field is set to '9:17 AM'. The 'Comments' field is empty. A 'Save Attendance' button is visible at the bottom.

Remember to consult your Attendance Cheat Sheet for the Check In time & status equivalents!

Classroom Monitor

The Classroom Monitor is used by front office staff to ensure that attendance has been taken by classroom teachers.

To access the Classroom Monitor, click to expand the Attendance module, and click to select Classroom Monitor.



To view other dates, change the date and click the Refresh button.

To print the Incomplete Teacher Attendance report, click the Print button.

To view only Primary Teachers, click to select the checkbox. *Note: there are very few instances of team teaching, and so this feature may not be used often.*

Classroom Monitor

This tool monitors classroom attendance.

Date: 05/24/2013 Refresh Print Primary Teachers Only

Teacher	Dept	Contact	Advisory	01	02	03
Albert, Dina		✉			2007-709 (--/19)	2007-709 (--/19)
Arceo, Ray G		✉	9999-702 (--/26)	8007-702 (--/26)		9006-602 (--/26)
Bell, Alicia Y		✉			5049-278 (--/44)	5049-367 (--/25)
Bernardi, Anthony J		✉	9999-803 (--/28)	4008-803 (--/28)		4008-806 (--/22)
Brin, Steven D		✉	9999-809 (--/25)	4008-809 (--/25)		3008-809 (--/27)
Callistein, Maria A		✉ 📞			1008-808 (--/19)	1008-808 (--/19)
Chang, Jubilee		✉	9999-703 (26/26)	2007-703 (--/26)		2007-703 (--/26)
Cochran, Angelita D		✉	9999-636 (--/9)	1306-636 (--/10)	1306-636 (--/10)	1306-636 (--/10)
Corush, Mara H		✉			1008-805	1008-805

In the Classroom Monitor's grid, the cells representing each class are color-coded. If a teacher has taken attendance, the cell is green, but if a teacher has not taken attendance, the cell will remain red.

Classroom Monitor

9999-703
(26/26)

Anatomy of a cell: The first row shows the course and section. The second row shows the number of students marked present or tardy out of the total number of students enrolled in the class.

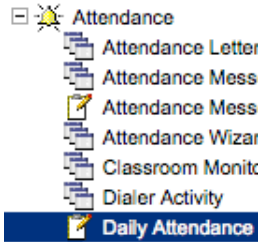
Clicking on a cell will launch you to the teacher attendance screen. If you have a substitute teacher, you can mark attendance for the absent teacher here.

If you want to access another date, simply change the date and click the Change Date button.

Student Name	P	A	T	Excuse Comments
9999-703 Advisory				
Students: 26		Totals: 24	0	2
07 Alva	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
07 Arell	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
07 Barn	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
07 Barn	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
07 Beni	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
07 Buie	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
07 Cha	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
07 Chri	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
07 Diaz	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
07 Farf	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Daily Attendance

The Daily Attendance feature allows you to view and edit attendance marks per day in Infinite Campus.



To begin, click to expand the Attendance module, then click to select Daily Attendance.

You have the ability to generate a Summary Report or a Caller Report by clicking the corresponding button.

To select a different date than the current, enter the date in the Date field.

Daily Attendance

Summary Report Caller Report

Date: 5/28/2013

Unknown Excused Unexcused Exempt

Day: Tuesday - Period Schedule: MTWRF

Ad Hoc Filter

To view only a specific group of students, you can apply an Ad Hoc Filter. To view all students with an attendance mark for the specified day, leave the Ad Hoc Filter field blank.

Student	Number	Grade	Advisory	01	02	03	04	05	06	07
Details Alvarez	910842	08	A	A						
Details Arita, J	917477	07	A							
Details Arizm	913734	07	EA	EA	EA	EA	EA	EA	EA	E
Details Bueno	913537	08	A							
Details Cancir	914786	07	A							
Details Cruz-Z	917654	08								
Details Cuello	923341	06	EA	EA	EA	EA	EA	EA	EA	E
Details Domin	914602	08	A							
Details Garcia	921290	06	T							

If you click on the Details link for a student, you will generate a Person Summary Report.

You can view attendance marks per period in the grid. Clicking on a cell with an attendance mark will open the student's attendance, allowing you to mark an excuse code.

Daily Attendance

To enter an excuse code for attendance marks, simply choose the corresponding excuse from the drop-down menu in the Code column for the period(s) the student has an attendance mark.

Be sure to click the Save button to save any changes made.

The screenshot shows the 'Daily Attendance' form. At the top, there is a 'Save' button. Below it is the 'Attendance Information' section with a 'Date' field set to '05/28/2013'. The main part of the form is a table with columns: 'Period', 'Code', 'Status', 'Excuse', 'Present Minutes', and 'Comments'. The first row is for 'Advisor' and has a 'Tardy' status. Below are rows for periods 01 through 09. At the bottom, there is an 'Activity' section with a red warning message: '** Not Scheduled'. Below this are 'Fill Down' and 'Clear' buttons. A red box highlights the 'Fill Down' and 'Clear' buttons, and another red box highlights the 'Code' and 'Status' columns of the first row.

Period	Code	Status	Excuse	Present Minutes	Comments
Advisor		Tardy		0	
01					
02					
03					
04					
05					
06					
07					
08					
09					

Activity **** Not Scheduled**

Fill Down Clear

**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.

The Fill Down button can be used to copy the excuse code from the first box in all subsequent boxes.

The Clear button can be used to clear all boxes of excuse codes.