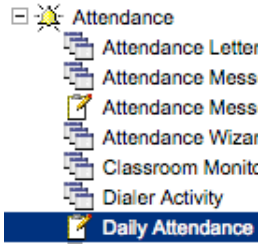


# Daily Attendance

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
<a href="#">Details</a> Alvarez	910842	08	A	A						
<a href="#">Details</a> Arita, J	917477	07	A							
<a href="#">Details</a> Arizme	913734	07	EA	EA	EA	EA	EA	EA	EA	E
<a href="#">Details</a> Bueno	913537	08	A							
<a href="#">Details</a> Cancir	914786	07	A							
<a href="#">Details</a> Cruz-Z	917654	08								
<a href="#">Details</a> Cuello	923341	06	EA	EA	EA	EA	EA	EA	EA	E
<a href="#">Details</a> Domin	914602	08	A							
<a href="#">Details</a> 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 'Code' dropdown menu, a 'Status' dropdown menu set to 'Tardy', and 'Present Minutes' set to '0'. Below this are rows for periods 01 through 09, each with a 'Code' dropdown menu. At the bottom of the form, there is an 'Activity' section with the text '\*\* Not Scheduled' and two buttons: 'Fill Down' and 'Clear'. A red box highlights the 'Fill Down' and 'Clear' buttons. A red box also highlights the 'Code' dropdown menu in the first row. A red box highlights the 'Save' button. A red box highlights the 'Status' dropdown menu in the first row. A red box highlights the 'Code' dropdown menu in the first row. A red box highlights the 'Code' dropdown menu in 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**

\*\*=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.