



Infinite Campus – Substitute Secretary

1. Log in to Infinite Campus (link can be found on the *my* page) with the username and password provided by the office.
 - a. If you do not have the username and password, please contact the secretary/helpdesk
2. Once logged in to Infinite Campus, you will take attendance by click Attendance > Attendance Wizard, OR by clicking on the individual students.

1. Attendance Date: 09/02/2014

2. Mode: Daily Period Batch Edit Batch Edit Check In Check Out

3. Students: A. Search for Students

Last Name:

First Name:

Grade:

SSN/PIN:

Student #:

Att Code:

Status/Excuse:

Course - Section: -

Period:

Ad Hoc Filter:

B. Select students to add to edit list

C. Click on a student to remove from list:

Enter attendance information and click Save

Attendance Wizard

Summary Enrollments Schedule **Attendance** Flags Fees Lockers Athletics Forms

Attendance Information

Date: 09/02/2014

Period	Code	Status	Excuse	Present	Minutes	Comments
AM	<input type="text"/>					
PM	<input type="text"/>					
RDG	** Not Scheduled					
ELA	** Not Scheduled					
MATH	** Not Scheduled					
SS	** Not Scheduled					
SCI	** Not Scheduled					
MUSIC	** Not Scheduled					
ART	** Not Scheduled					
PHY ED	** Not Scheduled					
SPECIAL	** Not Scheduled					
ACT	** Not Scheduled					

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

Individual Student

- a. If using the Attendance Wizard, find the students you are looking for. (you can select multiple students based on the criteria you enter). Once you select your students, you will need to enter the proper daily attendance code for the group of students. *** If the group of students do not have the same attendance code, you would NOT use this tool to mark their attendance.
 - i. Please be sure to APPEND COMMENTS (this will add your comments to the teacher comments that may have already been entered).
 - b. If doing attendance by individual student, find the student you are looking for (click on Search on the left side, then be sure your drop down is on "Students". Enter in the name of the student (lastname,firstname). You can also use partial names ex: Elizabeth Smith, you could search for "Smith, Eliz", or "Smi,Elizabeth", or "Smith, E"...
 - i. Once you find the student, click on General, then the Attendance tab.
 - ii. Click on New, be sure the date is today's date (or a future date if you are entering future attendance)
 - iii. Select the appropriate code from the drop down list. If the student is gone for the entire day, please click "Fill Down" to add this attendance code to the remainder of the day.
 - iv. When complete, click SAVE
3. Additional information that you need to reference, will be found under the Student Information heading on the left side.
- a. General – will show you general, demographic information on the student, contact/household info...
 - b. Program Participation > LEP -
 - i. If the student is an ELL/LEP student, there will be information documented in this tab.
 - c. Health > General –
 - i. Summary tab – the same information as the General student info
 - ii. Conditions tab - will display any health conditions the student may have (***)YOU WILL ALSO SEE A HEALTH SYMBOL NEAR THE STUDENT'S NAME IF SHE/HE HAS ANY HEALTH CONDITION)
 - iii. Immunizations
 - iv. Documents – if the student has an IHP (Individual Health Plan) it will be displayed here
 - d. Special Ed > General
 - i. Summary tab – the same information as the General student info
 - ii. Team Members – lists the members of the student's case/team
 - iii. Documents – if the student has an IEP or Evaluation it will be displayed here

NOTES: