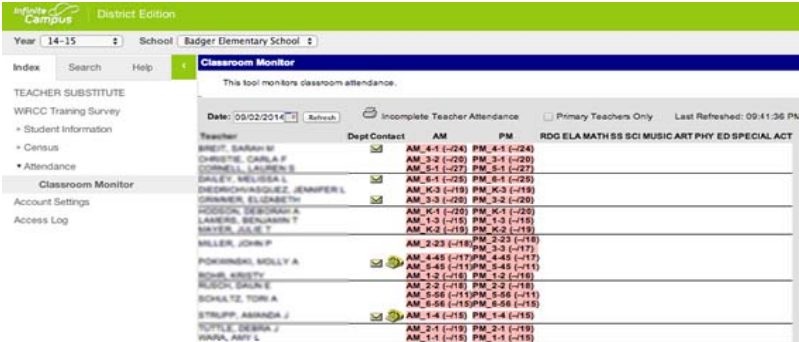




Infinite Campus – Substitute Teacher

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
2. Once logged in to Infinite Campus, you will take attendance by click on Attendance > Classroom Monitor



3. Find the teacher/section that you are subbing for.
 - a. For Elementary - If this is the first time during the day that you are taking attendance, you will click on the AM section, it will be in PINK. If you are taking attendance for the second time of the day, you will click on PM. After you complete AND SAVE the attendance, the section will display in GREEN.
 - b. For Secondary – you will be taking attendance for each period. You will find the section that you need to take attendance for. It will be in PINK. After you complete AND SAVE the attendance, the section will display in GREEN.
4. To take attendance, click on the section, the roster for the class will appear. The default is *present* even if all the students are present, you must still open, and SAVE the attendance for the day. If any of the students are absent or tardy, please select the option, and click Save. If the office has entered any comments or has recorded attendance for any of the students, you will not be able edit/alter the record. If you need to alter the attendance YOU have taken, you can do so before the office makes any changes/saves.



5. 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. 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
- c. 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: