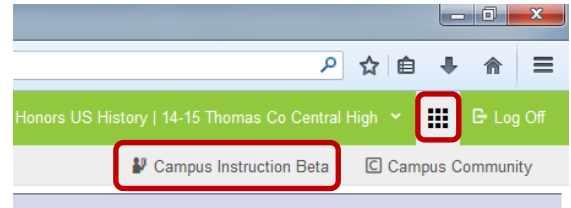
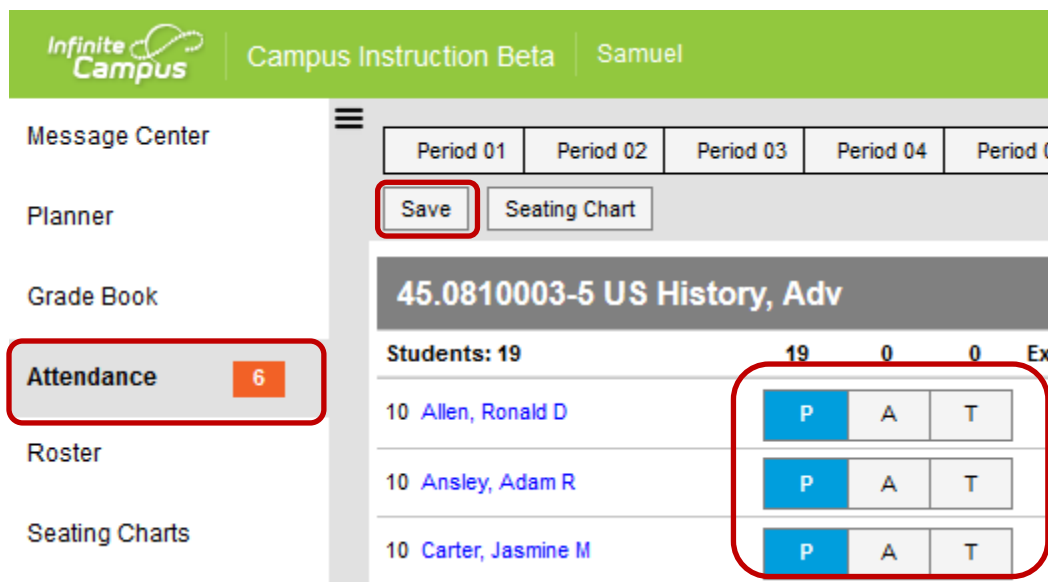


Taking Attendance

1. Log into Infinite Campus
2. In the upper right corner of the Infinite Campus screen near the Log Off button, you will see a small grid which allows you to get to Apps. Click this *Apps* button
3. Options will appear just below the Apps button, choose *Campus Instruction Beta*



- This will take you to the new area of Infinite Campus where you will also find your Gradebook. **Please wait until you receive instructions from your school Technology Specialist before setting up your gradebook. There are new features and instructions this year.**
 - To return to the previous area of Infinite Campus, click the *Apps* button, and choose *Campus Tools*
4. Choose *Attendance* on the left of the screen
 5. Click the A for absent or T for Tardy next to the student's name
 6. Click *Save*
- If you are at the high school, you will repeat this each period by clicking on the period button going across the top above the *Save* button.

A screenshot of the Infinite Campus interface showing the 'Attendance' section. The 'Attendance' menu item is highlighted with a red box. The 'Save' button is also highlighted with a red box. The main area shows a table for '45.0810003-5 US History, Adv' with columns for Period 01, Period 02, Period 03, Period 04, and Period 05. The 'Save' button is highlighted with a red box. The table shows three students: Allen, Ronald D; Ansley, Adam R; and Carter, Jasmine M. Each student has a 'P' in the Period 01 column, and 'A' and 'T' in the Period 02 and Period 03 columns respectively.

	Period 01	Period 02	Period 03	Period 04	Period 05
10 Allen, Ronald D	P	A	T		
10 Ansley, Adam R	P	A	T		
10 Carter, Jasmine M	P	A	T		