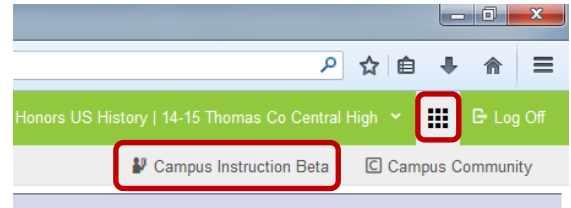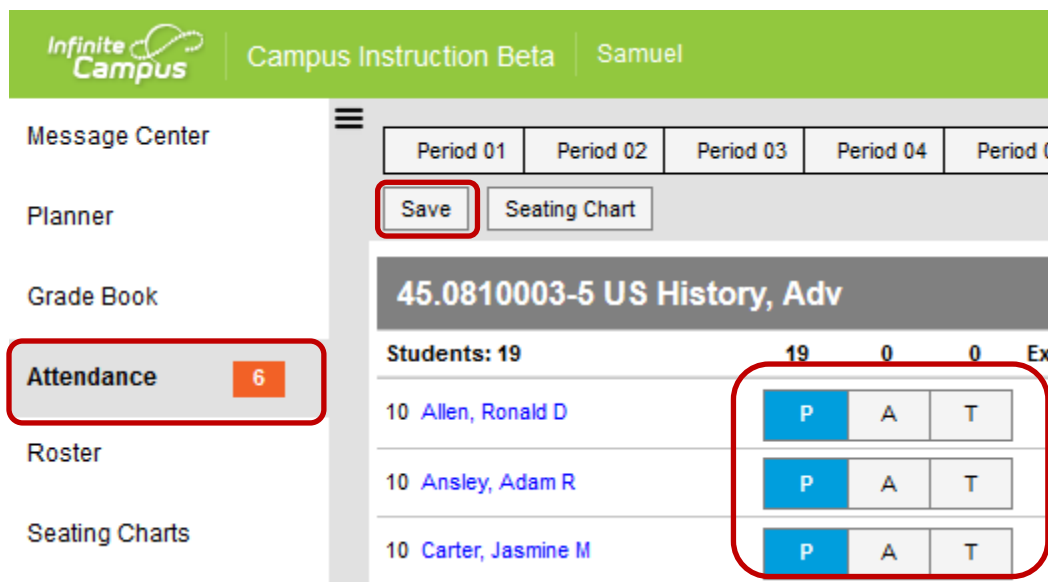# Taking Attendance

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.