

TAKING ATTENDANCE AND VIEWING ROSTER INFINITE CAMPUS

Teachers should be directed to the Control Center screen in Campus Instruction upon login to Infinite Campus (see below). From here, there are several quick options available:

Taking Attendance:






The easiest way to do this is to click on the red “Take” button under Attendance in the Control Center:

Control Center

18-19 BARTLETT ELEMENTARY		
SECTIONS	ATTENDANCE	ASSIGNMENTS
AM 4th* Homeroom	● Take	Score
Midday 4th* Homeroom	● Take	Score

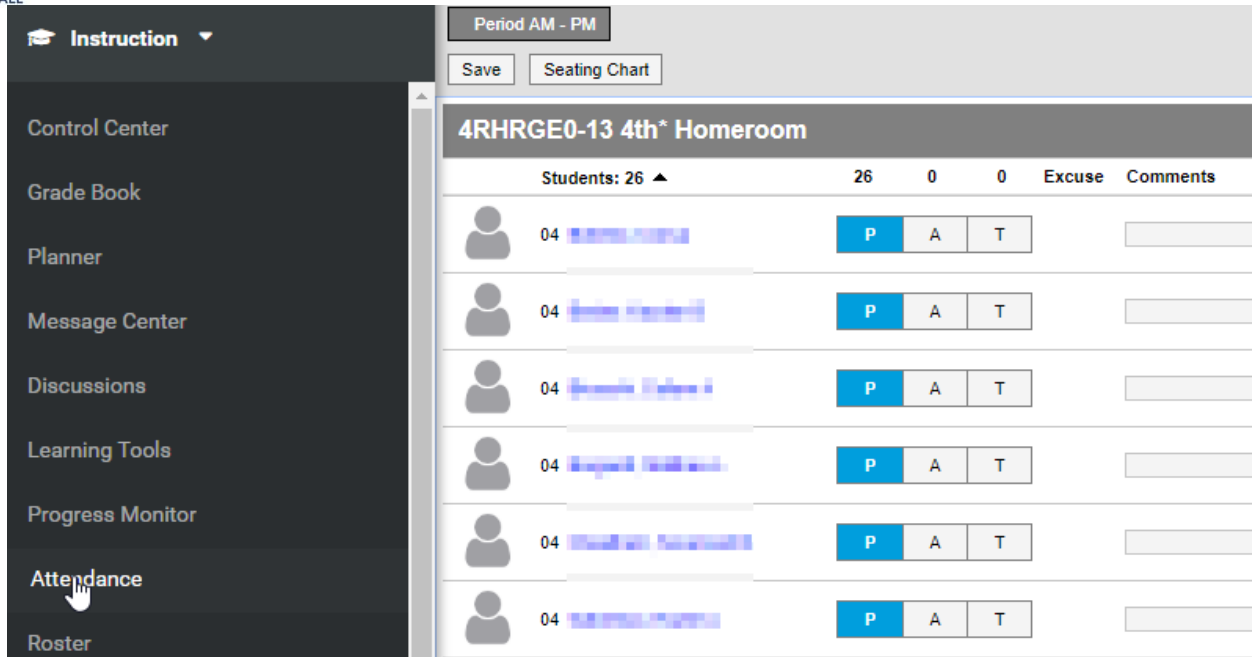
From here, you are directed to a screen to mark students absent or tardy (the default setting is that all students are present). Make sure you hit “save” when you’re done.

4th* Homeroom

STUDENT	STATUS
 [Name, Image]	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> T
 [Name, Image]	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> T
 [Name, Image]	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> T
 [Name, Image]	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> T
 [Name, Image]	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> T

Save
Close

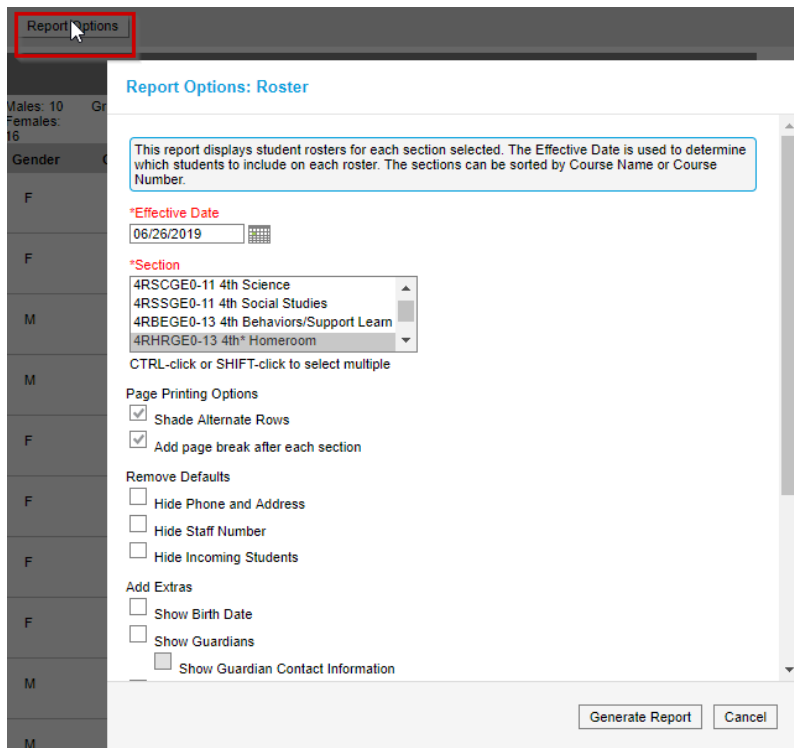
Alternatively, you can select “Attendance” from the left-hand menu to record your attendance.



The screenshot shows the Infinite Campus interface. On the left is a navigation menu with 'Attendance' highlighted. The main area shows the '4RHRGE0-13 4th* Homeroom' roster. At the top, there are buttons for 'Save' and 'Seating Chart'. The roster table has columns for 'Students: 26', '26', '0', '0', 'Excuse', and 'Comments'. Each row represents a student with a profile icon, a name, and attendance buttons for 'P' (Present), 'A' (Absent), and 'T' (Tardy).

Viewing your student roster

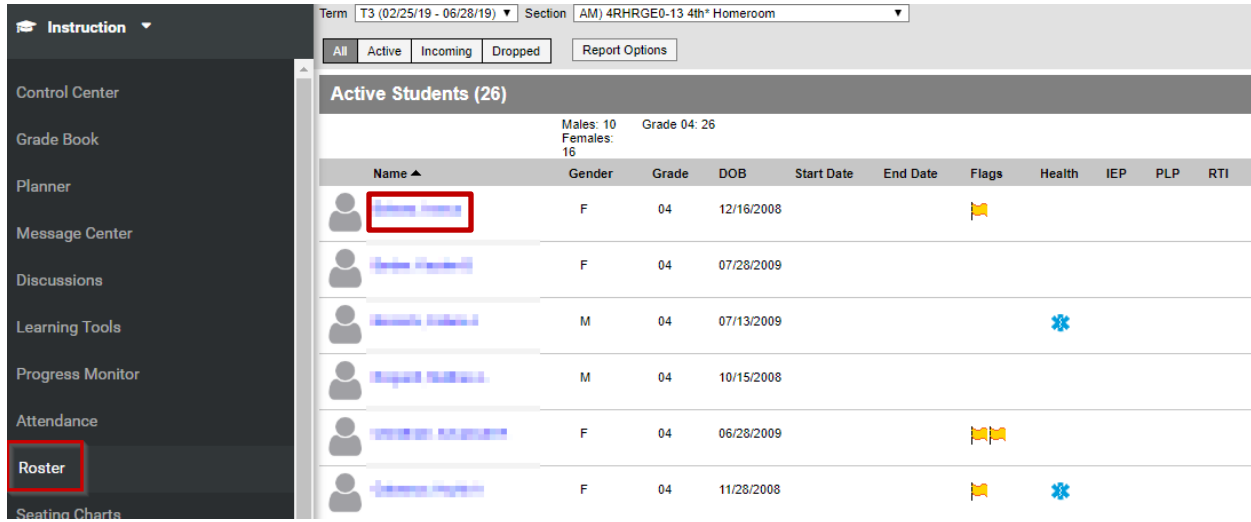
If you select “Roster” from the left-hand menu, you will see a roster of your class with the information shown below. You can also run roster reports that you can save and/or print as PDF files for your class by clicking “Report Options”. From here, select the fields you’d like and hit “generate report”.



The screenshot shows the 'Report Options: Roster' dialog box. A red box highlights the 'Report Options' button in the top left. The dialog contains the following information:

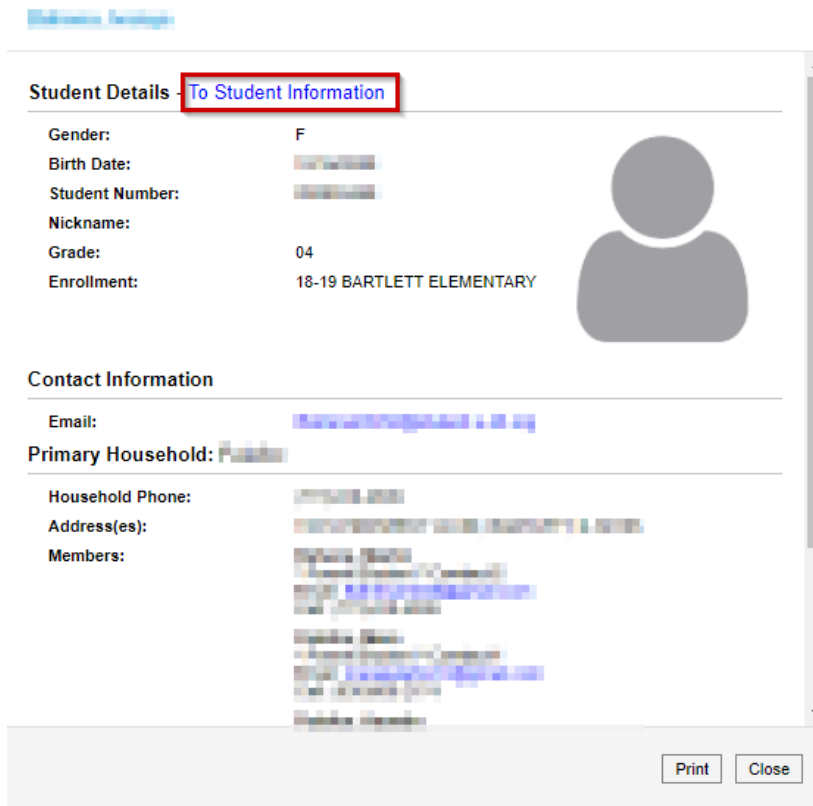
- Report Options: Roster**
- Instruction: This report displays student rosters for each section selected. The Effective Date is used to determine which students to include on each roster. The sections can be sorted by Course Name or Course Number.
- *Effective Date:** 06/26/2019
- *Section:** 4RHRGE0-13 4th* Homeroom (selected from a list including 4RSCGE0-11 4th Science, 4RSSGE0-11 4th Social Studies, and 4RBEGE0-13 4th Behaviors/Support Learn)
- Page Printing Options:**
 - Shade Alternate Rows
 - Add page break after each section
- Remove Defaults:**
 - Hide Phone and Address
 - Hide Staff Number
 - Hide Incoming Students
- Add Extras:**
 - Show Birth Date
 - Show Guardians
 - Show Guardian Contact Information
- Buttons: Generate Report, Cancel

If you click on a student's name, it will take you open a pop-up screen with household demographics for the student and a link to the "student information" tab for that student with even more specific details.



The screenshot shows the Infinite Campus interface. On the left is a navigation menu with 'Roster' highlighted. The main area displays 'Active Students (26)' for Term T3 (02/25/19 - 06/28/19) and Section AM) 4RHRGE0-13 4th* Homeroom. A table lists student details:

Name	Gender	Grade	DOB	Start Date	End Date	Flags	Health	IEP	PLP	RTI
[Student Name]	F	04	12/16/2008			[Flag]				
[Student Name]	F	04	07/28/2009							
[Student Name]	M	04	07/13/2009				[Flag]			
[Student Name]	M	04	10/15/2008							
[Student Name]	F	04	06/28/2009			[Flags]				
[Student Name]	F	04	11/28/2008			[Flag]	[Flag]			



The screenshot shows a 'Student Details' pop-up window. At the top, there is a link 'To Student Information' highlighted with a red box. The details are as follows:

- Gender:** F
- Birth Date:** [Redacted]
- Student Number:** [Redacted]
- Nickname:** [Redacted]
- Grade:** 04
- Enrollment:** 18-19 BARTLETT ELEMENTARY

Below this is the 'Contact Information' section, which includes:

- Email:** [Redacted]
- Primary Household:** [Redacted]
- Household Phone:** [Redacted]
- Address(es):** [Redacted]
- Members:** [Redacted]

At the bottom right of the pop-up are 'Print' and 'Close' buttons.