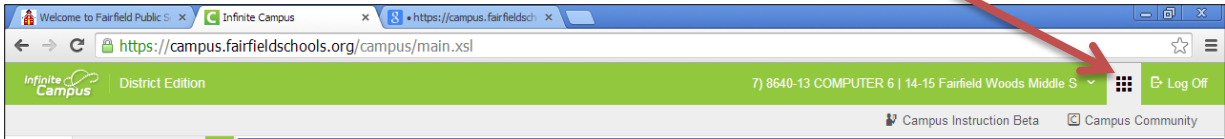


Infinite Campus: Taking Attendance During Homeroom

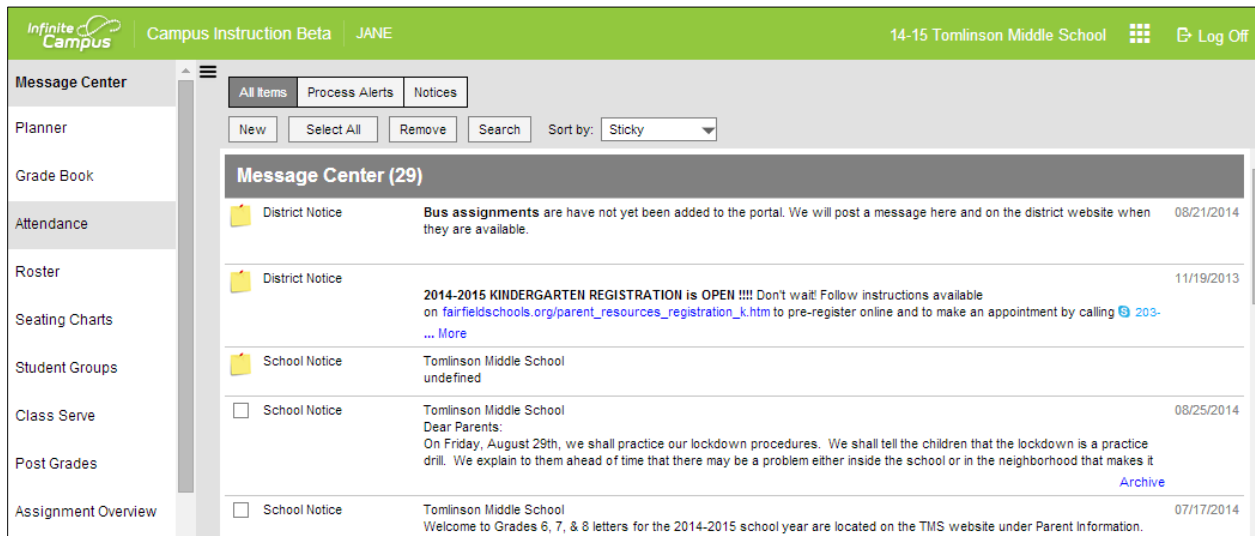
During homeroom, teachers will take attendance using the **Attendance** option in the **Instruction Beta** module.

Log into IC (or switch to **Campus Instruction Beta** view from **Campus Tools** view)

- select the app switcher icon in the top right corner (9 little squares)
- select Campus Instruction Beta

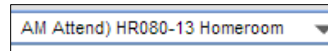


1. Choose current year, your school



2. Choose **Attendance**

3. Select your HR class from the TOP DROP DOWN MENUS



4. Take attendance.

P=present A=absent
 T=Tardy PUT TIME IN
 COMMENTS BOX

5. Click **SAVE** near the end
 of HR

Student Name	P	A	T	Excuse	Comments		
0100-1 English for All	Students: 16		Totals:	9	5	2	
08 Cohen, Pillayar	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>				
08 Edwards, Bailey	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>				
08 Hoppey, Brenden J	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>				
08 Humphreys, Norma	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		8:23		
07 Kernan, Tyler	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>				
08 Kubecka, Anatoly	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>				
07 Liu, James	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>				
08 Meade, Paul	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>				
08 Miller, Zoha	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>				
08 Paraskevas, Mi	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>				
08 Rosen, Michael	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>				