Infinite Campus-Checking Attendance During the Day

During the day teachers will be able check attendance for the Live updates. Use the **Daily Attendance** option **in the ATTENDANCE module**. The ATTENDANCE module is in the same location (now known as the CAMPUS Tools view) and we will use same procedure as last year.

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

- select the app switcher icon in the top right corner
 - select Campus Tools

Infinite Campus Campus	nstruction Beta JENNIFER	14-15 Fairfield Woods Middle S	🗗 Log C
Message Center	All Items Process Alerts Notices 1		
Planner	New Select All Remove Search Sort by: Sticky	Campus Campus	
Grade Book	Messaɑe Center (4)	Tools Community	

- Select Attendance, then select Daily Attendance
- The Daily Attendance window will appear. This is a LIVE window and will change as updates are made
- The list is alphabetical by student last name.
- Details are not available in this module, as this is in read-only mode for teachers.
- To view a grade only list

Select the appropriate grade level under the Ad Hoc Filter list

Index	Search	Help		Daily Attendance									
Image: Student Information Image: Student Information				Summary Report Caller Report									
				Daily Attendance Date: 02/28/2013 Unition Excused Unexcused Exempt Note: For additional section detail hover over a period in the grid below. Day: Thursday - Period Schedule: R Ad Hoc Filter Image: Control of the grid below.									
•	Health			Teacher	Copy of Grade 8								
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				Details Cassette, Brendan Christopher			131515	07	TE				
Filter Designer				Details Cioffi Jr, Joseph			990214	08	TU				
				Details Ciraulo, Anna Cr	istina		147010	07	А				
5	Letter Builder Data Export Data Analysis Batch Queue Account Settings			Details Colorado, Isabel	a		990759	08	TU				
i i				Details Crimmins, Nicole			175502	08	A				
•				Details Damaraju, Mahin	a		974499	06	TU				
2				Details DeGirolomo, Jon	-Paul Steven		972103	08	TU				
				Details Ferrante, Lindse	v		262775	08	TU				
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