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

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← → C Attps://campus.fairfieldschools.org/campus/main.xsl		☆ =
Infinite Compus District Edition	7) 8640-13 COMPUTER 6 14-15 Fairfield Woods Middle S 👻 🏢	🕒 Log Off
	🌡 Campus Instruction Beta 🛛 🖸 Campus	Community

1. Choose current year, your school

Infinite Campus	Campus Instruction Beta 🛛 JANE 14-15 Tomlinson Middle School 🗰 🗗	Log Off							
Message Center	All tems Process Alerts Notices								
Planner	New Select All Remove Search Sort by: Sticky								
Grade Book	Message Center (29)								
Attendance	District Notice Bus assignments are have not yet been added to the portal. We will post a message here and on the district website when 08/2 they are available.	21/2014							
Roster	District Notice 2014 2015 KINDERCARTEN DECISTRATION is OPEN III Don't well Follow instructions available	19/2013							
Seating Charts	on fairfieldschools.org/parent_resources_registration_k.htm to pre-register online and to make an appointment by calling S 203-								
Student Groups	School Notice Tomlinson Middle School undefined								
Class Serve	School Notice Tomlinson Middle School 08/2 Dear Parents:	25/2014							
Post Grades	On Friday, August 29th, we shall practice our lockdown procedures. We shall tell the children that the lockdown is a practice drill. We explain to them ahead of time that there may be a problem either inside the school or in the neighborhood that makes it								
	Archive								
Assignment Overvie	W School Notice Tomlinson Middle School 07/1 Welcome to Grades 6, 7, & 8 letters for the 2014-2015 school year are located on the TMS website under Parent Information.	17/2014							

2. Choose Attendance

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

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

5. Click SAVE near the end of HR

Student Name	Р	Α	Т	Excuse Comments					
0100-1 English for All									
Students: 16 Totals:	9	5	2						
08 Cohen, Pillayar	۲	\odot	\bigcirc						
08 Edwards, Bailey	\bigcirc	۲	\bigcirc						
08 Hoppey, Brenden J	۲	\bigcirc	\bigcirc						
08 Humprheys, Norma	\bigcirc	\bigcirc	۲	8:23					
07 Kernan, Tyler	۲	\bigcirc	\bigcirc						
08 Kubecka, Anatoly	\bigcirc	۲	\bigcirc						
07 Liu, James	\bigcirc	۲	\bigcirc						
08 Meade, Paul	۲	\bigcirc	\bigcirc						
08 Miller, Zoha	۲	\odot	\odot						
08 Paraskevas, Mi	\bigcirc	۲	\bigcirc						
08 Rosen, Michael	۲	\odot	\odot						

AM Attend) HR080-13 Homeroom