

Teacher Attendance

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Teacher Attendance

[Attendance Editor](#) | [Options for Recording Attendance](#)



PATH: *Instruction > Attendance*

The Attendance tool allows teachers to record absences and tardies for active students. Teachers can only mark a student present (default), absent or tardy. Teachers do not have the ability to enter attendance excuses for students. This process is done by the attendance office. However, teachers can record comments related to the attendance entry if known. Comments cannot be entered for present students.

Student Name	P	A	T	Excuse Comments
0013-1 Core Math I				
Students: 10 Totals:	9	1	0	
09 Student, Christopher	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
12 Student, Christopher I	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	E parent called
10 Student, Elias T	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11 Student, Eric	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
09 Student, Florentino	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11 Student, Kaylla L	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10 Student, Samantha M	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
09 Student, Savonna A	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
12 Student, Shawn	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10 Student, Trevor D	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Image 1: Teacher Attendance Tool

As soon as the teacher saves the attendance for the selected period, the attendance office can view and edit that attendance. If the attendance office has already marked a student out for the day, the teacher does not have the ability to override that entry.

Teachers can record attendance only for the current day and can re-enter attendance any time during that period, as long as the attendance office has not recorded an excuse for the entry. If the teacher does not teach for a certain period, or it is not an attendance day as established in the [Calendar](#), he/she cannot record attendance.

It is the responsibility of the district to verify that teachers are recording attendance in a timely manner.

Attendance Editor

- In order to see the roster of students for the period, the appropriate school year, school, schedule structure and section must be selected in the Campus toolbar.

The current period roster will display (automatically selected in the Section field of the Campus toolbar)

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based on the time of day. If Section 2 of Math meets between 9 a.m. and 10:15 a.m. every day, that roster of students will automatically appear when the teacher selects the Attendance tool during that time frame. If Section 3 of Math meets Tuesdays and Wednesdays from 1:30 p.m. to 3:00 p.m., that section will appear when the teacher selects the Attendance tool during that time frame.

To change the roster of students, reselect the Section from the Campus toolbar.

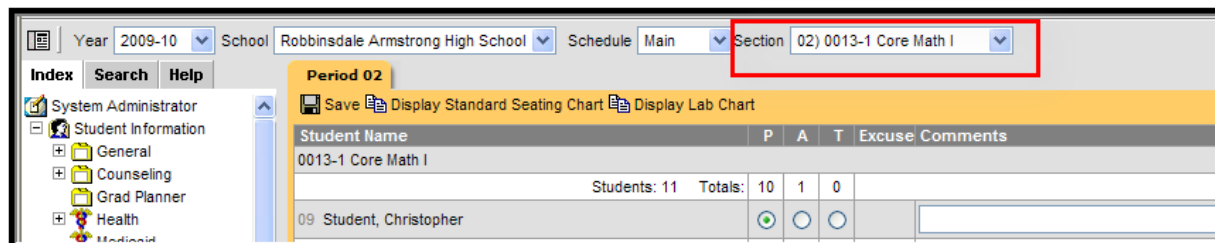


Image 2: Attendance - Section Selection

The following information will appear on the Attendance editor:

- Period for which attendance is being recorded
- Name of the Course Section
- Total number of students in the class
- Student Name and grade level
- Total number of students currently marked Present, Absent or Tardy
- Radio buttons for marking attendance for a student
- Excuse of entered attendance (entered by the office)
- Comments - entered by the attendance office or by the teacher

If a user navigates away from the Attendance editor without saving entered changes, a validation message displays asking the user if data should be saved.

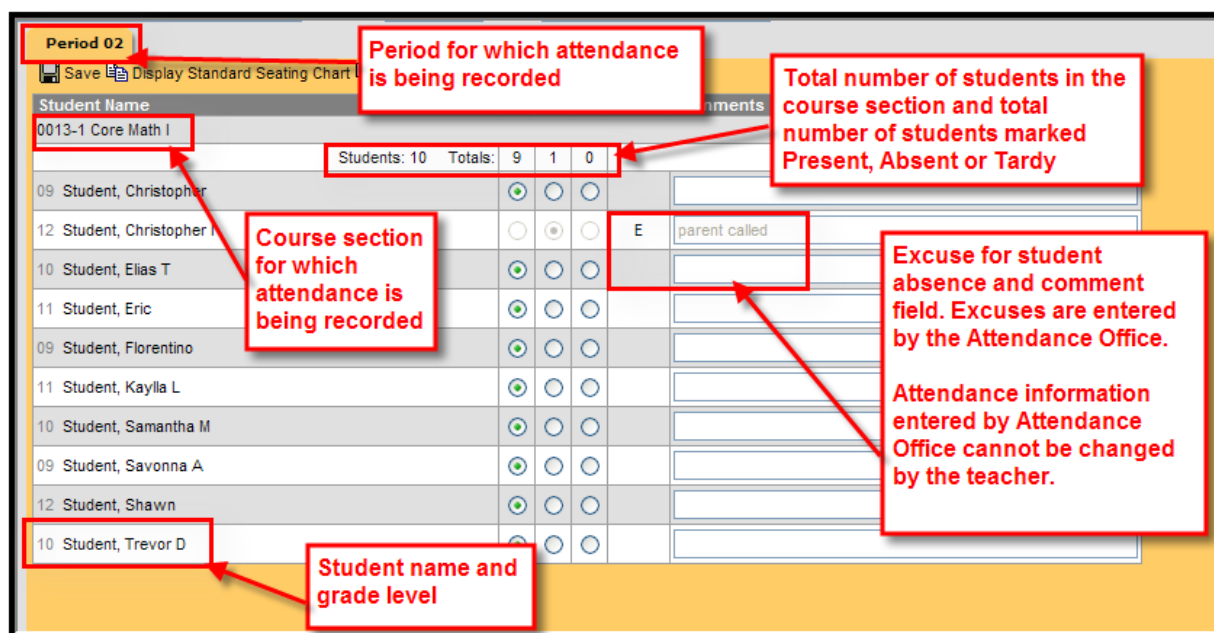


Image 3: Attendance Editor Layout

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Students who have already been marked absent or tardy by the Attendance Office will appear in gray font and cannot be modified by the teacher.

Student Name	P	A	T	Excuse	Comments
0013-1 Core Math I					
Students: 10 Totals:	9	1	0		
09 Student, Christopher	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Student, Christopher I	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	E	parent called
10 Student, Elias T	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
11 Student, Eric	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
09 Student, Florentino	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
11 Student, Kayla L	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Student, Samantha M	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
09 Student, Savonna A	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Image 4: Teacher Attendance - Recorded Attendance by Attendance Office

Students who have withdrawn from the course section (dropped) or withdrawn from the school (ended enrollment) will not appear on the Attendance Roster. Those students will still display in the [Grade Book](#) and on reports if the teacher has chosen to display those students in [Teacher Preferences](#).

Multiple Course Sections

If multiple sections are occurring in the same period, all sections for which the teacher records attendance are listed here in numerical order, starting with the course number. When attendance is entered for one, the attendance office will see that attendance has been recorded for both sections.

Student Name	P	A	T	Excuse	Comments
EN2100-1 English 1					
Students: 13 Totals:(all sections)	13	0	0		
10 Student, Astrid	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
09 Student, Bart	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
11 Student, Callie	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
09 Student, Dennis	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Student, Emily	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Student, Francis	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
11 Student, Genevieve	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Student, Harvey	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
EN2150-1 English 1 Honors					
Students: 13 Totals:(all sections)	13	0	0		
10 Student, Ingrid	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
11 Student, Jeronimo	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Student, Kelly	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
09 Student, Linden	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Student, Monica	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		

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Image 5: Teacher Attendance - Multiple Section on Attendance Roster

Options for Recording Attendance

There are four options the teacher can use for recording attendance:

- via the [Section Roster](#) (standard view)
- via the [Seating Chart](#)
- via the [Lab Chart](#)
- via the [Process Inbox](#), which will bring the teacher to the roster or seating chart

Recording Attendance using the Section Roster

1. Mark the students who are absent by clicking in the **A** column/radio button field.
2. Mark the students who are tardy by clicking in the **T** column/radio button field.
3. Record any known comments related to the absent or tardy in the **Comments** field.
4. Click the **Save** icon when finished. Attendance has now been saved.

When the **Save** icon is selected, information will be processed and the **Totals** column will be updated. A pop-up warning will appear to indicate that the attendance has been saved.

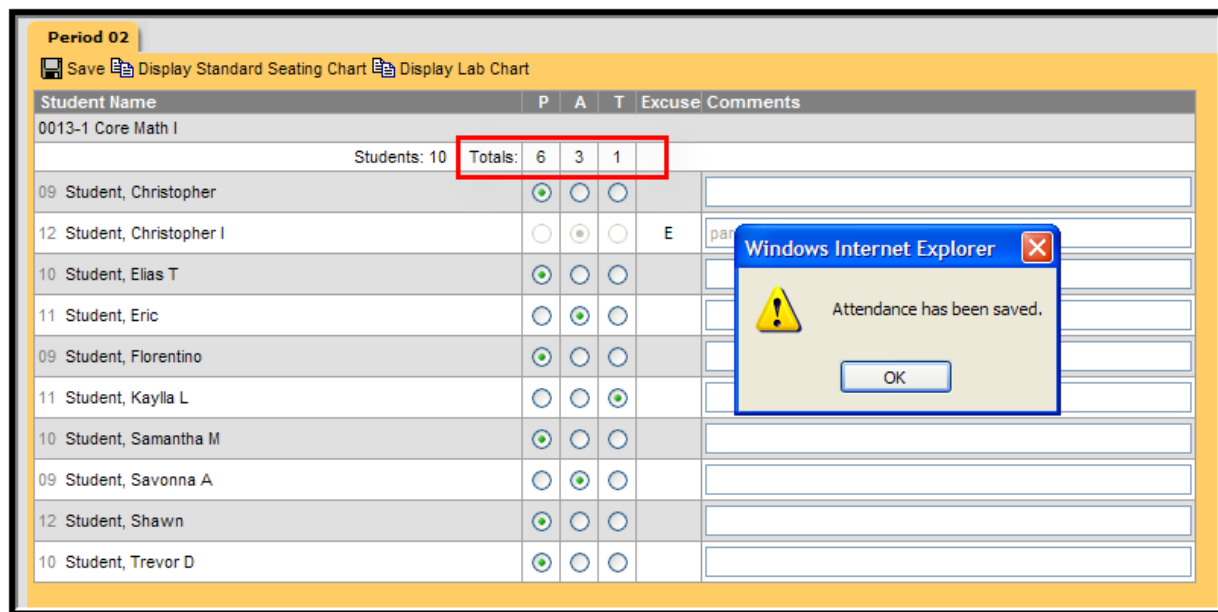


Image 6: Attendance Saved, Totals Updated

Recording Attendance Using the Seating Chart



This process requires a seating chart to be set up in [Seating Chart Setup](#).

1. Select the **Display Seating Chart** icon from the attendance area. This will bring up a seating chart grid. If pictures have been uploaded, teachers will see the students' pictures on this screen. Or, if the teacher preference is selected to use the seating chart for recording attendance, the seating chart layout will appear.
2. Mark the appropriate students absent (A) or tardy (T) by clicking in the appropriate radio buttons.

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3. Click the **Save** icon when finished. Attendance has now been recorded.

When the **Save** icon is selected, information will be processed and the **Totals** column will be updated. A pop-up warning will appear to indicate that the attendance has been saved.

To have the seating chart be the default display for recording attendance, choose the **Use Seating Chart for Attendance** option in [Teacher Preferences](#).

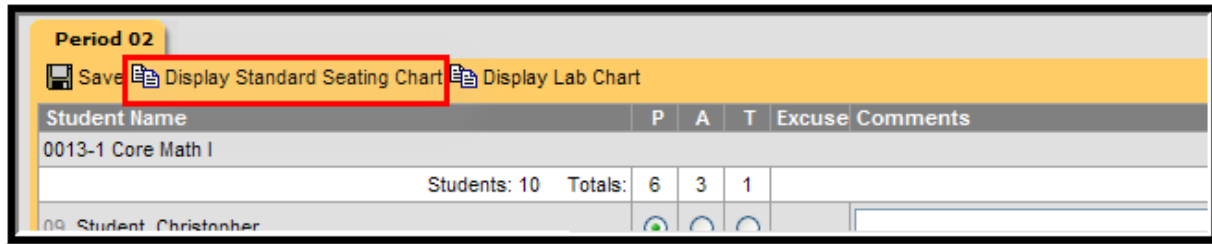


Image 7: Display Standard Seating Chart Icon

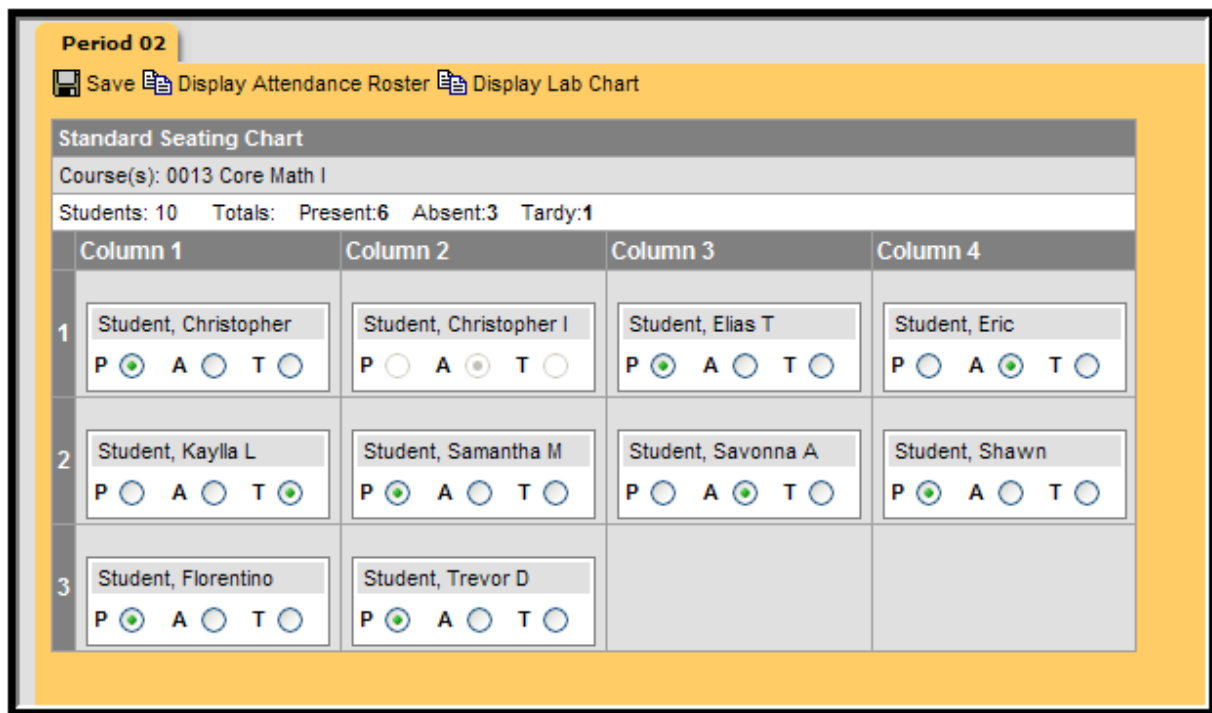


Image 8: Attendance - Seating Chart Display

Recording Attendance Using the Lab Chart

! This process requires a lab chart to be set up in [Seating Chart Setup](#).

1. Select the **Display Lab Chart** icon from the attendance area. This will bring up a seating chart grid that should be set up in lab formation. If pictures have been uploaded, teachers will see the students' pictures on this screen.
2. Mark the appropriate students absent or tardy by clicking in the appropriate radio buttons.

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- Click the **Save** icon when finished. Attendance has now been recorded.

When the **Save** icon is selected, information will be processed and the **Totals** column will be updated. A pop-up warning will appear to indicate that the attendance has been saved.

The screenshot shows the 'Period 02' header. Below it are three icons: 'Save', 'Display Standard Seating Chart', and 'Display Lab Chart'. The 'Display Lab Chart' icon is highlighted with a red box. Below the icons is a table with columns: 'Student Name', 'P', 'A', 'T', 'Excuse', and 'Comments'. The first row is '0013-1 Core Math I'. Below this is a summary row: 'Students: 10 Totals: 6 3 1'. The next row is '09 Student, Christopher' with radio buttons for 'P', 'A', and 'T'.

Image 9: Display Lab Chart Icon

The screenshot shows the 'Period 02' header. Below it are three icons: 'Save', 'Display Attendance Roster', and 'Display Standard Seating Chart'. Below the icons is a section titled 'Lab Seating Chart' with 'Course(s): 0013 Core Math I'. Below this is a summary row: 'Students: 10 Totals: Present:6 Absent:3 Tardy:1'. Below the summary is a table with 5 columns: 'Column 1', 'Column 2', 'Column 3', 'Column 4', and 'Column 5'. Each column contains a list of students with their names and radio buttons for 'P', 'A', and 'T'. For example, in Column 1, the first student is 'Student, Christopher' with 'P' selected.

Image 10: Attendance - Lab Chart Display

Recording Lunch Count Information



If recording the number of lunches, milks and adult lunches needed for each day, enter the appropriate number in the available fields. Then, the food service staff can correctly prepare the number of lunches needed for the course section. See the [Lunch Count Report](#) for more information.

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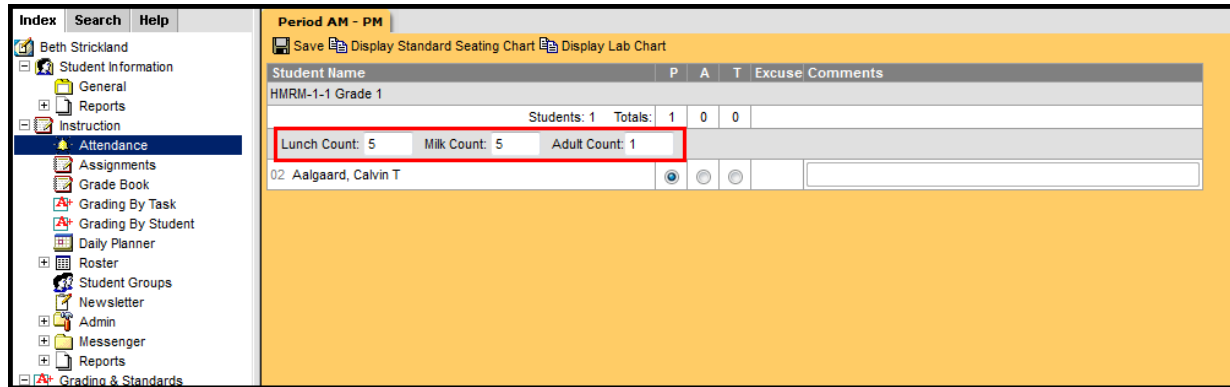


Image 11: Lunch Counts

Recording Attendance Using the Process Inbox

When first logging into Campus, the [Process Inbox](#) will display any items the teacher should attend to, like recording attendance for the day.

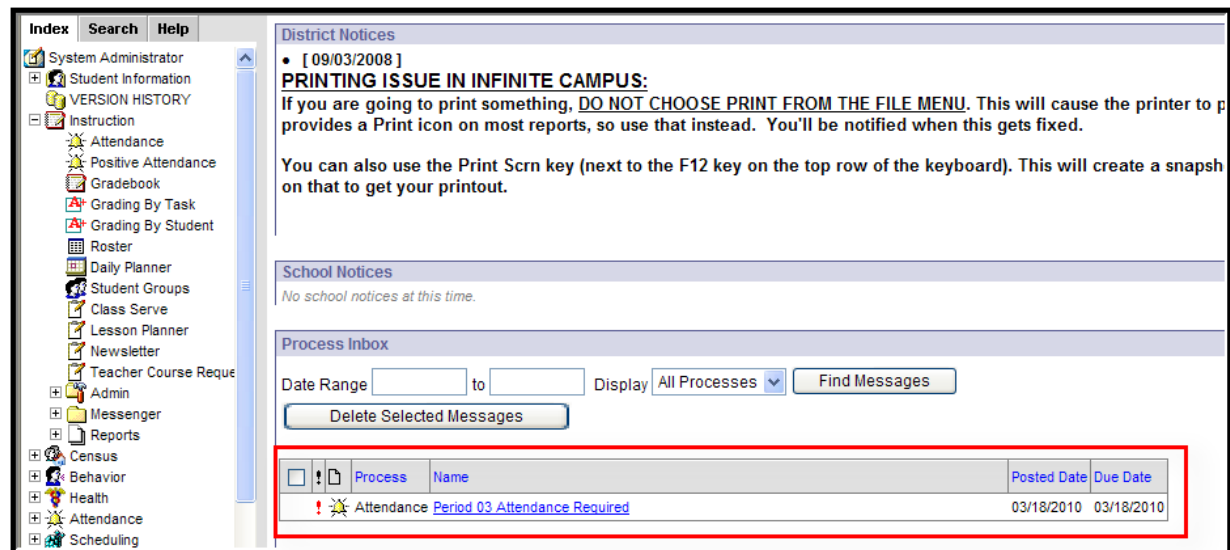


Image 12: Process Inbox - Attendance Required

Selecting the link indicating attendance required will take the teacher to the roster for that period. Record attendance as usual.

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Period 02
Period 03

Save
Display Standard Seating Chart
Display Lab Chart

Student Name	P	A	T	Excuse	Comments
0014-1 Core Math II					
Students: 11 Totals:	11	0	0		
09 Student, Ashley	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
09 Student, Christopher	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Student, Christopher I	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Student, Elias T	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
11 Student, Eric	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
09 Student, Florentino	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
11 Student, Kaylla L	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Student, Samantha M	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
09 Student, Savonna A	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Student, Shawn	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
10 Student, Trevor D	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Image 13: Period Attendance Roster