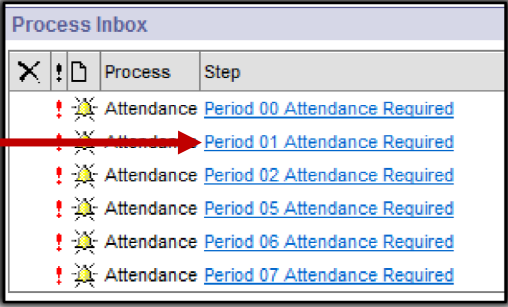
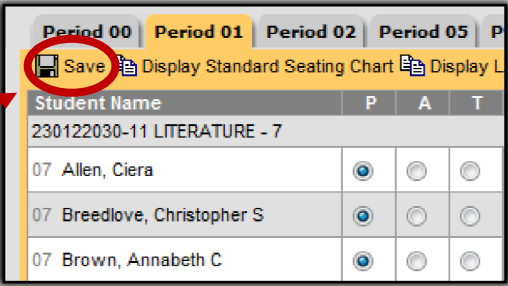


# Taking Attendance

There are two ways to take attendance within Infinite Campus.

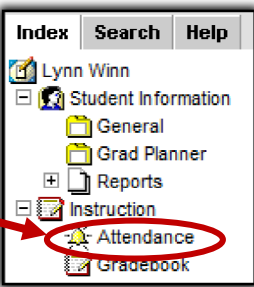
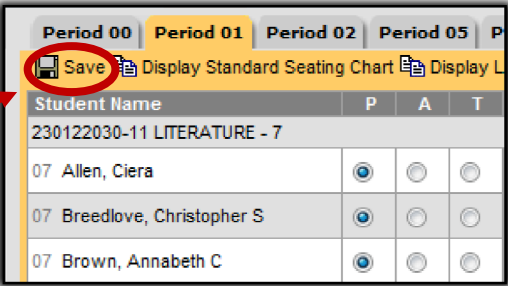
1. Taking Attendance from your Process Inbox
2. Taking Attendance using the menu located on the left

### Attendance from your Process Inbox

<p>After logging in to IC, you will see your Process Inbox – similar to what is shown to the right.</p> <p>Click on the period you want to take attendance.</p>	
<p>If you have any students absent, click the button under the A column by their names.</p> <p>If you have any students that are tardy, click the button under the T column by their names.</p> <p>When you are finished, Click <b>SAVE!</b></p>	

### Attendance from the Menu

Use this option to correct any attendance information.

<p>From the menu on the left side, click on Attendance. (It is located under the Instruction menu.)</p>	
<p>If you have any students absent, click the button under the A column by their names.</p> <p>If you have any students that are tardy, click the button under the T column by their names.</p> <p>When you are finished, Click <b>SAVE!</b></p> <p><i>If you have any changes to make, be sure to SAVE when you are finished.</i></p>	

# Taking Attendance

## Frequently Asked Questions

**1. All of my students are present. Do I still have to take attendance on Infinite Campus?**

**YES!** If everyone is present, you have to open the Attendance window and click the Save button so the Attendance clerk knows you have taken attendance for that class period!

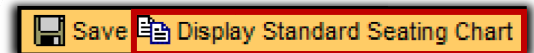
**2. My attendance does not show up as a list. Student names are shown in blocks or squares. How do I change it to show a list?**

To change your attendance back to a list or roster, simply click on the button – *Display Attendance Roster*. It is located next to the *Save* button.



**3. I created a seating chart so that I can easily take attendance. However, when I open it up I only see my class as a roster and not as the seating chart I set up. How can I see the seating chart to take attendance?**

To change the view of your attendance so you are able to see the seating chart, simply click on the button – *Display Standard Seating Chart*. It is located next to the *Save* Button.

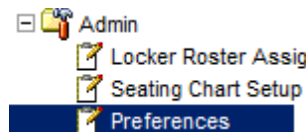


**4. I needed to go back and change a student’s attendance, but it was grayed out and I could not change it. Why?**

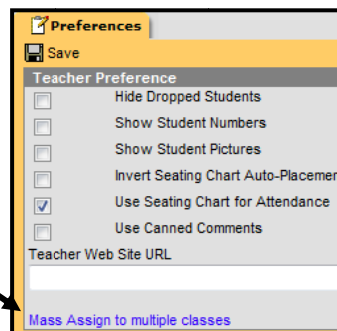
When a student’s attendance information is grayed out, it means that the attendance clerk has already made the necessary changes. You cannot change this information.

**5. How can I set up my Attendance to always show my Seating Chart so that I don’t have to click that button every time?**

- On the menu located on the left, click the + next to *Admin*.
- Click on *Preferences*.



- Check the box – *Use Seating Chart for Attendance*.
- Click – *Mass Assign to multiple classes*



- You may select specific classes by placing a checkmark by the classes for which you have a seating chart.
- You may also select – *Check All*.
- This will set the preference for all of your classes at one time!

