Infinite Campus:
Attendance

Overview & Objectives:

The Attendance Wizard tool allows the attendance office or other office staff to quickly create or change attendance data for a group of students using a variety of modes. Attendance is entered for the current date by default. This date can be changed to another instructional day where attendance was recorded. When the attendance office has updated attendance for a day, teachers will see the entered code and comments, but will not be able to modify that attendance or add to the comments. In addition, attendance information displays on the student's Attendance tab in real time and on the Campus Portal.

<u>NOTE</u>: *The Attendance Wizard is a powerful tool and should be used judiciously as this can mass change students' data instantly. Please make sure you are verifying all data you are entering in the wizard is accurate. Changes made in the wizard cannot be undone once the save button is clicked.*

Throughout the guide, the learner will learn how to:

- *Create attendance events for a given day*
- *Edit existing attendance data using the Attendance Wizard*
- *Use tools within the Infinite Campus Attendance Module regarding attendance*
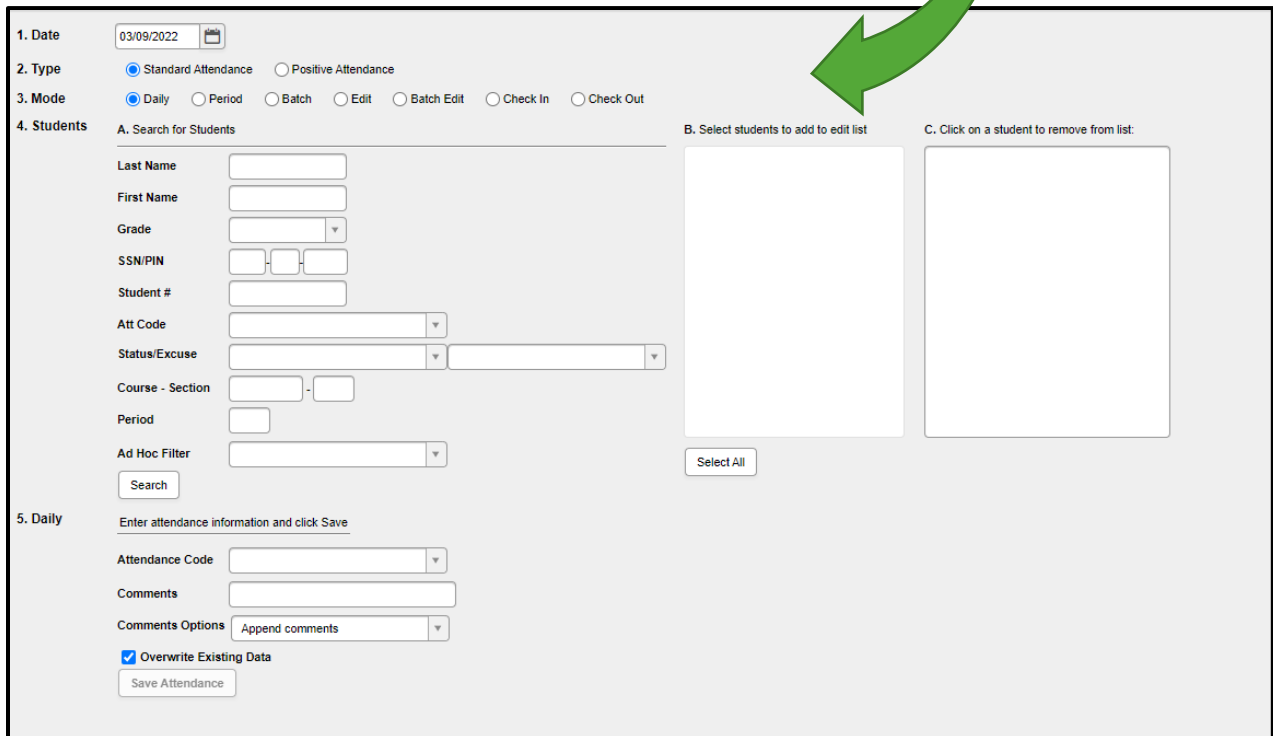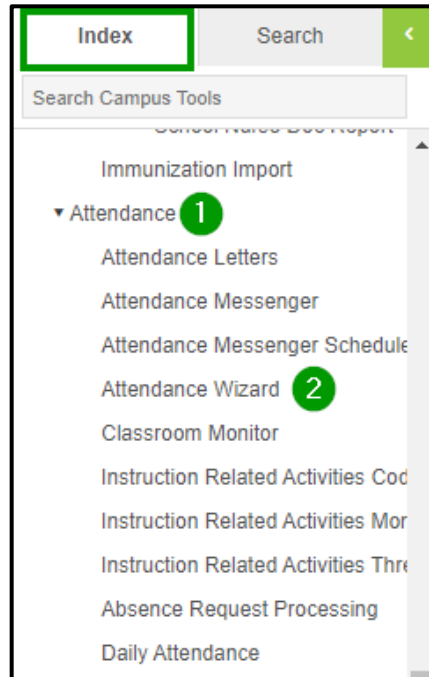- *Run custom reports regarding attendance*

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Navigating to the Attendance Wizard:

Under **Index**, scroll down to **Attendance** and expand the Attendance module. Below **Attendance**, click on **Attendance Wizard.**

Attendance Wizard View

Attendance Wizard Navigation & Overwrite Existing Data:

The **Attendance Wizard** is broken into **FIVE** parts, including an overwrite existing data selected default option as shown in the image on the previous page. Options for recording attendance vary depending on the options selected here.

1. **Attendance Date:**

   The entered date (always displays the current date) reflects the day for which student attendance is recorded. This date can be modified by entering another date in mmddyy format, or by using the *calendar icon* to select a date.

2. **Type:**

   Attendance can be entered using either the *Standard Attendance* option or the *Positive Attendance* option. The most common type used in schools will be *Standard Attendance.*

3. **Mode:**

   The Attendance modes determine how attendance is recorded. The different modes are described in the beginning of each page on pages 5-9. Different modes are available based on the Type chosen. For each mode, a different way to enter attendance displays for the fifth item in the Attendance Wizard where attendance codes are assigned to the attendance entry.

4. **Student Search:**

   The Attendance clerks can search for students using different methods on the bottom image of page 3. A combination of these fields could be entered, or just one search field can be used to search for students.

5. **Recording Attendance:**

   Options for recording attendance display when the desired Attendance Mode is chosen. Users need to select an Attendance Code from the dropdown list for any option selected. Other items to enter vary on the type of attendance being recorded.

6. **Overwrite Existing Data:**

   The Overwrite Existing Data checkbox will erase any existing attendance data for that date or period and replace it with the code and comments entered in the Wizard. The **DEFAULT** is to overwrite. This box may be unchecked or left checked depending on the need.

   For example, if a group of students is on a field trip and this data was entered into Infinite Campus earlier, the box would be checked when entering students who will be absent all day as the result of a parent call. This will remove the indication that the student is on the field trip and replace it with the indication of an all-day excused or unexcused absence.

   Conversely, if the all-day absences have been entered first and the field trip list comes in later, the box would be unchecked when the field trip list is entered into the system to preserve any records of students who were absent for an entire day.

The **Daily Mode** _records student attendance for the entire day_. The student is marked absent for all scheduled attendance periods in the day. This is the mode that is automatically selected in the Wizard.

Scenario(s) of When to Use: _Student or parent/guardian calls the attendance office notifying the staff of the student being absent for the entire day._

- **Search** for the students you need to mark once the date is selected. The following search options are available: _last name, first name, attendance code, student number, course/section, or using an existing ad-hoc filter._

- **Results** will appear in Column B. Choose the student(s) you need by clicking on the names, so the student moves to Column C. You can remove a name by clicking on the name in Column C.

- **Select** the correct attendance code for the situation.

- **Enter** any additional information in the comments field.

- **Select** comment handling option, if needed. Append comments will leave any existing comments and add the user-entered comments at the end of the field.

- **Click** the Save Attendance button.

Modes: Using the Period Mode

The **Period Mode** _records student attendance for the selected period_.

Scenario(s) of When to Use: _Student is unable to attend school for a set date range starting at a certain time, perhaps for a school function. The Batch mode marks the student absent from the entered time of the start date through the entered time of the end date._

- **Search** for the students you need to mark once the date is selected. The following search options are available: _last name, first name, attendance code, student number, course/section, or using an existing ad-hoc filter._

- **Results** will appear in Column B. Choose the student(s) you need by clicking on the names, so the student moves to Column C. You can remove a name by clicking on the name in Column C.

- **Select** the period you want to modify the attendance for and choose the correct attendance code for the situation.

- **Enter** any additional information in the comments field.

- **Select** comment handling option, if needed. Append comments will leave any existing comments and add the user-entered comments at the end of the field.

- **Click** the Save Attendance button.

Modes: Using the Batch Mode

The **Batch Mode** *records student attendance for the entered date range and time range*. The Batch mode marks the student absent from the entered time of the start date through the entered time of the end date.

Scenario(s) of When to Use: *Student is unable to attend school for a set date range starting at a certain time, perhaps for a school function.*

- **Search** for the students you need to mark once the date is selected. The following search options are available: *last name, first name, attendance code, student number, course/section, or using an existing ad-hoc filter.*

- **Results** will appear in <u>Column B</u>. Choose the student(s) you need by clicking on the names, so the student moves to <u>Column C</u>. You can remove a name by clicking on the name in <u>Column C</u>.

- **Select** the correct attendance code for the situation.

- **Enter** the **date** and **time** for when to start applying the attendance code in the **From** area and the last **date** and **time** in the **To** area.

- **Enter** any additional information in the comments field.

- **Select** comment handling option, if needed. Append comments will leave any existing comments and add the user-entered comments at the end of the field.

- **Click** the Save Attendance button.

Modes: Using the Edit Mode

The **Edit Mode** *allows an existing attendance record to be modified with a different attendance code or different comments on a one-by-one basis for each student*. The Edit mode modifies attendance that has already been recorded.

Scenario(s) of When to Use: *The attendance office has already recorded attendance for a few students out on a sports event for the day. However, a weather issue has caused the sports event to be cancelled and students came back to school early.*

- **Select** the date you wish to edit.

- **Results** will appear in Column B. Choose the student(s) you need by clicking on the names, so the student moves to Column C. You can remove a name by clicking on the name in Column C
- **Select** the correct attendance code(s) for the situation and modify the period(s) as needed.

- **Enter** any additional information in the comments field.

- **Click** the Save Attendance button and select the next student, if necessary. Repeat the same steps.

The **Batch Edit Mode** _records attendance for multiple students for a date range on the selected periods_. The Batch Edit allows the user to modify attendance for students altogether at once, rather than individually.

Scenario(s) of When to Use: _The yearbook class is meeting off campus for three days during the week in the mornings only. These students are marked Absent/Exempt for the class periods that meet in the morning only for all days in the date range._

- **Search** for the students you need to mark once the date is selected. The following search options are available: _last name, first name, attendance code, student number, course/section, or using an existing ad-hoc filter._

- **Results** will appear in Column B. Choose the student(s) you need by clicking on the names, so the student moves to Column C. You can remove a name by clicking on the name in Column C.

- **Enter** the **date** to start applying attendance in the **From** area and the last **date** in the **To** area

- **Select** the correct attendance code for the situation and modify the period(s) as needed.

- **Enter** any additional information in the comments field.

- **Select** comment handling option, if needed. Append comments will leave any existing comments and add the user-entered comments at the end of the field.

- **Click** the Save Attendance button.

Accessing the Tools: Classroom Monitor & Daily Attendance

Under **Index**, scroll down to **Attendance** and expand the Attendance module. Below **Attendance**, the Classroom Monitor and Daily Attendance will display.

2: Classroom Monitor

3: Daily Attendance

Classroom Monitor Tool

The **Classroom Monitor** shows which teachers have recorded attendance for a course/section during the appropriate period. In addition, the Classroom Monitor allows the attendance clerk to rapidly enter attendance for teachers or substitute teachers if they are provided a roster or other list of students in that section.

1. **Date**: Infinite Campus automatically defaults to the current date. You may change the date by clicking on the calendar icon and selecting the day.

2. **Refresh:** If the date needs to be changed other than the current date, click refresh to reload it for that date.

3. **Contact:** The email address and work phone number for a teacher as entered on their Census>Person demographics may be obtained by hovering over the icons in the contact column next to their name. Clicking on the email icon will open a new message in your email program.

4. **Pink/Green**: Any section highlighted in green with the number of students present out of the total number of students in parenthesis indicates that attendance has been taken for that section. A pink background without a number of students present indicates that attendance has not been taken for that section.

If a substitute teacher is given a class roster and turns it into the office, the attendance office can enter the attendance by clicking on the section in the Classroom Monitor. When finished, clicking save will mark attendance as taken in that period for that teacher. Their entry on the Classroom Monitor will then show as pink.

Daily Attendance Tool

The **Daily Attendance** tool displays student attendance events (absences or tardies) for a given day. From here, an attendance clerk may process individual student attendance events following district policy. Daily Attendance displays the current date by default. Users can enter another date to view attendance information for that day.

1. **Reports**: The **Summary Report** displays the attendance events for each student and period for the day entered on the Daily Attendance Tab. An explanation of the codes describing each attendance event appears at the end of the report. The **Caller Report** lists students whose parents/guardians may need to be contacted to determine the status of the attendance event and will only generate on the day in question.

2. **Date**: If the date needs to be changed other than the current date, click refresh to reload it for that date.

3. **Day**: This lets the user know what the period schedule is on the date chosen.

4. **Ad-Hoc**: This lets the user select an **Ad Hoc Filter** from the dropdown list to only display students included in that filter.

5. **Details**: Click the **Details** link to generate the **Daily Attendance Person Summary Report**. This is the same report that generated from the student's Summary tab. The report will display contact information and household information for each student on an individual basis.

6. **Colors**: Attendance entries with a yellow color (i.e. A & T) are from a teacher who took attendance. An excused tardy requires an **EMI** comment from the teacher. IT has an overnight process that will convert any absences into AUK's as well as any excused tardies. All other colors have been entered by Attendance Staff and cannot be changed by the teacher.

To Process an Attendance Event for a Student:

1. Select the event you wish to edit by clicking on the code.
2. In the dropdown select the attendance code.
3. Enter any new comments in the **Comments** field.
4. If the change should be applied to all subsequent periods (as in a parent calls excusing an entire day), select the "**Fill Down**" option. If the entire day need to be marked as present (as in the case of clerical error), click **Clear**.
5. Click **SAVE** when finished.

| Details Simpson, Bart Jojo | | 10999999 | 07 | CTL | CTL | CTL | CTL | CTL | ① |

Daily Attendance

💾 Save ⑤

Attendance Information

Date: 03/09/2022

Name: Bart Simpson - 10999999

Period	Code		Status	Excuse	Present Minutes	Comments	
01	CT: Confirmed Truant ②	▼	A	U	0		③
02	CT: Confirmed Truant	▼	A	U	0		
03	CT: Confirmed Truant	▼	A	U	0		
ENRICH	CT: Confirmed Truant	▼	A	U	0		
04	CT: Confirmed Truant	▼	A	U	0		
MONITOR	** Not Scheduled						
IP	** Not Scheduled						
ESSER	** Not Scheduled						
	Fill Down Clear ④						

**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.

To View a Student's Attendance History:

Navigate to the **Attendance Tab** under **Student Information > General** to view the history for the school and year.

1. The **left-hand** side shows attendance totals broken down by terms and periods.
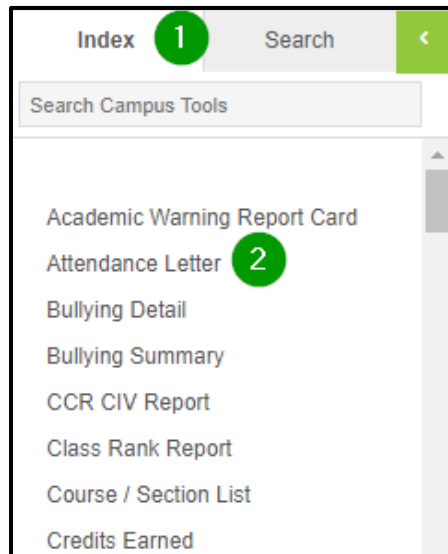2. The **right-hand** side displays attendance by periods with attendance codes.

Term T1 08/09/2021 - 10/15/2021
Instructional Days: 42   Present Days: 41.23 ①

Period	01	02	03	ENRICH	04	05	06	07	08	MONITOR	IP	ESSER	T
Absent	0	0	0	1	0	1	1	1	0	0	0	0	4
Early Release	0	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0	0

Term T2 10/18/2021 - 12/16/2021
Instructional Days: 39   Present Days: 38.01

Period	01	02	03	ENRICH	04	05	06	07	08	MONITOR	IP	ESSER	T
Absent	1	1	1	1	1	0	0	0	0	0	0	0	5
Early Release	0	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0	0

| Unknown | Excused | Unexcused | Exempt | ② |

Date	Period											
	01	02	03	ENRICH	04	05	06	07	08	MONITOR	IP	ESSER
03/09/2022 Wed WED A	CTL	CTL	CTL	CTL	CTL							
03/08/2022 Tue B				SCH		SCH	SCH	SCH	SCH			
03/07/2022 Mon A	SCH	SCH	SCH	SCH	SCH							
03/04/2022 Fri B				SCH		SCH	SCH	SCH	SCH			
03/03/2022 Thu A	SCH	SCH	SCH	SCH	SCH							
03/02/2022 Wed WED B				SCH		SCH	SCH	SCH	SCH			

Reports: Attendance Letter:

In Infinite Campus under **Index**, navigate to the **Attendance Letter** report.

The following window will open. Log in with the following credentials to access the report:

Username: reportreader
Password: a@1b@2c@3
(case sensitive)

The **Attendance Letter** report is one of the customized reports the Washoe County School District uses to send out to parents when their student(s) has been absent. Users can generate letters which are then used to mail out to parents to notify them about unexcused absences.

1. **Term**: For middle schools and high schools, select the appropriate term, **T1** or **T2**. For elementary schools, the value will be **All**.

2. **Signer:** Add the name of the person.

3. **Signers Title:** Add the job title of the person in question.

4. **Update Student Attendance Letter Tab**:

   If a school wants to run a test of attendance letters, leave the default option as **No**. Updating to **Yes** will update the attendance letter tab for students in Infinite Campus and they will no longer be available to run. If this gets done by accident, you can put in a ticket to the Web Help Desk.

5. **Grade:** The letters can be printed out specifically by grade or for all students.

6. **Letter:** Select which **Letter** sequence you are running the report for.

7. **Triggers:** Please notice the **Default Trigger** values for each letter. If these numbers are incorrect, please update to the correct value and log a ticket into the **Web Help Desk** to have them updated.

8. **View Report:** Once all options have been selected, run the report. If the Update Student Attendance Letter Tab has been selected as **Yes**, the **Attendance Letter Tab(s) will automatically update with the date the report was run and your name**.

To output letters for printing, choose **PDF** from the **dropdown menu** with the **floppy disk icon** and the letters will appear on a separate tab in a one-page format. Repeat this process for Letter 1, Letter 2, and Letter 3. The letter will be generated in either **English** or **Spanish** based on the Connect Ed language populated on the student's Demographic page.

Reports: Period Count Report

The **Period Count** Report under **Attendance > Reports** in the Index of Infinite Campus counts attendance marks for students in the selected calendar that meet the filter criteria. Totals are calculated by the selection of the Report Type, based on the student's Enrollment Effective Date and the Start and End Dates entered.

Generate the Period Count Report:

1. Select which students to include on the report by choosing either a **Grade Level** or an **Ad hoc Filter**.

2. Enter the **Enrollment Effective Date**.

3. Select the desired **Report Type - Total Count or Count by Period**.

4. Enter the **Start Date** and **End Date** of the desired attendance marks.

5. Enter the desired value for the **Having at Least** and **Having at Most** periods of attendance.

6. Select the **desired Group Option - Period or Period Schedule**.

7. Select the desired **Sort Option - Alpha or Grade/Alpha**.

8. Choose either a **Statuses** and **Excuse** combination or choose desired **Excuse Codes**.

9. Select the desired **Report Format**.

10. Click the **Generate Report** button.

Reports: Consecutive Absence Report

The **Consecutive Absence** Report under **Attendance > Reports** in the Index of Infinite Campus counts the instructional periods in which a student is scheduled during the date range entered. If the student is absent from all scheduled instructional periods, the student is counted as absent in this report.

Generate the Consecutive Absence Report:

1. Enter a **Start Date** on which to base the number of attendance days included in the report.

2. Enter an **End Date** for this report.

3. Determine if only active enrollments should be included in the report. If yes, mark the **Active Enrollments Only** checkbox.

4. Select the students to include in the report by choosing a **Grade level** or by choosing **an Ad hoc Filter**.

5. Enter the **Minimum** number of days absent for this report.

6. If desired, enter the **Maximum** number of days absent for this report.

7. Select the appropriate option for the **Absent Excuse** types to include in the report.

8. Select the desired **Report Format**.

9. Select the desired **Calendar** to include in the report.

10. Click the **Generate Report** button to see the results of the report immediately.

Blended Learning Group Assignments:

Whenever a student needs to be added to a learning group, the **Blended Learning Group Assignments tab** allows staff members to do so by clicking **Add** from the students' demographic page.

Add Group Assignment appears on the right-hand side.

1. Select the appropriate **Group** from the dropdown.

2. Select the **Start Date** the student will begin learning virtually

3. Select the **End Date** as the last date the student will stop learning virtually

4. Click **Save**

Once the group assignment has been added to the student, clicking on their Blended Learning Group will allow you to modify dates, if necessary. Follow the same procedure above.

Notes: