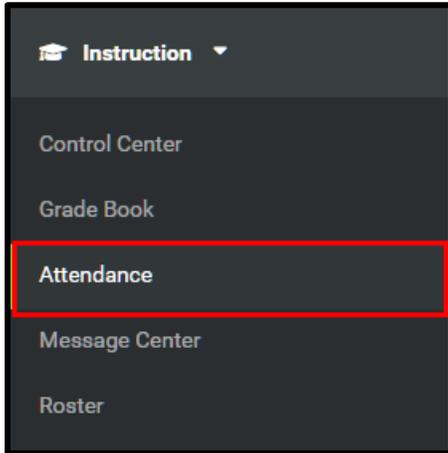


# Virtual Attendance Guide

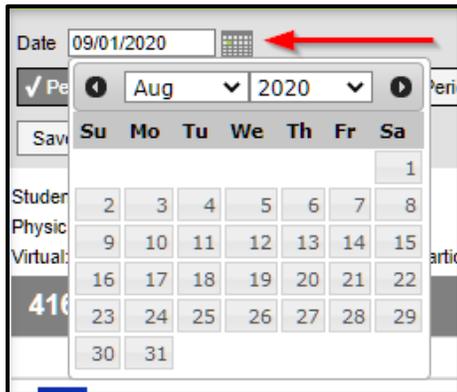
This guide will highlight how attendance is taken from the teacher's view of Infinite Campus. If you have any questions or concerns, please log a ticket into Web Help Desk at <https://webhelpdesk.washoeschools.net/>

## TAKING ATTENDANCE FOR VIRTUAL STUDENTS:

1. Navigate to Attendance



2. Teachers can modify changes to students' attendance up to 5 days back. To do this, teachers can select the date by clicking on the calendar icon as shown in the image below.



3. Teachers are unable to take attendance through a seating chart due to Virtual Learning. Teachers will have to click on the 'Attendance List' button to access attendance.

Date 09/01/2020

Period 01
  Period 02
  Period 03
  Period 04
  Period 05
  Period 06

**4161-4 AMER GOVT 1**

Please use the Attendance List to track virtual students' participation.

There is not a valid seating chart for taking attendance in this period. Please use the Attendance List to take attendance.

This issue may have occurred because:

1. No seating charts exist for this period. To create one, click Seating Charts and then New.
2. There are no students in a section associated to this seating chart. Verify using your Roster.
3. Not all sections in this period have a seating chart.

4. In the attendance window, students who are attending physically will show first and virtual students second. Virtual students will have a checkbox under the participated column. **Attendance for students who have not participated will be marked absent and will be updated at midnight.**
- Navigate to the 'Virtual' section
  - Click on the participated checkbox for students who have attended virtually that day
  - Click 'save'

Date 09/01/2020

Period 01
  Period 02
  Period 03
  Period 04
  Period 05
  Period 06

3

**4161-4 AMER GOVT 1** 1 Virtual

Students: 14	Participated 1	Excuse	Participation Comments
	<input type="checkbox"/>		
	<input checked="" type="checkbox"/> 2		
	<input type="checkbox"/>		

### MODIFYING ATTENDANCE FOR VIRTUAL STUDENTS:

If a student participated after attendance has been updated, the teacher can still update the students' attendance back to 5 days in the past. **Attendance for students will be updated at midnight and only AUK absences can be overridden from the teachers' side of Infinite Campus.**

- Navigate to the 'Virtual' section
- Click on the participated checkbox for student who was marked AUK.

c. Click 'save'

Date 08/31/2020

✓ Period 01 ✓ Period 02 ✓ Period 03 ✓ Period 04 ✓ Period 05 ✓ Period 06

**Save** Seating Chart

**3**

**4161-6 AMER GOVT 1** **1** Virtual

Students: 12 (all sections) ▲	Participated	Excuse	Participation Comments
	7 <input type="checkbox"/>		
	<input checked="" type="checkbox"/>		<input type="text"/>
	<input checked="" type="checkbox"/>		<input type="text"/>
	<input checked="" type="checkbox"/>		<input type="text"/>
	<input type="checkbox"/> <b>2</b>	<b>AUK</b>	<input type="text"/>