

Taking Attendance with a Seating Chart

August 2015

This document is intended for restricted use only.

Infinite Campus asserts that this document contains proprietary information that would give our competitors undue advantage should they come into possession of any part or all of it. As such, this document cannot be publicly disclosed unless so ordered by a court of competent jurisdiction.

©2015 Infinite Campus, Inc. All rights reserved.

INFINITE CAMPUS and Transforming K12 Education are registered trademarks of Infinite Campus, Inc. The INFINITE CAMPUS logo is a trademark of Infinite Campus, Inc. This publication, or any part thereof, may not be reproduced or transmitted in any form or any means, electronic or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, by anyone other than Infinite Campus, Inc. without written permission of Infinite Campus, Inc., 4321 109th Avenue NE, Blaine, MN 55449, tel. (651) 631-0000, email info@infinitecampus.com.

Taking Attendance with a Seating Chart

PATH: *Campus Instruction > Attendance > Seating Chart*

Another option for taking attendance is to use the [seating chart](#) you've created for the section. The period you're recording attendance for appears selected at the top, as with Period 1 in the example below. The Course and Section displays at the top of the attendance list. If you teach multiple sections in a period, each appears in its own section.

Taking Attendance Using a Seating Chart

Use the **P**, **A**, and **T** buttons to indicate which students are Present, Absent or Tardy. The totals of each type calculate at the top. Excuses can only be entered by the attendance office; teachers cannot enter or modify them. Include any information you may have about the attendance event by clicking the speech bubble icon and entering a **Comment**. Click **Save** to submit the attendance record to the attendance office.

Click on a student's name to view the their demographic and contact info.

If any attendance information has already been entered by the attendance office, that information loads automatically, as with Bree Student in the example above.