

# INFINITE CAMPUS

## LOG IN AND ATTENDANCE

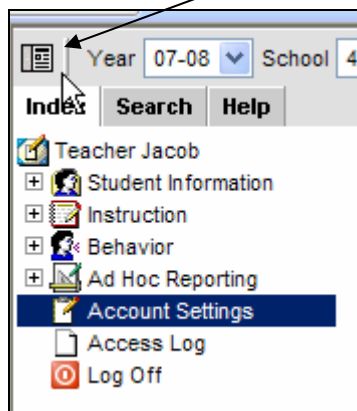
### In this handout you will learn

- The location of the Infinite Campus website
- How to log into Infinite Campus
- Examples of a “strong” password
- Taking attendance

### Quick Tips

To create more workspace, you can:

- ❖ Hide Internet Explorer’s tool bar by pressing the F11 function key. Press F11 again to reveal the tool bar.
- ❖ Hide the Infinite Campus banner by clicking the Index tab > Account Settings > Checkmark “Hide Banner” > Save Changes. Log out of Infinite Campus by click on the words “Log Off” at the bottom of the Index tab. When you log back into Infinite Campus the banner will be gone.)
- ❖ Hide the left navigation pane-Click the **Toggle Outline** button. Click it again to reveal the left pane.

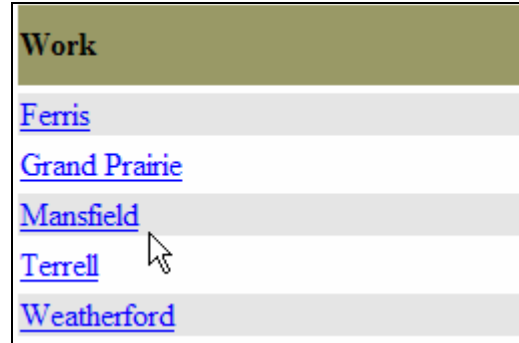


# Infinite Campus

## Website Location, Logging In and Attendance

### Website Location

1. Go to [www.escregion10.net](http://www.escregion10.net)
2. Click **Web Applications**
3. Find **Infinite Campus** from **Work** and click on the **Mansfield** link.



### Log In & Create a “Strong” Password!

1. Enter your Novell Client username.
2. The default password is teacher

You will be prompted to create a “STRONG” password. What does this mean?

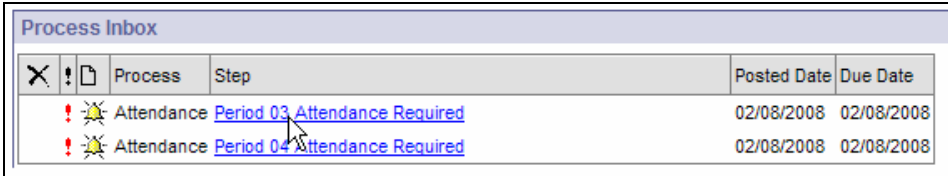
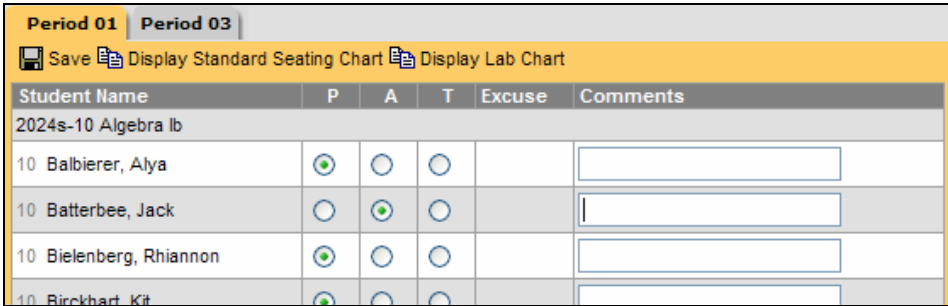
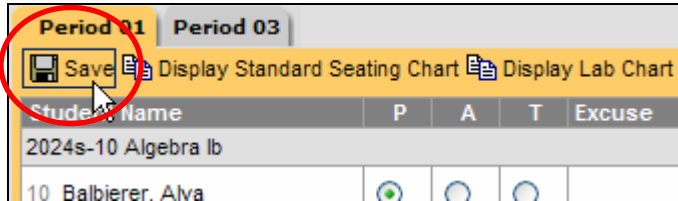
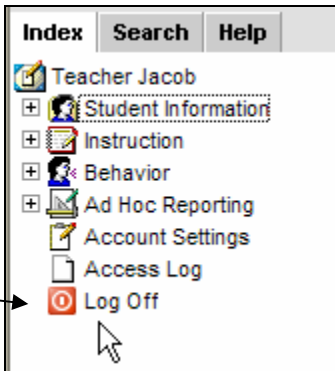
Think of a password that is at least 8 characters and substitute numbers or symbols for letters. You can also capitalize different letters.

*Examples:*

p@ssw0rd  
Pa\$\$w0rd  
p@&&w0rd  
paSSw0rd

# Infinite Campus

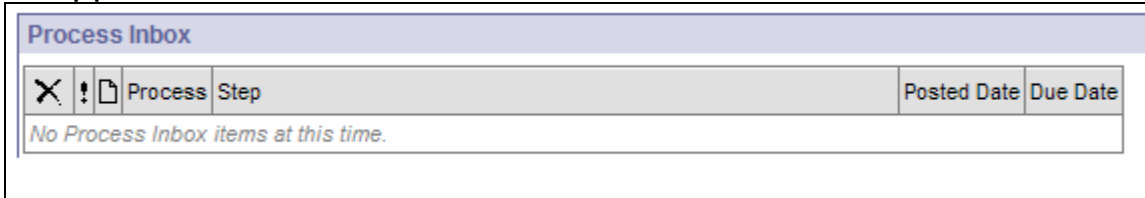
## Website Location, Logging In and Attendance

<p><b>Take Attendance</b></p> <ol style="list-style-type: none"> <li>1. You will see the class period(s) requiring “attendance” in your Process Inbox.</li> <li>2. Click the class period to take attendance.</li> </ol>	 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="text-align: left;">Process</th> <th style="text-align: left;">Step</th> <th style="text-align: left;">Posted Date</th> <th style="text-align: left;">Due Date</th> </tr> </thead> <tbody> <tr> <td>Attendance</td> <td><a href="#">Period 03 Attendance Required</a></td> <td>02/08/2008</td> <td>02/08/2008</td> </tr> <tr> <td>Attendance</td> <td><a href="#">Period 04 Attendance Required</a></td> <td>02/08/2008</td> <td>02/08/2008</td> </tr> </tbody> </table>	Process	Step	Posted Date	Due Date	Attendance	<a href="#">Period 03 Attendance Required</a>	02/08/2008	02/08/2008	Attendance	<a href="#">Period 04 Attendance Required</a>	02/08/2008	02/08/2008																								
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<p><b>Attendance Page</b></p> <p>Click the radio button in the “A” column across from student(s) who are absent.</p> <p>Do NOT use the T (tardy) column.</p>	 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="text-align: left;">Student Name</th> <th style="text-align: center;">P</th> <th style="text-align: center;">A</th> <th style="text-align: center;">T</th> <th style="text-align: center;">Excuse</th> <th style="text-align: left;">Comments</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="background-color: #e0e0e0;">2024s-10 Algebra 1b</td> </tr> <tr> <td>10 Balbierer, Alya</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td></td> <td><input type="text"/></td> </tr> <tr> <td>10 Batterbee, Jack</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td></td> <td><input type="text"/></td> </tr> <tr> <td>10 Bielenberg, Rhiannon</td> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td></td> <td><input type="text"/></td> </tr> <tr> <td>10 Birchard, Kit</td> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td></td> <td><input type="text"/></td> </tr> </tbody> </table>	Student Name	P	A	T	Excuse	Comments	2024s-10 Algebra 1b						10 Balbierer, Alya	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="text"/>	10 Batterbee, Jack	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		<input type="text"/>	10 Bielenberg, Rhiannon	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="text"/>	10 Birchard, Kit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="text"/>
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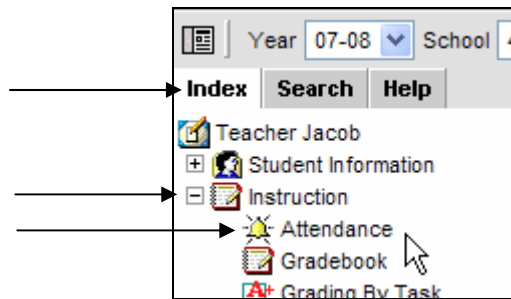
# Infinite Campus

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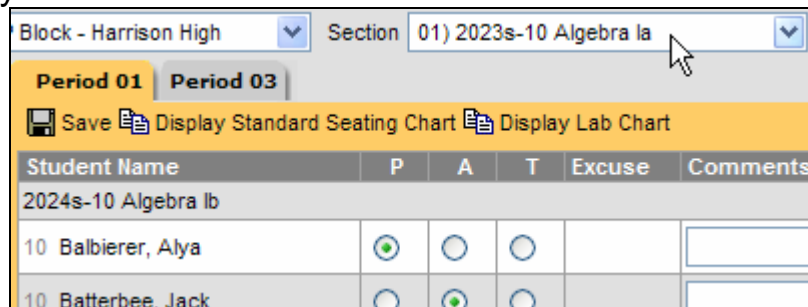
Note that after you Save (submit) attendance that period's attendance link will disappear from the Process Inbox.



IF you Saved (submitted) your attendance but then you realize you need to make a correction, go to Index > Instruction > Attendance...



Your Attendance tab will then open. Click the period tab –or– Section drop-down menu to select the class you need.



Contact your attendance clerk if you are unable to make the correction.