

Infinite Campus

Taking attendance

1. Return to the same page as before to enter the Infinite Campus attendance software. From the Summit home page, click on Teacher Tools, and then, Attendance. The direct website is <http://www.esregion10.net/Templates/webapps.htm>



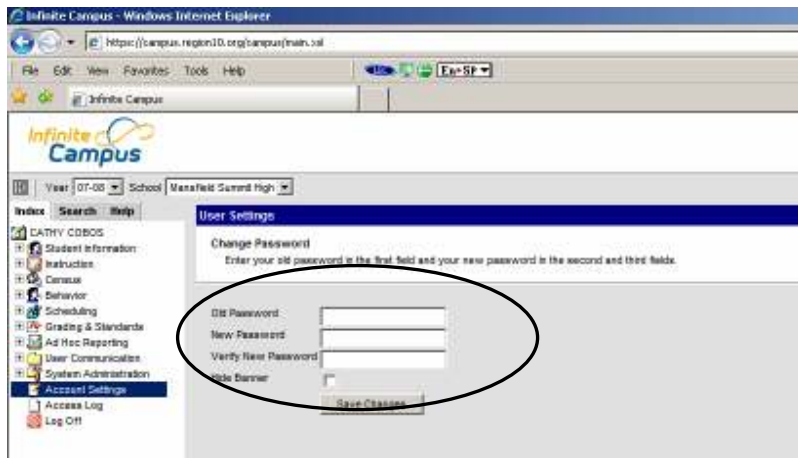
2. Click on Mansfield under Infinite Campus. This screen may change slightly when we go live on Tuesday, February 19.



3. From the logon screen, your Novell username is your username for Infinite Campus. The password is: teacher. This password will only work the first time you enter the program. You will be prompted to change your password. The password you create will never have to be changed unless you want to change it.



- To change your password, click Account Settings from the list on the left. Type in your old password, your new password, and retype the new password for verification.



- To take attendance, click on the attendance link from the list on the left. Click on the class that you need to take attendance for.

Process Inbox						
✕	!	📄	Process	Step	Posted Date	Due Date
	!	📄	Attendance	Period 03 Attendance Required	02/08/2008	02/08/2008
	!	📄	Attendance	Period 04 Attendance Required	02/08/2008	02/08/2008

- Mark the students absent by clicking in the circle in the A column. Do not mark tardies at this time.

Period 01		Period 03				
Student Name	P	A	T	Excuse	Comments	
2024s-10 Algebra 1b						
10 Balbierer, Alya	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
10 Batterbee, Jack	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>			
10 Bielenberg, Rhiannon	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
10 Birkhart, Kit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			

- Click on Save when completed. If you do not click on Save, your attendance will not be recorded.

Period 01		Period 03				
Student Name	P	A	T	Excuse		
2024s-10 Algebra 1b						
10 Balbierer, Alya	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			

- Teacher must take attendance in the first 20 minutes of every class.** If you do not, an alarm will be activated to the attendance clerk.

9. Make sure that you Log Off.

