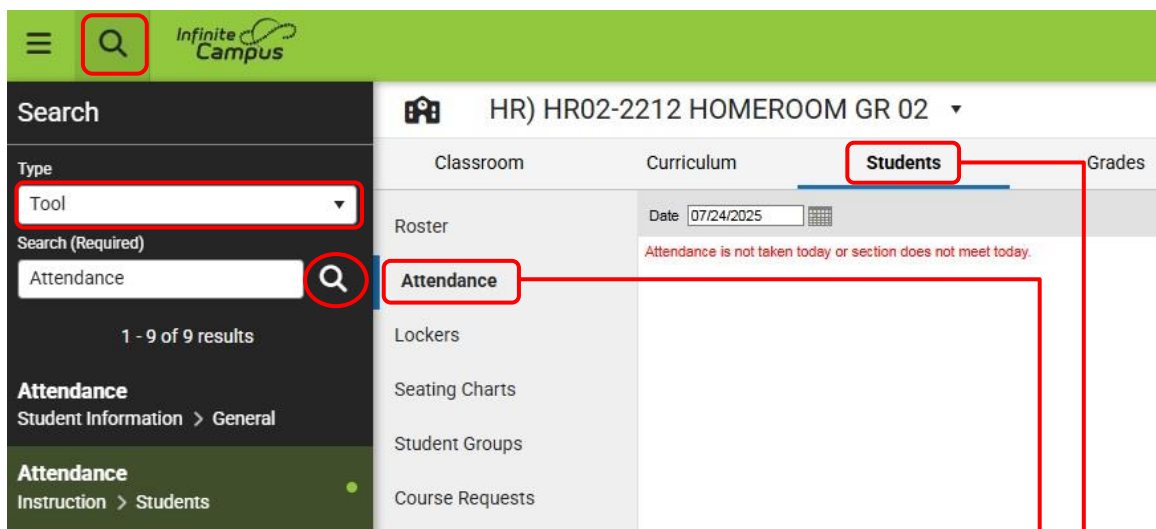


From the **Attendance** tool, teachers can submit attendance by using a **Roster List** or a **Seating Chart**.

Attendance Tool

To open the **Attendance** tool through the **Search Menu**:

1. Click on the **Search** icon.
2. In the **Type** field, click on the drop-down arrow, and then choose **Tool**.
3. In the **Search** field, type **Attendance**, and then click **Search**.
4. Click on **Attendance** from the results that appear.



The screenshot shows the Infinite Campus interface. At the top, there is a green header with the Infinite Campus logo. Below the header, there is a search bar with a magnifying glass icon. The search bar is open, showing a dropdown menu with the word "Tool" selected. Below the dropdown, there is a search field with the word "Attendance" entered. To the right of the search field, there is a magnifying glass icon. Below the search field, there is a list of results. The first result is "Attendance" with a green dot next to it. Below "Attendance", there are two sub-results: "Student Information > General" and "Attendance Instruction > Students". To the right of the search results, there is a sidebar with tabs for "Classroom", "Curriculum", "Students", and "Grades". The "Students" tab is selected. Below the tabs, there is a date field with the date "07/24/2025". Below the date field, there is a message that says "Attendance is not taken today or section does not meet today." Red boxes and lines highlight the search process: a red box around the search icon, a red box around the "Tool" dropdown, a red box around the "Attendance" search field, a red box around the "Attendance" result, a red box around the "Students" tab, and a red box around the "Attendance" link in the sidebar.

To open the **Attendance** tool through the **Teaching Center**:

1. Click on the name of the homeroom where you want to record attendance.
2. From the menu that appears, click on **Students**.
3. Click on **Attendance**.

Taking Attendance Using a Roster List

One option for taking attendance is through a student list. The period you are recording attendance for appears selected at the top (*as with Period 4 in the example below*). The Course and Section displays at the top of the attendance list. By default, the course section currently in progress will display.

Date: 03/23/2022

☒ Period 1 ☒ Period 3 ☐ Period 4 ☐ Period 6 ☐ Period 7

3700-2 American & British Literature

Students: 18 ▲ 15 2 1 Excuse Comments

10 Student, Andy	P	A	T		
11 Student, Bree				ABE	Excused for a college visit.
11 Student, Brooke J	P	A	T		
11 Student, Carissa (Car)	P	A	T		
12 Student, Jordan E	P	A	T		
10 Student, Kyle M	P	A	T		
12 Student, Luke C	P	A	T		Late to class, no note.
11 Student, Lydia J	P	A	T		
11 Student, Sarah K	P	A	T		

To take attendance using a **Roster List**:

1. Click on the **P**, **A** or **T** to indicate which students are **Present**, **Absent** or **Tardy** (*by default, all students are marked **Present***).
2. Include any information you may have about the attendance event in the **Comments** field.
3. Click **Save** to submit the attendance record to the attendance office.

A checkmark will appear next to the period once attendance has been submitted.

Excuses can only be entered by the attendance office. Teachers cannot enter or modify them.

Taking Attendance Using a Seating Chart

Another option for taking attendance is to use the **Seating Chart** you have created for the section. The period you are 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. By default, the course section currently in progress will display.

Period 01 ☒ Period 02 Period 03

Save Attendance List Chart: 3rd Hour Calc

580511-1000 AP Calculus (A)

Students: 9 Present: 6 Absent: 1 Tardy: 2

10 Student, Sarah H	12 Student, Lydia J	12 Student, Devin L
<input checked="" type="button" value="P"/> <input type="button" value="A"/> <input type="button" value="T"/>	<input checked="" type="button" value="P"/> <input type="button" value="A"/> <input type="button" value="T"/>	<input type="button" value="P"/> <input type="button" value="A"/> <input checked="" type="button" value="T"/>
		Late to cla...
09 Student, Brooke J	10 Student, Bree W	11 Student, Andrew T
<input checked="" type="button" value="P"/> <input type="button" value="A"/> <input type="button" value="T"/>	Excused for a college visit. <input type="button" value="AE"/>	<input checked="" type="button" value="P"/> <input type="button" value="A"/> <input type="button" value="T"/>

To take attendance using a **Seating Chart**:

4. Click on the **P**, **A** or **T** to indicate which students are **Present**, **Absent** or **Tardy** (*by default, all students are marked **Present***).
5. Include any information you may have about the attendance by clicking the bubble icon and entering a **Comment**.
6. Click **Save** to submit the attendance record to the attendance office.

A checkmark will appear next to the period once attendance has been submitted.

Excuses can only be entered by the attendance office. Teachers cannot enter or modify them.

IT Support

Taking Attendance - Infinite Campus:

If you have issues taking **Attendance** after completing the steps above, please submit a support request via email to epssupport@eriesd.org.