How to take attendance in Infinite Campus

This guide explains how to take attendance in Infinite Campus from the Teaching Center. You will open the Attendance screen, choose the correct date, mark each student as present, absent, or tardy, and save your work. You will also learn how to update attendance later in the day.

Prerequisites

Before you begin, make sure you have the following:

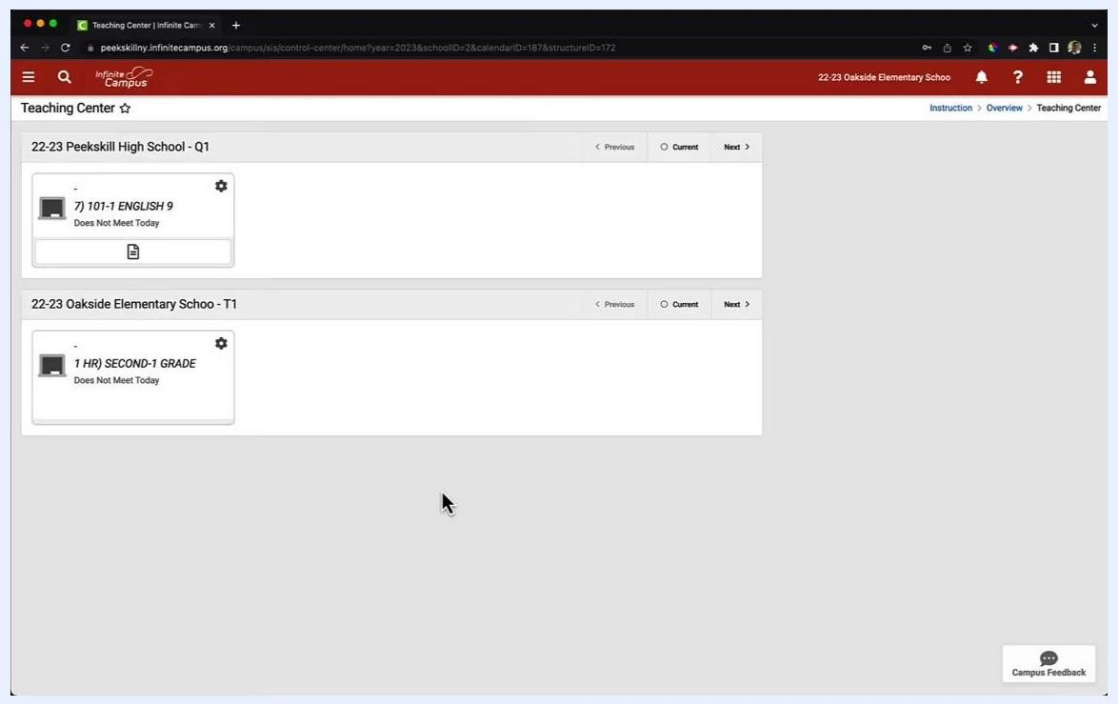
- A login for Infinite Campus
- At least one class assigned to you for the current school year and term

Open the Attendance screen

1. Log in to Infinite Campus

Log in and make sure you are on the **Teaching Center** screen. You will see a list of your classes for the current school year and term.

This example shows two sample classes: "101-1 ENGLISH 9" at Peekskill High School and "1 HR SECOND-1 GRADE" at Oakside Elementary.



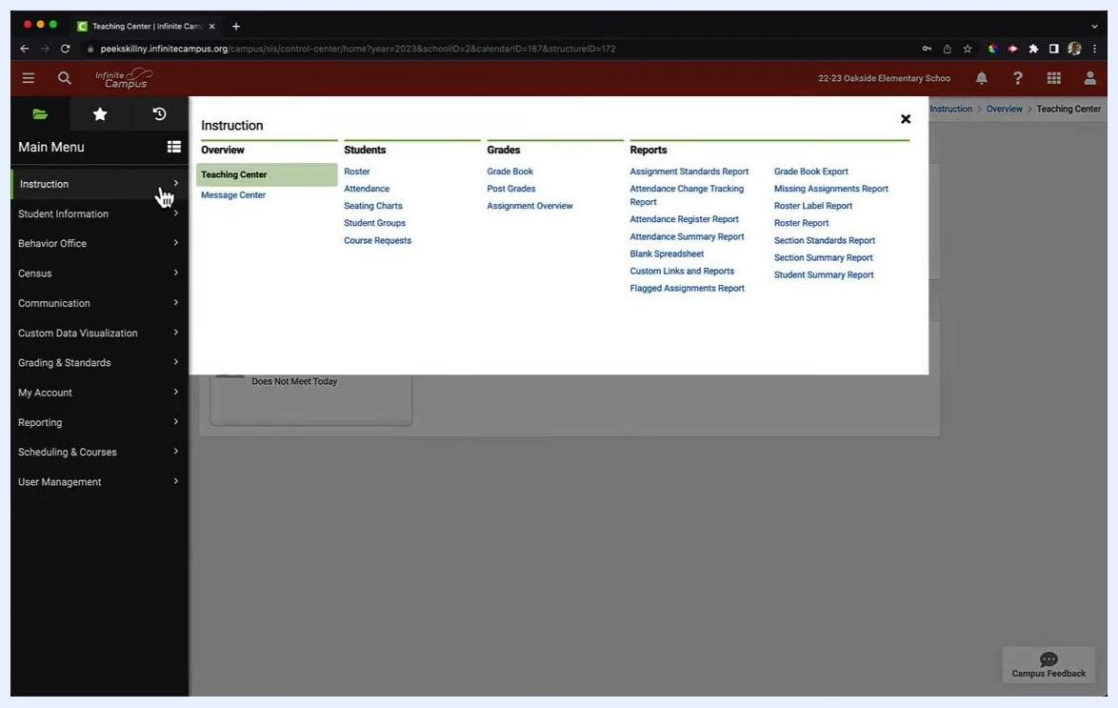
Teaching Center screen showing two sample classes, 101-1 ENGLISH 9 and 1 HR SECOND-1 GRADE, both labeled "Does Not Meet Today"

2. Verify your class list

Confirm that all the classes you teach appear in the list. If you do not see the sidebar on the left, go to the next step to open it.

3. Open the main menu

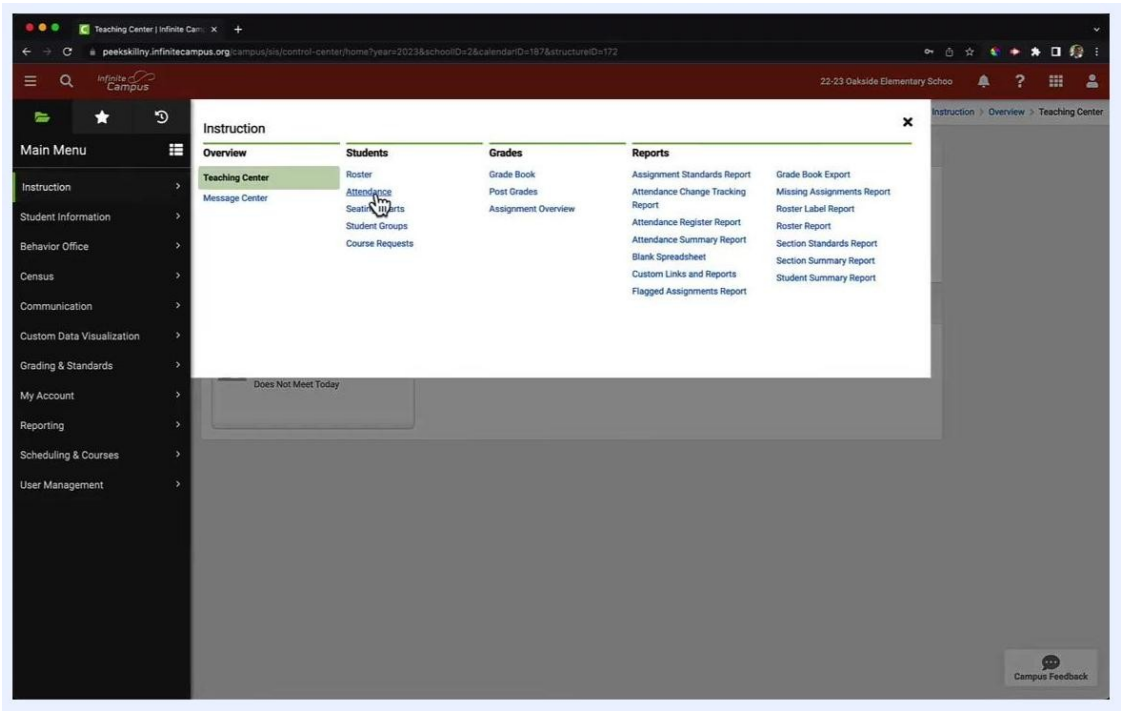
Click the menu icon (three horizontal lines) at the top left of the screen. The sidebar menu expands.



Sidebar menu expanded after clicking the three-line menu icon at the top left

4. Go to Attendance

In the sidebar, click **Instruction**. In the expanded menu, click **Attendance** under the **Students** column.



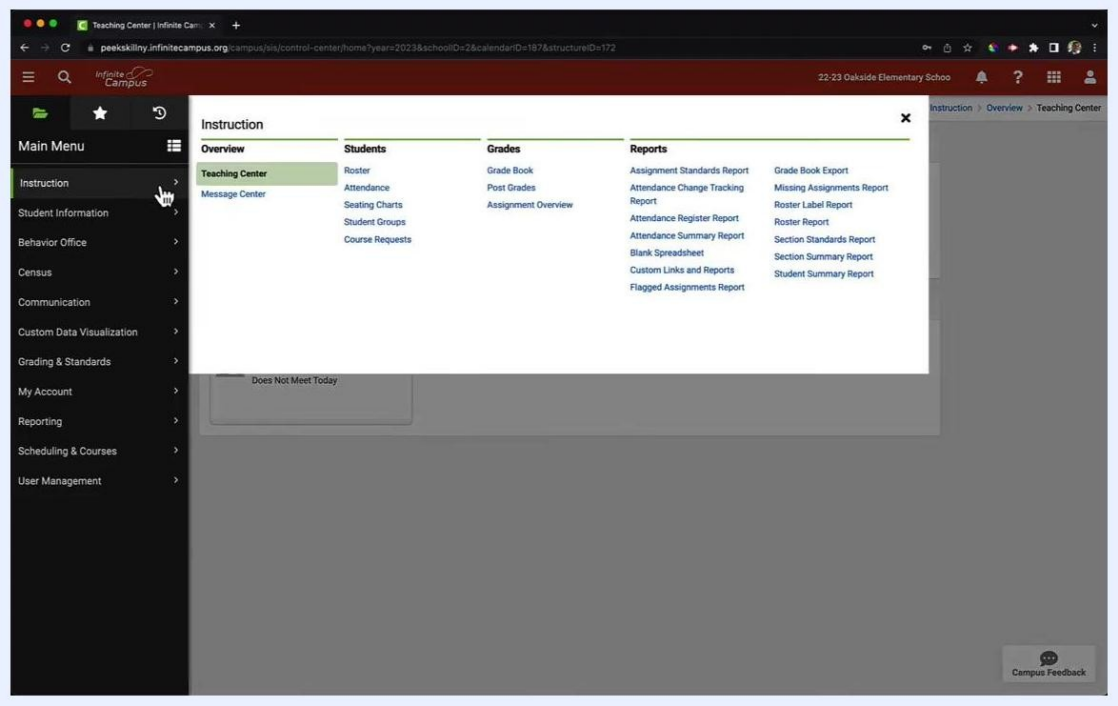
Main Menu expanded with the cursor on Instruction, and the Instruction menu showing Attendance under Students

Take attendance

5. Select the correct date

If you see a message such as "attendance is not taken today or section does not meet today," you may need to choose a different date.

Click the calendar icon next to the **Date** field, then choose the date you need. In this example, the date is 08/31/2022, the first day of school.

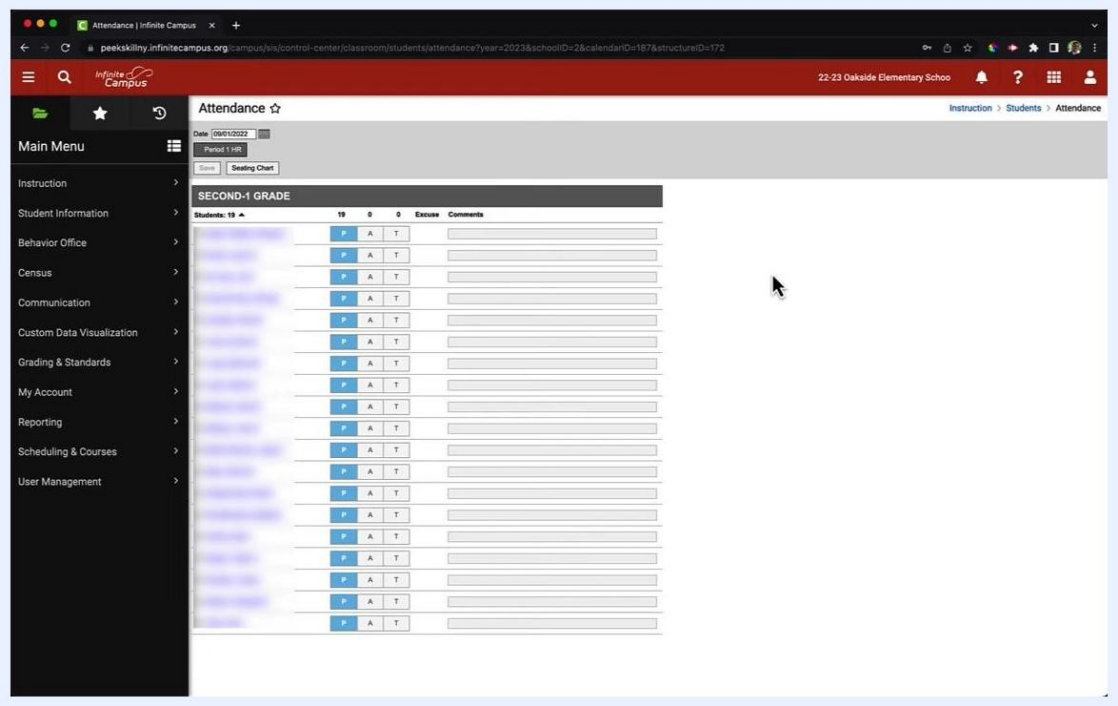


Attendance screen with the calendar dropdown open and August 31, 2022 selected

6. Review your class roster

The roster for the selected class and date appears. All students are listed, and each is marked **P** (Present) by default.

The top of the roster shows the total number of students (for example, 19). Columns are available for Present (P), Absent (A), Tardy (T), and Comments.



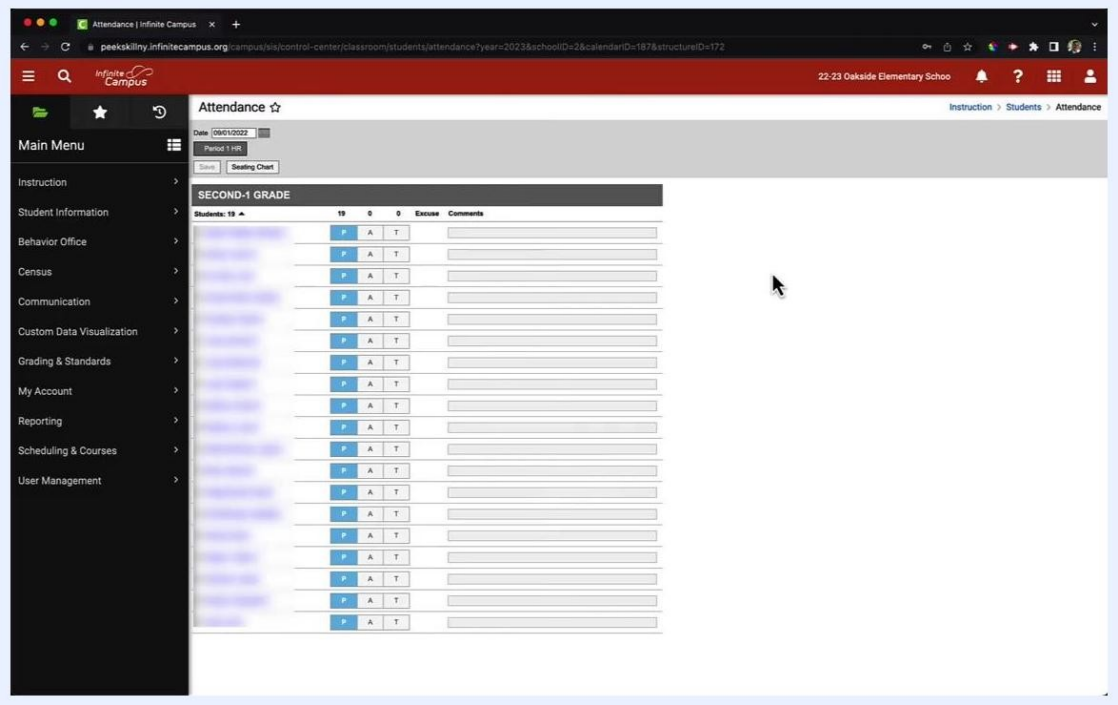
Attendance roster for SECOND-1 GRADE showing 19 students, each with P, A, and T buttons and a Comments field

7. Mark attendance for each student

Use the buttons next to each student's name:

- Click **P** to mark a student as Present.
- Click **A** to mark a student as Absent.
- Click **T** to mark a student as Tardy.

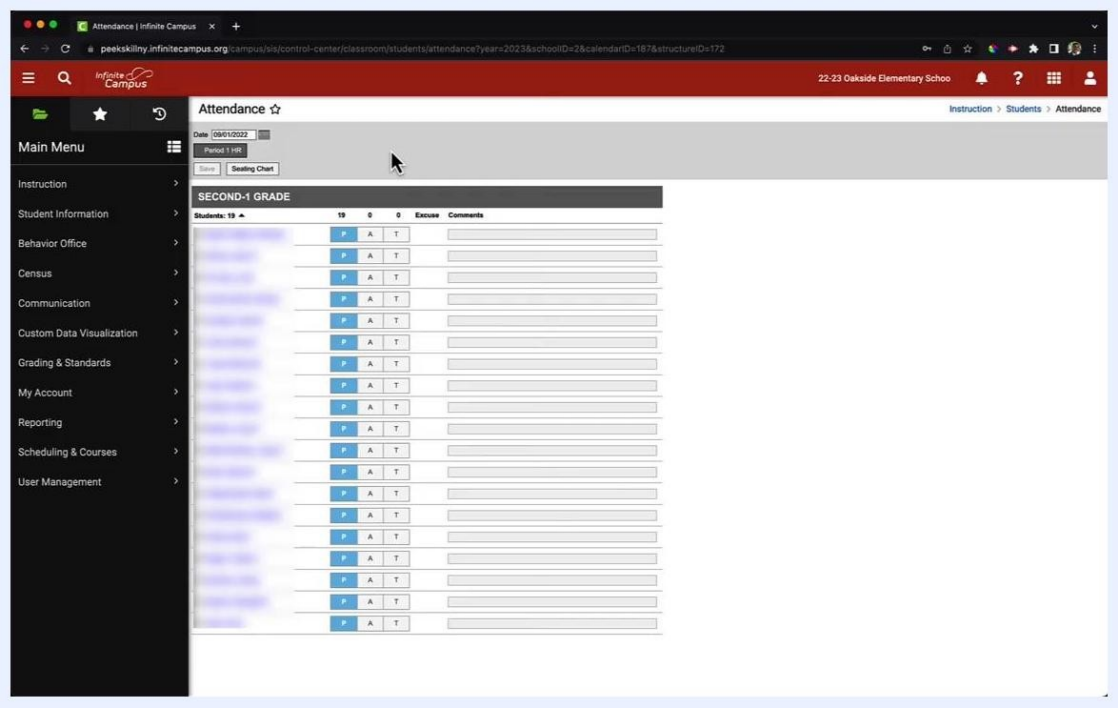
You can also enter a note for any student in the **Comments** field.



Attendance roster with P, A, and T buttons and a comment field for each student

8. Save your attendance

When you finish marking attendance and adding comments, click **Save** at the top of the screen.



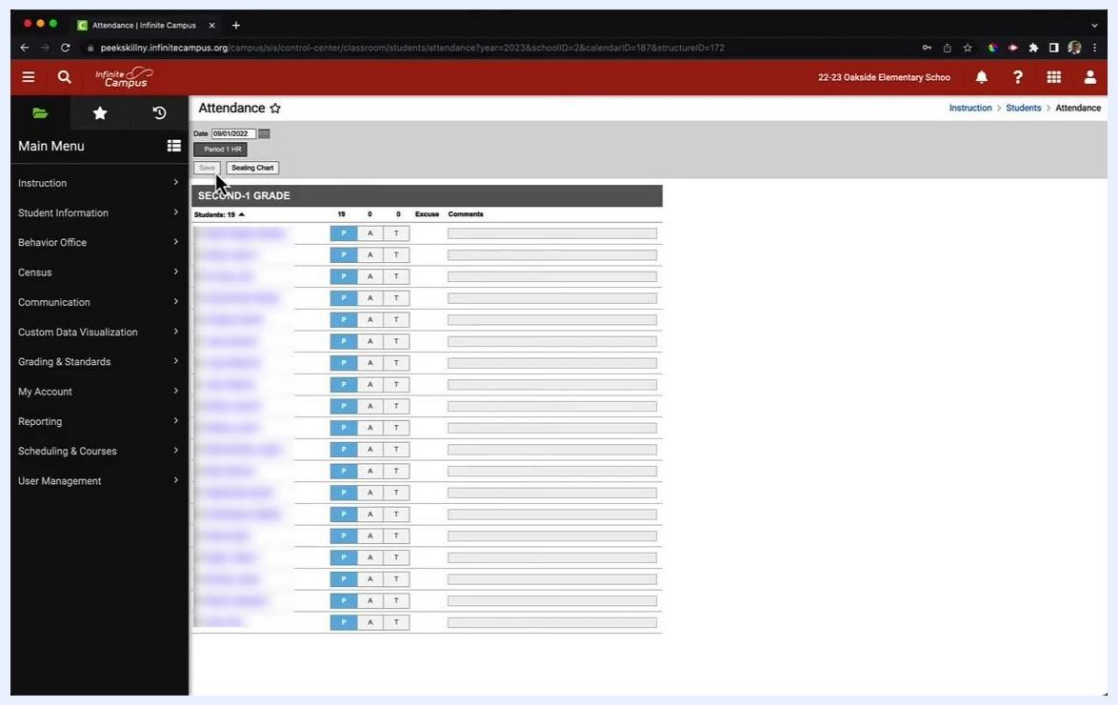
Attendance screen with the Save button at the top left, above the roster

Update attendance

9. Return to the Attendance screen

If a student arrives late or you made an error, go back to **Attendance** using the sidebar menu. The screen shows your class roster for the selected date and period.

Each student has options for Present (P), Absent (A), or Tardy (T), plus a Comments field. The top of the roster shows the total number of students (for example, 19), with columns for Present, Absent, Tardy, Excuse, and Comments.



Attendance screen for SECOND-1 GRADE showing 19 students with P, A, and T buttons, comment fields, and the Save button at the top

10. Edit attendance as needed

Click **P**, **A**, or **T** next to a student's name to change their status. You can also enter or update comments in the **Comments** field.

11. Re-save your changes

Click **Save** at the top of the screen to record your updates. You can repeat this process as often as needed throughout the day if attendance statuses change.

Summary

To take attendance in Infinite Campus, open the sidebar menu, go to **Instruction** > **Attendance**, and select the correct date. Mark each student **P**, **A**, or **T**, add comments if needed, and click **Save**. To make changes later, return to the Attendance screen, update the roster, and save again.