

# **AIM QUICK FIXES**

## Managing Attendance in the Montana Edition (Value Added)



This guide is intended for Montana Edition users who wish to use the Value-Added features provided by the state for managing student attendance. This guide should only be used by districts who have completed the initial setup for Montana Edition Value-Added users. If you have not completed that setup, contact the OPI AIM Staff for assistance.

## **TEACHERS: Taking Daily Attendance**

When a teacher logs in into Infinite Campus on day marked for attendance, the teacher will see **Attendance** marked with a red box on their Index tab.

Infinite Campus Campu	IS Instruction Laura
Message Center	All Items Process Alerts Announcements
Attendance 1	New Select All Remove Search Sort by: Sticky
Roster	Message Center (1)
Seating Charts	State Announcement SPECIAL EDUCATION IEP REMINDER: Please remember to lock your IEPs and ERs District AIM Specialist can use State Publishe
Post Grades	
Standardized Test	
Reports (Attendance)	
Reports (Roster)	
Account Settings	

Message Center	Period Attendance				
Attendance 1	Save Seating Chart				
Roster	03 1 Lower Elemen	tary			
Seating Charts	Students: 8 🔺	6	1 1	Excuse	Comments
-	01 Affleck, Seraphina	P	A T		Dad had a flat tire on the way to school
Post Grades	03 Duggar, Jennifer	Р	A t (h	)	Mom called and said Jenny was sick today
Standardized Test	01 Duggar, Jordyn-Grace	Р	ψт		
Reports (Attendance)	KF Duggar, Josie	Р	A T		
Reports (Roster)	02 Jolie-Pitt, Knox	Р	A T		
Account Settings	02 Jolie-Pitt, Vivienne	Р	A T		
Account Octangs	03 McDermott, Liam	Р	A T		
	02 McDermott, Stella	Р	A T		

### Click Attendance.

A student list (or seating chart, if that preference is enabled) will appear. All students default to "P" or present.

If a student is absent or tardy, click "A" (absent) or "T" (tardy). Enter comments as appropriate (comments may only be entered if a student is marked absent or tardy).

Click Save.



## SECRETARY/SUPERVISING TEACHER: Managing Daily Attendance

There are several tools within Infinite Campus for the management of daily attendance.

From **Campus Tools**, expand the **Attendance** module (click the arrow next to **Attendance**).

Infinite Montana Edition	Staging Test Site
Year 15-16  School Ea	stgate School   Section Attendance) 0301-1 Lower Elementary
Index Search Help	State Announcements
	• [10/09/2014]
Laura Ingalls-Wilder	SPECIAL EDUCATION IEP REMINDER: Please remember to lock your IEPs and ERs. You can view a locked IEP/ER by
▶ Student Information	District AIM Specialist can use State Published ADHoc report to find all unlocked
▶ Census	District Announcements
Attendance	No district announcements at this time.
Attendance Wizard	School Announcements
Classroom Monitor	No school announcements at this time.
Daily Attendance	Process Alerts
▶ Reports	Process Name
Account Settings	No Process Alerts items at this time.
Access Log	

Index	Search	Help	<	Classroom Monit	ог			
Laura Ing	alls-Wilder			This tool monit	ors cla	ssroom at	tendance.	
▶ Studen	t Information			Date: 08/10/2015		Refresh	🖨 Incomplete Te	acher Attendance
► Censu	S			Tarahan	Dent	Contract	-	
<ul> <li>Attenda</li> </ul>	ance			Teacher Ingalls-Wilder, Laura			Attendance Courses 0301-1 (7/8)	
Atte	endance Wizard			Simmons, Gene			4601-1 (6/7)	
Cla	ssroom Monito	r						
Dai	ly Attendance							
►R	eports							
Account	Settings							
Access L	og							

## Click Classroom Monitor.

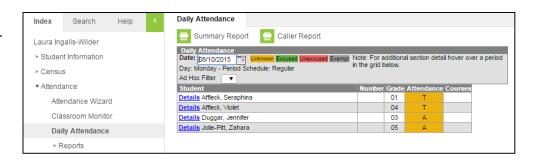
A list of teachers/courses requiring attendance will appear. Attendance in green means that the teacher has taken attendance for that class. Attendance in red means that the teacher has not submitted attendance.

All teachers should complete their attendance before continuing.

### Click Daily Attendance.

A list of all students marked absent or tardy by the teacher as of the selected date (defaults to today's date) will appear.

If the reason for a student's absence is unknown, click **Details** to show the student's contact information.





Quick Fix Guide – Value Added Managing Attendance

lance						
Information 08/10/2015						
phina Affleck -						
Code	Status		Excuse	Present	Minutes	Comments
•	Tardy	۳		0		Dad had a flat tire on the way to school
AE: Absent - Excused AU: Absent - Unexcused ISS: In School Suspension OSS: Out of School Suspension SR: School Related Absence TE: Tardy - Excused TU: Tardy - Unexcused	it is not s	chedu	iled or co	urse doe:	sn't take a	itendance.
	Information 08/10/2015 phina Affleck - Code AE: Absent - Excused AU: Absent - Unexcused ISS: In School Suspension OSS: Out of School Suspension SR: School Related Absence TE: Tardy - Excused	Information 08/10/2015 phina Affleck - Code Status Code Tardy AE: Absent - Excused AU: Absent - Unexcused ISS: In School Suspension SR: School Ruspension SR: School Ruspension SR: School Ruspension	Information 08/10/2015 phina Affleck - Code Status AE: Absent - Excused AU: Absent - Unexcused ISS: In School Suspension SR: School Related Absence TE: Tardy - Excused	Information 08/10/2015 phina Affleck - Code Status Excuse ▼ Tardy ▼ AE: Absent - Excused AU: Absent - Unexcused ISS: In School Suspension SR: School Ruspension SR: School Ruspension SR: School Ruspension	Information 08/10/2015 phina Affleck - Code Status Excuse Present ▼ Tardy ▼ 0 AE: Absent - Excused AU: Absent - Unexcused ISS: In School Suspension SR: School Ruspension SR: School Ruspension SR: School Ruspension	Information 08/10/2015 phina Affleck - Code Status Excuse Present Minutes ▼ Tardy ▼ 0 AE: Absent - Excused AU: Absent - Unexcused ISS: In School Suspension SR: School Ruspension SR: School Rusted Absence

To enter an excuse code, click the orange "T" (tardy) or "A" (absent) for a student.

Select a *Code* and click *Save*. The student's absence/tardy will change to green (excused) or red (unexcused).

Repeat for each student on the list.

Daily Attendance	
🚍 Summary Report 🛛 🚍 Caller Re	eport
	nexcused Exempt Note: For additional section detail hover over a perior in the grid below.
Day: Monday - Period Schedule: Regular Ad Hoc Filter	
· · · ·	Number Grade Attendance Courses
Ad Hoc Filter	
Ad Hoc Filter  Student	Number Grade Attendance Courses
Ad Hoc Filter Student Details Affleck, Seraphina	Number Grade Attendance Courses           01         TE

To record late entries (student marked absent by the teacher) or early departures (student not marked absent by the teacher), use the **Attendance Wizard**. Using this wizard properly records half day attendance.

For late entries, click Check In.

Enter the student's last name (leaving the name blank will yield a list of all students marked absent or tardy). Click *Search*.

Click the student's name(s) to add to them to the list.

Select the *Attendance Code*, enter the time of arrival, and comments as necessary (comments entered will overwrite previously entered comments).

## Click Save Attendance.

Laura Ingalls-Wilder    Student Information	3. Students:	A. Search for Students	B. Select students to add to edit list	C. Click on a student to remove from list:
		Last Name	Duggar, Jennifer (03)	Duggar, Jennifer -
► Census		First Name	1 Am	
<ul> <li>Attendance</li> </ul>		Grade		
Attendance Wizard		SSN/PIN		
Classroom Monitor		Student #		
Daily Attendance		Att Code		
Reports		Att Code		
Account Settings		Course - Section		
Access Log		Period		~
		Ad Hoc Filter	Select All	
	4. Check In	Enter attendance information and click Save		
		Check In Mode: The attendance code is applied to all The Check In timestamp and comments will overwrite	absences prior to the time. Absences after t	he time will be cleared out.
		Attendance Code TE: Tardy - Excused	T	
		Current Time 12:45 PM		
		Comments Student was feeling better		
		Save Attendance		

1. Attendance	Date: 08/10/2015			
2. Mode:	O Daily O Period (	Batch 🔾 Edit 🔾 Batch Edit 🔾 C	Check II 💿 Check Out	
3. Students:	A. Search for Studer	nts	B. Select students to add to edit list	C. Click on a student to remove from list: Beckham. Cruz -
	Last Name		Beckham, Cruz (05)	Decimiani, ordz -
	First Name		C)	
	Grade	¥		
	SSN/PIN			
	Student #			
	Att Code	٣		
	Status/Excuse	<b>T T</b>		
	Course - Section	-		
	Period			· · · · · · · · · · · · · · · · · · ·
	Ad Hoc Filter	•	Select All	
	s	earch		
4. Check Out	Enter attendance ir	nformation and click Save		
	Check Out Mode: 1 The Check Out tim	The attendance code is applied to all estamp and comments will overwrite	periods after the time. previously entered comments.	
	Attendance Code	AE: Absent - Excused	•	
	Current Time	1:00 PM		
	Comments	Left early for soccer game		
	Save Atter	ndance		

For early departures, click Check In.

Enter the student's last name (leaving the name blank will yield a list of all students). Click *Search*.

Click the student's name(s) to add to them to the list.

Select the Attendance Code, enter the time of departure, and comments as necessary (comments entered will overwrite previously entered comments).

Click Save Attendance.

The **Attendance Wizard** may also be used to record attendance for groups of students.

For example, if a classroom of students will be gone for a field trip, use the *Batch* function to record the absence.

Select students by name, grade, or course.

Enter the *Attendance Code*, *Date*, *Time* and *Comments* (if appropriate).

If entering *Comments*, choose an option: Overwrite, Append, or Leave Existing.

**WARNING**: Leaving the box Overwrite Existing Data will change any absences/tardies marked by a teacher.

Click Save Attendance.



1. Attendance	Date: 08/10/2015		
2. Mode:	🔿 Daily 🔿 Peric <mark>d 💿 Batch 🤇</mark> Edit 🔵 Batch Edit 🤇	Check In 🔵 Check Out	
3. Students:	A. Search for Students	B. Select students to add to edit list	C. Click on a student to remove from list: Affleck, Seraphina -
	Last Name	Affleck, Viole (74)	Duggar, Jennifer - Duggar, Jordyn-Grace -
	First Name	Beckham, CL (05) Duggar, Jackson (06)	Duggar, Josie - Jolie-Pitt, Knox -
	Grade	Duggar, Jennifer (03) Duggar, Johannah (04)	Jolie-Pitt, Shiloh -
	SSN/PIN	Duggar, Jordyn-Grace (01) Duggar, Josie (KF)	Jolie-Pitt, Vivienne - McDermott, Liam -
	Student #	Jolie-Pitt, Knox (02)	McDermott, Stella -
	Att Code	Jolie-Pitt, Pax (06) Jolie-Pitt, Shiloh (04)	
	Status/Excuse	Jolie-Pitt, Vivienne (02) Jolie-Pitt, Zahara (05)	
	Course - Section -	McDermott, Liam (03)	
	Period	McDermott, Stella (02)	<b></b>
	Ad Hoc Filter	Select All	
	Search		
4. Batch	Enter attendance information and click Save		
	Attendance Code SR: School Related Absence	<b>T</b>	
	From: Date 08/10/2015 Time 8:30 A	M To: Date 08/10/2015 Time 3:15	5 PM
	Comments Field Trip		
	Comments Options Append comments	*	
	Overwrite Existing Data		
	Save Attendance		