

Infinite Campus Guide

Student/Parent/Household Guide

Adding Individual Students, Parents, and Emergency Contacts ("People"):

Adding Students:

1. Click on "*Student Information*" under the main menu and go to "*General*" then click on "*Student Locator Wizard*". Here, you will enter the student's **first and last name**, **gender** and **birth date** (if available) to "*Search*" for the student in the system. If there is no match listed in the box, then you can click "*Create New Student*" in the bottom right corner of the box.

Student Locator Wizard ★

[Student Information](#) > [General](#) > [Student Locator Wizard](#)

Student Locator

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered i
To search, you must enter the student's State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over

Last Name	<input type="text"/>	Name	State ID	Gender	Birth Date	%
First Name	<input type="text"/>					
Gender	<input type="text" value="v"/>					
Birth Date	<input type="text" value=""/>					
Middle Name	<input type="text"/>					
SSN #	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/>					
State ID	<input type="text"/>					
<input type="button" value="Search-->"/>						

2. Next, you will be taken to a screen where you can enter their information, such as their **Identity Info**, **Race/Ethnicity** and **Enrollment Details**. You'll also want to check the "Generate Number" box at the top of the screen. When you are done, click the "Save" button at the top left corner of the window.

The screenshot shows the 'Student Locator Wizard' interface. At the top, there's a title bar with a star icon and a breadcrumb trail: 'Student Information > General > Student Locator Wizard'. Below this is a green 'Save' button. The form is divided into sections: 'Person Info' with fields for 'Student Number' and 'State ID', and a 'Generate Number' checkbox. The 'Identity Info' section includes fields for '*Last Name' (Smith), '*First Name' (John), 'Middle Name', and 'Suffix'. It also has dropdowns for '*Gender' (M: Male) and '*Birth Date'. The 'Race/Ethnicity' section contains a dropdown for '*Is the individual Hispanic/Latino?' and a list of checkboxes for various races: American Indian or Alaska Native, Asian Indian, Cambodian, Chinese, Filipino, Hmong, Japanese, and Korean.

3. From there, you can go to "Census" under the Main Menu and go to "People" then click on "Demographics". A search bar will appear on the right side of the screen and you can search for the student you've just created.

The screenshot shows the 'Select a Person Demographics' search interface. It features a title bar with the text 'Select a Person Demographics'. Below this is a 'Search Type' section with two buttons: 'Person' (selected) and 'Household'. A search bar with the placeholder text 'Person Search...' and a magnifying glass icon is positioned to the right. At the bottom, it says 'Order: Alphabetical'.

4. You will then be taken to a screen that will let you fill out the remaining information about the student along with their personal contact information.


Note: you do not need to enter parent contact information here.


Demographics

[Census](#) > [People](#) > Demographics

Save

Delete

 Person Summary Report

 Demographics Data

Person Information

PersonID13644

*Last Name

Smith

*First Name

John

Middle Name

Suffix

[Upload Picture](#)

*Gender

M: Male

*Birth Date (Age: 0)

03/09/2021

Race/Ethnicity [\(Edit\)](#)

State Race/Ethnicity:999:Decline to State

Federal Designation:6:White

Race(s):White

Hispanic/Latino:N:No

Race/Ethnicity Determination:

No Image Available

Birth Country

Birth State

Select a Value

Date Entered US

Date Entered US School

Date Entered State School

Birth Verification

Personal Contact Information

Contact Information	Private	Delivery Device	Emergency	Attendance	Messenger Preferences	Contact Reasons	
					Behavior Messenger	General Priority Teacher	
Email:	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Email:	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone:	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
() - x	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


5. Type in a new email address for them in the “*Email*” field under their “*Personal Contact Information*” in the format of:

last two digits of their graduation year + first initial + last name @ losd.ca

Example: If Tony Stark graduates in 2030, his email would be: 30tstark@losd.ca

Here is a guide for reference:

Grade	Graduation Year
12	2021
11	2022
10	2023
9	2024
8	2025
7	2026
6	2027
5	2028
4	2029
3	2030
2	2031
1	2032
K	2033
TK	2034

6. When you are finished, click the  button on the top left corner of the window.

7. From here, you can go to “*Student Information*” in the Main Menu and go to “*General*” then click “*Summary*” to review the information you entered. Under the same “*General*” tab, you can click on “*Profile*” to review basic contact information.

Summary

[Student Information](#) >
 [General](#) >
 [Summary](#)

Person Information

Full Name	Grade	Birth Date	Student Number
Smith, John	02	3/9/21	30037

Households

Household

PRIMARY

Household Address

Self

Smith, John

ENROLLMENT

20-21 Del Mar Elementary

Grade

02

- To add them to a teacher's schedule, go to "Student Information", then "General" and click "Schedule". Here, you click on "Walk-in Scheduler" at the bottom of the screen and click "Requests" to make a request for a specific teacher and start date (effective date).

Smith, John

Grade: 02 #30037 DOB: 03/09/21

Student

Requests

Scheduling Units: $\frac{0}{3}$

Requests

Effective Date

+ Add Requests

Search

COURSE NAME

UNITS

TYPE

#

No requests added yet.

Adding Parents and Emergency Contacts:

1. Click on “*Census*” under the Main Menu and go to “*People*”, then click “*Add Person*”. This will take you to a screen where you can enter a person’s first and last name to “*Search*” for them. If the box reads “*No Person matches found*”, then click “*Create New Person*” on the far right bottom of the window.

Add Person ☆
Census > People > Add Person

Person Search
Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a person from the list or click on Create New Person.

*Last Name: Student
First Name: Robert
Middle Name:
Birth Date:
Gender:
Search

Details	Name	PersonID	Gender	Birth Date
Details	Student III, Robert	68394	M	03/10/2000
Details	Parent, Rob	73803	M	
Details	Student, Rob	44213	M	09/03/1986
Details	Student, Rob	207425	M	
Details	Student, Robbie	181072	M	08/26/1997
Details	Student, Roberta	22617	M	
Details	Student, Roberta	42839	M	03/04/1979

Create New Person

2. Now you’ll see a screen that allows you to enter basic information, such as **First and Last Name, Gender, Birthdate, and Race/Ethnicity**. **Note: you only need to enter the fields marked in red. Do not check the “Generate Number” box under “Person Identifiers” at the bottom of the window.**


New Person

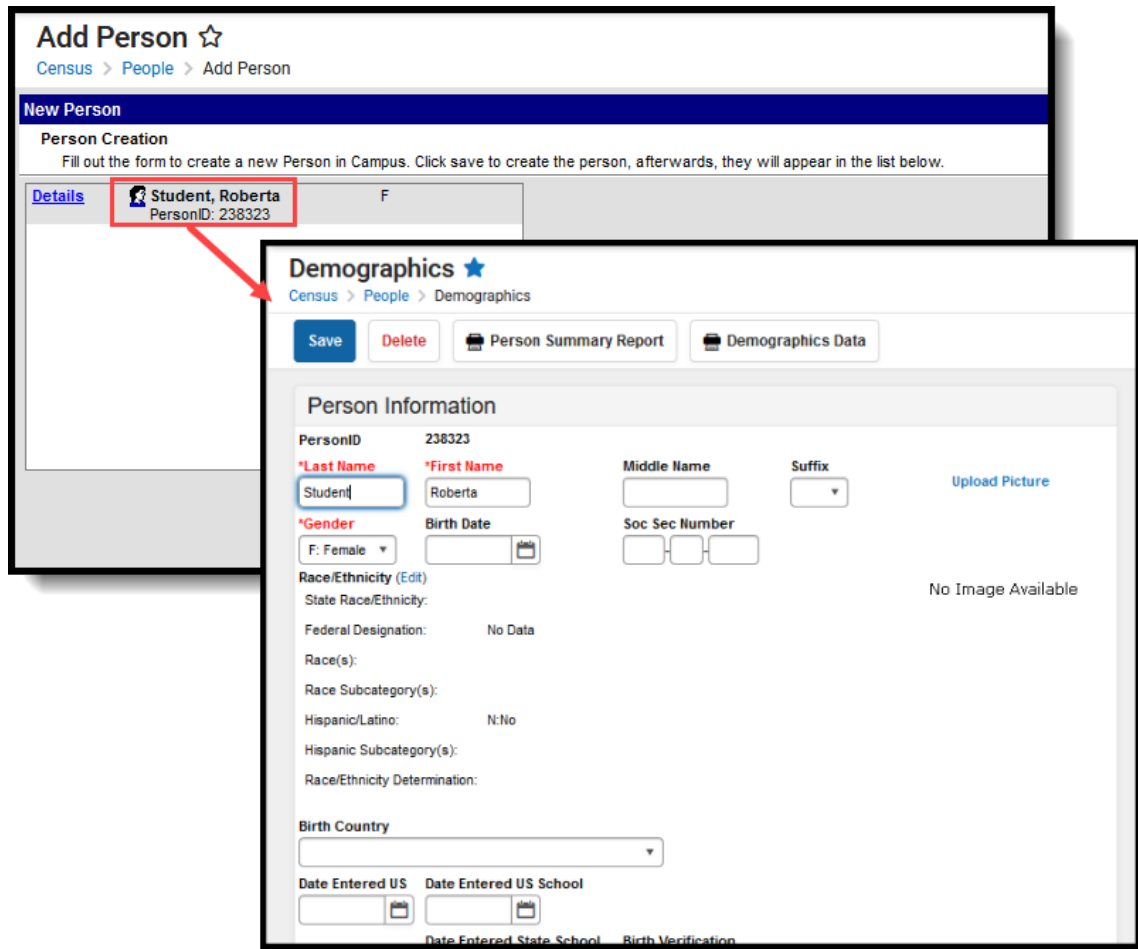
Person Creation
Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.

Person Information

*Last Name: Teacher
*First Name:
Middle Name:
Suffix: [dropdown]
*Gender: [dropdown]
Birth Date:
Soc Sec Number: [] [] []

Race/Ethnicity
Is the individual from one or more of the these races?
(check all that apply)
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White
Race Ethnicity: []

- When you are done, click the small  button at the bottom right corner of the window.
- From there, click on “*Details*” next to the new person’s name and that will take you to “*Demographics*”. This screen lets you fill out the remaining information about the person along with their contact information. Here, you can check the boxes that control which emails, calls and texts they will receive from the school.



The image shows two overlapping web forms. The top form is titled "Add Person" and has a breadcrumb trail "Census > People > Add Person". It contains a "New Person" section with a "Person Creation" instruction. Below this is a list of people, with one entry highlighted in a red box: "Student, Roberta" with "PersonID: 238323". A red arrow points from this entry to the "Demographics" form below. The "Demographics" form has a breadcrumb trail "Census > People > Demographics" and buttons for "Save", "Delete", "Person Summary Report", and "Demographics Data". It contains a "Person Information" section with fields for "PersonID" (238323), "*Last Name" (Student), "*First Name" (Roberta), "Middle Name", "Suffix", "Gender" (F: Female), "Birth Date", "Soc Sec Number", "Race/Ethnicity" (with subfields for State, Federal, Race, and Hispanic/Latino), "Birth Country", "Date Entered US", and "Date Entered US School".

- When you are done, click the “Save” button at the top left corner of the screen. You do not need to enter any other information about them here.

Repeat this process for every person who will be listed in the student’s household and in their emergency contacts

Creating and Assembling New Households:
(to be done after creating all “people” associated with the student,
following the steps above)

1. Click on “*Census*” under the Main Menu and go to “*Households*” and click on “*Census Wizard*”. You will be taken to a page where you can search for each person you had previously created, including the student. Each **person** (guardians/relatives) will need to be searched for *one by one* and you will need to click on their name when they appear under “*Search Results*” to add them to the box. **Note: you only need to enter first and last names to search for people.**

Census Wizard ☆
Census > Households > Census Wizard

Census Wizard Search Results: 32

Student (3 members)

- 4567 Campus Drive, Anytown
- Parent, Joe (guardian)
- Student, John #856768 [11/01]
- Student, Charlotte J #848595 [11/01]

Census Wizard

Step 1 - Assemble New or Select Household
This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household, person, or address.
• To Edit a household, simply click on the Household name in the search results.
• To Assemble a new household, select people and/or addresses in the search results.
If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street you can create a new household.

Person Search

Last Name: student
First Name:
Student Number:
Birth Date:
Gender:
Middle Name:
Suffix:

Address Search

House/P.O. Number:
Street Name:
Apt Number:
City:
Legal Description:

Household Search

Household Name:
Household Phone: () - -
Search Clear Search Fields

Household

Continue - Step 2 » Clear Household

2. Once you have individually added the student and their guardians/relatives, they will all be listed in the box and you can then click “*Continue to Step 2*” underneath it.

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Search for a tool or student

Census Wizard ☆

Census > People > Census Wizard

Census Wizard Search Results: 1351

Student (4 members)

4567 Campus Drive #206, Anyto

Student, Chandra (guardian)

Student, Avery #123456 [05/17/2014]

Student, Chandler D #234567 [09/07/2008]

Student Jr., Charlotte W #345678 [08/12/2006]

Census Wizard

Step 1 - Assemble New or Select Household

This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household, people or addresses.

- To Edit a household, simply click on the Household name in the search results.
- To Assemble a new household, select people and/or addresses in the search results.

If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street you can create and link in a new address into the household.

Person Search

Last Name

First Name

Student Number

Birth Date

Gender

Middle Name

Suffix

Address Search

House/P.O. Number

Street Name

Apt Number

City

Legal Description

Household Search

Household Name

Household Phone

Search

Clear Search Fields

Assembling a New Household

New Household

Student, Avery #123456 [05/17/2014]

Continue - Step 2 »

Clear Household

- You will then be taken to a page where you can Enter the “*Household Name*” and “*Phone Number*”. We usually enter the Household Name using the **Student’s Last Name**. When you are done, click “*Save & Continue to Step 3*”.

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Search for a tool or student

Census Wizard ☆

Census > People > Census Wizard

Census Wizard - Existing Household

Step 1: Start Over

Student

4567 Campus Drive, #206

Student, Chandra

Student, Avery #123456 [05/17/2014]

Student, Chandler #234567 [09/07/2008]

Student Jr., Charlotte #345678 [08/12/2006]

Census Wizard - Edit Household Membership

Step 2: Editing Household Data

Edit the attributes common to the household and edit details specific to each person and address.

Household

Household Name (Override)

Household Phone Number

Private

Comments

Household Locations

Address

Start

End

Private

Secondary

Mailing

Physical

4567 Campus Drive #206, MN 55429-1921

08/01/2018

☒

Household Members

Name

Birthdate

Gender

Start

End

Private

Secondary

Student, Chandler

09/07/2008

F

☐

☐

Student, Chandra

F

☐

☐

Student Jr., Charlotte

08/12/2006

M

☐

☐

Student, Avery

05/17/2014

M

10/17/2018

☐

☐

Save & Continue - Step 3 »

- Step 3 will be the last page where you edit student/parent relationships. For the “Start Date”, you’ll today’s date. When you are done, click “Save & Done”.

Census Wizard ☆
Census > People > Census Wizard

Census Wizard - Existing Household
Step 1: Start Over
Student
Step 2: Edit Household Data
Step 3: Edit Relationships
4567 Campus Drive, #206
Student, Chandra
Enroll as student
Student, Avery
#123456 [05/17/2014]
Enroll as student
Student, Chandler
#234567 [09/07/2008]
Enroll as student
Student Jr., Charlotte
#345678 [08/12/2006]
Enroll as student

Census Wizard - Edit Relationships
Step 3 - Edit Relationships of Household Members
Edit the relationships between the family members.

Relationships to Student, Avery

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Student, Chandra	F	Guard: Foster Mother	10/17/2018				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Jr., Charlotte	08/12/2006	M	Guard: Mother				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student, Chandler	09/07/2008	F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationships to Student, Chandra

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Student, Avery	05/17/2014	M	Guard: Foster Mother	10/17/2018			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Jr., Charlotte	08/12/2006	M	Guard: Mother				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student, Chandler	09/07/2008	F	Guard: Mother				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Relationships to Student Jr., Charlotte

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Student, Avery	05/17/2014	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student, Chandra	F	Guard: Mother					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student, Chandler	09/07/2008	F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationships to Student, Chandler

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
Student, Avery	05/17/2014	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student, Chandra	F	Guard: Mother					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Jr., Charlotte	08/12/2006	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save & Done

- When you have completed all of the steps in “Census Wizard”, you have officially created the student’s household.
- From here, you can go back to “Census” under the Main Menu, then click on “Household Addresses” under the “Household” tab. This prompts a search bar that will allow you to search for the household you’ve just created.

Household Addresses ☆
Census > Households > Household Addresses

Save Delete Find New Address

Household Location Editor

Address	Start Date	End Date	Mailing	Secondary	Private	Physical
3624 Holmes Blvd N	07/30/2004	07/30/2005				
488 Forrest Road			<input checked="" type="checkbox"/>			

Household Location Detail

Address
488 Forrest Road [MAP]

Start Date
End Date

Mailing ☒ Secondary ☐ Private ☐ Physical ☐

- Modified by: Unknown

- Click on “Find New Address” above the “Household Locator Editor” window and this will bring up a pop up window where you can enter the household’s address and search for it. If it doesn’t appear, then you can click on the “New Address” button. This will prompt a page where you can type in all of the address details and click the “Save” button when you’re done to save it under the household.

Household Addresses ☆

Census > Households > Household Addresses

Save Delete **Find New Address**

Household Location Editor

Address Start Date End Date Mailing Secondary Private Physical

488 Fo
3624 H
P.O. Bo

Add Address

Address Search
Search for an address already tracked in Campus using the fields provided, required fields are in red. Select an address from the list or click on Create New Address.

House/P.O. # 1234
Street Name Campus
Street Tag Way
Apt #
City
Household Phone () - -
Legal Description
Search

Address

New Address

Infinite Campus

Address Creation

Address Creation
Fill in the fields below. This will create a new Address object in the database and then continue on to the next Process Step.

Address Information

P.O. Box Number Prefix Street Tag Direction Apt
☐ 455
City State Zip County Location
Latitude Longitude Tract Block
Legal Description
Comments
District

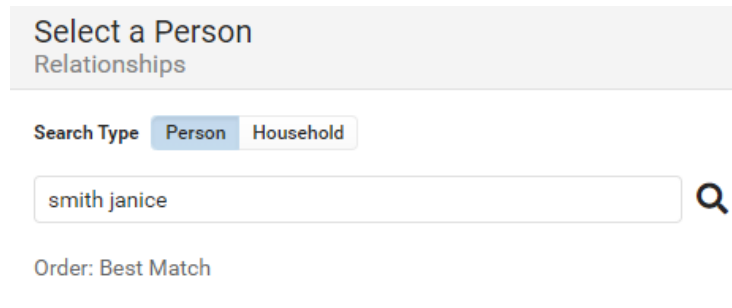
Save

You can also enter/edit an address by going to “*Census*” and clicking on “*Address Information*” under the “*Addresses*” tab.

8. You will be directed back to the main address window where you can enter the “*Start Date*” and edit/delete the address if it is incorrect.
9. To double check the Household Name and Phone Number, go back to “*Households*” under “*Census*” and click on “*Household Information*”.

Creating Student Emergency Contacts: (To be done after creating each contact under “Add Person”)

1. Click on “Census” under the Main Menu and go to “People” and click on “Relationships”. This will bring out a search window on the right side of the screen where you can search for the student. Click on “Person” next to “Search Type” at the top of this window, then enter the student’s name and press “enter” on the keyboard. Click on the appropriate student’s name.



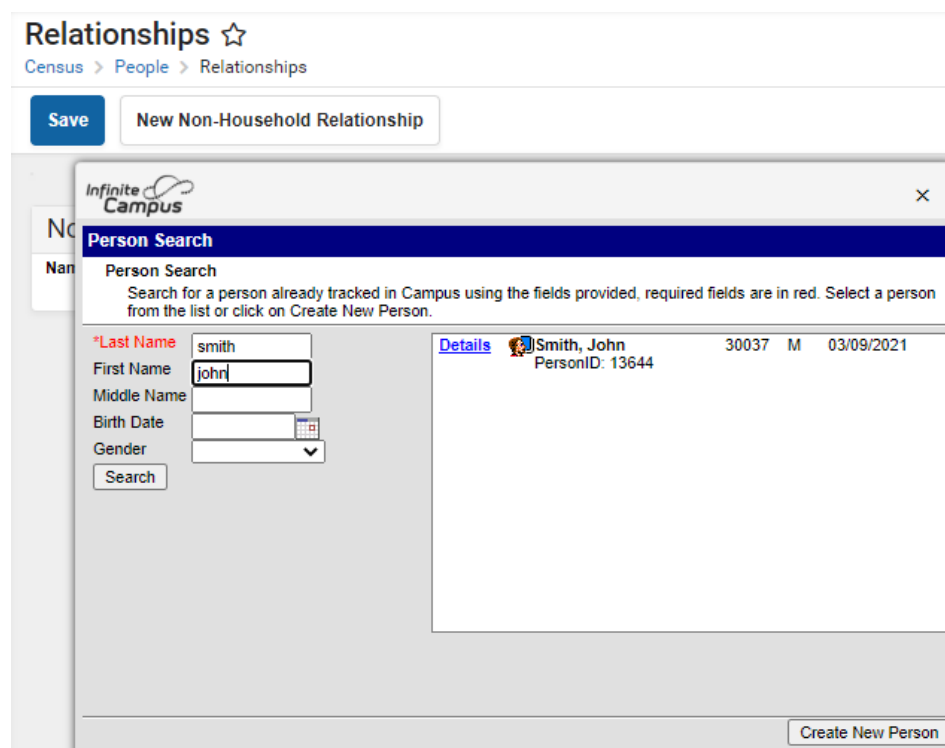
Select a Person Relationships

Search Type **Person** Household

smith janice

Order: Best Match

2. A “Relationships” screen will appear and you click on “New Non-Household Relationship” to bring up the pop up window with the search bar. Here, you will search for the existing person’s name and it will bring up their name in the box. Click on their name to add them to the main screen. **Note: you can add multiple relationships using the same screen and they will automatically appear on the home screen underneath the pop up window.**



Relationships ☆

Census > People > Relationships

Save New Non-Household Relationship

Person Search

Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a person from the list or click on Create New Person.

*Last Name smith
First Name john
Middle Name
Birth Date
Gender
Search

[Details](#) Smith, John 30037 M 03/09/2021
PersonID: 13644

Create New Person

- When you are done adding people, close the pop up window and edit each new relationship on the home screen. Here, you can type in the number that reflects their priority order (Example: Parent/Guardian would be “1”, First Emergency Contact would be “2” and Second Emergency Contact would be “3”. **Note: the names will not appear while you are editing them, but are arranged in the order you added them on the pop up screen.**

The screenshot shows a web interface for managing relationships. At the top, there's a header with 'Relationships' and a star icon. Below it, a breadcrumb trail reads 'Census > People > Relationships'. A blue 'Save' button is on the left, and a 'New Non-Household Relationship' button is on the right. The main form area is titled 'Non-Household Relationships' and contains a table with the following columns: Name, Gender, Relationship, Start Date, End Date, Emergency Priority, Guardian, Mailing, Portal, Messenger, and Private. The first row is labeled 'New Relationship' and has a close button (X) on the left. The 'Relationship' column has a dropdown menu. The 'Start Date' and 'End Date' columns have date pickers. The 'Emergency Priority' column has a text input field. The 'Guardian', 'Mailing', 'Portal', 'Messenger', and 'Private' columns each have a checkbox.

- When you have finished editing the “*Non-Household Relationships*”, click the “Save” button on the top left corner.

Tips for Editing Person/Household Information:

- In general, you can find all of the editing tools you will need to edit each person’s information by clicking “Census” in the Main Menu and clicking on whichever tool corresponds to the information you want to edit.
- Go to “Census” then click on either “Household Members”, “Household Addresses” or “Household Information” under the “Households” tab to search for specific households in the search window that pops out on the right side. Each option will let you edit certain information that corresponds with its title. **Note: You can delete a household under the “Household Information” tab.**
- Go to “Census” then click on “Demographics” to edit personal information for either a student, parent or emergency contact. While on this page, you can search for each student/person by clicking on the “Person” search button at the top left corner of the window. **Don’t forget to click the “Save” button after all edits for a particular student/person are made!**

Attendance Guide

Editing An Individual Student's Attendance:

1. Go to the “*Student Information*” tab under the Main Menu and click “*Attendance*” under the “*General*” section. Click on the search button at the top right corner to search for the student you want to edit.
2. Once you’ve selected a student, you can add a new attendance record for a particular day by clicking the “*New*” button above the attendance information. When the window opens, you can select the appropriate attendance code and write comments (these can be seen by parents). This is good to use when the office is notified by the parents that the student will have future absences.
3. Here, you can also edit which group the student belongs to by clicking “*Update Group*” assignment.

Attendance ★
Student Information > General > Attendance

Grade: 05 #13900 DOB: 09/25/09

Student

Always Virtual

NewPeriod DetailDaily Detail

Blended Learning Group: Always Virtual

Update Group AssignmentEnd Group Assignment

Term T1 08/13/2020 - 11/06/2020
Instructional Days: Present Days: NaN

Period	ATT	AM	PM	T
Absent	0	0	0	0
Early Release	0	0	0	0
Tardy	0	0	0	0

Term T2 11/09/2020 - 02/26/2021
Instructional Days: Present Days: NaN

Period	ATT	AM	PM	T
Absent	0	0	0	0
Early Release	0	0	0	0
Tardy	0	0	0	0

Term T3 03/01/2021 - 05/28/2021
Instructional Days: 60 Present Days: 58

Period	ATT	AM	PM	T
Absent	0	0	0	0
Early Release	0	0	0	0
Tardy	0	0	0	0

UnknownExcusedUnexcusedExempt

Date

Period

ATTAMPM

Course Number & NameAbsentTardy

Chronic Absenteeism Information (Federal)

Absenteeism Percentage (Federal)
0.00%

Scheduled Days (YTD)
3

Days Absent (Federal)

Chronically Absent (Federal)
NO

Editing Multiple Students' Attendance:

1. Go to "Attendance Office" under the Main Menu and click on "Daily Attendance Processing" under the "Attendance Management" section. This will pull up a daily list of students who were absent. **Office staff can edit the attendance date whereas teachers are limited to the present date.**

Daily Attendance Processing ★

Attendance Office > Attendance Management > Daily Attendance Processing

Summary Report Caller Report

Daily Attendance

Date: Unknown Excused Unexcused Exempt Note: For additional section detail hover over a period in the grid below.

Day: Monday - Period Schedule: Regular Day

Ad Hoc Filter

Student	Number	Grade	ATT
Details [Redacted]	21907	KG	DNZ
Details [Redacted]	22701	03	DNZ
Details [Redacted]	21864	01	DNZ
Details [Redacted]	21372	01	DNZ
Details [Redacted]	21212	01	DNZ
Details [Redacted]	21570	05	DNZ
Details [Redacted]	22503	KG	DNZ
Details [Redacted]	20972	03	DLP
Details [Redacted]	20468	03	DNZ
Details [Redacted]	21214	KG	DNZ
Details [Redacted]	21943	KG	DNZ
Details [Redacted]	20851	03	DNZ
Details [Redacted]	21459	03	DNZ

2. Edit each student's attendance code by clicking on the 3 letter code to the right of their name and enter the appropriate comments. Click the "Save" button when finished.

Daily Attendance Processing ★

Attendance Office > Attendance Management > Daily Attendance Processing

Save

Attendance Information

Date:

Name:

Period	Code	Status	Excuse	Present Minutes	Comments
ATT	<input type="text" value="DNZ: Did Not Attend Zoom Meeting"/>	A		<input type="text" value="0"/>	<input type="text" value="Virtual participation not verified"/>
	<input type="button" value="Fill Down"/> <input type="button" value="Clear"/>				

**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.

3. To search and enter attendance for multiple students by grade level or by attendance code, use the *“Attendance Wizard”*.