

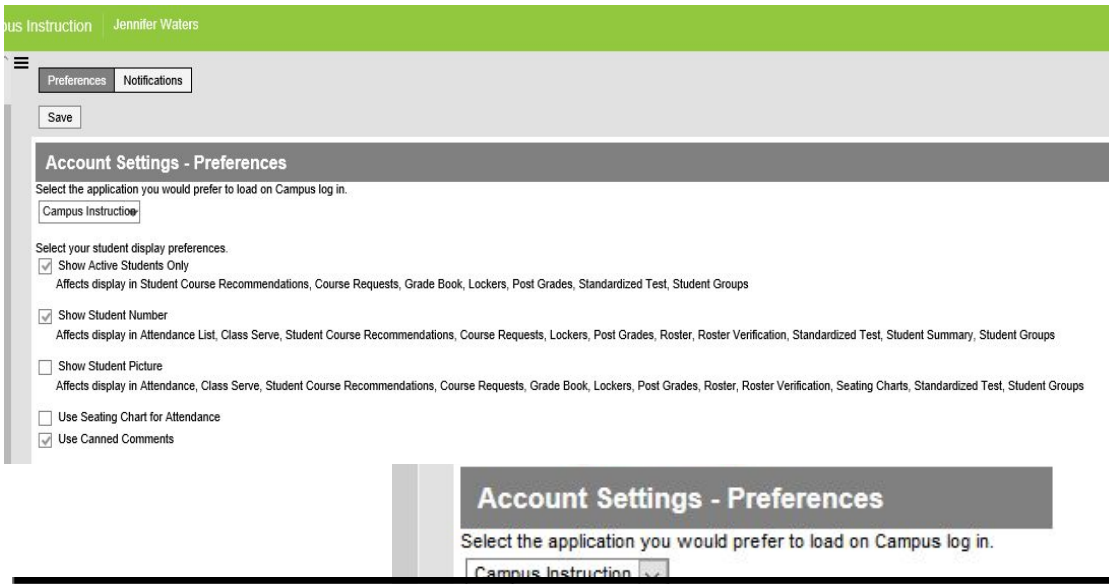
Quick Guide 1: Rosters, Attendance, Seating Charts



Use your computer login and password for Infinite Campus.
 HTTPS://INFINITE.SWEETWATERSCHOOLS.ORG
 ***If the site will not open, check if you are missing the "s" in https

The Infinite Campus course on Canvas has a more detailed description and video tutorials.

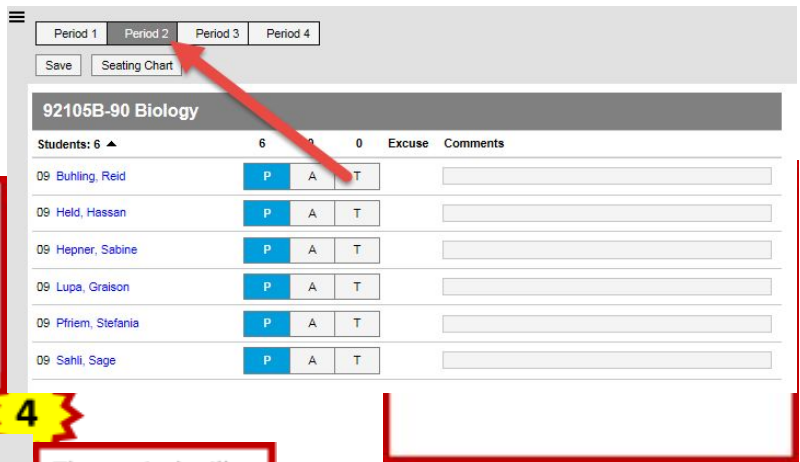
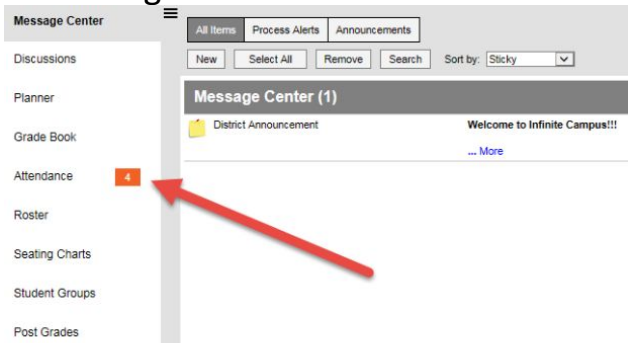
SETTINGS: Always save!!!



SHOW ACTIVE STUDENTS:
 Active students will be in blue, inactive will be in red. Check this if you DO NOT want to see students who have been dropped.

SEATING CHART FOR ATTENDANCE: Use this if you would like the seating chart to show up on the screen when you go to take attendance.

ATTENDANCE: Infinite Campus is about "saving", not "submitting".

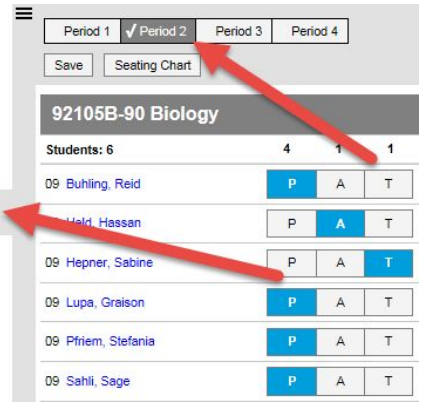


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The period will be "checked off" if your attendance is saved.

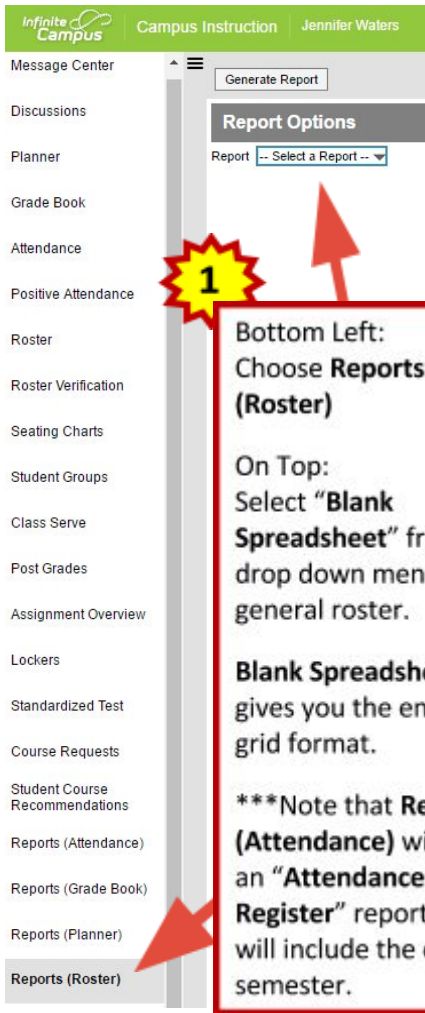
The number of periods needed for attendance will decrease.

P = present
 A = absent
 T = tardy
 Please refer to Ms. Best for her preference on use of comments.



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PRINTING ROSTERS: Easiest way to have weekly or monthly hard copies of your attendance.

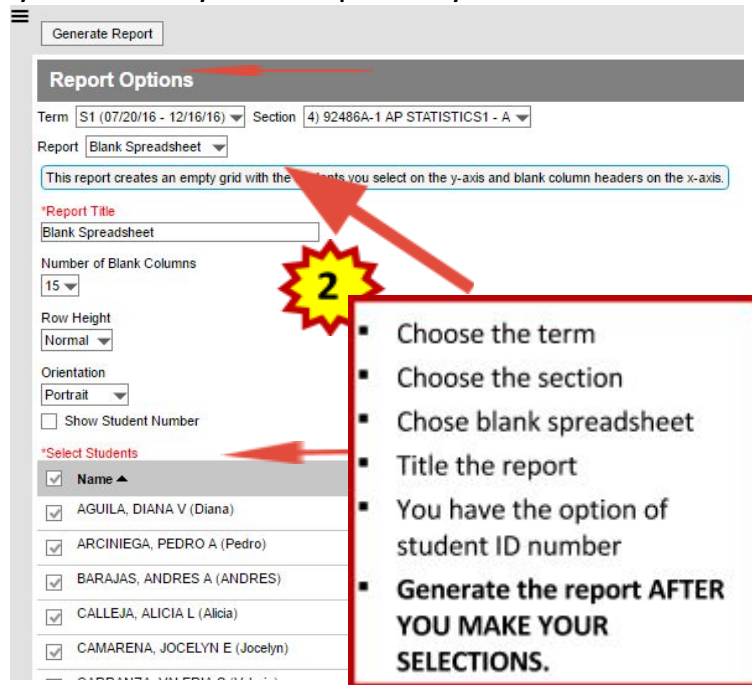


Bottom Left:
Choose **Reports (Roster)**

On Top:
Select **"Blank Spreadsheet"** from the drop down menu for a general roster.

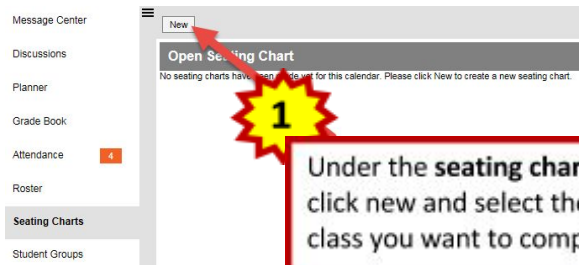
Blank Spreadsheet gives you the empty grid format.

*****Note that Reports (Attendance) will create an "Attendance Register" report. But it will include the entire semester.**

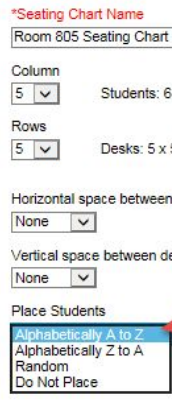


- Choose the term
- Choose the section
- Choose blank spreadsheet
- Title the report
- You have the option of student ID number
- Generate the report AFTER YOU MAKE YOUR SELECTIONS.**

SEATING CHARTS: If you have a **group layout**, dragging and dropping your desks is best!



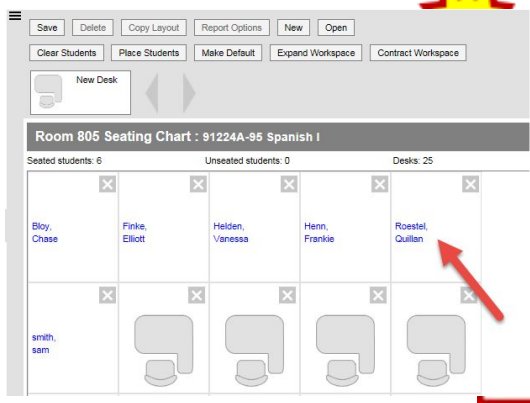
Under the seating charts tab, click new and select the first class you want to complete.



The column and row format is for traditional setups.

The grouped desks below were done by dragging **new desks** to the screen.

"Place Student" options can also be changed on the next screen.



"New Desk" allows you to drag and drop a desk on the screen.

"Place Students" gives you the options of alphabetical or random.

"Copy Layout" is available once you are done. You can copy your layout to any other classes.

