

## How to Check Attendance in Infinite Campus

1. Log onto the site: <https://campusportal.sweetwaterschools.org>
2. Enter the username and password
  - Username: ID
  - Password: first initial, last initial, 6 digit birthday

**Student ID**

**First initial, last initial, 6 digit birthday**

**Campus Portal**

Sweetwater Union High School District

Username

Password

Sign In >>

HELP ▾

In English | En Español | 中文简体 | 中文繁體

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3. If you have never logged it, it will ask you if you want to set up security preferences. You can do this now, or click “Not Now.”

**Security Preferences**

**Update Your Security Preferences**

To better protect your privacy and security, going forward all users will be required to add additional security preferences when registering a new account or logging into an existing account. Security preferences are another layer of protection for your account and will allow you to reset your password should you ever need to. Users can log in up to three times before these settings will be required.

**Would you like to update your security preferences now?**

Yes >> Not Now X

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- Once logged in, you will see your home page. If any of your teachers are using Infinite Campus for grade, you may see messages from them on the home screen.

The screenshot shows the Infinite Campus home page. On the left is a navigation menu with items like Calendar, Schedule, Attendance, Grades, Health, Academic Planner, Academic Progress, Fees, To Do List, Reports, Demographics, Family, Messages (2), Discussions, Household Information, and Family Members. The main content area has sections for District Announcements (0 messages), School Announcements (0 messages), and an Inbox (2 messages, 2 new). The inbox contains two messages: one dated 07/24/2016 with subject 'Biology Reminder for Monday' and another dated 07/22/2016 with subject 'Test email via Infinite Campus from Biology'. Below the inbox is a section titled 'Looking for your District ID?' with a green 'Get District ID' button and a note: 'Click the button to the right to get your District ID, so you can log in to our mobile applications!'. A red arrow points from the 'Get District ID' button to the second message in the inbox. A callout box on the right says 'Any messages from teachers using Infinite Campus for grades show here.' A small black box at the top right contains text about notifications: '...notifications and select either. Click on the bell to open Notifications and then click on a notification to be taken directly to it within Portal. To return to Notifications, click on the bell again. A notification will be automatically deleted once it is 30 days old.'

- Note: there is also a mobile version of Infinite Campus for phones and tablets. You must have the District ID to enter to use on a phone or table, but it does not show when you click "Get District ID."

- The District ID is FCPXPV**

This screenshot is similar to the first one but with a different navigation menu. The menu items include Attendance, Grades, Health, Academic Planner, Academic Progress, Fees, To Do List, Reports, Demographics, Family, Messages (2), Discussions, Household Information, Family Members, Fees, Applications/Forms, User Account, Account Management, Contact Preferences, Access Log, and Notification Settings. The 'Get District ID' button is present, but a red callout box points to it with the text: 'This does not show up if you click on it. The District ID is: FCPXPV. You need this to use the app on a mobile device.' The rest of the page content, including the messages section, is identical to the first screenshot.

- To check attendance, click the **Attendance** tab in the left bar. Note that all unexcused absences must be cleared within 30 days or else the student must attend Saturday School to clear them.

Click attendance to check for tardies and unexcused absences.

You have 30 days to clear absences. After that you must attend Saturday School to clear them.

District Announcements - 0 messages

School Announcements - 0 messages

Inbox - 2 messages (2 new)

Date	Subject
07/24/2016	Biology Reminder for Monday
07/22/2016	Test email via Infinite Campus from Biology

Looking for your District ID?

Click the button to the right to get your District ID, so you can log in to our mobile applications!

Get District ID

- There are different ways you can view attendance. The **Course Tab** will show attendance by the student schedule. It lists cumulative absences and tardy totals at the bottom. Any combination of 6 or more places the student on the non-privileged list.

Attendance

October 2016    November 2016    December 2016

Su Mo Tu We Th Fr Sa    Su Mo Tu We Th Fr Sa    Su Mo Tu We Th Fr Sa

2 3 4 5 6 7 8    1 2 3 4 5    1 2 3

9 10 11 12 13 14 15    6 7 8 9 10 11 12    4 5 6 7 8 9 10

16 17 18 19 20 21 22    13 14 15 16 17 18 19    11 12 13 14 15 16 17

23 24 25 26 27 28 29    20 21 22 23 24 25 26    18 19 20 21 22 23 24

30 31    27 28 29 30    25 26 27 28 29 30 31

Dates that are highlighted can be clicked to view daily period details.    Excused    Unexcused    Exempt    Unknown

Course    Period    Day    Term

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy	Present
		10	1	1
		5	13	0
		7	1	0
		12	6	1
		9	1	1
		3	0	0
		5	8	0
Total		51	30	3

Course Tab: Your schedule and teachers are here. You can check absences and tardies for each period.

This is the total unexcused absences and tardies you have. Any combination of 5 or more is an F in citizenship and puts you on the non-privileged list.

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8. You can also view attendance by date. When viewing, look for “As” and “Ts” in orange, as they are unexcused.

Course Period Day Term

Attendance Summary by Day

Date	0	1	2	3	4	5	7
10/18/2016 Tue				T	T		
10/17/2016 Mon		T					
10/14/2016 Fri		A	A			T	
10/13/2016 Thu					T		A
10/11/2016 Tue					T		A
10/10/2016 Mon		A	A	A			
10/07/2016 Fri		A					
10/06/2016 Thu						T	
10/05/2016 Wed				T			
09/16/2016 Fri							T
09/15/2016 Thu					A	T	T
09/14/2016 Wed		A					
09/13/2016 Tue					T	T	
09/12/2016 Mon		A	A	A			

**Day Tab**  
Show tardies and absences by period by date. You are looking at "As" and "Ts" in orange as these are unexcused/ unknown.

9. Last, you can view total attendance by term to get totals for the semester. Note students that have 10 or more days absent will be sent to the District Attendance Review Board, and legal action may occur.

Course Period Day Term

Attendance Summary by Term

Term	Days Absent	Periods Absent	Tardy	Present
S1 (07/20/2016-12/16/2016)	10.5	51	30	3
S2 (01/10/2017-06/02/2017)	0	0	0	0
<b>Total</b>	<b>10.5</b>	<b>51</b>	<b>30</b>	<b>3</b>

**Term Tab**  
Shows cumulative absences and tardies for the semester.

Students with 10 or more total days absent will be referred to the district Student Attendance Review Board and have to appear in person at the district. There are legal ramifications at this point.

10. Students and Parents/ Guardians should check attendance weekly to make sure they are aware of any issues that need attending. If you download the mobile app, you will receive instant notification if your student is marked absent or tardy in a class.

Campus Mobile Portal



## Go Mobile.

Anytime, anywhere access. Get your Campus Portal information when you want it from your mobile device.

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**Step 1 Download the App**

Download the **Infinite Campus Mobile Portal** application from any of the following app stores:



**Step 2 Launch the App and Enter in the District ID**

✕

- Select Settings.
- Enter your District ID: FCXPV
- Select Go.

**Step 3 Enter Portal Account to Sign In**

- Enter your Campus Portal username and password
- Select Go/Sign In.

One Touch.  
Tons of Info.