Entering Positive Attendance

Last Modified on 10/22/2022 9:40 am CDT

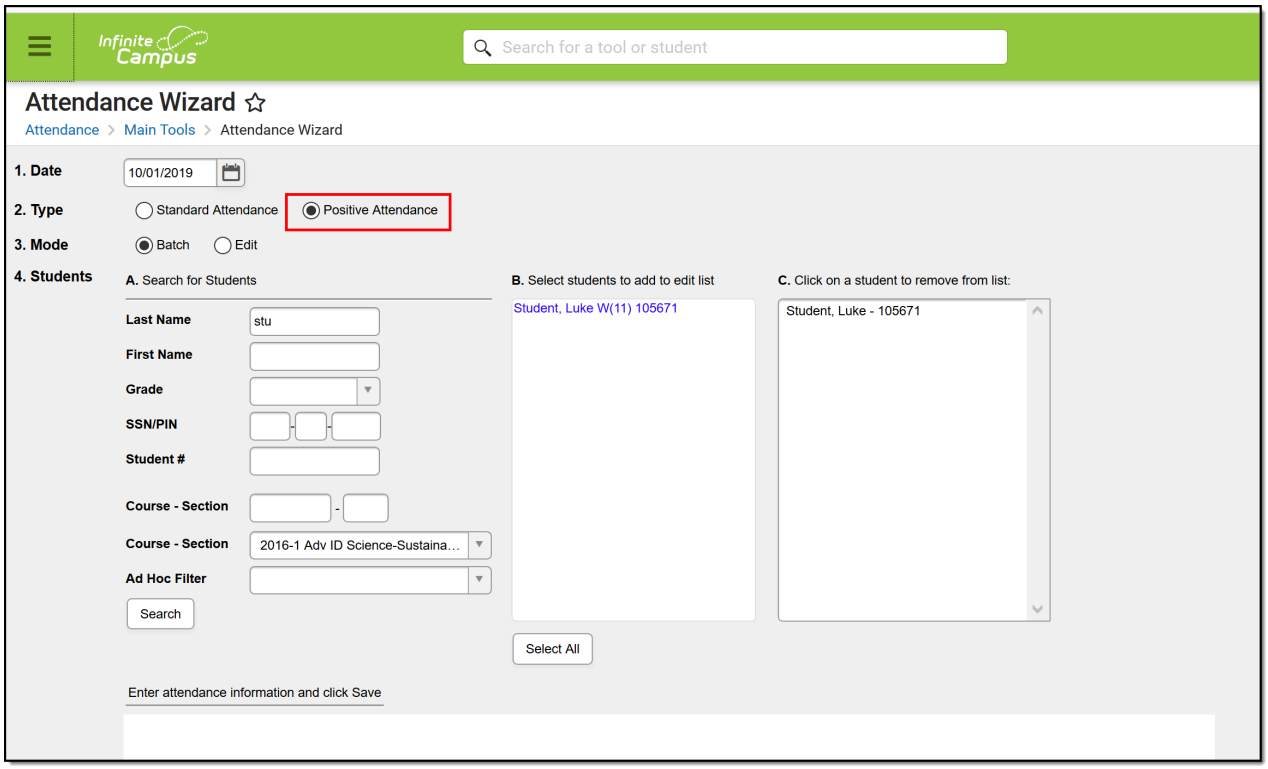
Positive Attendance Time Validations | Enter Positive Attendance Using Batch Mode | Enter Positive Attendance Using Edit Mode | Remove Positive Attendance Entries

Classic View: *Attendance > Attendance Wizard*

Search Terms: Attendance Wizard

Positive Attendance records attendance for students who are present during the school day. The following procedures walk the user through recording attendance for each available positive attendance mode. Using this type of attendance requires certain preferences and course information to be set first. See the Positive Attendance article for setup information.

See the Enter Standard Attendance article for entering attendance for students who are absent during the school day.



Positive Attendance Time Validations

Attendance records cannot be saved when:

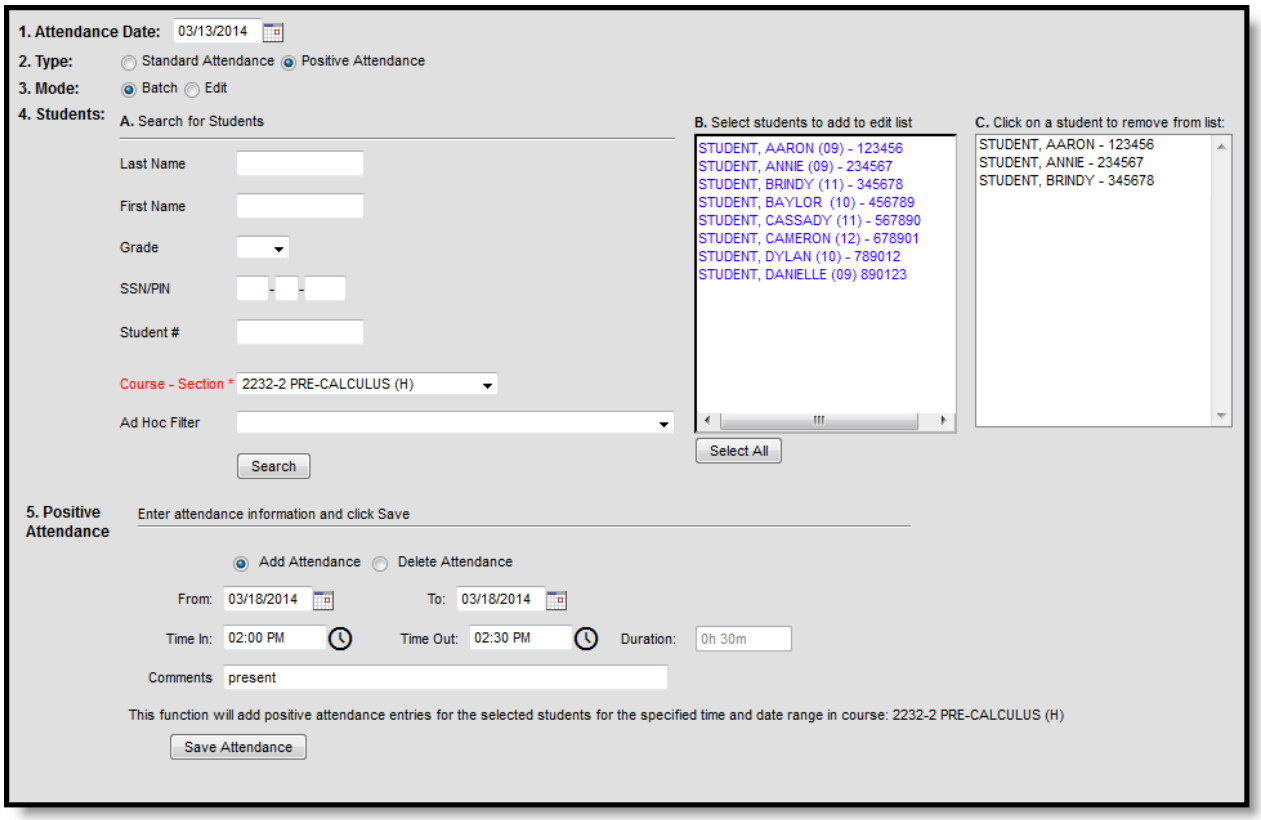
- The Time In is after the Time Out.
- The Time Out is before the Time In.
- The Time In and Time Out is the same.
- The Time In and Time Out for a section cannot overlap the Time In and Time Out for another record for the same section.

Copyright © 2021 Infinite Campus. All rights reserved.

Validations occur when clicking the **Save** Button. See the Positive Attendance article for a list of these validations.

Enter Positive Attendance Using Batch Mode

1. Enter the **Attendance Date** for which to record attendance.
2. Choose the **Positive Attendance** Type.
3. Select the **Batch Mode**.
4. Enter **Search** criteria to return students.
5. Click the **Search** button. Students matching the entered criteria display in **Column B**.
6. Select the students from Column B to move to **Column C**. Only those students in Column C will have attendance entered for them.
7. Mark the **Add Attendance** radio button.
8. Enter the date range in the **From** and **To** date fields for which the attendance applies.
9. Enter the **Time In** and **Time Out** in HH:MMM format. The Duration field auto-populates with the attendance minutes.
10. Enter any **Comments** for the record.
11. Click the **Save Attendance** button when finished. The record will be saved.



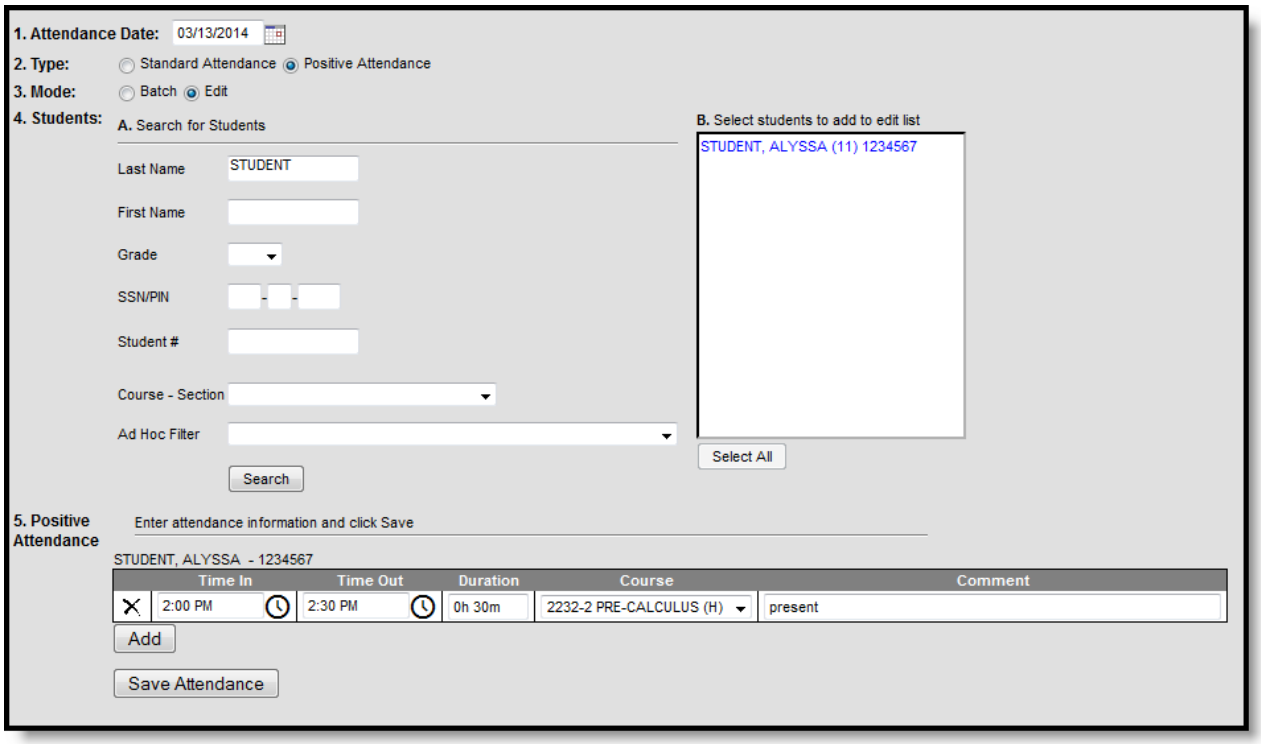
Positive Attendance Batch Mode

Copyright © 2021 Infinite Campus. All rights reserved.

Enter Positive Attendance Using Edit Mode

Only one student at a time can be chosen to modify existing positive attendance entries.

1. Enter the **Attendance Date** for which to record attendance.
2. Choose the **Positive Attendance** Type.
3. Select the **Edit Mode**.
4. Enter **Search** criteria to return students.
5. Click the **Search** button. Students matching the entered criteria display in **Column B**.
6. Modify the attendance record as needed for the selected student by changing the **Time In** or **Time Out** values, the selected Course and/or the Comment for the record.
7. Click the **Add** button to add another row for entering additional attendance data for the same student.
8. Click the **Save Attendance** button when finished. The record will be saved.



Positive Attendance Edit Mode

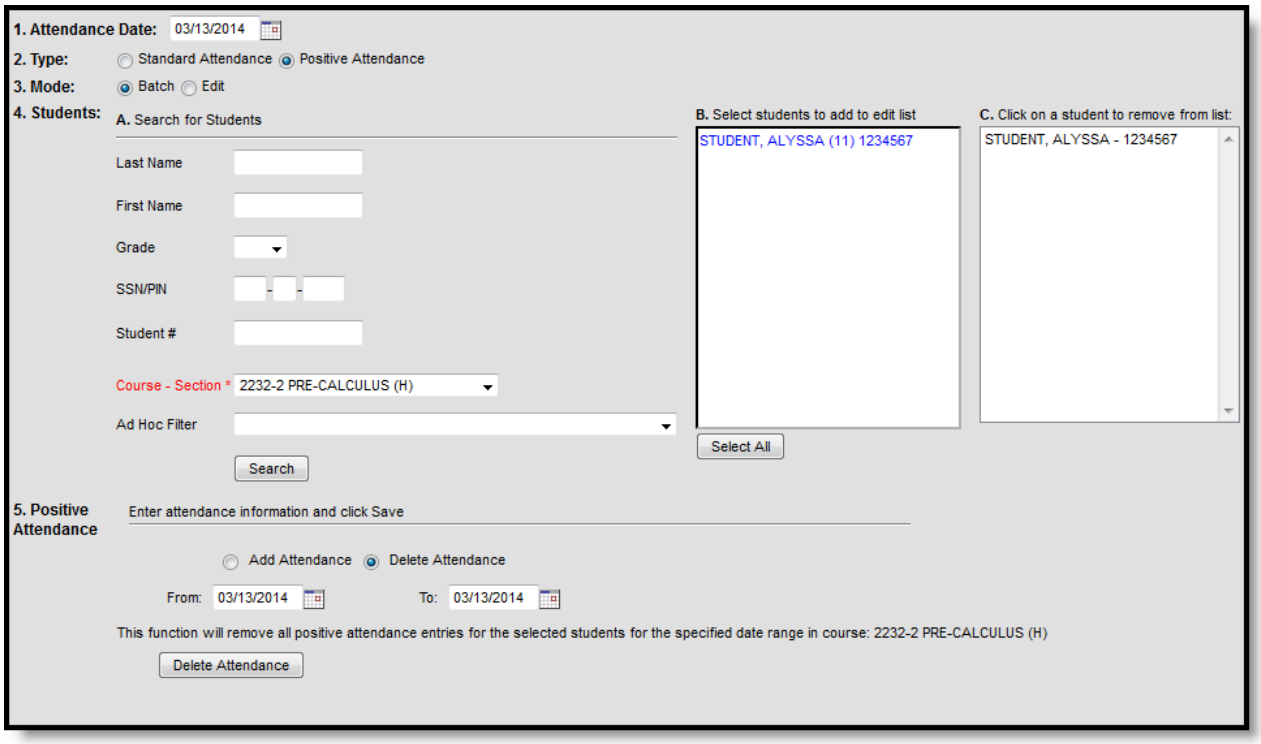
Remove Positive Attendance Entries

Positive Attendance entries can be deleted if necessary when using the Batch Mode.

1. Enter the **Attendance Date** for which to record attendance.
2. Choose the **Positive Attendance** Type.

Copyright © 2021 Infinite Campus. All rights reserved.

3. Select the **Batch Mode**.
4. Enter **Search** criteria to return students.
5. Click the **Search** button. Students matching the entered criteria display in **Column B**.
6. Select the students from Column B to move to **Column C**. Only those students in Column C will have attendance entered for them.
7. Mark the **Delete Attendance** radio button.
8. Enter the date range in the **From** and **To** date fields for which the attendance applies.
9. Click the **Delete Attendance** button when finished. The record will be removed.



Delete Attendance in Batch Mode

Copyright © 2021 Infinite Campus. All rights reserved.