

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

Infinite Campus Transforming K12 Education®

Campus Portal

Sweetwater Union High School District

Username

Password

Sign In >>

HELP ▾

In English | En Español | 中文簡體 | 中文繁體

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www.infinitecampus.com

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.”

Infinite Campus Transforming K12 Education®

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.

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

Any messages from teachers using Infinite Campus for grades show here.

- 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**

Inbox - 2 messages (2 new)

| Date | Subject |
|------------|---|
| 07/24/2016 | Biology Reminder for Monday |
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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

This does not show up if you click on it.

The District ID is: **FCXPV**

You need this to use the app on a mobile device.

- 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 |
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Looking for your District ID?
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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 | |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | 3 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | |

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.

In English En Español 简体中文 繁體中文

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 |
| Total | 10.5 | 51 | 30 | 3 |

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.



One Touch.
Tons of Info.

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.