

HENRY COUNTY SCHOOLS Information Services Division

Secondary Remote Learning Attendance

CHECK-IN (Student View – Secondary Only)

All secondary students are expected to log into the IC Student Portal and “Check-In” for each assigned class period at the designated class time. Below are screenshots detailing the attendance process. If the students are present in the teacher’s live sessions, then the teacher will also mark the student “Present/Participated”. The teacher’s mark overrides the student’s “Check-In.”

Screenshot 1 (Student Portal Page View)

The screenshot shows the 'Infinite Campus' student portal interface. The top navigation bar includes a hamburger menu, the 'Infinite Campus' logo, and notification and user icons. The main content area is titled 'Today Friday, August 7, 2020'. It features a student profile for Marcia Brady (Student Number 12345, WHS, Grade 12) with a 'Student Campus Portal Today Page' label. Below the profile is a 'Check-Ins' section with a list of classes and their end times (all at 3:15 PM): British Lit & Comp A Attendance, German III A Attendance, Psychology Attendance, and Physics A Attendance. A callout box labeled 'Student Schedule with individual Check-ins' points to this list.

Screenshot 2 (Student Portal Page View)

This screenshot is identical to Screenshot 1, showing the 'Check-Ins' section. A callout box labeled 'At the designated period start time, the student must click the course check-in.' points to the first item in the list: 'British Lit & Comp A Attendance End: Today at 3:15 PM'.

Screenshot 3 (Student Portal Page View)

The screenshot shows the Infinite Campus Student Portal interface. On the left is a dark sidebar with navigation options: Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Academic Plan, Documents, Message Center, and More. The main content area is titled 'Attendance' and features a 'Back' button. A list of attendance events is shown on the left, with 'British Lit & Comp A Attendance' selected. The details for this event are displayed on the right, including the start and end times (8:15 AM to 3:15 PM). Below the event details, there is a section titled 'Are you here?' with a prompt: 'Click Yes if you're participating in British Lit & Comp A today, 8/7/2020.' A blue button labeled 'Yes, I'm Here' is highlighted with a red box and an arrow pointing to an orange callout box. The callout box contains the text: 'At the designated period start time, the student must click Yes, I'm Here.'

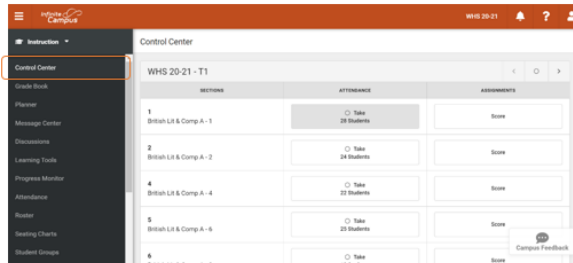
Screenshot 4 (Student Portal Page View)

The screenshot shows the Infinite Campus Student Portal interface. On the left is a dark sidebar with navigation options: Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Academic Plan, Documents, Message Center, and More. The main content area is titled 'Today Friday, August 7, 2020'. At the top, there is a student profile card for Marcia Brady, Student Number 12345, WHS, Grade 12. Below the profile card, there is a section titled 'Check-Ins' with a list of attendance events: German III A Attendance, Psychology Attendance, and Physics A Attendance. Each event has a right-pointing arrow. An orange callout box points to the 'Check-Ins' section with the text: 'Once the student checks in, the course disappears from the Today page.' Another orange callout box points to the list of attendance events with the text: 'At the beginning of each class period, the student repeats the Check-In process.'

CHECK-IN (Secondary Teacher View)

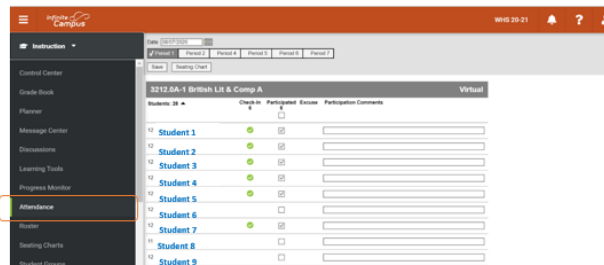
Secondary teachers will take daily *Homeroom* attendance **and** take attendance at the beginning of each period taught. Below are screenshots detailing the attendance process. If the students are present in the teacher's live sessions, then the teacher will mark the student present/participated. Note: Homeroom attendance must be taken Monday through Friday.

Screenshot 5 (Control Center and Attendance Page Views)



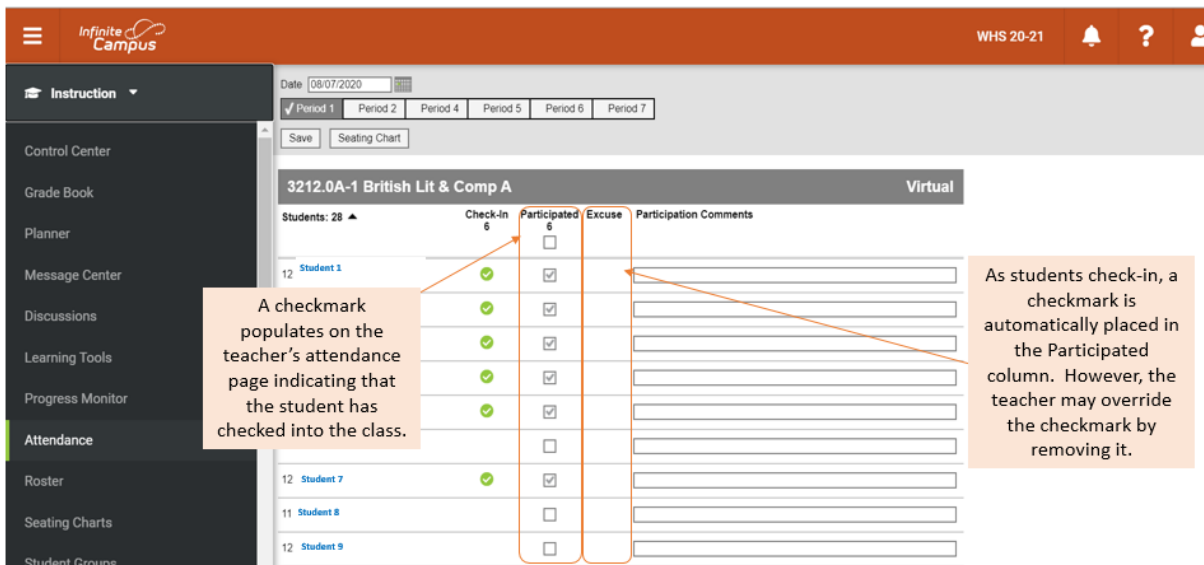
Control Center Page

At the beginning of each class period, the teacher may take attendance in one of two ways



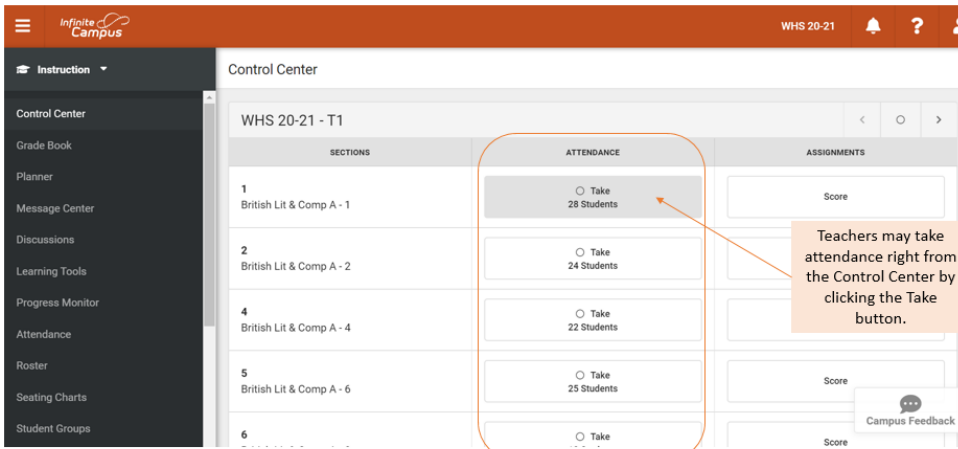
Attendance Page

Screenshot 6 (Attendance Page View)



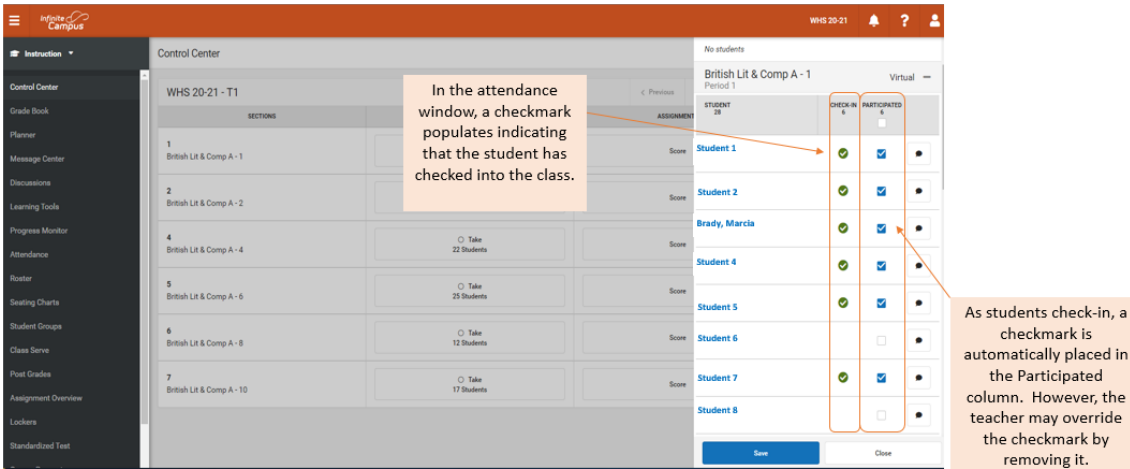
Attendance Page View

Screenshot 7 (Control Center View)



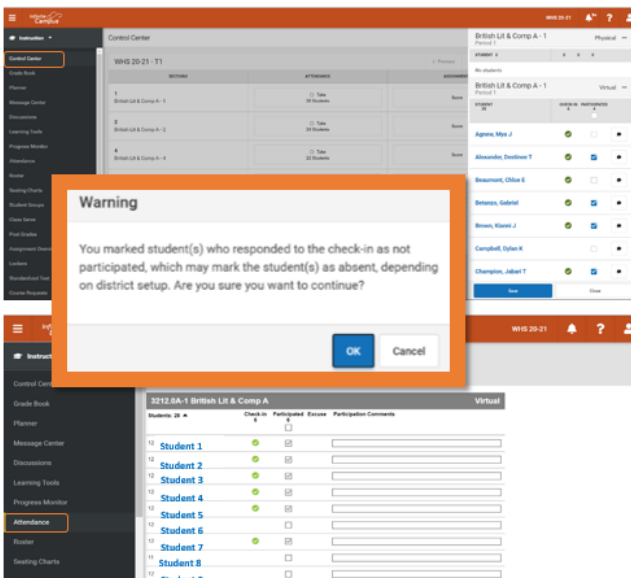
Control Center Page View

Screenshot 8 (Control Center View)



Control Center Page View

Screenshot 9 (Warning View)



The Participated mark is the official attendance record. No checkmark in the Participated box equates to an Unexcused Absence in Infinite Campus.

- ❖ If a student is a no show to the virtual class (Google Meet/Zoom), the teachers may override the checkmark by removing it.
- ❖ The teacher has up to 5 days to update the Participated checkmark
- ❖ A warning message appears when teachers remove the participated checkmark from a student who has checked-in via Campus Portal