

Student Guide to Virtual Attendance in Infinite Campus

Steps for Submitting Your Virtual Attendance

- 1) Go to the **Today** section of the IC portal.
- 2) Click on the name of the course for which you're checking in.
- 3) Check-in by clicking the "Yes, I'm Here" button.
- 4) Participate in all class activities throughout the entire class period, as instructed by your teacher.
- 5) If you notice a discrepancy in your attendance, immediately contact your classroom teacher via email.

The screenshot displays the IC portal interface. On the left is a dark sidebar with a menu. The 'Today' menu item is highlighted with a green box. An arrow points from this box to the main content area. The main content area shows the date 'Today Monday, August 31, 2020' and a student profile with a blurred photo, 'Student Number', and '20-21 Pine Creek High School Grade 11'. Below this is a 'Check-Ins' section, also highlighted with a green box. An arrow points from this box to a modal window. The modal window is titled 'Amer Lit&Comp Attendance' and shows the start and end times: 'Start: Today at 12:00 AM' and 'End: Today at 11:59 PM'. It asks 'Are you here?' and provides instructions: 'Click Yes if you're participating in Amer Lit&Comp today, 8/31/2020.' A blue button labeled 'Yes, I'm Here' is highlighted with a green box, and an arrow points from the 'Check-Ins' box to it.

Today

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Today Monday, August 31, 2020

Student Number

20-21 Pine Creek High School
Grade 11

Check-Ins

Amer Lit&Comp Attendance
End: Today at 11:59 PM

US Hist/Geog Attendance
End: Today at 11:59 PM

Accounting 1 Attendance
End: Today at 11:59 PM

H Pre-Calculus* Attendance
End: Today at 11:59 PM

Amer Lit&Comp Attendance
Start: Today at 12:00 AM End: Today at 11:59 PM

Are you here?
Click Yes if you're participating in Amer Lit&Comp today, 8/31/2020.

Yes, I'm Here