

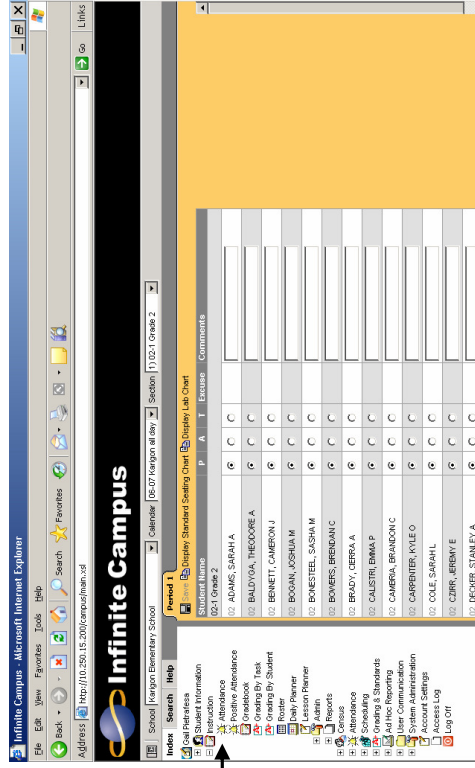


### Taking Attendance

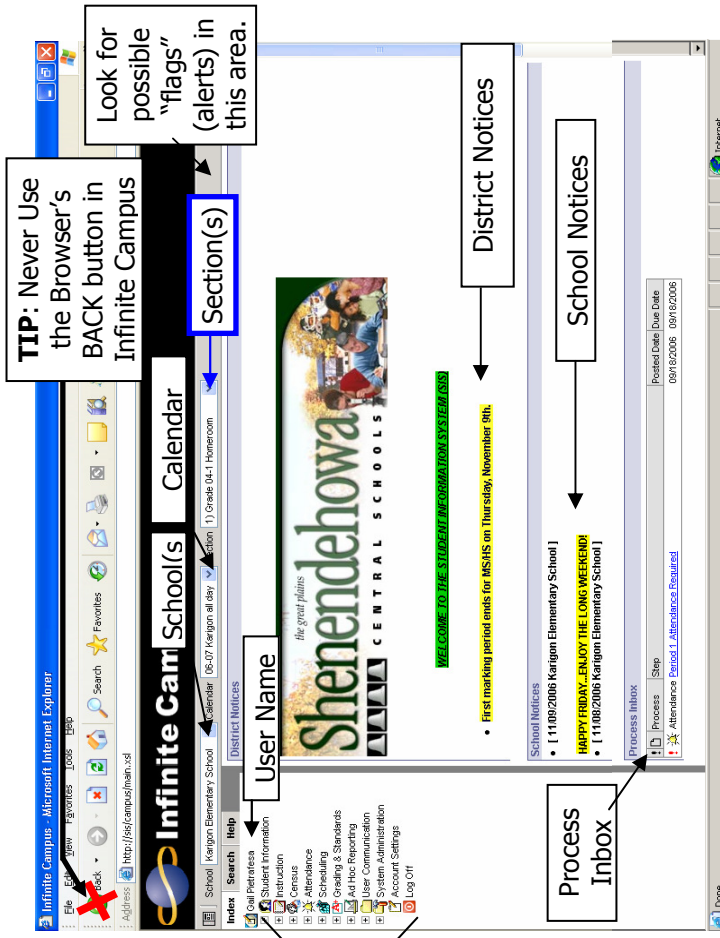
- ACCESS THE SIS WEB PAGE. Open Internet Explorer. In the address bar, type: **sis.shenet.org**
- After accessing this page the first time, create a **bookmark** for easy future access (use the Favorites menu to select **Add to Favorites**). Click **OK**.
  - LOGIN AND CREATE A PASSWORD.**
    - Use your regular SHENet userID.
    - Temporary password: **Teachers use shen67tch**  
**Staff use shen67stf**
- You will be asked to choose a new password. **It MUST BE at least 8 characters and include at least one letter and at least one number.**

Note: *Three consecutive incorrect logins will disable your account. See Building Coach to reset.*

- TAKE ATTENDANCE**  
Access the **Attendance Module** either through the **Process Inbox** or the **Instruction** → **Attendance** option. Check Present, Absent or Tardy as building policy dictates. Click **save** to submit attendance. You can make additions/corrections at any time during the day. Click Refresh in your browser to go back to your inbox.

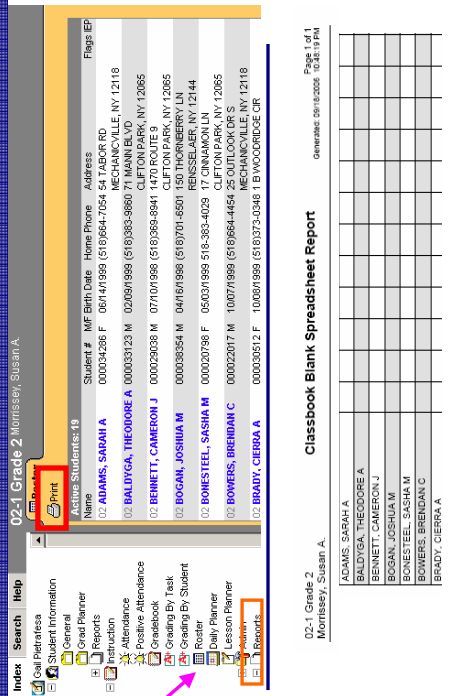


### Infinite Campus Interface...

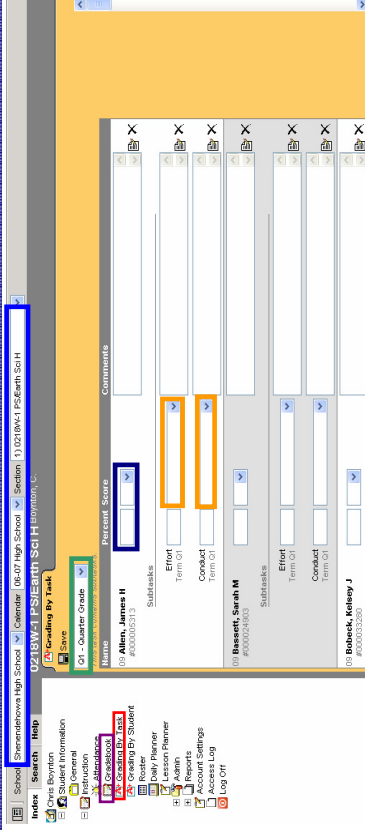


### Printing Rosters and Blank Spreadsheets

Click **Roster** to see a list of students in the current **Section**. Click any student to view their census information. Notice the **print button**. For subs, use the **Blank Spreadsheet** option. Under **Reports**, click the **Blank Spreadsheet** option. Click **Generate Report**, to produce a printable spreadsheet with your class roster



## Inputting Quarter/Final Grades w/o using Gradebook



- Login to Infinite Campus. Under **Instruction**, click on **Grading by Task**.
- 2.) Select your **building, calendar** and the **section** for which you want to input grades.
  - 3.) Select **Q1-Quarter Grade** to enter 1<sup>st</sup> quarter grades.
  - 4.) Type the students score in the **percent** field and **also select it from the score pulldown** (we realize this is repetitive but it is a limitation of the system if you are not using the gradebook).
  - 5.) In the **Conduct** and **Effort** fields, pull down the correct choice from the menu.
    - \* **Note you do not need to fill in the percent boxes for Conduct and Effort.**
  - 6.) Scroll down and repeat for each student.
  - 7.) **Save frequently**, and be sure to **Save** before you exit!
  - 8.) During the grading period window (approx. 8 days) you may come back and change grades at any time and **Save** again.

## Building Coaches

Every building has at least one SIS Coach. Coaches receive extensive Infinite Campus training and are the first line of support in their buildings.

Acadia = Lori Koopman  
 Chango = Stacey Shinski  
 HSE = Meg Springli & Michele Fazio  
 Karigon = Brenda Fensterer  
 Okte = Amy Grabkowski  
 Skano = Diane McGinn  
 D.O. = Beverley Barnes

Arongen = Regina Smith  
 Gowana = Jon Conover & Linda Shady  
 HSW = Karen Tremblay  
 Koda = Denise Amrhein  
 Orenda = Tracey Eberle  
 Tesago = Cheryl Lavicska

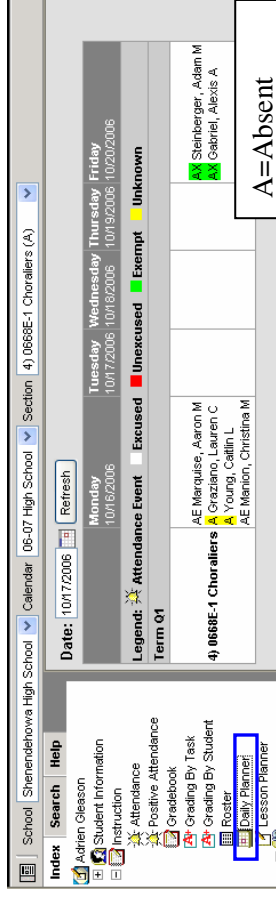
## Infinite Campus Built in Help

Use the Index to access a specific feature (Attendance, Gradebook, etc.). While in the desired module, click the **Help** tab to view quick reference information specific to that feature. Information will appear in the pane on the left. The pane can be resized by positioning the cursor over the dividing line between the sections of the screen and dragging right or left.

## Daily Planner to Check Student Attendance

The **Daily Planner** appears under the **instruction** module. Select this to determine if your students' absences have been resolved by the attendance clerks.

The module shows your students attendance history for the **WEEK**. *Unresolved* absences will appear in *yellow*. These are the ones that you should check on



A=Absent  
 T=Tardy  
 X=Exempt  
 E=Excused  
 U=Unexcused

If you would like to check on an individual student's attendance for the day in question, this can be done in the **attendance tab** of a particular student.

1. Change from the index tab to the **search** tab in the navigation pane.
2. Search for your **student**
3. Select the **attendance tab** on their file.
4. Examine their **attendance** period by period.

You should look for days where a student was present during most periods, but absent for one or two; this may indicate a skip. Please proceed as usual if you suspect a student is cutting your class.

