



STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF INFORMATION TECHNOLOGY SERVICES

July 31, 2020

TO: Deputy Superintendent
Complex Area Superintendent (Nanakuli-Waianae)
Complex Area Superintendent (Kau-Keaau-Pahoa)
Principals (Nanakuli-Waianae Complex Area Schools)
Principals (Kau-Keaau-Pahoa Complex Area Schools)

FROM: Brook Conner 
Assistant Superintendent and Chief Information Officer

SUBJECT: **Infinite Campus Gradebook Attendance Assignment**

The Infinite Campus Gradebook Attendance Assignment option that your HIDEO Complex Area selected for SY 2020-2021 is now available to schools in the Nanakuli-Waianae and Kau-Keaau-Pahoa complex areas. The Infinite Campus Gradebook Attendance Assignment options was selected by both complex areas as the option to take attendance for SY 2020-2021. This functionality will allow these schools to take attendance via Attendance Assignments, which are auto-generated by the system in Infinite Campus for the day and/or period.

Students are absent until marked present by the teacher indicating so in the Attendance Assignment. For students attending virtually, teachers should refer to the memo dated July 28, 2020, "Attendance Guidance for the Reopening Schools 2020-2021 School Year." After determining which Attendance Recording Method for Virtual and Blended Instruction apply for your instructional day, mark accordingly. While attendance must still be taken daily for elementary students and period-by-period for secondary students, when using the Gradebook Attendance Assignments, teachers will be able to make changes to attendance in previous days (up to 5 days) once evidence is provided by students.

Attendance Assignments can be created based on individual Period Schedules from the calendar. Please see the following links for a customized Hawaii-specific attendance instructional video and navigational guide for your reference.

- [Customized Hawaii Specific Attendance Video](#) Password: H@waii2020
- [Gradebook Attendance Assignment Navigational Guide](#)

Attendance reports will reflect all attendance assignments entered prior to midnight of the previous day.

Deputy Superintendent, et. al.
July 31, 2020
Page 2

For assistance, please submit an incident at <http://help.hidoe.org> or call the IT Help Desk at 564-6000 on Oahu. Neighbor islands may call 1-808-692-7250 (HATS), Monday through Friday from 7:45 a.m. to 4:30 p.m., excluding holidays.

BC:dm

c: Superintendent
Assistant Superintendents
School Technology Services and Support Branch (OITS)