



State Directed Quarantine/Isolation Attendance Code Navigation Guide

THE PURPOSE OF THIS NAVIGATION GUIDE

Users will learn how to:

- Assign New Quarantine Daily Attendance Code
- Use Attendance Wizard to Batch Assign Quarantine Attendance Code

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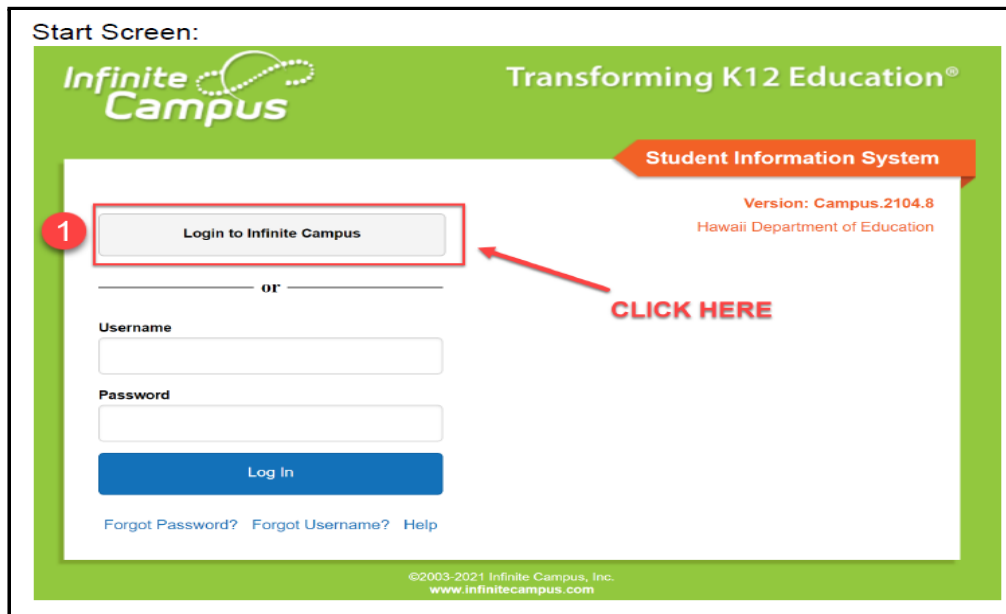
STEP #4: [Assign Attendance Using Attendance Wizard](#)
(OPTIONAL)

STEP #5: [Backdating Attendance Using New QUA Code](#)

STEP #1: LOGIN TO INFINITE CAMPUS

1. Click on the Infinite Campus link: [INFINITE CAMPUS PRODUCTION](#)
Click <Login to Infinite Campus>

Start Screen:



1 Login to Infinite Campus

or

Username

Password

Log In

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

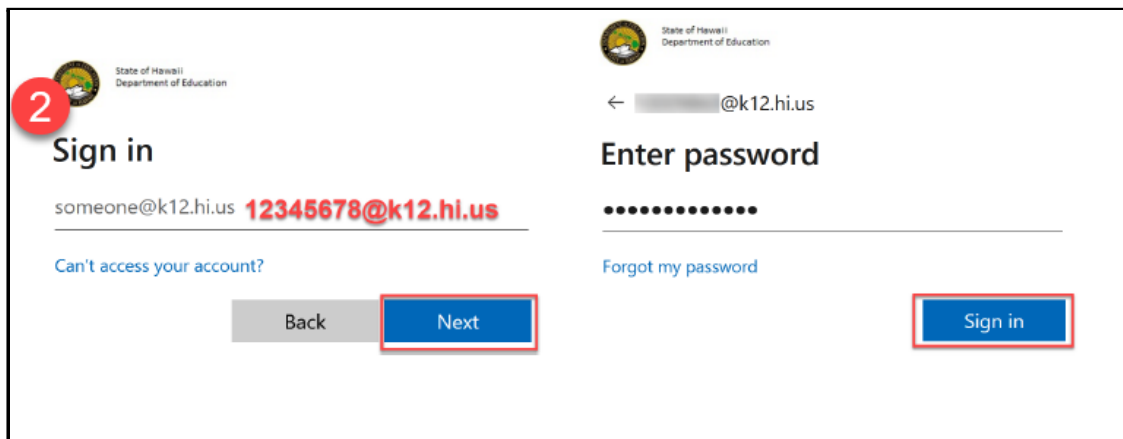
Student Information System

Version: Campus.2104.8
Hawaii Department of Education

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www.infinitecampus.com

CLICK HERE

2. Sign-in using your HIDOE G-Suite login ([EmployeeID#@k12.hi.us](#)) and password.



State of Hawaii
Department of Education

2 Sign in

someone@k12.hi.us 12345678@k12.hi.us

[Can't access your account?](#)

Back Next

State of Hawaii
Department of Education

← @k12.hi.us

Enter password

.....

[Forgot my password?](#)

Sign in

STEP #2: BASIC NAVIGATION IN INFINITE CAMPUS

1. Click on the Infinite Campus link:

- [**CAMPUS BASIC NAVIGATION**](#)

This is a helpful link for beginning Infinite Campus users that will help you search and navigate the system.

Searching in Campus

Last Modified on 08/14/2020 12:19 pm CDT

[Searching and the Campus Toolbar](#) | [Search Preferences](#) | [Search Tab \(Quick Search\)](#) | [Advanced Search](#) | [Ad Hoc Filters in Advanced Searches](#) | [Wildcard Searching](#) | [Tool Search](#) | [Quick and Context Search Logic](#)

Infinite Campus provides two main search types:

- **Search Tab** - Quick searching, based on the filter selected in the **Search** field and the criteria entered by a user
- **Advanced Search** - Advanced searching based on additional criteria, as chosen by the user.

STEP #3: ATTENDANCE CLERK ASSIGNS DAILY ATTENDANCE CODE

1. VIEW: INDEX > ATTENDANCE > DAILY ATTENDANCE

Index Search <

Search Campus Tools

► HIDEO Custom Reports

► Student Information

▼ Attendance

Attendance Letters

Attendance Messenger

Attendance Wizard

Classroom Monitor

Daily Attendance

► Reports

► Ad Hoc Reporting

► HI State Reporting

Account Settings

Access Log

Daily Attendance

Summary Report Caller Report

Date: 09/13/2021 Unknown Excused Unexcused Exempt

Day: Monday - Period Schedule: All Per

Ad Hoc Filter

Note: For additional section detail hover over a period in the grid below.

Student	Number	Grade	HRM	LCY	MMX	SIE	CHE
Details	01	A					

2. SELECT STUDENT PERIOD: Click the period in the daily attendance grid for the identified quarantined student.

Daily Attendance

Summary Report Caller Report

Daily Attendance

Date: 09/13/2021 Unknown Excused Unexcused Exempt

Day: Monday - Period Schedule: All Per

Ad Hoc Filter


Note: For additional section detail hover over a period in the grid below.

Student	Number	Grade	HRM	LCY	MMX	SIE	CHE
Details	01	A					

3. **ASSIGN CODE:** Select QUA from the list of attendance codes.
To assign multiple periods use the <Fill Down> button to populate remaining periods.
The <Clear> button clears the previous status.

Press the <Save> button to save the updated student attendance record.

Daily Attendance



 Save

Attendance Information

Date: 09/14/2021



Name: [Redacted]

Period	Code	Status	Excuse	Present Minutes	Comments
HRM	QUA: State Directed Quarantine or Isolation	Absent		0	
LCY	** Not Scheduled				
MMX	** Not Scheduled				
SIE	** Not Scheduled				
CHE	** Not Scheduled				
FAE	** Not Scheduled				
HEA	** Not Scheduled				
PHP	** Not Scheduled				
WLA	** Not Scheduled				
TEG	** Not Scheduled				
NEI	** Not Scheduled				
EMS	** Not Scheduled				
DLStateELA	** Not Scheduled				
DLStateMMX	** Not Scheduled				
DLStateSci	** Not Scheduled				
DLStateSS	** Not Scheduled				


 

4. **REVIEW:** The new code will be displayed on the Daily Attendance summary.

Daily Attendance

 Summary Report  Caller Report

Daily Attendance

Date: 09/13/2021  Unknown Excused Unexcused Exempt

Day: Monday - Period Schedule: All Per

Ad Hoc Filter

Note: For additional section detail hover over a period in the grid below.

Student	Number	Grade	HRM	LCY	MMX	SIE	CHE
Details [Redacted]		01	QUA				

OPTIONAL STEP #4: ASSIGN DAILY ATTENDANCE CODE USING ATTENDANCE WIZARD

1.

VIEW: INDEX > ATTENDANCE > ATTENDANCE WIZARD

The screenshot shows the Attendance Wizard interface. On the left is a sidebar with navigation options: Index, Search, and a list of tools including Attendance Wizard (highlighted with a red box). The main form has four sections: 1. Date (09/14/2021), 2. Mode (Daily selected), 3. Students (search and selection area), and 4. Daily (attendance entry form). The 'Attendance Wizard' option in the sidebar is highlighted with a red box.

2. **SELECT DATE:** Attendance is entered for the current date by default. This date can be changed to another instructional day where attendance was recorded.

The screenshot shows the '1. Date' field highlighted with a red box, indicating the date selection step. The date is 09/13/2021. The interface also shows the '2. Mode' section with 'Daily' selected, and the '3. Students' section with search and selection options.

3. **CHOOSE MODE:**

2. Mode ☒ Daily ☐ Period ☐ Batch ☐ Edit ☐ Batch Edit ☐ Check In ☐ Check Out

Daily – Records student attendance for the entire day. The student is marked absent for all scheduled attendance periods in the day. This mode is automatically selected.

Period – Records student attendance for the selected period.

Batch – Records student attendance for the entered date range and time range.

***Use this mode to retroactively assign attendance for a date range.**

Edit – Allows an existing attendance record to be modified with a different attendance code or different comments.

Batch Edit – Records attendance for a date range for the selected periods. The students are marked absent for the same periods on all attendance days during the entered range.

4. **STUDENT SEARCH:** Search using student information (Last Name, First Name or Student #).

After search fields are entered, clicking the <Search> button finds matching student names and places them in Column B.

3. Students A. Search for Students

Last Name StudentLastName

First Name StudentFirstName

Grade

SSN/PIN

Student #

Att Code

Status/Excuse

Course - Section

Period

Ad Hoc Filter

Search

5. **SELECT STUDENT:** Select student or students from the search results in column B to edit their attendance record. Selected students will appear in column C. To remove a student from the edit list, clicking the student name in column C will remove that student from the edit list.

3. Students

A. Search for Students

Last Name

First Name

Grade

SSN/PIN

Student #

Att Code

Status/Excuse

Course - Section

Period

Ad Hoc Filter

B. Select students to add to edit list

C. Click on a student to remove from list:

6. **SELECT QUA CODE:** Users need to select the **QUA: State Directed Quarantine or Isolation** Attendance Code from the dropdown list to modify selected student attendance records.

Click the **<SAVE ATTENDANCE>** button to finish editing the attendance record.

4. Daily

Enter attendance information and click Save

Attendance Code

Comments

Comments Options

☒ **Overwrite Existing**

Save Attendance

AE:
ASA:
AU:
CH19:
CR:
HHI:
ISS:
MS:
QUA: State Directed Quarantine or Isolation

Student attendance will now be entered and be immediately visible on the student's Attendance tab.

STEP #5: BACKDATING ATTENDANCE USING NEW QUA CODE

1.

VIEW: INDEX > ATTENDANCE > ATTENDANCE WIZARD

The screenshot shows the 'Attendance Wizard' interface. On the left, a sidebar menu lists various tools, with 'Attendance Wizard' highlighted. The main content area is divided into sections: '1. Date' (09/14/2021), '2. Mode' (Daily selected), '3. Students' (search fields for Last Name, First Name, Grade, SSN/PIN, Student #, Att Code, Status/Excuse, Course - Section, Period, Ad Hoc Filter), and '4. Daily' (Attendance Code, Comments, Comments Options, Overwrite Existing Data checkbox, Save Attendance button).

2.

SELECT MODE: Select the BATCH mode.

Batch mode records student attendance for the entered date and time range.

2. Mode ☐ Daily ☐ Period ☒ Batch ☐ Edit ☐ Batch Edit ☐ Check In ☐ Check Out

3.

STUDENT SEARCH: Search using student information (Last Name, First Name or Student #).

After search fields are entered, clicking the <Search> button finds matching student names and places them in Column B.

The screenshot shows the '3. Students' search section. The 'Last Name' and 'First Name' fields are highlighted with a red box, and the 'Search' button is also highlighted with a red box. The '2. Mode' section shows 'Batch' selected.

4. **SELECT STUDENT:** Select student or students from the search results in column B to edit their attendance record. Selected students will appear in column C. To remove a student from the edit list, clicking the student name in column C will remove that student from the edit list.

The screenshot shows the '3. Students' section of a web application. It is divided into three main areas: A, B, and C. Area A, 'Search for Students', contains various filters: Last Name (StudentLastName), First Name (StudentFirstName), Grade (a dropdown), SSN/PIN (three input boxes), Student # (an input box), Att Code (a dropdown), Status/Excuse (a dropdown), Course - Section (two input boxes), Period (an input box), and Ad Hoc Filter (a dropdown). A 'Search' button is at the bottom. Area B, 'Select students to add to edit list', is a large empty box with a 'Select All' button below it. Area C, 'Click on a student to remove from list:', is another large empty box. A red double-headed arrow points between areas B and C.

5. **SELECT QUA CODE AND EFFECTIVE DATES:** Users need to select the **QUA: State Directed Quarantine or Isolation** Attendance Code from the dropdown list to modify selected student attendance records.

Select the start and end dates to update attendance codes for the selected date range.

Click the **<SAVE ATTENDANCE>** button to finish editing the attendance record.

The screenshot shows the '4. Batch' section of the web application. It features a form with several fields: Student #, Att Code, Status/Excuse, Course - Section, Period, and Ad Hoc Filter, each with a corresponding input box. A 'Search' button is below these fields. A dropdown menu is open for the 'Att Code' field, showing a list of attendance codes: AE, ASA, AU, CH19, CR, HHI, ISS, MS, QUA: State Directed Quarantine or Isolation (highlighted with a red box), SUS, TE, TRU, and TU. Below the dropdown is the 'Attendance Code' label and a dropdown menu showing 'QUA: State Directed Quarantine ...'. To the right of the dropdown is a 'Select All' button. Below the dropdown is a date range selector with 'From:' and 'To:' labels, each followed by a date input (09/01/2021 and 09/14/2021) and a time input (6:30 AM and 4:30 AM). Below the date range is a 'Comments' input box and a 'Comments Options' dropdown menu showing 'Append comments'. At the bottom is a checkbox labeled 'Overwrite Existing Data' (checked) and a 'Save Attendance' button (highlighted with a red box).