Hawaii Department of Education
Student Information System

State Directed Quarantine/Isolation Attendance Code Navigation Guide

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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**

TABLE OF CONTENTS

STEP #1: LOGIN TO INFINITE CAMPUS

1.	Click on the Infinite Campus link: **INFINITE CAMPUS PRODUCTION** Click **<Login to Infinite Campus>**
2.	**Sign-in using your HIDOE G-Suite login (EmployeeID#@k12.hi.us) and password.**

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

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:

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						
	Fill Down Clear						

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

Day: Monday - Period Schedule: All Per

Ad Hoc Filter   ⌄

Student	Number	Grade	HRM	LCY	MMX	SIE	CHE
Details		01	QUA				

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

1.	**VIEW: INDEX > ATTENDANCE > ATTENDANCE WIZARD**
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.

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.**

| 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.

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
2.	## SELECT MODE: Select the BATCH mode. Batch mode records student attendance for the entered date and time range.
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.

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.

5.	**SELECT QUA CODE AND EFFECTIVE DATES:** Users need to select the <mark>QUA: State Directed Quarantine or Isolation</mark> 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.