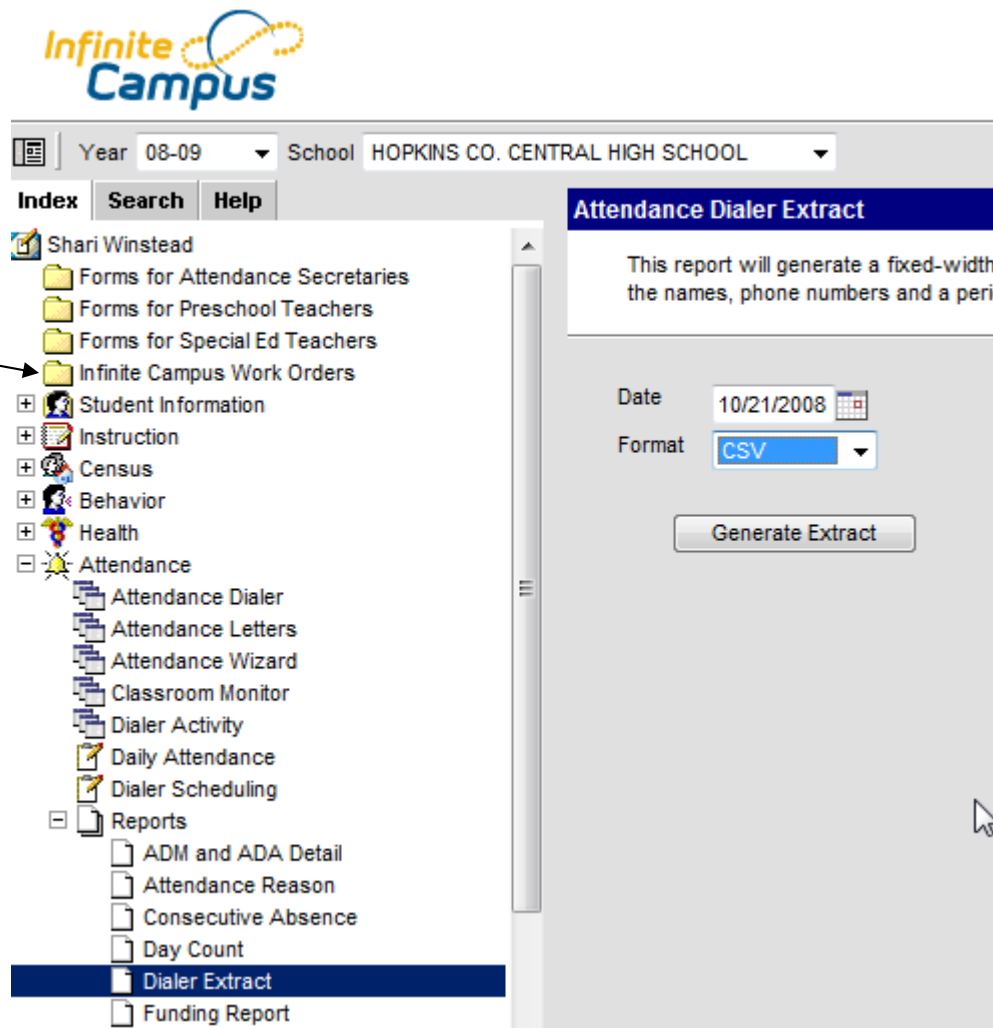


Daily Attendance Extracts in Infinite Campus

The attendance secretary must run a “Dialer Extract” report found beneath the Attendance Model. This must be done BEFORE reconciling attendance. In other words, all absences must still be marked “Unknown”.

Choose CSV format. Click “Generate Extract”.



The screenshot displays the Infinite Campus web application interface. At the top left is the Infinite Campus logo. Below it, the 'Year' is set to '08-09' and the 'School' is 'HOPKINS CO. CENTRAL HIGH SCHOOL'. The main navigation menu on the left includes 'Index', 'Search', and 'Help'. Under 'Index', a tree view shows various categories: 'Shari Winstead', 'Forms for Attendance Secretaries', 'Forms for Preschool Teachers', 'Forms for Special Ed Teachers', 'Infinite Campus Work Orders', 'Student Information', 'Instruction', 'Census', 'Behavior', 'Health', 'Attendance', 'Attendance Dialer', 'Attendance Letters', 'Attendance Wizard', 'Classroom Monitor', 'Dialer Activity', 'Daily Attendance', 'Dialer Scheduling', 'Reports', 'ADM and ADA Detail', 'Attendance Reason', 'Consecutive Absence', 'Day Count', 'Dialer Extract', and 'Funding Report'. The 'Dialer Extract' item is highlighted with a blue bar. An arrow points from the left towards the 'Infinite Campus Work Orders' folder. On the right, the 'Attendance Dialer Extract' configuration panel is visible, containing a text box stating 'This report will generate a fixed-width the names, phone numbers and a peri', a 'Date' field set to '10/21/2008', a 'Format' dropdown menu set to 'CSV', and a 'Generate Extract' button.

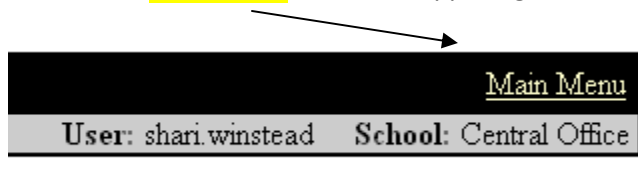
Save the file to your desktop. Leave the name at the default “extract.csv”.

Now you are ready to upload your file on the Technology Site.

Click on **Infinite Campus Work Orders**.

Login using your network login.

Click on the **Main Menu** link in the upper right hand corner.



Click on **Attendance**.

Click Browse and locate the file "extract.csv" saved to your desktop.



Attendance File to Upload:

Click **"Upload file"**.

In the Connect Ed login box, enter your username (firstname.lastname) and your CONNECT ED password.

Schedule your call.