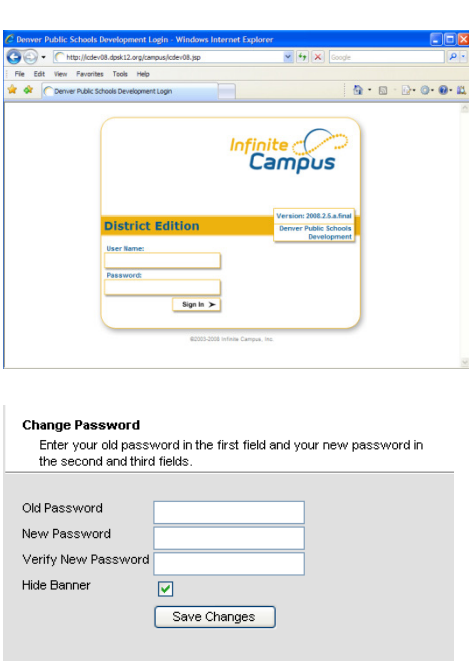
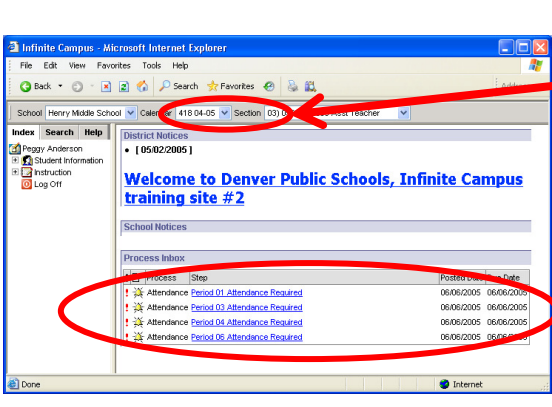
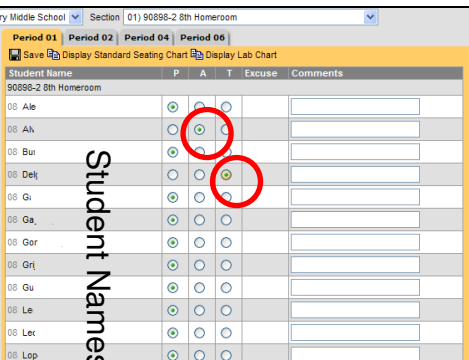
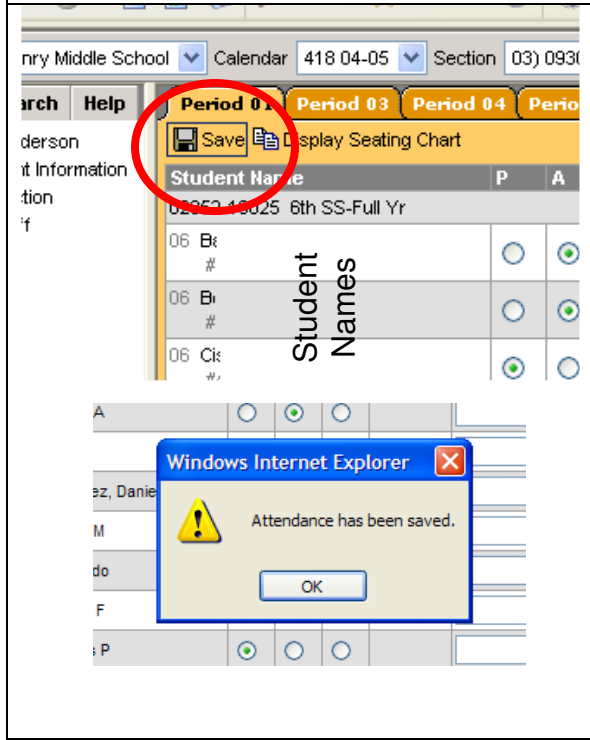
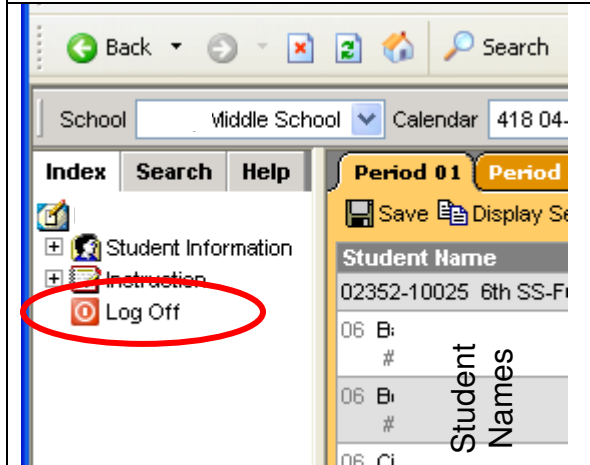


Quick Reference: Instruction – 5 Easy Steps for Attendance

| Window | Information |
|--|---|
| <p>Step 1 - LOGIN</p>  | <ul style="list-style-type: none"> To login to the Infinite Campus system go to http://campus.dpsk12.org/ On this page type in your user ID and the password. If you do not know your user ID or you have forgotten your password, please call the DoTS Hotline – 720-423-3888. The Change password screen only appears the first time you log into the system. If you are a returning DPS teacher you will not see the change password screen. Make sure the password you choose is one you will remember! |
| <p>Step 2 - Locate class to take attendance</p>  | <ul style="list-style-type: none"> FIRST - Click on the Calendar pull down and select the correct calendar year. Toward the bottom of the Infinite Campus main screen you will notice a Process Inbox. Click on the first class in the list. This will take you to the screen where attendance will be entered. |
| <p>Step 3 - Mark Attendance for the class.</p>  | <ul style="list-style-type: none"> Click the radio buttons next to those students who are Absent (A) or Tardy (T). By default, all students are marked as Present (P). |

Quick Reference: Instruction – 5 Easy Steps for Attendance

| | |
|--|---|
| <p>Step 4 - SAVE!</p>  | <ul style="list-style-type: none"> • At the very top of the attendance window click on SAVE. If you do not click on Save, all changes you made will be lost. You may receive a warning if you do not save. Please read all warning messages carefully! • You will receive a pop-up verification window |
| <p>Step 5 – Log Out</p>  | <ul style="list-style-type: none"> • At the very bottom of the left navigation window click on Log Off. |
| | <p>CONGRATULATIONS! You have taken attendance for your first day of classes. For more information about the features of Infinite Campus for teachers and to see video training for relevant Infinite Campus topics please visit http://ic.dpsk12.org/ on the web, and click on “Training” along the left edge of the webpage.</p> |