



## Students Checking-In for Class using the Infinite Campus Student Portal

Date: August 24, 2020

Columbus City Schools has started the 2020/2021 school year with remote learning. Students will now check-in on a daily basis to account for their attendance in class.

***Just a Reminder! The Parent and Student Portals can be an app on your phone! Infinite Campus has upgraded their app to a more intuitive and user-friendly experience and is designed to be responsive for use on computers or mobile devices. Log onto the APPLE or GOOGLE PLAY App store and download "Campus Student" today!***

Below are the steps that students will take to complete their daily attendance (Check-In is available from 7:30 a.m. to 11:00 p.m. Eastern Standard Time.

***Note: The steps differ for an elementary student versus a middle or high school student.***

### **Step 1: Sign into your Infinite Campus Student Portal**

Log into the student portal from the Student page of the CCS website: [www.ccssoh.us](http://www.ccssoh.us). Students log into the portal using a student number and date of birth in the MM-DD-YYYY format. Note: use dashes instead of slashes between the month, day, and year.

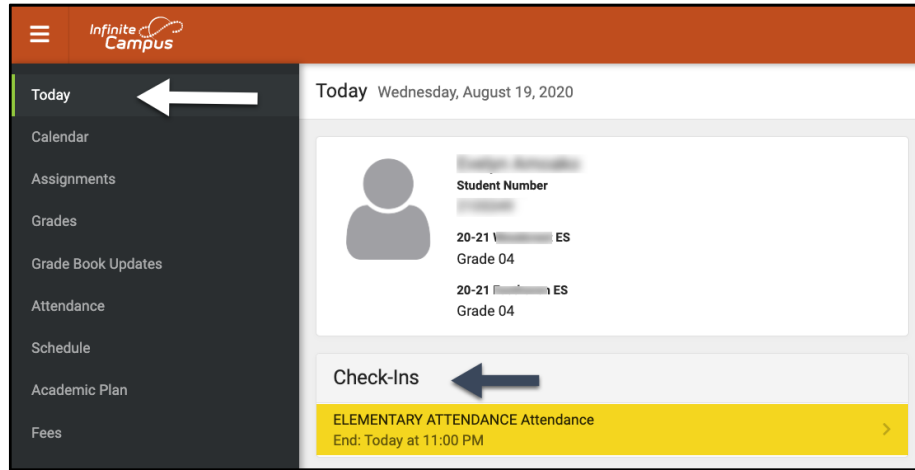
### **Step 2: Select the Attendance Box**

When the portal opens, it will automatically display the "Today" page. In the middle of the screen, is a section called "Check-Ins".

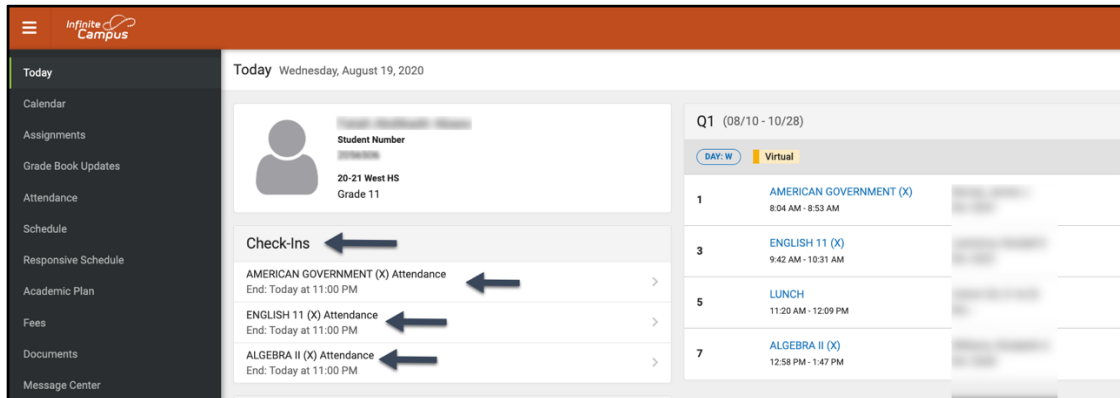
**For elementary school students**, click on the Elementary Attendance box. *Note that you are only able to check-in on the actual date of attendance.*



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For **middle and high school students**, you will need to check-in for every course assigned to you that requires attendance to be taken. Think of it as switching classes during your school day! Under the Check-Ins, select the course you are checking in for.



### Step 3: Are you here?

The system will ask if you are participating today. Click the “Yes, I’m Here” button.

For **elementary school students**, you will only need to do this once for the Elementary Attendance course. A message will flash quickly in the upper right corner that says, “Check-In Saved”. Hit the “Back” button to return to the “Today” tab. The main screen now indicates that there are no further Check-Ins available.



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[← Back](#)

<b>ELEMENTARY ATTENDANCE Attendance</b> Start: Today at 12:01 AM End: Today at 11:00 PM	<b>ELEMENTARY ATTENDANCE Attendance</b> Start: Today at 12:01 AM    End: Today at 11:00 PM
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**Are you here?**

Click Yes if you're participating in ELEMENTARY ATTENDANCE today, 8/19/2020.

←

Infinite Campus

Today

Calendar

[← Back](#) ✓ Check-In saved. ✕

No Check-Ins available.

For **middle and high school students**, you will need to check-in for every course. After you check into the first course, you will get the “Check-In saved” message. That course will then disappear from the list.

Infinite Campus

Message Center

Today

Calendar

Assignments

Grade Book Updates

Attendance

Schedule

Responsive Schedule

Academic Plan

[← Back](#)

<b>INTEGRATED MATH II (X) Attendance</b> Start: Today at 12:45 AM End: Today at 11:00 PM	<b>INTEGRATED MATH II (X) Attendance</b> Start: Today at 12:45 AM    End: Today at 11:00 PM
<b>SPANISH I (X) Attendance</b> Start: Today at 12:45 AM End: Today at 11:00 PM	<b>Is [redacted] here?</b>
<b>AMERICAN HISTORY 10 (X) Attendance</b> Start: Today at 12:45 AM End: Today at 11:00 PM	Click Yes if your student is participating in INTEGRATED MATH II (X) today, 8/19/2020.
<b>ENGLISH 10 (X) Attendance</b> Start: Today at 12:45 AM End: Today at 11:00 PM	<input type="button" value="Yes, [redacted] is Here"/> ←

You can then check-in to another course, or you can hit the “Back” button and return to the “Today” page. You will notice the course has disappeared off of the list under “Check-Ins”.

Continue this process until you have checked-in to all of your courses.



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The screenshot shows the Infinite Campus Student Portal interface. At the top, there is a navigation bar with the Infinite Campus logo and a hamburger menu icon. Below this is a sidebar with navigation options: Message Center, Today (highlighted), Calendar, Assignments, Grade Book Updates, Attendance, Schedule, Responsive Schedule, and Academic Plan. The main content area displays the date 'Today Wednesday, August 19, 2020'. Below the date is a student profile card with a placeholder for a photo, the text 'Student Number', and '20-21 West HS Grade 10'. Underneath the profile card are two sections: 'Assignments Due Today' which shows 'No assignments.', and 'Assignments Due Tomorrow'.