MARKING ATTENDANCE FOR
DUBUQUE COMMUNITY SCHOOL DISTRICT
Middle and High School Students

In order to keep track of attendance in the fully online program or on at-home days in the hybrid program, students or parents/guardians will confirm the student's attendance in Infinite Campus.

WHEN TO MARK ATTENDANCE

- FULLY ONLINE PROGRAM:
  - **Students or parents/guardians** will login to Infinite Campus **EVERY SCHOOL DAY** to "Check-In" and mark the student PRESENT.
- HYBRID PROGRAM:
  - **Students or parents/guardians** will login to Infinite Campus **EACH AT-HOME SCHOOL DAY** to "Check-In" and mark the student PRESENT.
- NOTE for both programs:
  - If the student or parent/guardian does not "Check-In" to Infinite Campus by 11:59 p.m., the student will be assumed ABSENT.
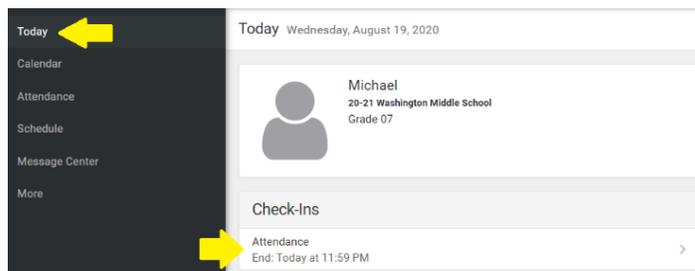
HOW TO MARK A STUDENT PRESENT

- Login to Infinite Campus
  - **Students** can access the Infinite Campus Student Portal on a web browser at www.dbqschools.org/infinite-campus, the Campus Student mobile app on their smartphone, or through Canvas by clicking on the announcement as shown below.
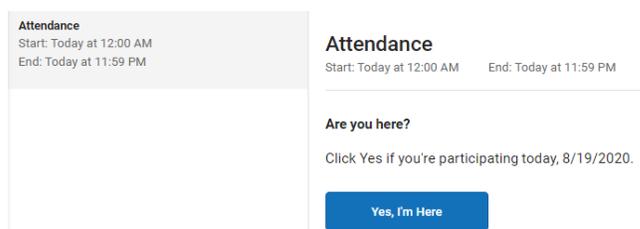
    Announcement on Canvas dashboard >>

    Infinite Campus Student Portal Login
    https://sis.dbqschools.org/campus/portal/students/dubuque.jsp?
    This is a message for Dubuque CSD

  - **Parents** can access the Infinite Campus Parent Portal on a web browser at www.dbqschools.org/infinite-campus or the Campus Parent mobile app on their smartphone.

- Once logged in, Infinite Campus will default to the **Today** tab.

- On this screen, the student or parent/guardian will click on **Attendance** under **Check-Ins**.

- On the next screen, the student or parent/guardian will click on the **Yes, I'm Here** button to mark the student PRESENT.

- Once a student or parent/guardian completes the **Check-In**, the student is marked PRESENT for all class periods that day.