

## **STUDENTS - Elementary Student Check-in for Daily Attendance**

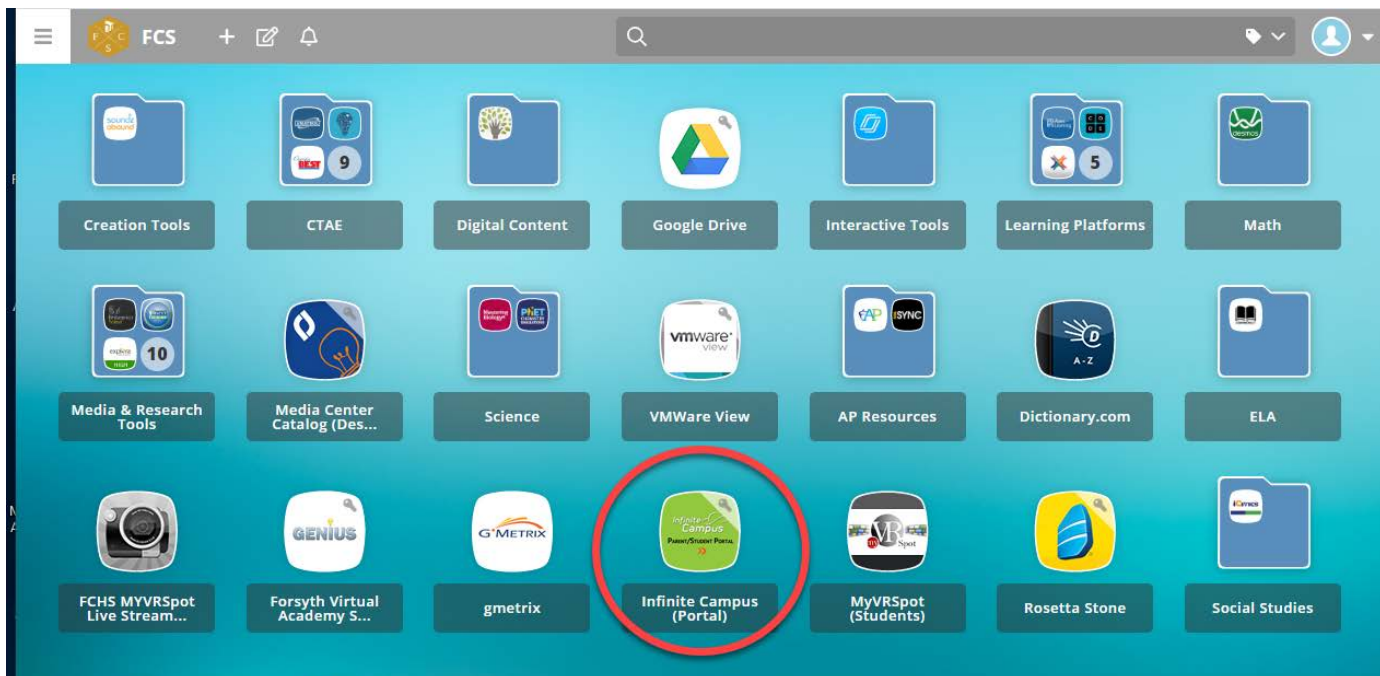
1. Go to the county website at [www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us) and click on Popular Links. Select the drop down for MyFCS (itslearning).

The image shows a screenshot of a web browser displaying the Forsyth County Schools website. The browser's address bar shows the URL [forsyth.k12.ga.us](http://forsyth.k12.ga.us), with a red arrow pointing to it. The website's navigation bar includes links for District Home, Our Schools, INSIDE FCS, DISTRICT SERVICES, STAFF RESOURCES, CAREERS, Language, and Employee Log In. The main content area features the Forsyth County Schools logo and the text "Quality Learning and Superior Performance for All". Below this, there is a "Popular Links" section with a star icon, which is circled in red. Other links in this section include "Contact Us", "Parent Portal (Infinite Campus)", "MyFCS (itslearning)" (also circled in red), and "Calendars". The background of the website shows a photograph of students in a classroom using laptops and tablets.

2. Log into the student account through ClassLink using the students FCS login and password. Hit the yellow Login button.



3. Find the Infinite Campus (Portal) icon and click on it.



4. When the student is in Campus Student, the landing page is shown below. Click inside the white Attendance box below the words Check-Ins.

*\* Notice that the student can check in until 8:59 PM each day. After 9:00 PM on the given date, the student is recorded as absent. Students must check in for elementary virtual attendance every school day.*

The screenshot displays the Infinite Campus interface for a student. The top navigation bar is orange and contains the Infinite Campus logo, a notification bell with the number 6, and a user profile icon. A dark grey sidebar on the left lists navigation options: Today, Calendar, Attendance, Fees, Message Center, and More. The main content area shows the date 'Today Wednesday, August 12, 2020' and a student profile card for '20-21 Brookwood Elementary Sch Grade 01'. Below this is a 'Check-Ins' section with a white box containing the text 'Attendance' and 'End: Today at 8:59 PM'. A red arrow points to this box, and a mouse cursor is positioned over it.

5. The screen below appears. Find the blue box that says Yes, I'm Here and click on it.

The screenshot shows the Infinite Campus interface. At the top, there is an orange header with the Infinite Campus logo on the left, a notification bell with the number 6, and a user profile icon on the right. A dark grey sidebar on the left contains navigation options: Today, Calendar, Attendance, Fees, Message Center, and More. The main content area has a white background with a grey header bar containing a back arrow and the text '< Back'. Below this, there is a grey box with the title 'Attendance' and the text 'Start: Today at 6:00 AM' and 'End: Today at 8:59 PM'. To the right of this box is a white box with the title 'Attendance' and the text 'Start: Today at 6:00 AM' and 'End: Today at 8:59 PM'. Below this, there is a section titled 'Are you here?' with the text 'Click Yes if you're participating today, 8/12/2020.' and a blue button with the text 'Yes, I'm Here' circled in red. A mouse cursor is visible at the bottom center of the page.

6. A green box appears showing that the Check-in for that day is saved. The student is recorded as present for that day.

