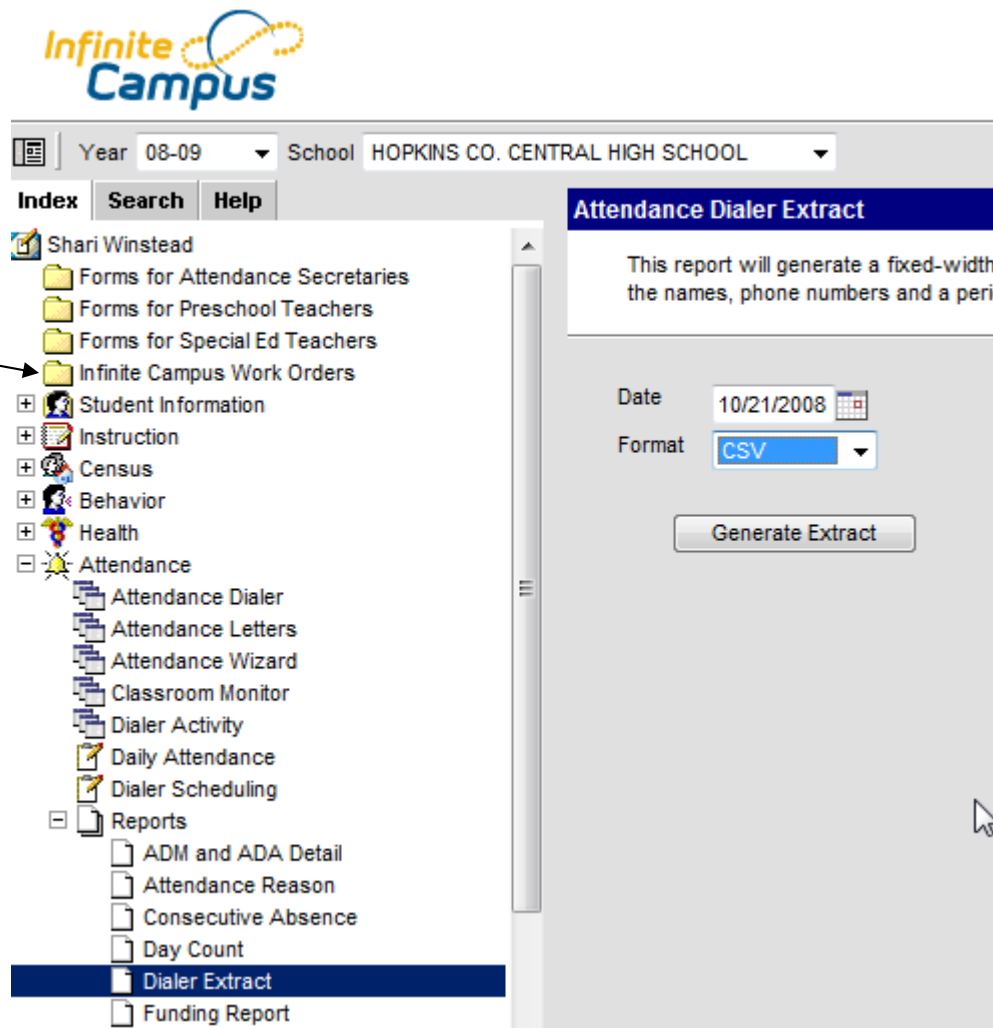## Daily Attendance Extracts in Infinite Campus

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".
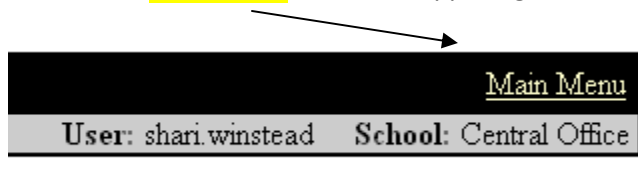
Choose CSV format. Click "Generate Extract".

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.

Click **"Upload file".**

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

Schedule your call.