

# Secondary Student Check-In Process

## HYBRID MODEL

**In-Person Students** - Attendance will be taken as normal by your teacher on the days when students are in the building.

**Cohort A:** In-person on Monday and Thursday

**Cohort B:** In-person on Tuesday and Friday

**Distance Learning Students** - For distance learning days, students will need to check in once per day using the Campus Student app.

**Cohort A:** Distance Learning on Tuesday, Wednesday and Friday

**Cohort B:** Distance Learning on Monday, Wednesday and Thursday

**Digital Academy:** Distance Learning Monday - Friday

- Open the Campus Student app.



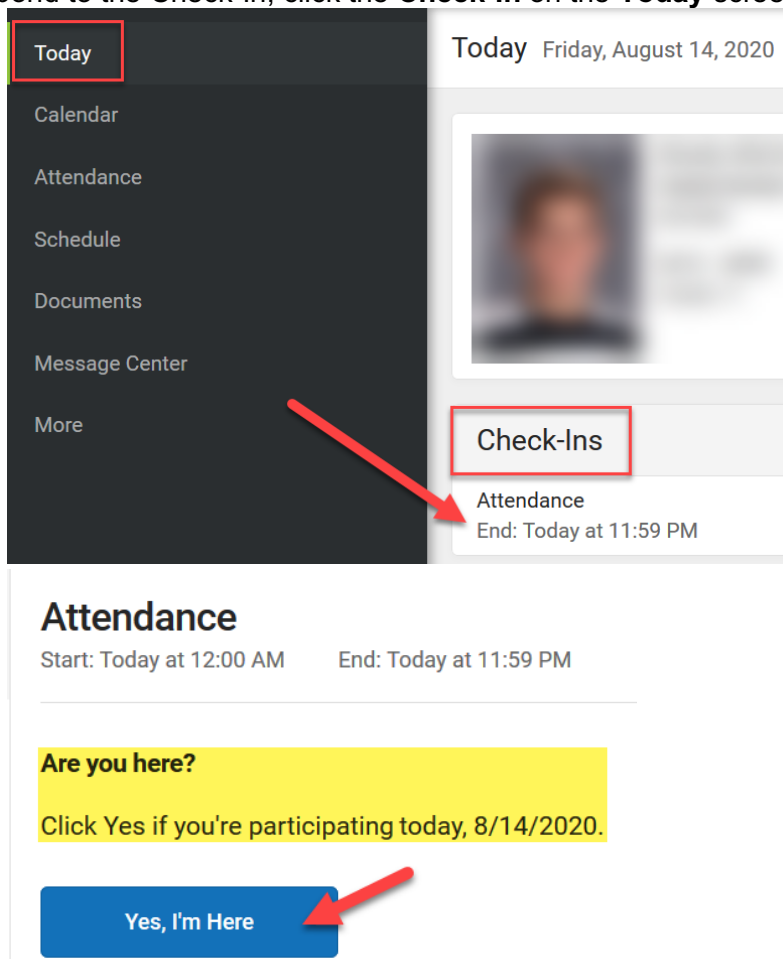
- The first time they log in they will need to search for our district to set up their account.
  - District Name - Type Rosemount
  - State - Choose Minnesota
  - Click Search District
  - Click on Rosemount-Apple Valley-Eagan

A screenshot of the Infinite Campus app's search district screen. The interface has a green header with the "Infinite Campus" logo. Below the header, there are three input fields: "District Name" with "Rosemount" entered, "State" with "Minnesota" selected, and a blue "Search District" button. A "Help" link is located below the button. Red boxes highlight the "Rosemount" text, the "Minnesota" dropdown, and the "Search District" button.A screenshot of the Infinite Campus app's select district screen. The interface has a green header with the "Infinite Campus" logo. Below the header, the text "Select Your District" is displayed above a list of district names. The name "ROSEMOUNT-APPLE VALLEY-EAGAN" is highlighted in grey. A large red arrow points from the "Search District" button in the previous screenshot to this district name.

- They will enter their district Username (student ID) and Password to log in.



- To respond to the Check-In, click the **Check-In** on the **Today** screen and then click **Yes, I'm here**.



- Your attendance has been marked for the day.

## **DISTANCE LEARNING MODEL**

**All Students** - Check-in will take place Monday through Friday using Campus Student. In the Distance Learning Model, **ALL** students are distance learning. Follow the instructions listed above for “Distance Learning Students”.