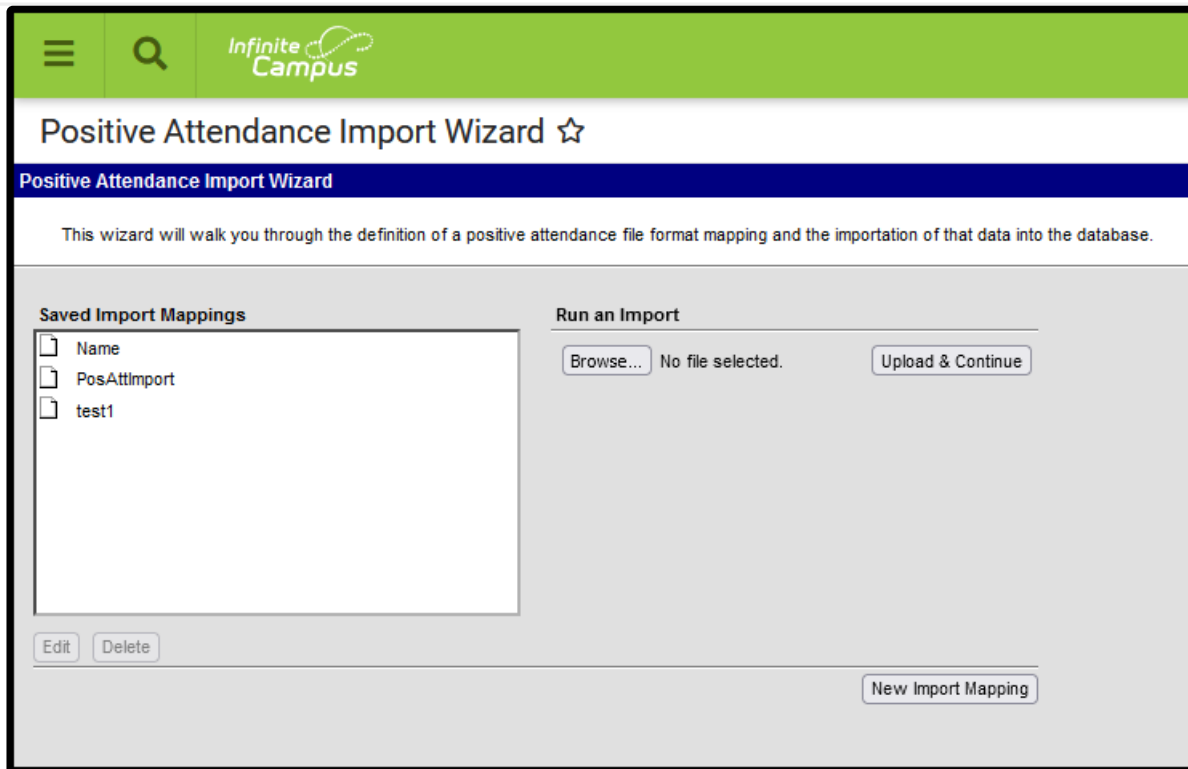


Positive Attendance Import Wizard Tool Rights

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The **Positive Attendance Import Wizard** imports records from a separate Learning Management System (LMS) or other external source such as an Excel file. The tool can be used as often as needed and can only be used with positive attendance.

See the [Positive Attendance Import Wizard](#) article to learn how to use this tool.



The screenshot shows the 'Positive Attendance Import Wizard' interface. At the top, there is a green header with the 'Infinite Campus' logo. Below the header, the title 'Positive Attendance Import Wizard' is displayed with a star icon. A blue bar below the title contains the text 'Positive Attendance Import Wizard'. A message states: 'This wizard will walk you through the definition of a positive attendance file format mapping and the importation of that data into the database.' The main area is divided into two sections. On the left, 'Saved Import Mappings' shows a list of mappings: 'Name', 'PosAttImport', and 'test1'. Below this list are 'Edit' and 'Delete' buttons. On the right, 'Run an Import' section contains a 'Browse...' button, the text 'No file selected.', and an 'Upload & Continue' button. At the bottom right, there is a 'New Import Mapping' button.

Positive Attendance Import Wizard

Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> • Access and view the Data Import Wizard. • Browse for a file and upload it. • Test the Import. • Run the Import. • View the Data Import Report. 	<ul style="list-style-type: none"> • Set the Import Schedule. • Enter settings for the import - server information, user name, etc. • Enter details about the Import Schedule. • Test the Connection. 	N/A	N/A

Suggested User Groups

If users of these tools have already been assigned one or more Product Security Roles that grant administrative-level access, a user group assignment is not necessary.

If your district's needs are different, you may choose to create a group that meets those needs.

- [Attendance Clerks](#)
- [Front Office](#)

See [User Groups and Suggested Roles](#) for more information.