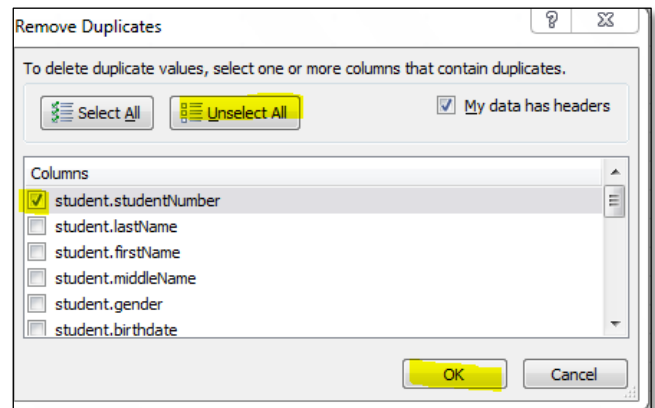


Creating CRC Labels Step-By-Step

CRC labels are easily created using Microsoft Word mail merge.

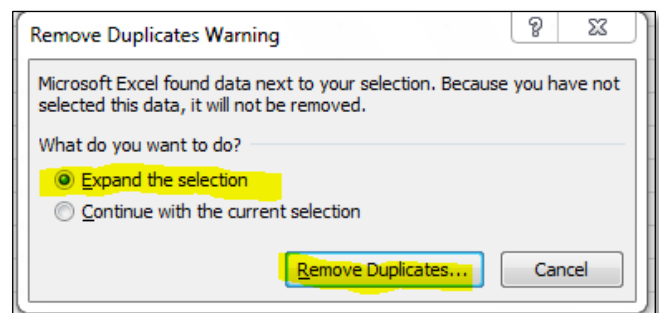
Step 1 – Create the Excel spreadsheet

- Open Infinite Campus > Index Tab > Ad Hoc Reporting
- Select DATA EXPORT and expand your group (*School Office Staff or Secretaries / Office Professional*)
- Highlight the query named “CRC Labels - Active”
- Select the Export Format by clicking the button for Delimited Value (CSV) and select the “Live Data” source
- Click on Export (You have chosen to open extract.csv)
- Open with Microsoft Excel (default), Say OK and it will open an Excel file .csv
- Click on File > Save as
 - Name the file something like “CRC label 02242016” and save it to your desktop
 - In the Save as, select “CSV(Comma Delimited)” and click on the drop down and save as an Excel Workbook



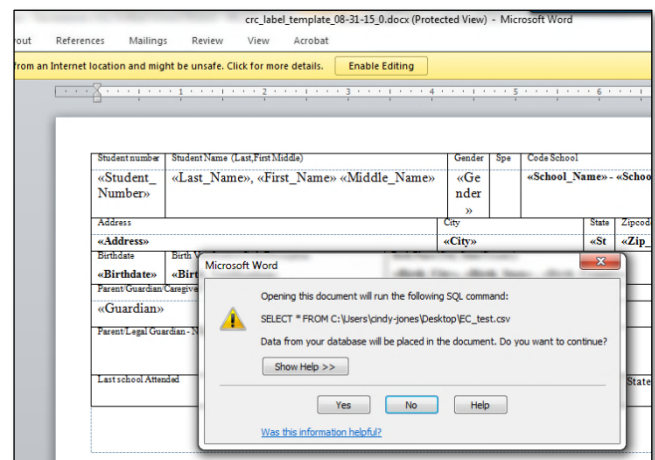
Step 2 – Remove duplicate records

- Click on the student number column and highlight it
- Look at the top menu bar and click on the DATA tab
- Select REMOVE DUPLICATES
 - You will get a Remove Duplicate Warning
 - Select “Remove Duplicates”
- In the next box it will show you all headings boxes check marked
- Click “Unselect all”
- Then select only Student numbers and Click “ok”
- Save and Close the Excel file. Be sure to close the Excel file.



Step 3 – Perform the mail merge

- Download the template from [HERE](#).
- Open up the saved template named “CRC _Label_template 08-31-15”
- Click on the “Enable Editing” button on the top
- When the box opens up that says : “will open the following SQL command”:
 - Say NO, and it will open up the document
- Select “Mailings” on the menu bar
- Select Recipients, chose Use Existing List from options (this is the excel file you saved to your desktop) and highlight the file to open it
- Click on Preview Results (document will show one sheet with data in labels)



- Select Finish and Merge and Edit Individual Documents
 - Merge ALL record, then OK

Step 4 – Print the labels

- Click on File and Print
- Place CRC labels in copier main compartment face up before printing

Step 5 – Mark Students

- Manually mark students on their Census > People > Demographics tab.
- Look at the bottom of the page under “District Defined Elements”



- Check the “Cumulative Folder” box so that they do not print another label

Resources: Please submit a Support Case to request cum folders or blank label stock.