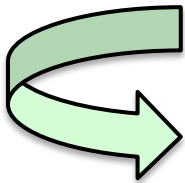


Key Points for Infinite Campus Transition

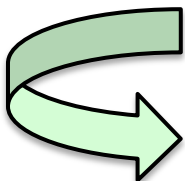
→ How To Create Roster or Mailing Labels

Spring 2014



Office Staff Use

1. Log into Infinite Campus.
2. Click <**CENSUS**> on the left side of the screen.
3. Click **Reports** at the bottom of the Census list.
4. Click **Mailing Labels** on the left side of the screen.
 - a. You may select **GRADE/AD HOC** or **SECTION**.
 - b. Modify any fields, as needed:
 - i. Select a calendar.
 - ii. Select a group of students to include in the report.
 - iii. Choose print options.
5. Click **Generate Report**.



Teacher Use

1. Log into Infinite Campus. Follow directions in either of the columns below.

2. Click <**INSTRUCTION**> on the left side of the screen (when you are in **Campus Tools** only).

3. Click **Instruction**, then **Reports** at the bottom of the list.

4. Click **Roster Label**.

5. For report options, you may select **MAILING LABEL** or **STUDENT/TEACHER**.

6. Modify any fields needed.

7. Click **Generate Report**.

Campus Tools > Instruction > Reports > Roster Label

2. Go into **Campus Instruction BETA** and click <**ROSTER**>.

3. Click **Reports** at the bottom of the Census list.

4. At the top in the drop-down menu titled **Selected Report**, select **ROSTER LABELS**.

5. Select the type of report: **MAILING LABEL** or **STUDENT/TEACHER**.

6. Modify any fields needed.

7. Click **Generate Report**.

Campus Instruction BETA > Roster > Reports