

Key Points for Infinite Campus Transition

How To Print Elementary and K-8 Report Cards

Fall 2014

On the main page of Infinite Campus (called *Campus Tools*):

1. Click <**Grading and Standards**>.
2. Click <**Reports**> at the bottom of the Grading and Standards list.
3. Select the **Report Card** and make selections/modify fields as needed.
 - a. Select "Elem Report Card" for *Report Option*.
 - b. Select a filter or grade.
 - c. Keep **Active Only** checked and today's date as the Effective Date.
 - d. Select a Sort Option.
 - e. You can either **Submit to Batch** to print a large group at once, or click **Generate Report** to print each grade at a time.
4. The reports MUST be printed in **Landscape** and **single** –sided, so, if necessary, change your printer setting prior to printing.

Report Card Batch Report

This report batch prints student report cards, one page per student, suitable for handing out. This is a very complex report; try to limit the number of students selected per batch.

Report Options: Elem Report Card

OR

Display Options

Ad Hoc Filter

OR

Grade: 01

Active Only:

Effective Date: 11/12/2014

Sort Options: Alpha Grade/Alpha Zip Teacher

Batch Queue Options

Refresh Show top 50 tasks submitted between 11/05/2014 and 11/12/2014

Queued Time	Report Title	Status	Download
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Generate Report Submit to Batch