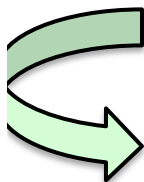


Key Points for Infinite Campus Transition

How To Print Grade Reports for Teachers (OFFICE STAFF)

Spring 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 **Grades Report** and make selections/modify fields as needed.
 - a. Select which students to include in the report.
 - b. Select the current grading term.
 - c. Select which teachers to include in the report.
 - d. Select to group by teacher.
 - e. Click on the correct standard/grading task.
4. Click **Generate Report**.

The screenshot shows the 'Grades Report' configuration interface. On the left is a navigation menu with categories like Attendance, Scheduling, Fees, Grading & Standards, and Reports. The 'Grades Report' option is highlighted. The main area contains the following settings:

- Which students would you like to include in the report?**
 - Grade: All Students (dropdown menu showing 06, 07, 08)
 - Ad Hoc Filter: [text input]
- Grading Terms:** MQ1 MQ2 MQ3 MQ4
- Select Teachers:** All (dropdown menu)
 In this field, keep as <ALL> or click on an individual teacher's name.
- Group By:** Student Teacher Course/Section
 - Display term dates
 - Display section dates
- Select Standard/Grading Tasks:** All (dropdown menu showing Progress, Final Grade, Citizenship)
- Output Options:** All Grades / Scores Missing Grades / Scores