

How To Generate Student Login Letters Using Infinite Campus

Two different queries and letters were developed and placed in the Ad Hoc Advanced folder to accomplish this task.

Purpose	Query Name	Letter Name
New Students	* Students (New) based on Start Status	Student (New) Login Letter
Returning Students	* Students (Returning) based on Start Status	Student (Returning) Login Letter

To complete this process, staff will be using the Mail Merge feature within Infinite Campus called Letter Builder. The Letter Builder allows users to create letters based on previously created ad hoc filters (queries) and a saved letter format.

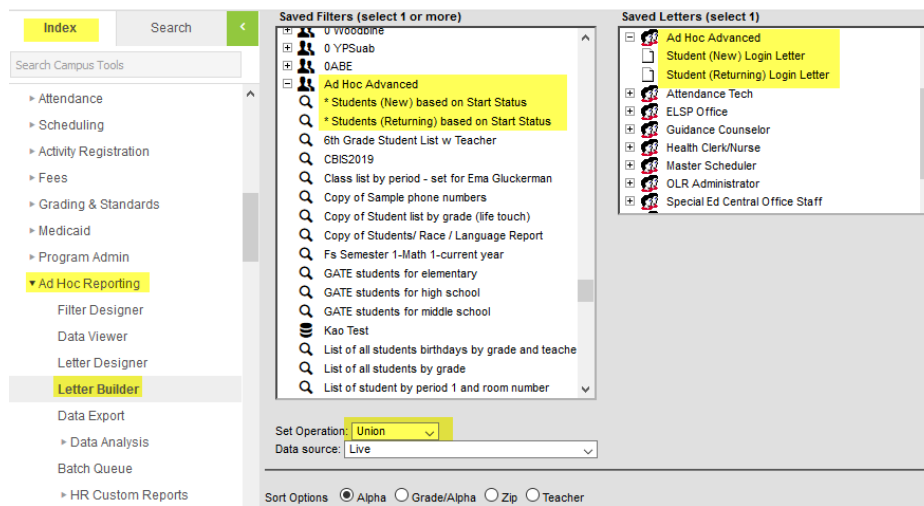
IC Path: From Index tab > Ad Hoc Reporting > Letter Builder

Two components are needed: the query and the saved letter format, both of which have been created (see above)

PRINT IN MASS INSTRUCTIONS:

A calendar must be selected in the Campus toolbar in order to generate letters.

1. Select which **Saved Filter(s)** to include within the letter.
2. Select which **Saved Letter** to include in the letter.
3. If more than one Saved Filter is selected, determine how the letter will filter data by selecting the **Set Operation**.
 - **Union Operation** - This operation combines two or more filters by appending one to the other. An example of this would be all Baseball Team members and all 10th grade male students.
 - **Intersection Operation** - This operation is used to find data that one or more filters have in common. An example of this would be all baseball team members who are also 10th grade male students.
4. Select the **Sort Option**.
5. Click the **Build Letters** button. The letter will appear in a separate window in PDF format.



How to Video Create by Infinite Campus – [Letter Designer](#)

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PRINT A SINGLE STUDENT INSTRUCTIONS:

Ad Hoc Letters (Student)

IC Path: Student Information > General > Ad hoc Letters

The Ad hoc Letters tool lists any ad hoc letters (built in the Letter Builder tool) that include the selected student. Users can print a letter for one student from this view by selecting the letter and then clicking the Print icon.

- A student data query built in the Ad hoc Filter Designer that includes the student's name.
- A letter built in the Letter Designer that lists the format of the letter.
- The Letter Builder will combine the query with the letter and generate the information.

Once the letter builder item is saved, the letter name displays on the student's Ad hoc Letters tool.
Print Student Ad hoc Letters

