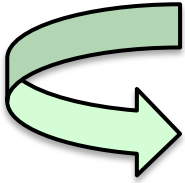# Key Points for Infinite Campus Transition
⟹ **How To Print Class Rosters**
Spring 2014

Office Staff Use

1. Log into Infinite Campus.
2. Choose the **<INDEX>** tab.
3. Click **Scheduling** on the left side of the screen.
4. Click ***Reports*** at the bottom of the Scheduling list.
5. Click ***Section Rosters*** on the left side of the screen.
   a. Modify fields, as needed:
      i. Select the current term.
      ii. Select "All Periods" or specific periods/classes.
      iii. Select "All Teachers" or a specific teacher(s).
      iv. In the **Remove Defaults** section, you can hide information, such as students' phone number and address (*see image below*).
      v. In the **Add Extras** section, you can select to include guardians, flags, health conditions, etc. (*see image below*).
6. Click ***Generate Report***. (If you would like the font size bigger on the printed report, increase the scale of the report to 125% or higher. You can also change the print orientation to Portrait or Landscape.)

Remove Defaults	☐ Hide Phone and Address
	☐ Hide Staff Number
	☐ Hide Incoming Students
Add Extras	☐ Show Birth Date
	☐ Show Guardians
	☑ Show Guardian Contact Information
	☐ Show Flags
	☐ Show IEP
	☐ Show PLP
	☐ Show Health Conditions
	☐ Show Dropped Students
	☐ Show Course State Code