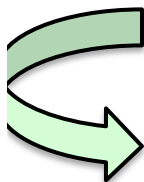# Key Points for Infinite Campus Transition
How To Print Grade Reports for Teachers (OFFICE STAFF)
Spring 2014

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 <u>students</u> to include in the report.
   b. Select the current <u>grading term</u>.
   c. Select which <u>teachers</u> to include in the report.
   d. Select to <u>group by teacher</u>.
   e. Click on the correct <u>standard/grading task</u>.
4. Click *Generate Report*.