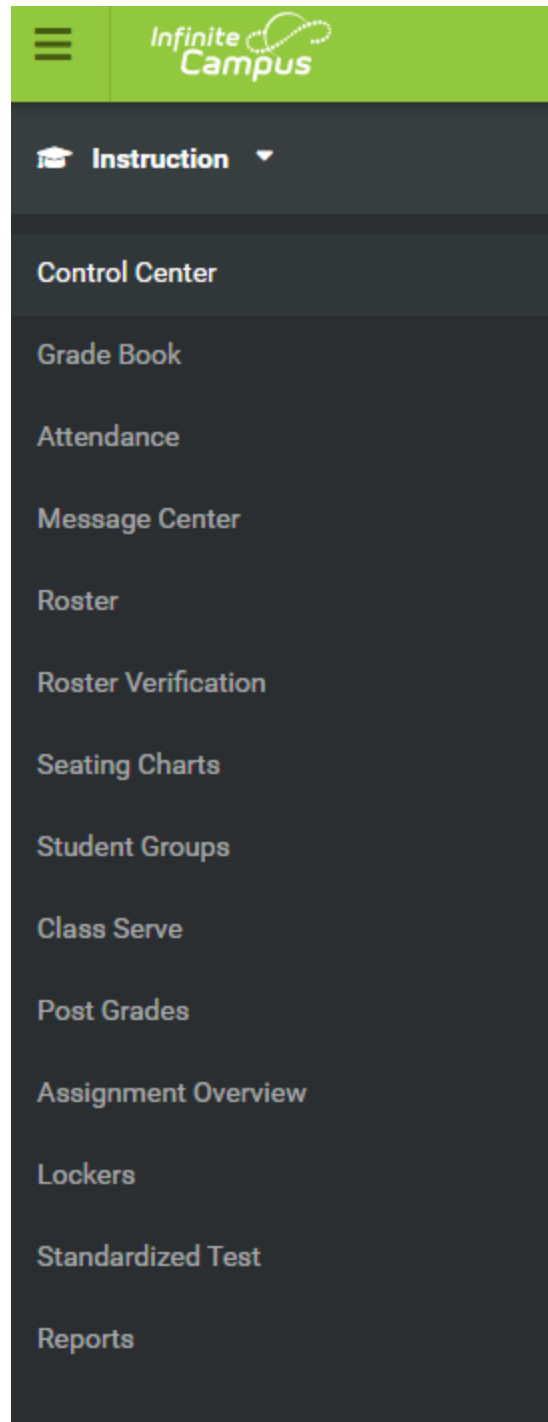


HOW TO VIEW STUDENT REPORTS ON INFINITE CAMPUS

Option 1:

1. Login to Infinite Campus
2. Click on Reports (at the bottom)



3. Click Report Card

The screenshot shows a navigation menu titled "Show me reports about" with five icons: Students, Grades, Assignments, Attendance, and Families. Below the menu is a "Favorites" section with instructions. To the right is a "Reports" list where "Report Card" is highlighted in yellow.

Students Grades Assignments Attendance Families

Report Card

4. Choose Section you want to see

The screenshot shows the "Report Card" configuration page. The "Context" section has a "Term" dropdown set to "MP2 - (10/23/19 - 01/13/20)" and a "Section" dropdown set to "AM) 5HR-1 Homeroom 5".

AM) 5HR-1 Homeroom 5

5. Select Report Card Template under Report Options

6. Choose Student (s) that you want report for

The screenshot shows the "Report Options" section with "Marking Period Report" selected. Below it is the "Select Students*" section with a table of students. A green arrow points to the first checkbox in the table.

<input checked="" type="checkbox"/>	Name ↑	Student #	C
<input checked="" type="checkbox"/>	LIAM	21114	
<input checked="" type="checkbox"/>	APRYL	23082	
<input checked="" type="checkbox"/>	KAYLEE	24290	
<input checked="" type="checkbox"/>	JOEL (JOEL)	20672	

7. Click Generate PDF

This report prints student report cards, one page per student, suitable for handing out.

Term
MP2 - (10/23/19 - 01/13/20)

Section
AM) 5HR-1 Homeroom 5


Report Options

Select Report Card Template
Marking Period Report

Select Students*

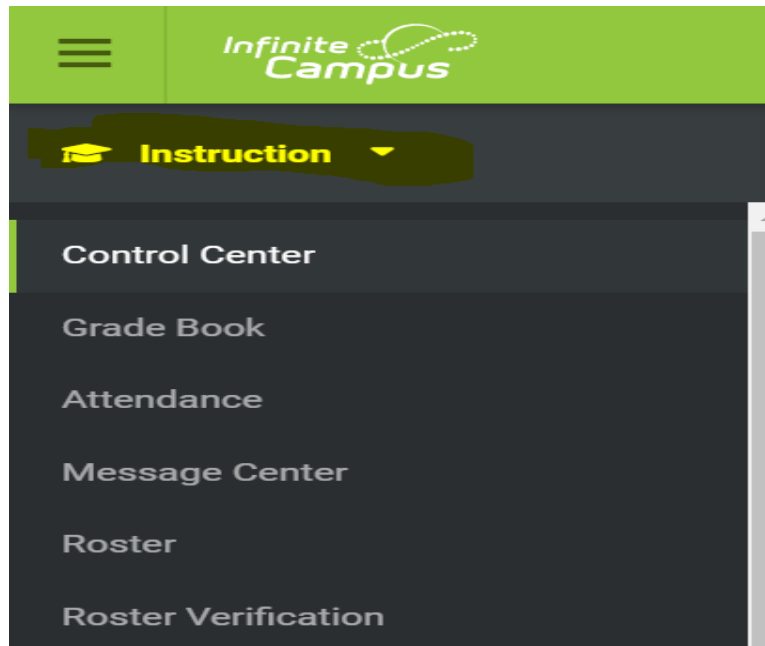
<input checked="" type="checkbox"/>	Name ↑	Student #	Gr
<input checked="" type="checkbox"/>	LIAM	21114	
<input checked="" type="checkbox"/>	APRYL	23082	
<input checked="" type="checkbox"/>	KAYLEE	24290	
<input checked="" type="checkbox"/>	JOEL (JOEL)	20672	
<input checked="" type="checkbox"/>	, DORIAN	21132	
<input checked="" type="checkbox"/>	JAKE	21108	

Generate PDF Close



Option 2:

1. Login to Infinite Campus
2. Click Instruction



Infinite Campus

Instruction

Control Center

Grade Book

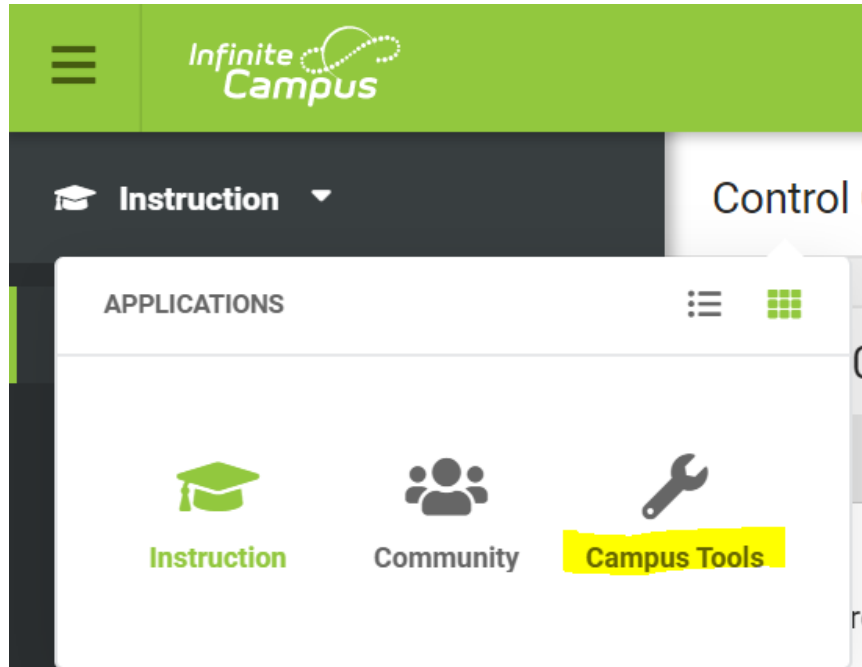
Attendance

Message Center

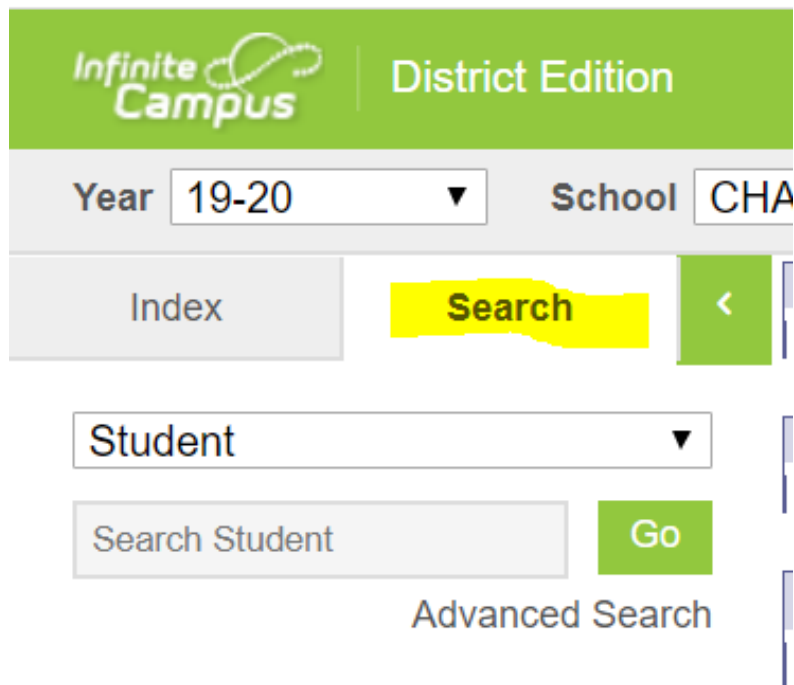
Roster

Roster Verification

3. Click Campus Tools



4. Click Search



5. Click Student

6. Type Name

7. Click Go

8. Choose Grades

Infinite Campus District Edition

Year 19-20 School CHARTIERS VALLEY INTERMEDIATE SCHOOL Section AM) 5HR-1 Homeroom 5

Index Search < [Redacted] **ALEXIS R** Health Condition

Grade: 05 [Redacted] DOB: [Redacted] Gender: F Counselor: [Redacted]

Summary Schedule Attendance **Grades** Behavior Lockers

Student [Redacted] Go Advanced Search

Choose a Report Card Format... ▾

Search Results: 1

05 [Redacted] **ALEXIS R** # [Redacted] /2!

Class	Task	Marking Periods MP1
Legend: ■ Final Grade ■ In-Progress Grade ■ Future In-Progress Grade		
5ACAD-105 Academic Skills [Redacted] Detail	Demonstrates Effort	
	Completes Homework	
	Participates in Class	
	Works Neatly	
	Prepared for Class	
	Follows Directions	
	Uses Class Time Effectively	
5ACAD-5 Academic Skills [Redacted] Detail	Demonstrates Effort	
	Completes Homework	
	Participates in Class	

- If you want to view the Report Card view, select 'Choose a Report Card Format.'