



Accessing Reports in Infinite Campus: Progress Reports, Report Cards, Schedules, etc.

Reports

The **Reports** tab allows parents to generate reports of information such as missing assignments, a student's schedule, progress reports and any report cards that are available. These reports generate in PDF format using Adobe Acrobat Reader.

Step 1: click on Switch Student and then select a student to view information.

The screenshot shows the Infinite Campus portal interface. At the top left is the 'Campus Portal' header with the Infinite Campus logo. A 'Switch Student' dropdown menu is open, showing 'Callie Murray' and 'Katherine Murray'. A yellow callout box points to this menu with the text: 'Select Switch Student if you have more than one child'. On the right, there is a 'Sign Out' button. The main content area displays 'District Notices - 4 messages'. The first notice, dated 04/17/2012, states: 'THIRD QUARTER REPORT CARDS ARE AVAILABLE IN THE PORTAL FOR MIDDLE AND HIGH SCHOOL STUDENTS'. The second notice, dated 02/29/2012, is titled 'BLUE and GOLD is going GREEN!' and contains text about report cards being available in PDF format. It includes a link to Adobe Reader: <http://get.adobe.com/reader>. A small Adobe Reader icon is also present. At the bottom of the notice, it says: 'Please note that at this time, this applies to ONLY the students in middle and high school.'

Step 2: Once you select the student, you will see a menu on the left with various options. Click on **REPORTS** and you will then see links to the reports that are available currently; you can then click on the link to the PDF report that you wish to view and print.

The screenshot shows the 'Reports' menu on the left side of the portal. The 'Reports' menu item is highlighted with a red dashed box and a red arrow pointing to the right. The main content area displays a 'Please Note:' section with text: 'Progress reports and report cards will be able to be displayed on the date that they are listed to be distributed on the [district calendar](#). You will need to have Adobe Reader, <http://get.adobe.com/reader>, in order to access the PDF reports in Infinite Campus. There is also a link below on the icon that you can click on to get to Adobe Reader.' Below the note is a list of report options, each with a document icon: 'Student Schedule', 'Missing Assignments', 'Qtr 1 Progress Report', 'Qtr 1 Report Card - MS', 'Qtr 2 Progress Report', 'Qtr 2 Report Card - MS', and 'Qtr 3 Progress Report'.