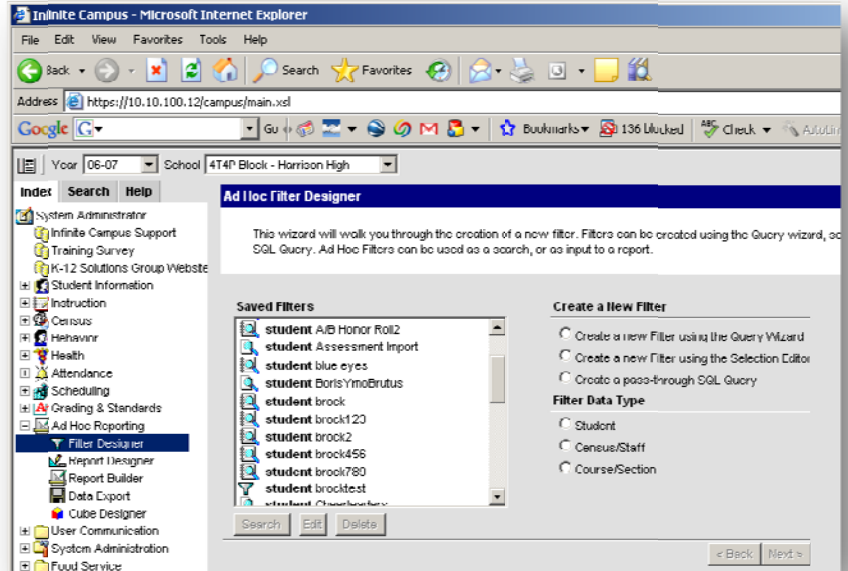


Infinite Campus Ad Hoc Reporting

FOR A NON-SPECIFIC GROUP:

Click Ad Hoc Reporting > Filter Designer
 Click Create a new Filter using the Selection Editor.
 Click Student.
 Click Next.



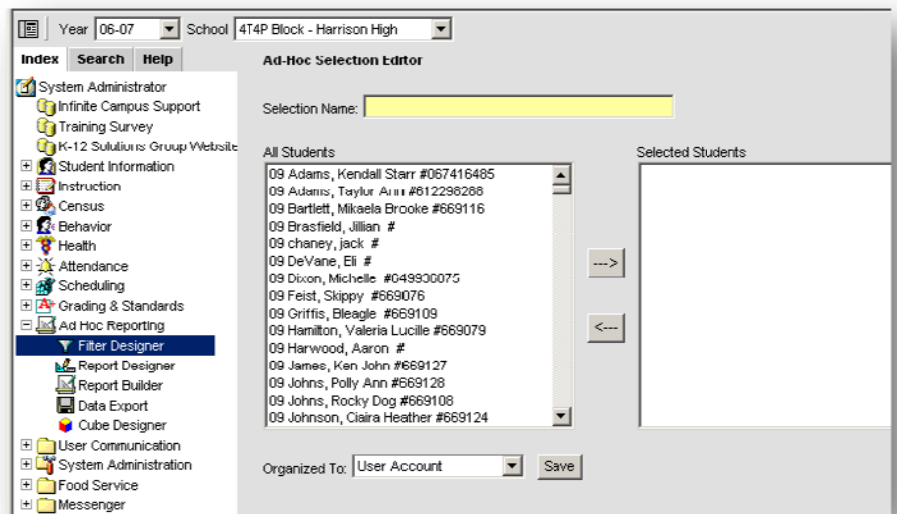
The next screen will list an alphabetical list of students, by GRADE.

Give the Filter a name: ex., Ganas – WINGS Students

Click each student and click the -> key to send students to the “selected students” list.

* You can press and hold the ctrl key to select more than one student and then -> all selected students at once.

Click Save when you have all students in your list.



From the Index, click Filter Designer (to refresh). The Filter just created should appear in the list of Saved Filters.

To Edit the filter: Highlight the filter name, click Edit and add or remove names from the list and save.

To Delete the filter: Highlight the filter name, click Delete, and OK if you are sure.

Once a non-specific filter has been created, you can go to any reports in Infinite Campus and use the filtered students to create a report.

TO CREATE MAILING LABELS FOR THIS GROUP:

Click Census, Reports, Mailing Labels.

Select Ad Hoc Filter and locate the filter you wish to use.
Select/unselect "Include Guardian's name"
Select/unselect "Include Salutation"
Print the labels for Student
Sort by Name or other choice
Click Generate Report

The labels will be generated for Avery5160 labels that can be printed from your laser printer.

The screenshot shows the 'Mailing Label Generation' window in Infinite Campus. The window title is 'Mailing Label Generation' and it is set for 'Year 06-U7' and 'School 414P Block - Harrison High'. The left sidebar shows a tree view with 'Mailing Labels' selected under 'Reports'. The main area contains the following options:

- Choose to print mailing labels by *Grade/Adhoc* or by *Section*.
 Grade/Adhoc Course/Section
- Which students would you like to include in the report?
 Grade: [09, 10, 11, 12]
 Ad Hoc Filter: [Ganes Wings Students]
- Enrollment Effective Date: [05/09/2007]
- Choose print options:
 Include Guardian's name
 Include Salutation: [Tu Parent/Guardian of.]
- Print the labels for:
 Student Household
- How would you like the report sorted?
 Name City and Name Zip

A 'Generate Report' button is located at the bottom right.