

Infinite Campus

Please read the note below BEFORE you print labels. AND, I always generate the labels and print ONE page on plain paper and then hold it up against a sheet of labels to make sure all is well with the printing. It's just a method I use to conserve labels. Not really necessary, just a safe practice.

---Sam

Note:

The labels will be generated in Acrobat Reader.

- If you have Acrobat Reader, Version 5, you must click File, Print and uncheck shrink oversized pages to paper size before you print.
- If you have Acrobat Reader, Version 7, you must click File, Print and change Paper Scaling to NONE. If you have a chance to upgrade, that would be a good idea.

Creating Mailing Labels – Printing labels by GRADE:

Click Index →, Census →, Reports →, Mailing Labels

Select students by grade (Printing will be faster if you choose one grade at the time).

Choose print options:

1. Check/uncheck Include Guardian's name
2. Check/uncheck Include Salutation

Print the labels for (select one):

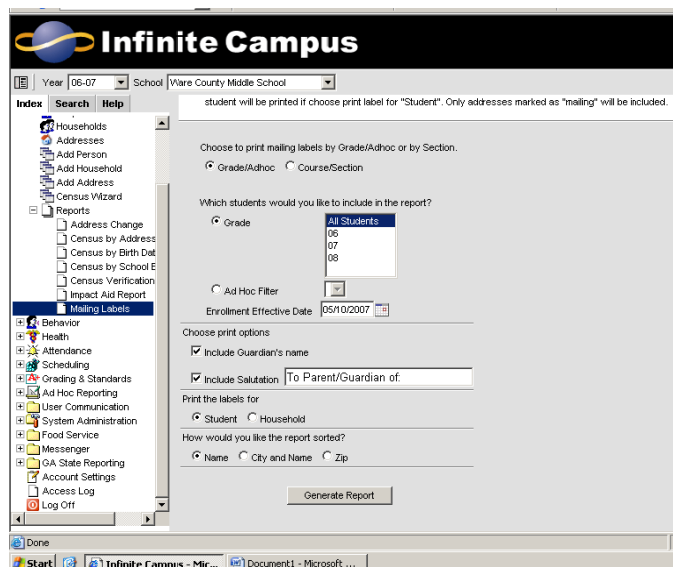
1. Student
2. Household

How would you like the report sorted (select one)?

1. Name
2. City and Name
3. Zip

Click Generate Report.

Next step is to insert Avery5160 labels in the printer and click File, Print.



Creating Mailing Labels – Printing labels by HOMEROOM or by COURSE/SECTION:

Click Index →, Census →, Reports →, Mailing Labels

Select Course/Section.

Notice the 4 selections:

1. Source Calendar (your school and school year).
2. Source Schedule Structure.
3. Source Course (select course).
4. Source Section (select section).

Click continue.

At the next screen, you can select/unselect students and Click GENERATE report.

