

IC - Generating Report Cards

Overview

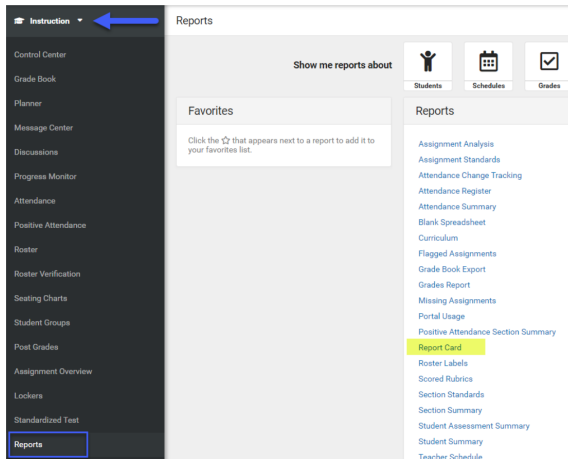
Instructions for generating report cards in Infinite Campus.

Screenshots shown from Campus Instruction view.

Step-by-step Guide

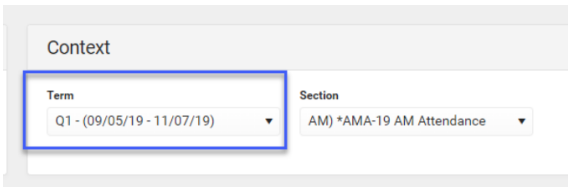
1

In the Instruction menu, choose Reports, then Report Card



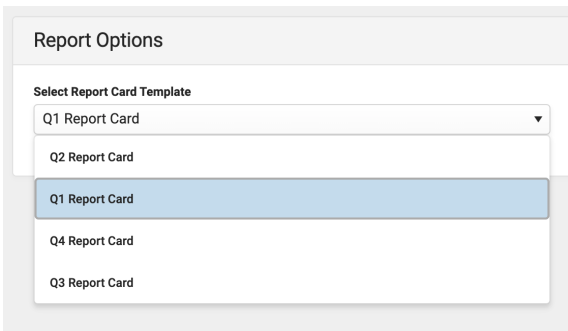
2

In the Context section, select the correct Term.



3

In the Report Options section, select the correct Report to run.



Need more help?

If this article does not help resolve the issue, please submit a ticket.

[Create a new ticket via Web Helpdesk](#)

[Create new ticket via email](#)

Use the following ticket type:
Technology > Option 2 > Option 3

4

Note: In the Students section, by default Attendance & All enrolled students are selected.

Click Generate PDF to view the report cards.



Related Articles

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- [Microsoft](#)
- [Infinite Campus and Canvas Comparison](#)

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