Infinite Campus
Student Summary Report
Teacher Generated

This report can be used as a progress report – multiple pages, 1 per section
- **All students, all sections**
- **Just students having trouble in certain sections**
- **Good for parents without computer access to the portal**

1. On the **Campus Instruction** side, choose **Reports (Grade Book), Student Summary**
2. Make your choices on what you want to show on the report
- Make sure you choose **Student Grades summary – One Student Per Page** so that they print correctly

3. Choose how you want to sort the report
- You can also add a comment that will print

4. **Select Students**
- Clicking in the check-box by **Name** will select all students
- Uncheck boxes if you do not want certain students to pull

	Name ▲	Student #	Grade
☑			08
☑			08
☐			08
☑			08
☑			08
☑			08
☑			08
☑			08
☐			08

5. **Select Assignments**
   - Determine which term you want
   - Checking the box in front of the term will select all assignments
   - Or you can check specific assignments if you don't want them all to show

*Select Assignments

☐ Select All   Expand All

▶ ☐ T1

▶ ☐ T2

▼ ☑ T3

    ☐ progress report

    ☑ Term Grade

        ☑ Homework (Wt: 0.0)

            ☑ BoM: Bill on the Move -wkst

        ☑ In Class Assignment (Wt: 0.0)

            ☑ PCP: Principle of the Constitution Poster

            ☑ L.Vid: Legislative Branch Video wkst

            ☑ Art.I: Article 1 Legislature wkst

            ☑ ExVid: Executive Branch Video wkst

            ☑ BR7: Bellringer 1/20 - 1/23

            ☑ A. 2: Article II worksheet

            ☑ J vid: Judicial Branch Video wkst

            ☑ BR8: Bellringer 1/26 -1/30

        ☑ Agenda (Wt: 0.0)

            ☑ AC13: Agenda Check 1/12 - 1/16

            ☑ AC14: Agenda Check 1/20 - 1/23

            ☑ AC15: Agenda Check 1/26 - 1/30

6. Click **Generate Report** at top of page (see picture under step 2)