

**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

The screenshot shows the 'Report Options' form in Infinite Campus. At the top, there is a 'Generate Report' button. Below it, the 'Report Options' section includes dropdown menus for 'Term' (T3 01/05/15 - 03/12/15), 'Section' (01) 5330-501 Social Studies 8, and 'Report' (Student Summary). A blue-bordered box contains a note: 'This report is suitable for handing out to students. It is split into two main sections. The Grade Summary includes both in-progress and final grades as well as assignment category totals. The Assignment Detail organizes the assignments by term.' Below this, the 'Page Printing Options' section has three radio buttons: 'Student Grades Summary - Multiple Students Per Page' (unselected), 'Student Grades Summary - One Student Per Page' (selected), and 'Show Assignment Detail - One Student Per Page' (unselected). Under 'Show Assignment Detail', there is a list of checkboxes for fields to show: Name, Points Possible, Assigned Date, Description, Shade Alternate Rows, Score, Due Date, Score Comments, Objectives, Category Name, Percent, Multiplier, and References. The 'Grade Summary' section has checkboxes for Show Assignment Categories, Show Final Grade, Show Total Points, Show Grade Percentages, Show In-Progress Grade, and Shade Alternate Rows. The 'Extra Items' section has checkboxes for Parent/Guardian Signature, Hide Exempt Assignments, Attendance Summary, Display Student Number Instead Of Name, and Student-level Comments.

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

The screenshot shows the 'Sort' section of the report options. It has three radio buttons: 'Student Name' (selected), 'Student Number' (unselected), and 'Random' (unselected). Below this is a text box labeled 'Teacher Comments (printed for each student)' with a small diagonal icon in the bottom right corner.

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

\*Select Students

<input type="checkbox"/>	Name ▲	Student #	Grade
<input checked="" type="checkbox"/>			08
<input checked="" type="checkbox"/>			08
<input type="checkbox"/>			08
<input checked="" type="checkbox"/>			08
<input checked="" type="checkbox"/>			08
<input checked="" type="checkbox"/>			08
<input checked="" type="checkbox"/>			08
<input checked="" type="checkbox"/>			08
<input checked="" type="checkbox"/>			08
<input type="checkbox"/>			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)