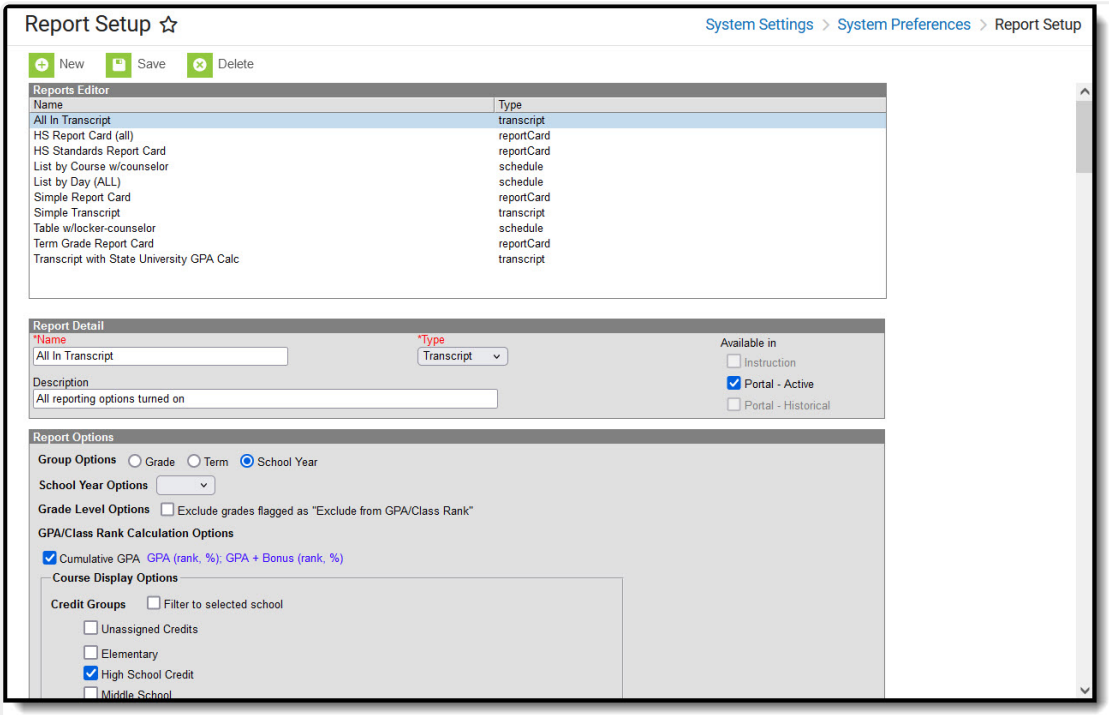
Report Setup

Last Modified on 11/05/2026 2:01 pm CST

Tool Search: Report

Infinite Campus offers districts the flexibility and control to create custom data elements and establish preferences tailored to their specific needs. Using Report Setup, districts can create and set options that appear on three types of reports: Report Cards, Transcripts, and Schedules. These reports can be saved and made available to users, where data elements do not have to be selected again but simply chosen for generation and printing. Report cards, transcripts, and schedules are specific to the school and calendar.

Refer to the System Preference Tool Rights article for information on tool rights.



Report Setup

Explanation of the Report Editor

The Report Setup tool consists of three sections: Reports Editor, Report Detail, and Report Options.

- The **Reports Editor** lists created reports for all report types (schedules, transcripts, and report cards). Schools can have multiple reports for the item (for example, an official transcript versus an unofficial transcript or a conventional report card versus a standards-

based report card).

- The **Report Detail** section lists the name of the selected report, the type of report, and any additional description that may have been entered. The option to have this report available for viewing and printing via the Campus Portal is selected here. Publishing reports to the Campus Portal eliminates the need to print and mail reports. Users should also review the selected Portal Options to ensure reports can be viewed properly.
- The **Report Options** list the available selections for each type of report. Because these options vary depending on the type of report and are dynamic based on other selections chosen, see the following pages for descriptions of each of these items:

Report Detail Options

Field Name	Description
Name *Required*	Displays the Name of the report. This name should be descriptive enough for users to determine the type of report it is. For example, for a standards-based report card in landscape print format, the name could be "Landscape - Standards-Based Report Card."
Type *Required*	Determines the type of report and report options available. Options are: • Schedule • Report Card • Transcript • eTranscript The selected Type determines which report options display.
Available In	Indicates where the report is available: • **Instruction**: Report Cards report in Instruction. • **Portal - Active**: Campus Student and Campus Parent Portals during the active school year. • **Portal - Historical**: Campus Student and Campus Parent Portals for previous school years. Note: Access to reports on the Portals is also controlled by the *Documents* portal display option.
Description	Text entered here provides additional information about the report, including who created it, when it was created, and other relevant details.

Create Reports

Reports created in Report Setup eliminate the need for users to select report options each time a batch report is generated. While that is still an option, school administrators can create and save the reports, allowing other users to quickly select and generate them. The reports created here are displayed in the dropdown list in Student Information on the Schedule, Grades, and Transcript tabs.

Creating reports in the Preferences area provides a more uniform look to the report cards,

transcripts, and schedules. The following reports can be created and saved:

- Report Card Preferences
  - Conventional Report Card Preferences
  - Standards-Based Report Card Preferences
- Transcript Report Preferences
- Schedule Report Preferences
- eTranscript Report Preferences

Print Reports

The reports can be selected for printing from the following locations:

- Report Card (Grading and Standards > Reports > Report Card)
- Report Card for an individual student (Student Information > General > Grades > Reports)
- Transcript Batch (Grading and Standards > Reports > Transcript Batch Report)
- Transcript for an individual student (Student Information > General > Transcript > Reports)
- Schedule Batch Report (Scheduling & Courses > Reports > Schedule Batch Report)
- Schedule for an individual student (Student Information > General > Schedule > Print)
- eTranscript Batch (Grading and Standards > Reports > eTranscript Batch)

NOTE: In order to print custom transcripts or custom report cards, you must use the Translated Core Report Card tool.

Delete Reports

If a report needs to be deleted, select its name from the Reports Editor list and click the **Delete** icon.

This action only removes the report, not the grades that would have been displayed in the report.