

Cumulative Labels Report

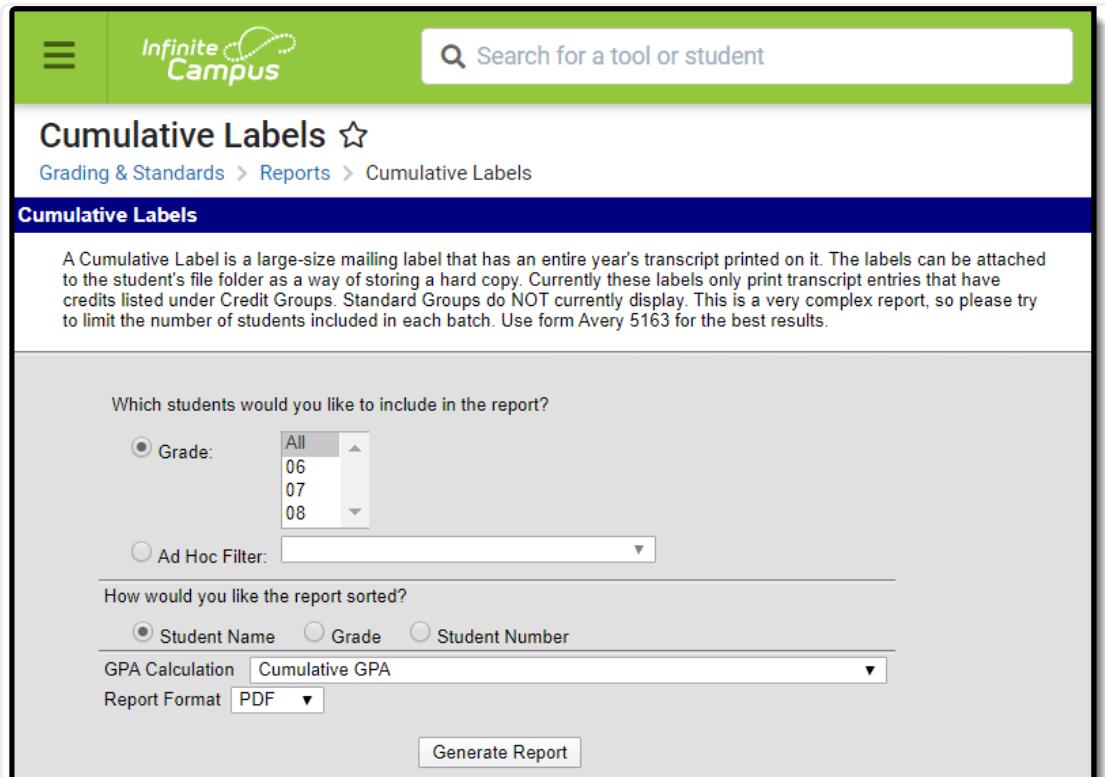
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Tool Search: Cumulative Labels

The Cumulative Labels Report generates a large-size mailing label listing the student's transcript information for the current school year. These labels can be attached to the student's file folder as a way of storing a hard copy of the student data.

The Cumulative Labels are formatted to print on Avery 5163 labels. For more information on printing labels, see the [Printing Labels](#) page.

Cumulative labels only print student transcript information that have credits listed under Credit Groups. Standard Groups do NOT currently display.



The screenshot shows the 'Cumulative Labels' report page. At the top, there is a navigation bar with the Infinite Campus logo and a search bar. Below the navigation bar, the title 'Cumulative Labels' is displayed with a star icon. The page shows the path: Grading & Standards > Reports > Cumulative Labels. A descriptive text box explains that a Cumulative Label is a large-size mailing label that has an entire year's transcript printed on it. It notes that labels only print transcript entries that have credits listed under Credit Groups, and that Standard Groups do NOT currently display. It also advises limiting the number of students included in each batch and using form Avery 5163 for the best results. Below this, there are sections for filtering students by grade (radio buttons for 'Grade' and 'Ad Hoc Filter') and sorting options (radio buttons for 'Student Name', 'Grade', and 'Student Number'). There are also dropdown menus for 'GPA Calculation' (set to 'Cumulative GPA') and 'Report Format' (set to 'PDF'). A 'Generate Report' button is at the bottom of the form area. The entire form is enclosed in a dark blue header bar labeled 'Cumulative Labels'.

See the [Grading & Standards Reports](#) Tool Rights article for the tool right needed to generate this report.

Report Logic

Students must have transcript entries recorded that also have credit information in order to appear on the report.

Additional logic exists for the display of information on the label, as follows:

- Each record displays on one line. For this reason, the course name only displays up to 30 characters. See the [Course Name Wrapping Behavior](#) for more information.
- The course list is organized by course name and course section. This allows for readability of course data.
- Terms display by the sequence name and not the term name. Only the first six terms display.

The length of scores determines how many terms appear on the label.

- If each score is three characters or less, up to six terms display on the label.
- If any score is four or five characters, four terms display on the label.
- If any score is six characters, only the first three terms display on the label.

Report Editor

Field	Description
Student Selection	<p>Choose students by selecting the grade level(s) of enrollment or by selecting an ad hoc filter.</p> <p>The grade levels listed are only those included in the calendar for the selected School in the Campus toolbar. Ad hoc filters are created and saved in the Ad hoc Reporting Query Wizard. Only students in the Ad hoc filter that meet the required criteria are included in the Cumulative Labels Report.</p>
Sort Options	<p>Determine how the report should sort.</p> <ul style="list-style-type: none"> • By Student Name lists students alphabetically by last name. • By Grade lists students numerically by Grade Level with the lowest grade level first. • By Student Number lists students numerically by the Local Student Number (not State ID) with the lowest student number first. <p>Student Name and Number come from the student's Identities tool and the Grade Level from the student's Enrollment.</p>
GPA Calculation	This option lists Custom GPAs associated with the selected calendar. If a school uses a custom GPA, the YTD GPA value does not display on the label.
Report Format	Indicates how the report generates, in PDF or DOCX formats.

Generate the Cumulative Labels Report

1. Select the **Grade** level(s) to include on the report, or select an **Ad hoc Filter**.

2. Determine how the report should be sorted - **Student Name, Grade or Student Number**.
3. Select the desired **GPA Calculation**.
4. Select the desired **Report Format**.
5. Click the **Generate Report** button. The report displays in a new window in PDF format.

Each course has a maximum of two lines for text on the label to display the course name, each line being 15 characters long. Text wraps nicely to the second line, breaking on space characters as well as dashes and slashes. If there is a case where the name does not fit nicely onto both lines (such as the course name being over 30 characters or one word being over 15 characters), a break (text wrapping) occurs in the middle of a word.

Student, Rosalind	#123456	Student, David A	#234567	Student, Devin M	#345678	Student, Randi L	#456789	Student, Tyler L	#567890		
18-19 High School		18-19 High School		18-19 High School		18-19 High School		18-19 CMHS School			
Grade: 09		Grade: 11		Grade: 10		Grade: 09		Grade: 12			
05/01/2019-06/06/2019	Days: 179	05/01/2019-06/06/2019	Days: 179	05/01/2019-06/06/2019	Days: 179	05/01/2019-06/06/2019	Days: 179	05/01/2019-06/06/2019	Days: 179		
Days Absent: 2.99	Tardy: 0	Days Absent: 19.58	Tardy: 0	Days Absent: 3.90	Tardy: 0	Days Absent: 7.79	Tardy: 0	Days Absent: 7.76	Tardy: 0		
Cum. GBA: 3.143	Ranks: 75 of 196	Cum. GBA: 1.984	Ranks: 169 of 180	Cum. GBA: 2.571	Ranks: 136 of 180	Cum. GBA: 3.714	Ranks: 35 of 196	Cum. GBA: 2.438	Ranks: 150 of 179		
YTD GBA: 3.143	Courses: 8	YTD GPA: 1.627	Courses: 9	YTD GPA: 3.071	Courses: 8	YTD GPA: 3.714	Courses: 7	YTD GPA: 3.714	Courses: 7		
Courses: 8	Credits: 72	Courses: 9	Credits: 67.5	Courses: 8	Credits: 72	Courses: 7	Credits: 47	Courses: 7	Credits: 47		
Course	Sec 1	2	Crd	Course	Sec 1	2	Crd	Course	Sec 1	2	Crd
Ag Technology	2 B	A	10	Course	Sec 1	2	Crd	Ag Equip	S B	C	10
Algebra I	3 B-	B-	10	Course	Sec 1	3 D	D	Algebra I	B- B+	B-	10
Algebra I	3 B-	B-	10	Course	Sec 1	3 D	D	Algebra I	B- B+	B-	10
English I	1 B	B	10	Course	Sec 1	3 D	C	Algebra I	B- B+	B-	10
English I	1 B	B	10	Course	Sec 1	3 D	C	Algebra I	B- B+	B-	10
Geography	2 B	B	10	Course	Sec 1	3 D	C	Algebra I	B- B+	B-	10
Geography	2 B	B	10	Course	Sec 1	3 D	C	Algebra I	B- B+	B-	10
Science I	2 B-	B-	10	Course	Sec 1	3 D	C	Algebra I	B- B+	B-	10
Science I	2 B-	B-	10	Course	Sec 1	3 D	C	Algebra I	B- B+	B-	10
Physical Ed I	5 A-	B	10	Course	Sec 1	3 D	C	Algebra I	B- B+	B-	10
Physical Ed I	5 A-	B	10	Course	Sec 1	3 D	C	Algebra I	B- B+	B-	10
Study Hall	17 F	F	2	English III	2	5	5	English III	2 B- B	A	10
Study Hall	17 F	F	2	English III	2	5	5	English III	2 B- B	A	10
				Spanish II	2 B- B	A	10	Spanish II	2 B- B	A	10
				Spanish II	2 B- B	A	10	Spanish II	2 B- B	A	10
				US History	3 C+	B	10	US History	2 B- B	A	10
				US History	3 C+	B	10	US History	2 B- B	A	10
DB History	1		5								

Cumulative Labels - DOCX Format

Student, Rosalind 18-19 High School Grade: 11 07/24/2018-06/06/2019	#123456	Student, David A 18-19 High School Grade: 11 07/24/2018-06/06/2019	#234567	Student, Devin M 18-19 High School Grade: 11 07/24/2018-06/06/2019	#345678	Student, Randi L 18-19 High School Grade: 11 07/24/2018-06/06/2019	#456789	Student, Tyler L 18-19 High School Grade: 11 07/24/2018-06/06/2019	#567890														
Days Absent: 2,99		Tardy: 0		Days Absent: 19,58		Tardy: 0		Days Absent: 7,79															
Cum. GPA: 3.143		Rank: 79		Cum. GPA: 1.964		Rank: 143		Cum. GPA: 3.714															
		196			180			180															
YTD GPA: 3.143		YTD GPA: 1.627		YTD GPA: 3.071		YTD GPA: 3.714		YTD GPA: 1.714															
Courses: 8	Credits: 72	Courses: 8	Credits: 67.5	Courses: 8	Credits: 72	Courses: 8	Credits: 72	Courses: 7	Credits: 47														
Course	Sec 1	I	Crd	Course	Sec 1	I	Crd	Course	Sec 1	I	Crd	Course	Sec 1	I	Crd	Course	Sec 1	I	Crd	Course	Sec 1	I	Crd
Ag Technology	2	A	10	Course	Sec 1	I	Crd	Ag Technology	2	C	10	Course	Sec 1	I	Crd	Ag	1	C	5	Course	Sec 1	I	Crd
Algebra I	2	A	10	Course	Sec 1	I	Crd	Algebra I	2	C	10	Course	Sec 1	I	Crd	Algebra I	2	A	10	Course	Sec 1	I	Crd
Auto Elect I	2	B	10	Course	Sec 1	I	Crd	Physiology	2	D	10	Course	Sec 1	I	Crd	Applied	3	B	10	Course	Sec 1	I	Crd
Human	2	B	10	Course	Sec 1	I	Crd	Courses	2	D	10	Course	Sec 1	I	Crd	English I	2	A	10	Course	Sec 1	I	Crd
Geography	2	B	10	Course	Sec 1	I	Crd	English II	2	D	10	Course	Sec 1	I	Crd	Auto Elect II	1	B	10	Course	Sec 1	I	Crd
Science I	2	B	10	Course	Sec 1	I	Crd	English III	2	D	10	Course	Sec 1	I	Crd	Geography	2	B	10	Course	Sec 1	I	Crd
Science Elect I	2	B	10	Course	Sec 1	I	Crd	English IV	2	D	10	Course	Sec 1	I	Crd	Physical Ed	2	A	10	Course	Sec 1	I	Crd
Study Hall	17	P	2	Course	Sec 1	I	Crd	English III	2	D	10	Course	Sec 1	I	Crd	Physical Ed	2	A	10	Course	Sec 1	I	Crd
																Science I	2	B	10	Course	Sec 1	I	Crd
																Science Elect I	2	B	10	Course	Sec 1	I	Crd
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Cumulative Labels Report - PDF Format