

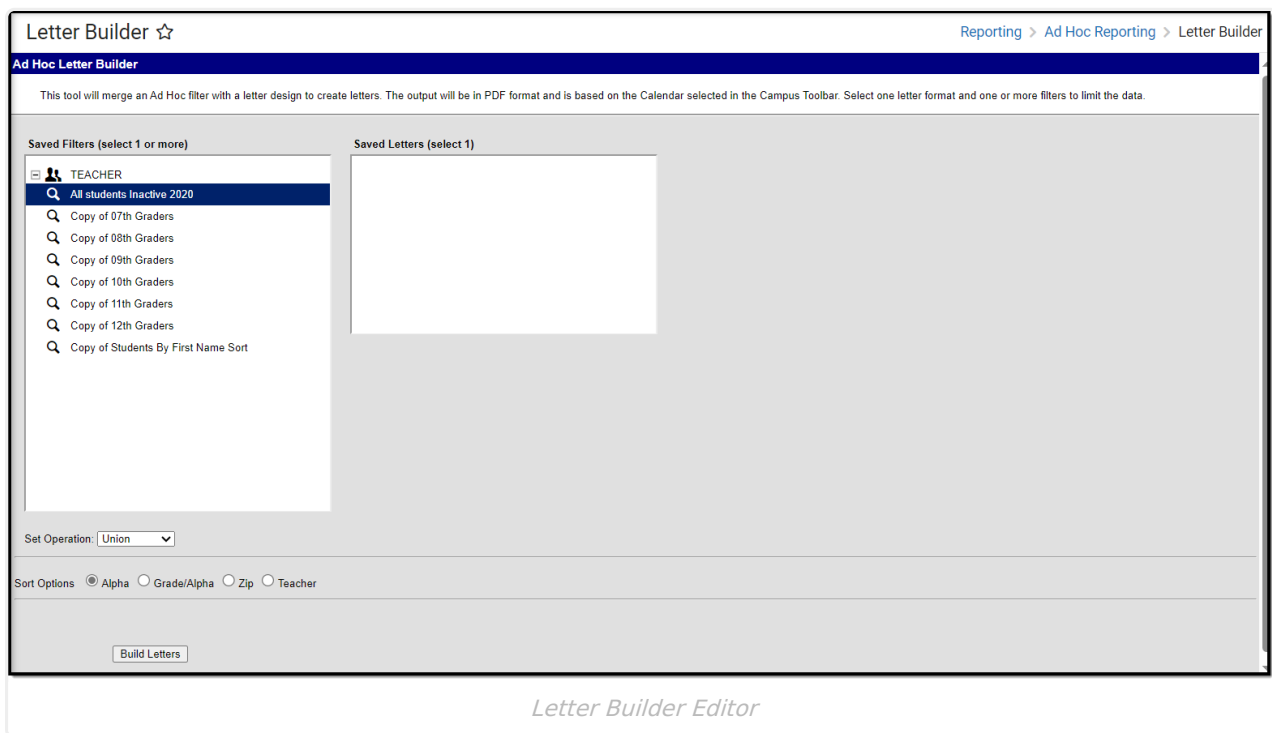
Letter Builder

Last Modified on 08/29/2025 7:38 am CDT

[Build a Letter](#) | [Filter Operations](#)

Tool Search: Letter Builder

The Letter Builder tool allows users to combine [Ad hoc filters](#) with [Ad hoc reports](#) to create specific letters based on filtered student data.



Letter Builder ☆

Reporting > Ad Hoc Reporting > Letter Builder

Ad Hoc Letter Builder

This tool will merge an Ad Hoc filter with a letter design to create letters. The output will be in PDF format and is based on the Calendar selected in the Campus Toolbar. Select one letter format and one or more filters to limit the data.

Saved Filters (select 1 or more)

- TEACHER
- All students Inactive 2020
- Copy of 07th Graders
- Copy of 08th Graders
- Copy of 09th Graders
- Copy of 10th Graders
- Copy of 11th Graders
- Copy of 12th Graders
- Copy of Students By First Name Sort

Saved Letters (select 1)

Set Operation: Union

Sort Options: ☒ Alpha ☐ Grade/Alpha ☐ Zip ☐ Teacher

[Build Letters](#)

Letter Builder Editor

See the [Letter Builder and Letter Designer Tool Rights](#) article for information on rights needed to use this tool.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

The following table describes each field and its functionality:

Field	Description
Saved Filters	This is a list of saved student-type filters created within the Letter Designer .

Field	Description
Saved Letters	This field contains all Ad hoc letters created within the Letter Designer .
Set Operation	If more than one filter is selected, this field determines how Infinite Campus combines the filters when reporting data. See the Filter Operations section below for more information.
Sort Options	Sort options are defined as follows: <ul style="list-style-type: none"> • Alpha - Data is sorted alphabetically by student last names. • Grade/Alpha - Data is sorted by grade level and then alphabetically by student last names. • Zip - Data is sorted by address zip code (used for bulk mail rates). • Teacher - Data is sorted by teacher.
Build Letter	Initiates generation of the letter.

Build a Letter

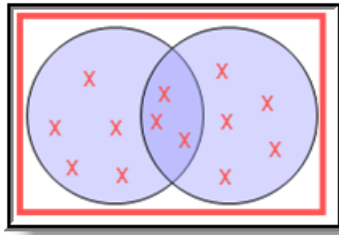
A calendar must be selected in the Campus toolbar in order to generate letters.

1. Select which **Saved Filter(s)** to include within the letter.
2. Select which **Saved Letter** to include in the letter. If the letter has a long description entered, this will display under the Saved Letters window. For more information about entering a long description, see the [Letter Designer](#) article.
3. If more than one Saved Filter is selected, determine how the letter will filter data by selecting the **Set Operation**. For more information about this field, see the [Filter Operations](#) section below.
4. Select the **Sort Option**.
5. Click the **Build Letters** button. The letter will appear in a separate window in PDF format.

Filter Operations

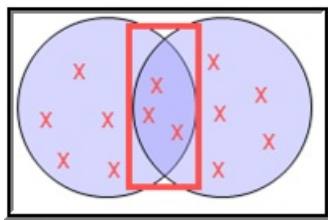
When two or more Saved Filters (Ad hoc filters) are selected on the Letter Builder editor, users must determine how Infinite Campus will combine these filters when reporting data. Users must select one of two Set Operations:

Union Operation - This operation combines two or more filters by appending one to the other. An example of this would be all Baseball Team members and all 10th grade male students. The following diagram explains this union:



Union Operation

Intersection Operation - This operation is used to find data that one or more filters have in common. An example of this would be all baseball team members who are also 10th grade male students. The following diagram explains this union.



Intersection Operation