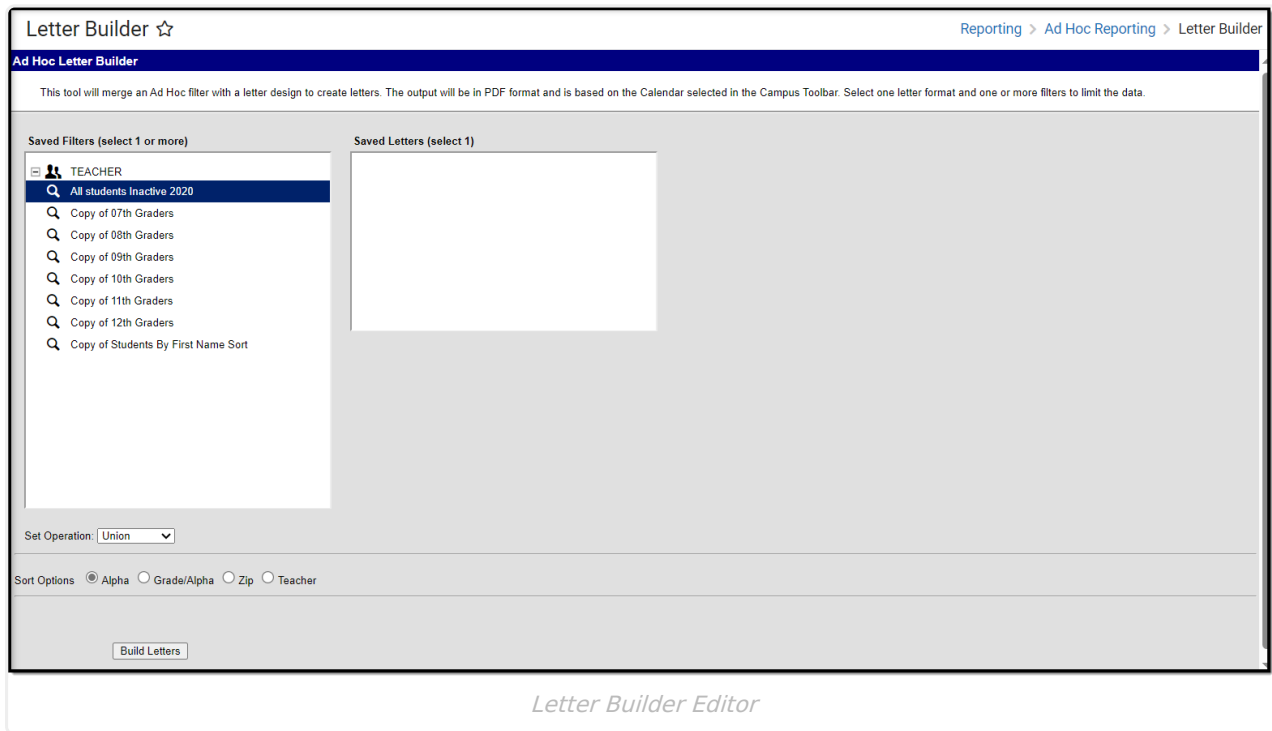


# Letter Builder

Last Modified on 01/27/2026 9:40 am CST

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.



The screenshot shows the 'Letter Builder' interface. At the top, there's a breadcrumb trail: 'Reporting > Ad Hoc Reporting > Letter Builder'. Below this is a header 'Ad Hoc Letter Builder' with a sub-header explaining the tool's purpose: '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.' The main area is divided into two sections: 'Saved Filters (select 1 or more)' and 'Saved Letters (select 1)'. The 'Saved Filters' section contains a list of filters, including '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', and 'Copy of Students By First Name Sort'. The 'Saved Letters' section is currently empty. Below these sections, there are options for 'Set Operation' (Union) and 'Sort Options' (Alpha, Grade/Alpha, Zip, Teacher). A 'Build Letters' button is located at the bottom of the interface.

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.

## Field Descriptions

Field	Description
<b>Saved Filters</b>	This is a list of saved student-type filters created within the <a href="#">Letter Designer</a> .
<b>Saved Letters</b>	This field contains all Ad hoc letters created within the <a href="#">Letter Designer</a> .

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

## Build a Letter

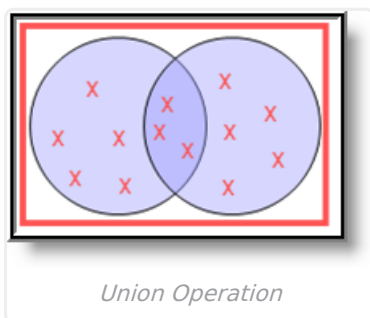
A calendar must be selected in the Campus toolbar in order to generate letters.

1. Select the **Saved Filter(s)** to include within the letter.
2. Select the **Saved Letter** to include in the letter. If the letter has a long description, it 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 is generated in a separate window in PDF format.

## Filter Operations

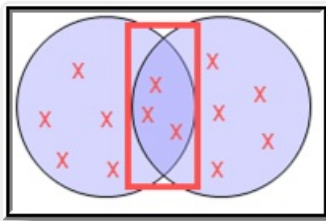
When two or more Saved Filters (Ad hoc filters) are selected in the Letter Builder editor, users must determine how Infinite Campus will combine them when reporting data. Users must select one of two Set Operations:

**Union Operation** - This operation combines two or more filters by concatenating them. An example of this would be all Baseball Team members and all 10th-grade male students.



**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.



*Intersection Operation*