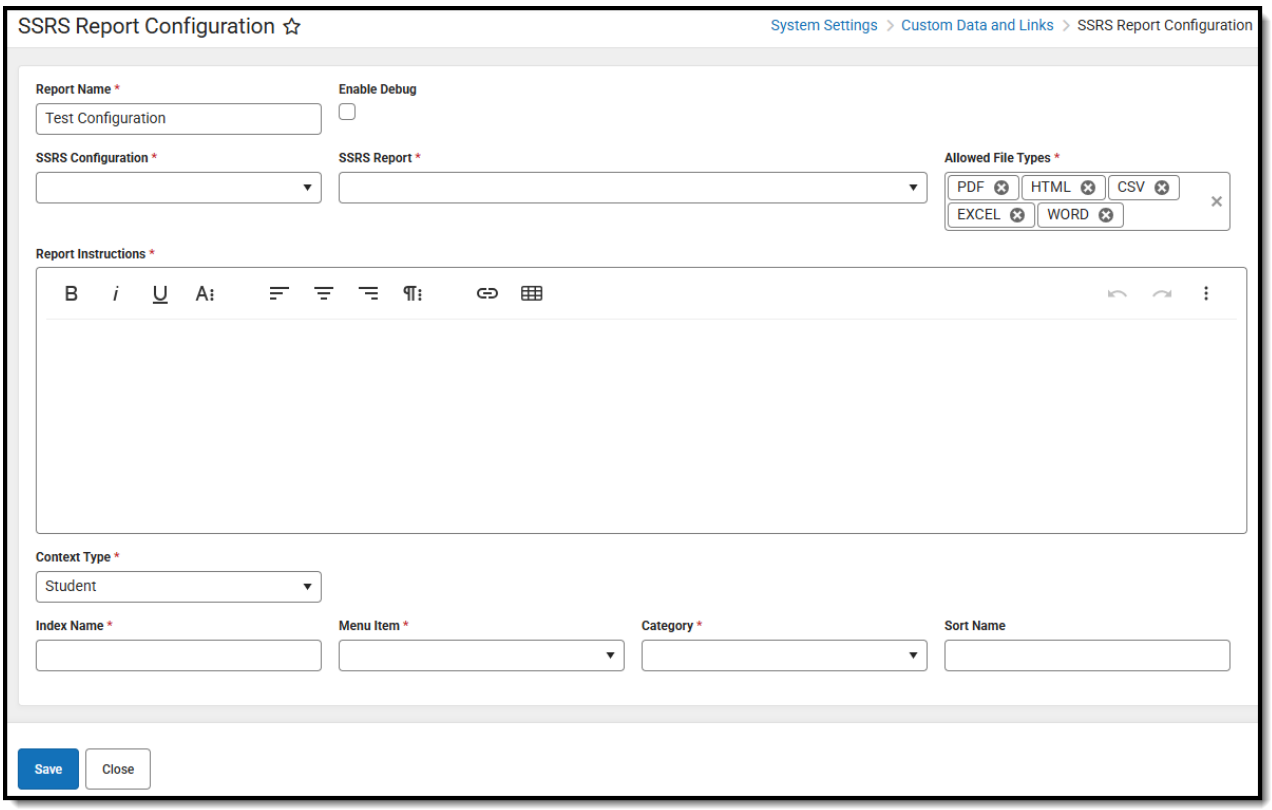
SSRS Report Configuration

Last Modified on 07/20/2026 1:10 pm CDT

Tool Search: SSRS Report Configuration

SSRS Reports Configuration pulls reports that have been set up on the SSRS server. Once a report has been built, deployed to the SSRS server, and configured in Report configuration, it will appear in the outline. The created tool will display the report options configured for the report and allow the user to run it from inside Infinite Campus.



See the Custom Data and Links Tool Rights article for information about tool rights for this and related tools.

SSRS Report Configuration Fields

Field	Description
Enable Debug	When enabled, it finds known issues or fields configured in ways that can cause issues in reports.
SSRS Configuration	Server configuration within Infinite Campus.

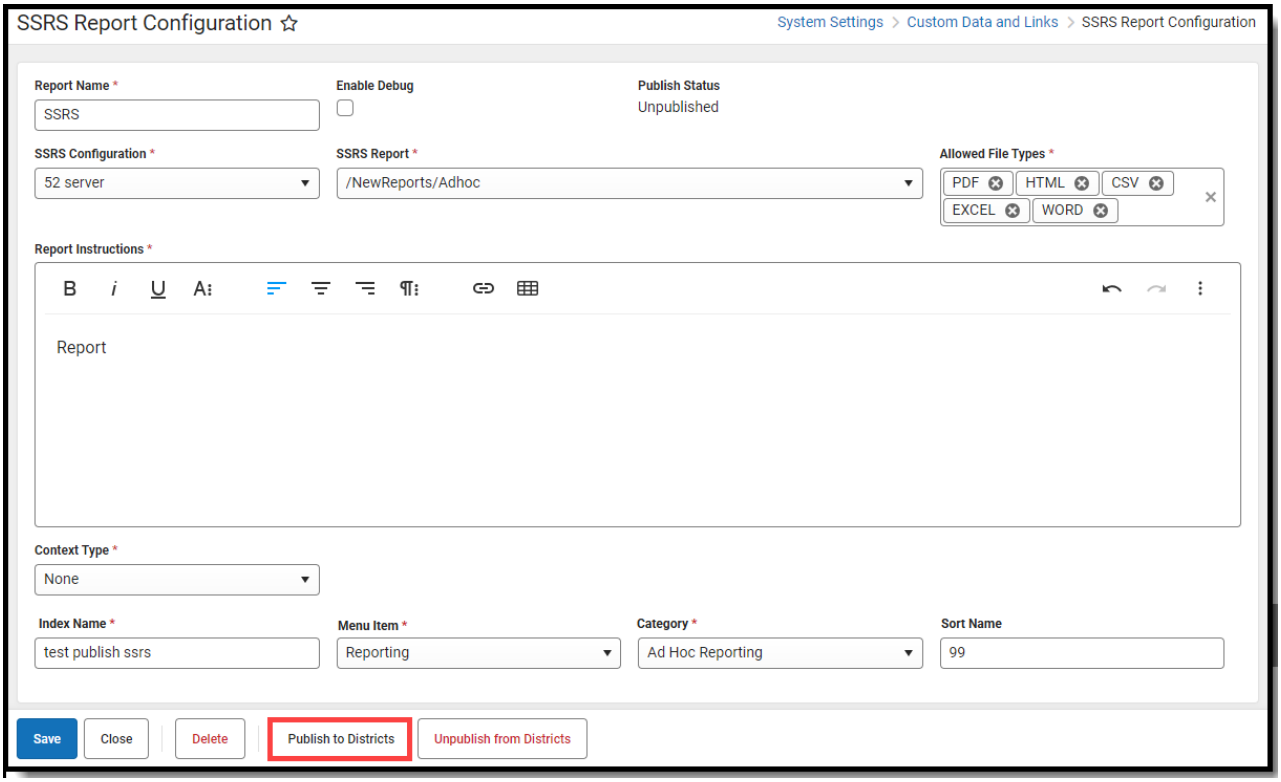
SSRS Report	Report from the configured server that will be added to Infinite Campus.
Allowed File Types	Allows a report to be downloaded as PDF, HTML, CSV, Excel, or Word files.
Report Instructions	User instructions that will be on the report page in Infinite Campus.
Context Type	Specifies which search menu will be displayed when using each report.
Index Name	The index in which the report will appear.
Menu Item	The menu item in which the report will appear.
Category	The category the report will appear in.
Sort Name	Name used for sorting.

Set Up the SSRS Report Configuration

1. Click **New**.
2. Select an **SSRS Configuration**.
3. Select an **SSRS Report**.
4. Enter **Report Instructions**.
5. Enter an **Index Name**
6. Select a **Menu Item**
7. Select a **Category**
8. Click **Save**.

Publish to Districts for State Edition

State Edition users will be able to use the Publish to Districts tool, which moves the SSRS Report to all districts within the state.



Buttons	Descriptions
Publish to Districts	Districts need Managed Services at Infinite Campus to enter the State SSRS server info onto their sites in order to run the report. • This must be done via the Support Account (Campus Helper Account). ◦ This account must handle this task as we are specifically searching for it. • If Publish to Districts is used prior to the server being set up, it will create a dummy server.
Unpublish from Districts	Unpublish removes the report from district sites. • After unpublishing, there will not be a record that existed at the district level. • Changes it to unpublished at the State level.