

# Instruction Reports Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

Since generating a report doesn't add or change existing data, only **Read** rights are required. Write/Add/Delete rights, if granted, have no impact. This article includes screenshots of the Instruction Reports, along with summaries of their intended uses.

See the individual articles in [Instruction Reports](#) to learn more.

► Scheduling	<input type="checkbox"/> All
▼ Reports	<input checked="" type="checkbox"/> All
Assignment Analysis Report	<input checked="" type="checkbox"/> All
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Section Summary Report	<input checked="" type="checkbox"/> All
Student Assessment Summary Report	<input checked="" type="checkbox"/> All
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Teacher Schedule Report	<input checked="" type="checkbox"/> All

*Tool Rights for Instruction Reports*

## Assignment Analysis Report

The [Assignment Analysis](#) report creates a bar chart representing the students' grades for the selected assignment.

► [Click here to expand...](#)

Assignment Analysis

Instructions

The Assignment Analysis Report creates a bar chart representing the students' grades for the selected assignment.

Context

Term

4 - (04/01/19 - 06/28/19) ▼

Section

1) 3600-4 AP Literature ▼

Report Options

Select Assignment

TKAM Character Quiz - Term Grade ▼

Generate PDF ▼

Close

Assignment Analysis Report Editor

## Assignment Standards Report

The [Assignment Standards](#) report provides a list of standards associated with assignments for the selected Section. Standards must first be aligned to a category and then an assignment in the Scoring Alignment section to be included in the report.

► [Click here to expand...](#)

Assignment Standards Report ☆
Instruction > Reports > Assignment Standards Report

Select Report  
Assignment Standards ▼

### Assignment Standards

This report lists standards and their associated assignments in the selected section, grouped by assignment or standard, or standards that are not associated with any assignments.

### Report Options

Select Section \*  
1) 3600-4 AP Literature ▼

Select Standards  
ELA.1: Key Ideas and Details ✕ ELA.2: Craft and Structure ✕ ELA.3: Integration of Knowledge and Ideas ✕ ✕

Report Type  
☒ List Standards associated with each Assignment  
☐ List Assignments associated with each Standard  
☐ List Standards not associated with Assignments

Other Options  
☐ Only Display Power Standards  
☐ Display Full Standard/Description

Select Terms  
All Terms

Generate PDF ▼ Save Options Apply Options

Assignment Standards Report Editor Options

## Attendance Change Tracking Report

The [Attendance Change Tracking](#) report allows you to view student attendance events in the selected section based on the date range entered. This report includes both attendance events that are added, such as when a student is marked as absent, and changes to recorded attendance, such as when an absence is changed to a tardy.

► [Click here to expand...](#)

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Attendance Change Tracking Report ☆

Instruction > Reports > Attendance Change Tracking Report

Select Report

Attendance Change Tr... ▾

Attendance Change Tracking

This report lists all attendance events that were recorded or updated for students in the selected section for the date range entered.

Context

Term

1 - (07/01/23 - 09/29/23) ▾

Section

1) 3600-4 AP Literature (... ▾)

Report Options

Start Date \*

10/12/2023 📅

End Date \*

10/19/2023 📅

Include Secondary Teacher Names

☒

Generate PDF ▾

Save Options

Apply Options

# Attendance Register Report

The [Attendance Register Report](#) includes attendance data for the selected term and section in a student-by-day grid.

► [Click here to expand...](#)

### Attendance Register Report

Select Report  
Attendance Register ▼

#### Attendance Register

This report displays section attendance data by student and by day, in a grid format.

#### Context

Term  
1 - (07/01/22 - 09/30/22) ▼

Section  
1) 3600-4 AP Literature (Daily) ✕

#### Report Options

Include attendance data from:

☐ Date Range

☒ Term

Select Terms  
All Terms

#### Select Students\*

<input checked="" type="checkbox"/>	Name ↑	Student #
<input checked="" type="checkbox"/>	Student, Brooke	123456789
<input checked="" type="checkbox"/>	Student, Carissa	234567891
<input checked="" type="checkbox"/>	Student, Jordan E	345678912








Generate PDF ▼ Save Options Apply Options

*Attendance Register Report*

## Attendance Summary Report

The [Attendance Summary Report](#) collects attendance data for all students in the selected section and aggregates attendance by Type (Excused Absence, Unexcused Absence, etc) and includes a Total of all Absences and Tardies.

► [Click here to expand...](#)




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### Attendance Summary Report ☆

[Instruction](#) > [Reports](#) > Attendance Summary Report

Select Report  
Attendance Summary ▼

#### Attendance Summary

This report summarizes attendance events for each student by type and includes total absences and tardies.

#### Context

Term  
1 - (07/01/23 - 09/29/23) ▼

Section  
1) 3600-4 AP Literature (...) ▼

Generate PDF ▼

*Attendance Summary Report*

# Blank Spreadsheet Report

The [Blank Spreadsheet](#) report creates a blank spreadsheet with the students you select along the y-axis and blank column headers along the x-axis.

► [Click here to expand...](#)

Blank Spreadsheet

Instructions

This report creates an empty grid with the students you select on the vertical axis and the column headers on the horizontal axis.

Context

Term

3 - (12/31/18 - 03/29/19)

Section

1) 3600-4 AP Literature

4) 3700-2 American & British Literature

Group by Section

Report Options

Title

Number of Columns

5

Edit Column Headers

Row Height (PDF Only)

Normal

Orientation

Portrait

Landscape

Styling Options

Large Font

Shade Alternate Rows

Show Student Number

Generate PDF

Close

Select Students\*

<input checked="" type="checkbox"/>	Name ↑	Student #	Grade
<input checked="" type="checkbox"/>	Student, Andy	123456789	12
<input checked="" type="checkbox"/>	Student, Jordan	234567891	11
<input checked="" type="checkbox"/>	Student, Kyle	345678912	12
<input checked="" type="checkbox"/>	Student, Luke	456789123	11
<input checked="" type="checkbox"/>	Student, Lydia	567891234	12

Blank Spreadsheet Report

# Curriculum Report

The [Curriculum Report](#), available with Camps Learning premium offering, provides a list of your curriculum for a section, including assignments, resources, and folders, to provide an overview of your curriculum.

► [Click here to expand...](#)

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Curriculum Report ☆

[Instruction](#) > [Reports](#) > Curriculum Report

Select Report

Curriculum

Curriculum

This report includes the curriculum aligned to the section with the dates and duration, teacher notes, and aligned standards.

Report Options

Select Section \*

1) 3600-4 AP Literature

Generate PDF

Curriculum Report

## Flagged Assignments Report

The [Flagged Assignments](#) report in Campus Instruction allows you to view assignments for students in the selected section that have been flagged in the Grade Book as Missing, Incomplete, Late, Turned In, or Exempt.

► [Click here to expand...](#)

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Flagged Assignments Report ☆

[Instruction](#) > [Reports](#) > Flagged Assignments Report

Select Report

Flagged Assignments

Flagged Assignments

This report lists all assignments flagged as incomplete, late, missing, and/or exempt during the specified term or date range for the selected students, including assignments in sections not taught by the current user.

Context

Term

1 - (07/01/23 - 09/29/23)

Section

1) 3600-4 AP Literature (Daily)

Report Options

Include assignments due from:

☒ Date Range
 

Start Date \*

10/12/2023

End Date \*

10/19/2023

☐ Term

Include assignments in:

All Tasks from All Sections

Assignments to Include

☒ Missing
 ☐ Late
 ☐ Incomplete
 ☐ Turned In
 ☐ Exempt

Format Options

☐ Include Score Comments
 ☐ Add Page Breaks

Select Students\*

Filter

Student Group

<input checked="" type="checkbox"/>	Name ↑	Student #	Grade
<input checked="" type="checkbox"/>	Student, Andy	1234567891	11
<input checked="" type="checkbox"/>	Student, Bree	221900002	10
<input checked="" type="checkbox"/>	Student, Brooke	221900003	09
<input checked="" type="checkbox"/>	Student, Carissa	221900004	11
<input checked="" type="checkbox"/>	Student, Jordan E	221900005	11
<input checked="" type="checkbox"/>	Student, Kyle M	221900006	11
<input checked="" type="checkbox"/>	Student, Luke C	221900007	10

Generate PDF

Save Options

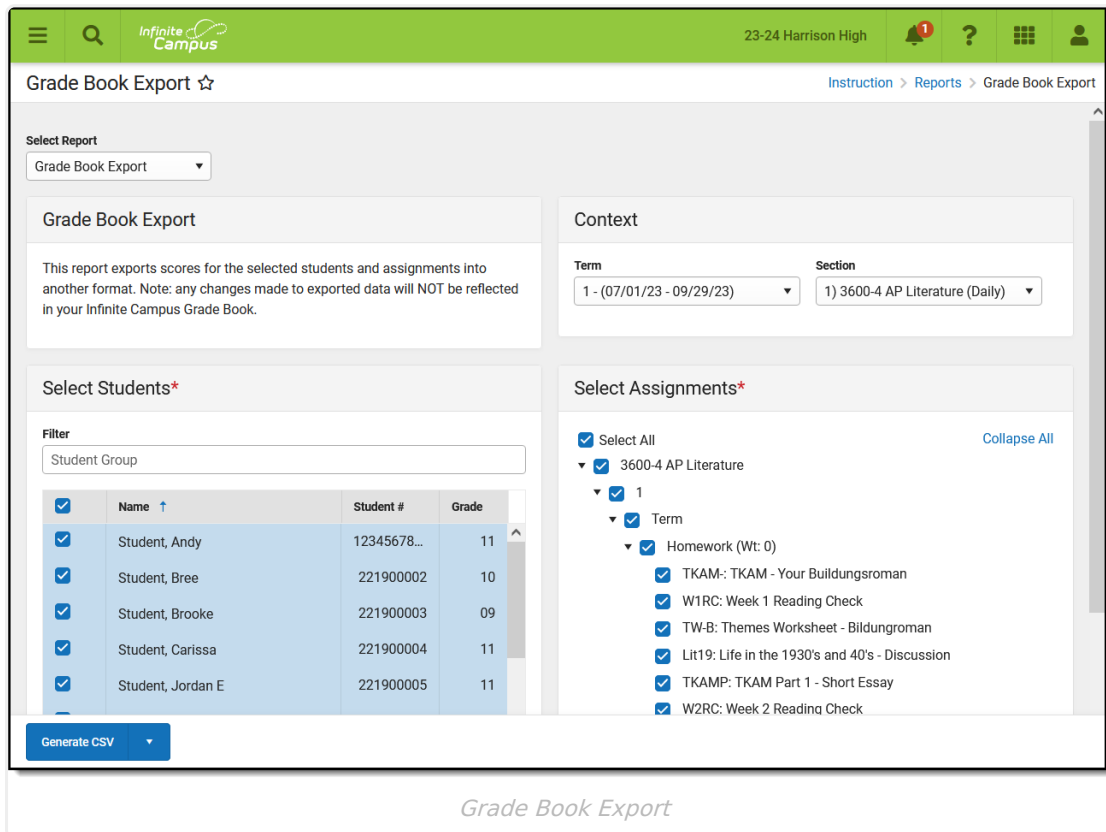
Apply Options

Flagged Assignments Report

# Grade Book Export Report

The [Grade Book Export](#) report generates a view of the Grade Book in another format for use in other programs.

► [Click here to expand...](#)



**Grade Book Export** ☆ Instruction > Reports > Grade Book Export

**Select Report**  
Grade Book Export

**Grade Book Export**  
This report exports scores for the selected students and assignments into another format. Note: any changes made to exported data will NOT be reflected in your Infinite Campus Grade Book.

**Context**  
Term: 1 - (07/01/23 - 09/29/23) Section: 1) 3600-4 AP Literature (Daily)

**Select Students\***  
Filter: Student Group

	Name ↑	Student #	Grade
<input checked="" type="checkbox"/>	Student, Andy	12345678...	11
<input checked="" type="checkbox"/>	Student, Bree	221900002	10
<input checked="" type="checkbox"/>	Student, Brooke	221900003	09
<input checked="" type="checkbox"/>	Student, Carissa	221900004	11
<input checked="" type="checkbox"/>	Student, Jordan E	221900005	11

**Select Assignments\*** Collapse All

- ☒ Select All
  - ☒ 3600-4 AP Literature
    - ☒ 1
      - ☒ Term
        - ☒ Homework (Wt: 0)
          - ☒ TKAM: TKAM - Your Buildingsroman
          - ☒ W1RC: Week 1 Reading Check
          - ☒ TW-B: Themes Worksheet - Bildungroman
          - ☒ Lit19: Life in the 1930's and 40's - Discussion
          - ☒ TKAMP: TKAM Part 1 - Short Essay
          - ☒ W2RC: Week 2 Reading Check

**Generate CSV**

*Grade Book Export*

# Grades Report

The [Grades Report](#) provides a view of selected students in a section, along with their posted grades on specific tasks and standards. This report collects posted grades only, not In-Progress grades.

► [Click here to expand...](#)



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Grades Report ☆

Instruction > Reports > Grades Report

Select Report

Grades Report

Grades Report

This report lists posted grades for the selected students.

Context

Term

1 - (07/01/23 - 09/29/23)

Section

1) 3600-4 AP Literature (Daily)

Report Options

Display

☒ Term Dates
 ☒ Section Dates

Group By

☒ Course/Section
 ☐ Student

Select Terms

1 - (07/01/23 - 09/29/23)

Select Standards

All Tasks

Select Students\*

Filter

Student Group

<input checked="" type="checkbox"/>	Name ↑	Student #	Grade
<input checked="" type="checkbox"/>	Student, Andy	12345678...	11
<input checked="" type="checkbox"/>	Student, Bree	221900002	10
<input checked="" type="checkbox"/>	Student, Brooke	221900003	09
<input checked="" type="checkbox"/>	Student, Carissa	221900004	11

Generate PDF

Save Options

Apply Options

Grade Report

## Missing Assignments Report

The [Missing Assignments Report](#) displays missing assignments per student, based on flags entered in the Grade Book.

► [Click here to expand...](#)

Missing Assignments Report ☆
Instruction > Reports > Missing Assignments Report

**Select Report**

Missing Assignments ▼

### Missing Assignments

This report lists assignments that are flagged as Missing or that have an End Date in the past and are not flagged as Turned In. Assignments are grouped by student. Select specific students and/or assignments if desired and indicate what data should be included in the report.

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### Report Options

**Assignment Detail**

- ☒ Show Assignment Detail
  - ☒ Name
  - ☒ Score
  - ☒ Category Name
  - ☒ Points Possible
  - ☒ Due Date
  - ☐ Assigned Date
  - ☒ Score Comments
  - ☐ Multiplier
  - ☒ Student Instructions
  - ☒ Show In-Progress Grades

**Grade Summary**

- ☒ Show Grade Summary
  - ☒ Show Category Summary

**Extra Items**

- ☐ Parent/Guardian Signature
- ☐ Attendance Summary
- ☒ Student-level Comments
- ☒ Add Page Breaks

### Context

Term  

4 - (03/27/23 - 06/30/23) ▼

Section  

1) 3600-4 AP Literature (Daily) ▼

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### Select Students\*

<input checked="" type="checkbox"/>	Name ↑	Student #	Grade
<input checked="" type="checkbox"/>	Student, Andy	221900001	11
<input checked="" type="checkbox"/>	Student, Bree	221900002	10
<input checked="" type="checkbox"/>	Student, Brooke	221900003	09
<input checked="" type="checkbox"/>	Student, Carissa	221900004	11
<input checked="" type="checkbox"/>	Student, Jordan E	221900005	11
<input checked="" type="checkbox"/>	Student, Kyle M	221900006	11

---

### Select Assignments

☒ Select All

Expand All

- ▼ ☒ 3600-4 AP Literature
  - ▼ ☒ 1
    - ▼ ☒ Term Grade
      - ☒ Homework (Wt: 0)
        - ☒ TKAM: TKAM - Your Buildingsroman
        - ☒ WIRC: Week 1 Reading Check
        - ☒ TW-B: Themes Worksheet - Bildungroman
        - ☒ Lit19: Life in the 1930's and 40's - Discussion
        - ☒ TKAMP: TKAM Part 1 - Short Essay

Teacher Comments (printed on each report)

Generate PDF ▼

Save Options

Add Options

# Portal Usage Report

The [Portal Usage Report](#) lists which students and parents have Portal accounts, and the login activity on those accounts. A version of this report is also available for administrators.

► [Click here to expand...](#)

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Portal Usage Report ☆

[Instruction](#) > [Reports](#) > Portal Usage Report

Select Report


Portal Usage ▼

Portal Usage

This report lists students and parents who have Campus Student or Campus Parent accounts, as well as the date of last login and login counts for the last five weeks.

Report Options

Effective Date

10/19/2023 

Display Options


☐ Include parent accounts whose students' accounts are disabled  
☐ Include parent accounts whose students do not have user accounts

Context

Term

1 - (07/01/23 - 09/29/23) ▼

Section

1) 3600-4 AP Literature (Daily) 

Generate PDF ▼

Save Options

Apply Options

Portal Usage Report

## Positive Attendance Summary Report

The [Positive Attendance Summary Report](#) provides a summary of attendance recording using the [Positive Attendance](#) tool. The report totals the amount of time each student spent in the class for each term in the calendar.

► [Click here to expand...](#)

Positive Attendance Section Summary

Instructions

This report displays the positive attendance summary for each student in the section.

Context

Term

Q3 - (01/22/19 - 03/30/19) ▼

Section

03) 3600-4 AP Literature ▼

Generate PDF ▼

Close

Positive Attendance Section Summary Report

## Report Card

The [Report Card](#) report allows teachers to print report cards for students in their sections. Report card templates are established at the district-level in [Report Setup](#). Teachers need tool rights to access this report.

► [Click here to expand...](#)

Report Card

Instructions

This report prints student report cards, one page per student, suitable for handing out.

Context

Term

3 - (12/31/18 - 03/29/19)

Section

1) 3600-4 AP Literature

Report Options

Select Report Card Template

High School Report Card

Select Students \*

<input checked="" type="checkbox"/>	Name ↑	Student #	Grade
<input checked="" type="checkbox"/>	Student, Andy	1234567...	12
<input checked="" type="checkbox"/>	Student, Jordan	2345678...	11
<input checked="" type="checkbox"/>	Student, Kyle	3456789...	12

Generate PDF

Close

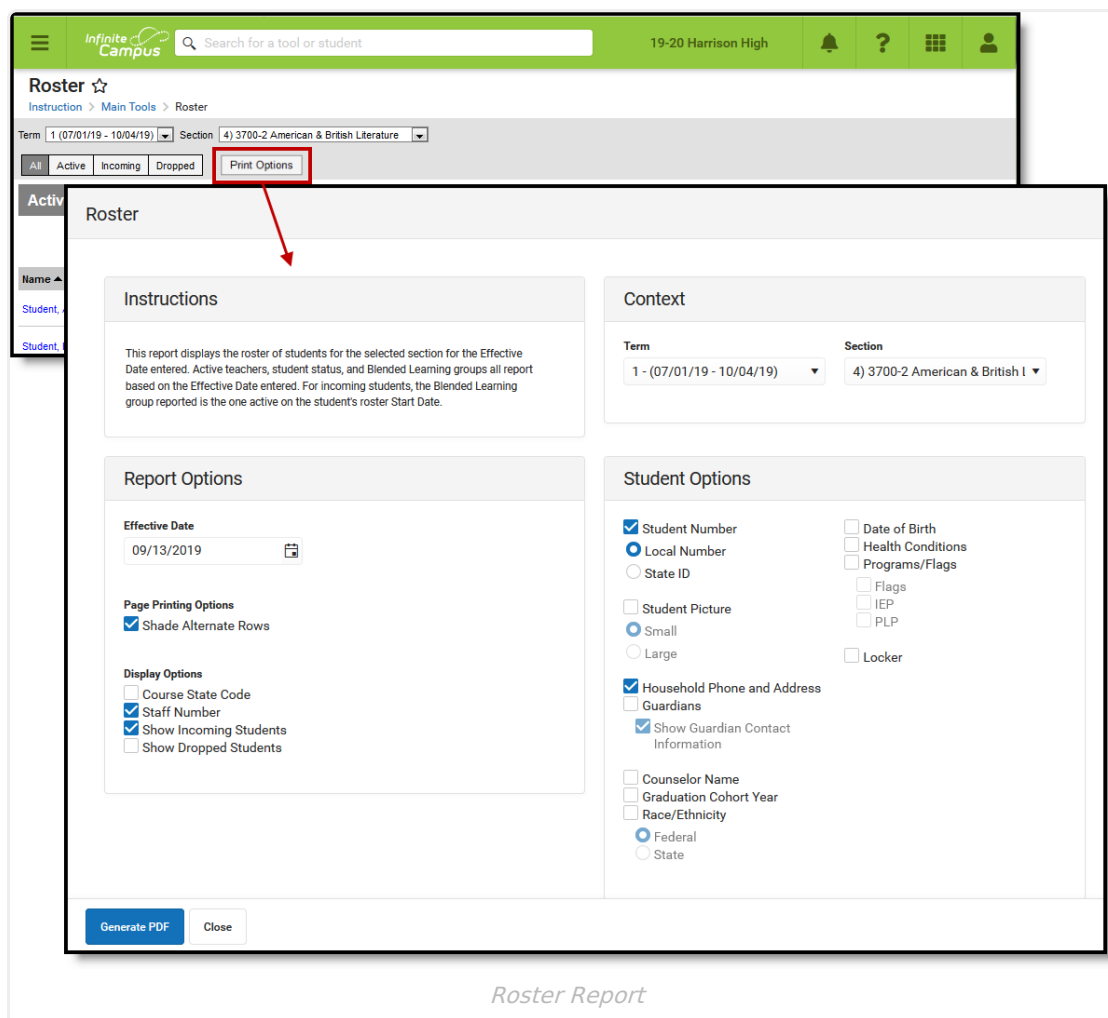
Report Card

## Roster Label Report

The [Roster Label Report](#) organizes student data in a format suitable for printing on labels, with each label measuring 1 inch by 2 5/8 inches (such as Avery 5160).

► [Click here to expand...](#)





**Roster**

Instruction > Main Tools > Roster

Term 1 (07/01/19 - 10/04/19) Section 4) 3700-2 American & British Literature

All Active Incoming Dropped **Print Options**

**Instructions**

This report displays the roster of students for the selected section for the Effective Date entered. Active teachers, student status, and Blended Learning groups all report based on the Effective Date entered. For incoming students, the Blended Learning group reported is the one active on the student's roster Start Date.

**Context**

Term 1 - (07/01/19 - 10/04/19) Section 4) 3700-2 American & British I

**Report Options**

Effective Date 09/13/2019

Page Printing Options

☒ Shade Alternate Rows

Display Options

☐ Course State Code ☒ Staff Number ☒ Show Incoming Students ☐ Show Dropped Students

**Student Options**

☒ Student Number ☐ Date of Birth ☐ Health Conditions ☐ Programs/Flags ☐ Flags ☐ IEP ☐ PLP ☐ Locker

☒ Local Number ☐ Student Picture ☒ Small ☐ Large

☒ Household Phone and Address ☐ Guardians ☒ Show Guardian Contact Information

☐ Counselor Name ☐ Graduation Cohort Year ☐ Race/Ethnicity ☒ Federal ☐ State

Generate PDF Close

*Roster Report*

## Scored Rubrics Report

The [Scored Rubrics Report](#), part of the Campus Learning premium offering, prints rubrics by section using the Scored Rubrics report.

► [Click here to expand...](#)

### Scored Rubrics

#### Instructions

This report prints scored rubrics for the selected assignment, with page breaks between students. Unscored rubrics will print for the selected student(s) that have not been scored when 'Include unscored rubrics' is selected.

#### Context

Term  
2 - (10/08/18 - 12/28/18)

Section  
1) 3600-4 AP Literature

#### Report Options

Select Assignment  
TKAM Character Essay

Print Options  
☐ Include Unscored Rubrics  
☐ Print in Color  
☒ Double-Sided Printing

#### Select Students\*

<input checked="" type="checkbox"/>	Name ↑	Student #
<input checked="" type="checkbox"/>	Student, Andrew	123456789
<input checked="" type="checkbox"/>	Student, Jordan	234567891
<input checked="" type="checkbox"/>	Student, Kyle	345678912
<input checked="" type="checkbox"/>	Student, Luke	456789123
<input checked="" type="checkbox"/>	Student, Lydia	567891234

Generate PDF

Close

Scored Rubrics Report

## Section Standards Report

The [Section Standards Report](#) provides a list of standards aligned to the selected section's course. To be included in the report, standards must be aligned to a [category](#) in the section. Standards do not need to be aligned to Assignments to be included.

► [Click here to expand...](#)

Section Standards

Instructions

This report lists the standards linked to the selected course section.

Report Options

Select Section \*

05) 3600-4 AP Literature ▼

Generate PDF ▼

Close

Section Standards Report

## Section Summary Report

The [Section Summary Report](#) displays student scores and any score flags for the selected assignments.

► [Click here to expand...](#)



[Instruction](#) > [Main Tools](#) > [Reports](#)

This report collects student scores and score flags for the selected assignments. In the first section of the report, Assignments aligned to each grading task/standard are listed first, followed by students' scores. Unreleased scores are not displayed. The second section lists all Tasks and Standards selected with posted grades. Composite Grading Tasks display in a separate Grading Task grid.

Term: 4 - (04/01/19 - 06/28/19) Section: 1) 3600-4 AP Literature

### Assignment Grades Summary

- ☒ Points Possible (Assignment)
- ☒ Earned Points
- ☒ Percent
- ☒ Points Possible (Student)
- ☒ In-Progress Grade
- ☒ Assignment Average
- ☐ Category Averages

### Grading Task Summary

- ☐ Final Grade/In-Progress Grade Only
- ☐ Percent Only
- ☒ Percent and Final Grade/In-Progress Grades
- ☒ Show Class Average

### Display Student

- ☒ Name
- ☐ Number

<b>Student Sort</b>	<b>Assignment Sort</b>
<input type="text" value="Student Name"/>	<input type="text" value="Category, Assignment"/>
<b>Orientation</b>	<b>Shade</b>
<input checked="" type="radio"/> Portrait <input type="radio"/> Landscape	<input checked="" type="checkbox"/> Alternate Assignment Rows
	<input checked="" type="checkbox"/> Alternate Grading Task Rows
<b>Display</b>	
<input checked="" type="checkbox"/> Student Instructions	

<input checked="" type="checkbox"/>	Name ↑	Student #	Grade
<input checked="" type="checkbox"/>	Student, Andy	123456789	12

☒ Select All [Expand All](#)

Generate PDF Close

## Section Summary Report

## Student Assessment Summary

The [Student Assessment Summary](#) Report lists the students' best test results for each selected test. At least one test category and test result must be selected to generate the report.

► [Click here to expand...](#)

The [Student Summary Report](#) returns a list of assignments per student that are assigned to the student along with any scores that the student has received. Grading Tasks are listed first, followed by Standards.

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### Student Summary

#### Instructions

This report is divided into two sections: The Grade Summary includes both in-progress and final grades as well as assignment category totals. The Assignment Detail organizes the assignments by term. Unreleased scores are not displayed. Select a One Student Per Page option to generate a report suitable for handing out to students.

#### Context

Term

1 - (07/02/18 - 10/05/18)

Section

1) 3600-4 AP Literature

#### Report Options

##### Page Printing Options

☒ Student Grades Summary - Multiple Students Per Page
 ☐ Student Grades Summary - One Student Per Page
 ☐ Show Assignment Detail - One Student Per Page

##### Grade Summary

☒ Show Assignment Categories
 ☒ Show Total Points
 ☒ Show In-Progress Grade
 ☒ Show Final Grade
 ☒ Show Grade Percentages

##### Extra Items

☐ Parent/Guardian Signature
 ☐ Attendance Summary
 ☒ Student-level Comments
 ☐ Hide Exempt Assignments
 ☐ Report Card Comments

##### Teacher Comments (printed for each student)

#### Format Options

Student Sort

Student Name

Shade

☒ Alternate Grade Rows

Display Student

☒ Name
 ☐ Number

#### Select Students

<input checked="" type="checkbox"/>	Name ↑	Student #	Grade
<input checked="" type="checkbox"/>	Student, Andy	1234567...	12
<input checked="" type="checkbox"/>	Student, Jordan	2345678...	11
<input checked="" type="checkbox"/>	Student, Kyle	3456789...	12
<input checked="" type="checkbox"/>	Student, Luke	4567891...	11
<input checked="" type="checkbox"/>	Student, Lydia	5678912...	12

#### Select Assignments

☒ Select All
 [Expand All](#)

☒ 3600-4 AP Literature
 

☒ 1
 ☒ 2
 

☒ RL.9-10.2: Summarize the story without including personal op
 

☒ Homework (Wt: 1)
 ☒ MCES: TKAM Character Essay
 ☒ RL.9-10.3: Analyze how complex characters develop, interact,
 ☒ Homework (Wt: 0)

Generate PDF

Close

Student Summary Report

## Teacher Schedule Report

The [Teacher Schedule Report](#) generates a printable version of your schedule in the calendar selected in the Campus toolbar.

► [Click here to expand...](#)

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Teacher Schedule Report ☆

[Instruction](#) > [Reports](#) > Teacher Schedule Report

Select Report

Teacher Schedule ▼

Teacher Schedule

This report displays the teacher's schedule in the calendar year selected in the Campus toolbar.

Report Options

Select Terms

All Terms

Generate PDF ▼

Teacher Schedule Report

## Suggested User Groups

- [Teachers](#)

See [User Groups and Suggested Roles](#) for more information.