

## INSTRUCTIONS TO GENERATE STUDENT REPORT CARD

**Infinite Campus** is the Dubuque Community School District's official student information system and is designed to give you online access to academic information and other resources from the school district.

LOG IN TO T	HE INFINITE CAMPUS PARENT PORTAL	
1 Sign in using your Inf	inite Campus username and password.	
2 If the first page you see has a green bar at the top (the new Parent page), click the dropdown menu on the top left of the page and select <b>Portal</b> . <i>If your page does not have a green bar at the top, move to the next step.</i>		
■ Parent ▼	Message Center	
APPLICATIONS		
	ouncements Inbox	
Parent Portal	Announcements.	

## OPEN STUDENT REPORTS

3 Click the **Student Reports** link on the left-hand sidebar, which will open in a new browser tab.

	mpus Portal SELECT A STUDENT - Welcome Parent/Guardian 🕋 Try the new Campus Parent 🌲 Sign Out
((	Infinite Co Campus
Family	District Announcements - 0 messages
Messages	School Announcements - 0 messages
Discussions	>
Household Information	> Inbox - 0 messages
Family Members	>
Calendar	>
User Account	
Account Settings	>
Notification Settings	>
Online Registration	
Student Reports	
Dubuque Community Sch District	

## GENERATE YOUR STUDENT'S REPORT CARD

(4) On the Student Reports page, use the drop-down menus to select your student's name and select your report.

5	Select Student:	Select Student
	Select a Report:	Please Select a Student V

» For example, select Elementary Report Card.

Once you select your student and the report, click the **Generate Report** button.

Generate Report Return to Portal

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Your student's report card will then download in PDF format, and you can then print or save that file.