

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 s left of the page and s	ee has a green bar at the top (the new Parent page), click the dropdown menu on the top elect Portal . <i>If your page does not have a green bar at the top, move to the next step.</i>
■ Parent ▼	Message Center
APPLICATIONS	
Parent Portal	ouncements Inbox
	Announcements.

OPEN STUDENT REPORTS

 $\overline{\mathfrak{Z}}$ 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 Contraction Campus
Family	District Announcements - 0 messages
Messages	School Announcements - 0 messages
Discussions	>
Household Information	> INDOX - U 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.

Select Student:	Select Student	۲
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

5

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