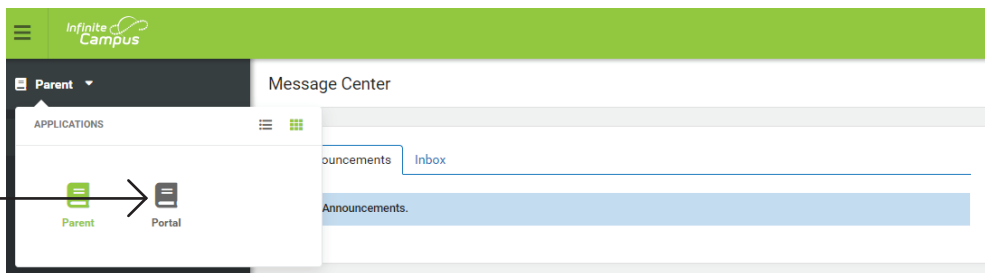**Dubuque COMMUNITY SCHOOLS**

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.
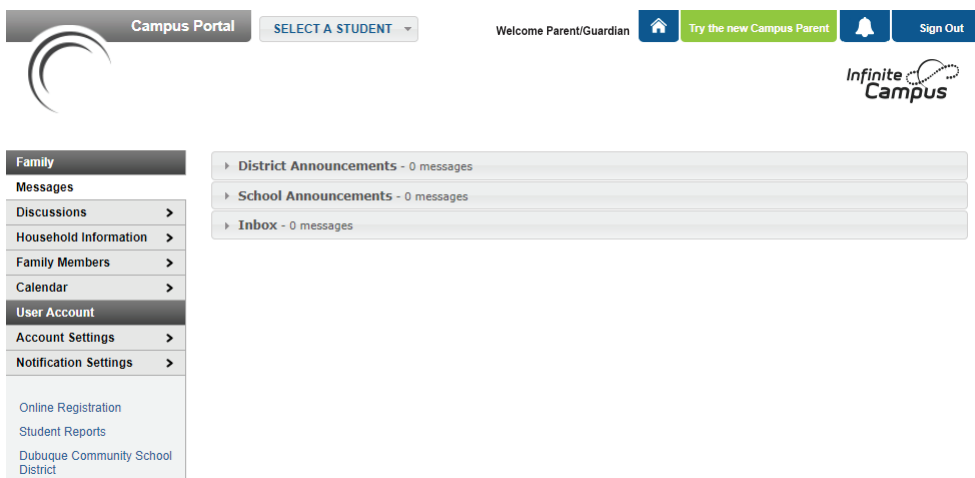
LOG IN TO THE INFINITE CAMPUS PARENT PORTAL

① Sign in using your Infinite 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 **Portal**. *If your page does not have a green bar at the top, move to the next step.*

OPEN STUDENT REPORTS

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

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.

» For example, select **Elementary Report Card**.

Select Student: [Select Student ▼]
Select a Report: [Please Select a Student ▼]

⑤ Once you select your student and the report, click the **Generate Report** button.

[Generate Report] [Return to Portal]

⑥ Your student's report card will then download in PDF format, and you can then print or save that file.