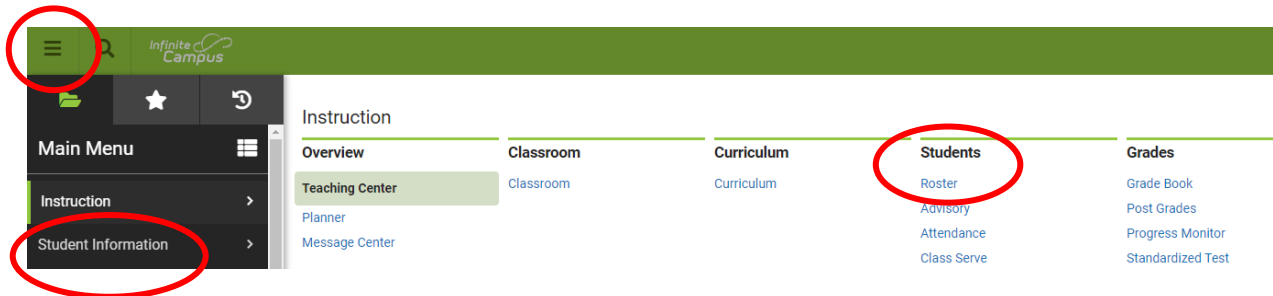


# Infinite Campus Teacher Guide – Printing Class Lists and Picture Maps

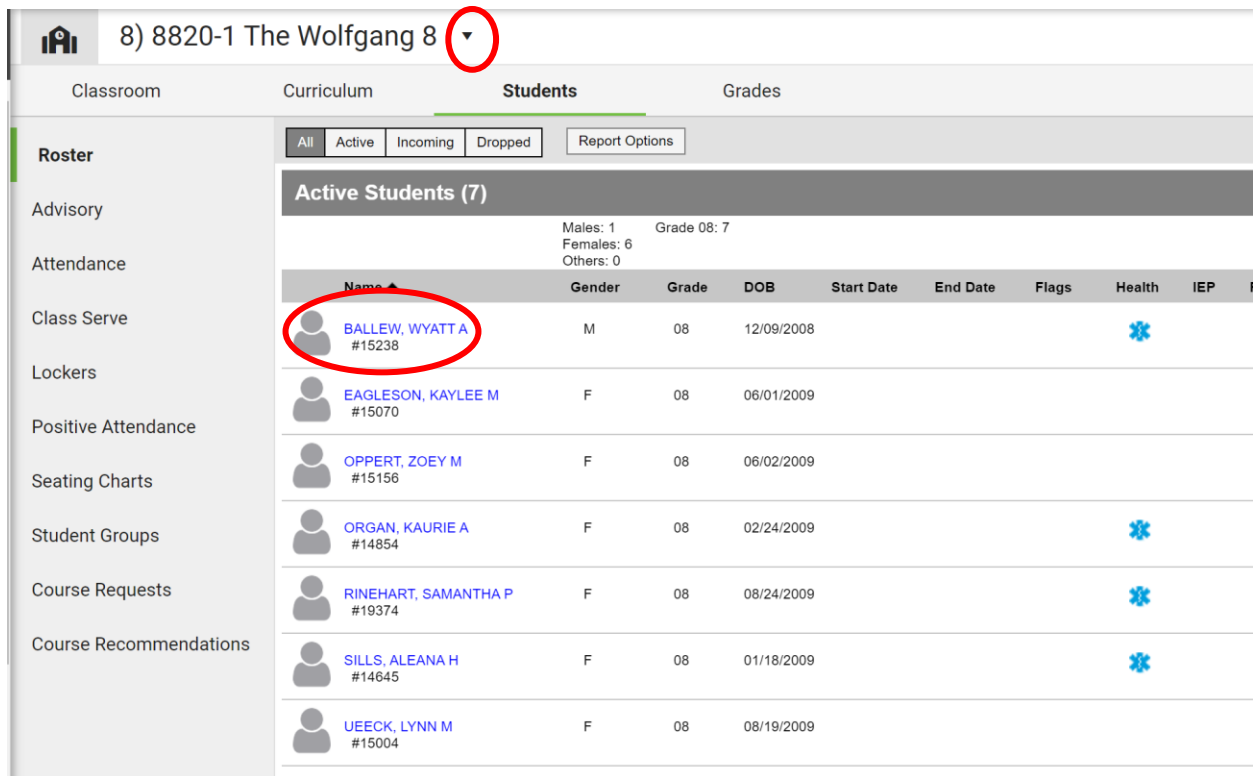
## Infinite Campus Roster = Infinity “My Classes”

**Finding and Printing Your Roster:** These Directions demonstrate the process with Course Navigation turned on!

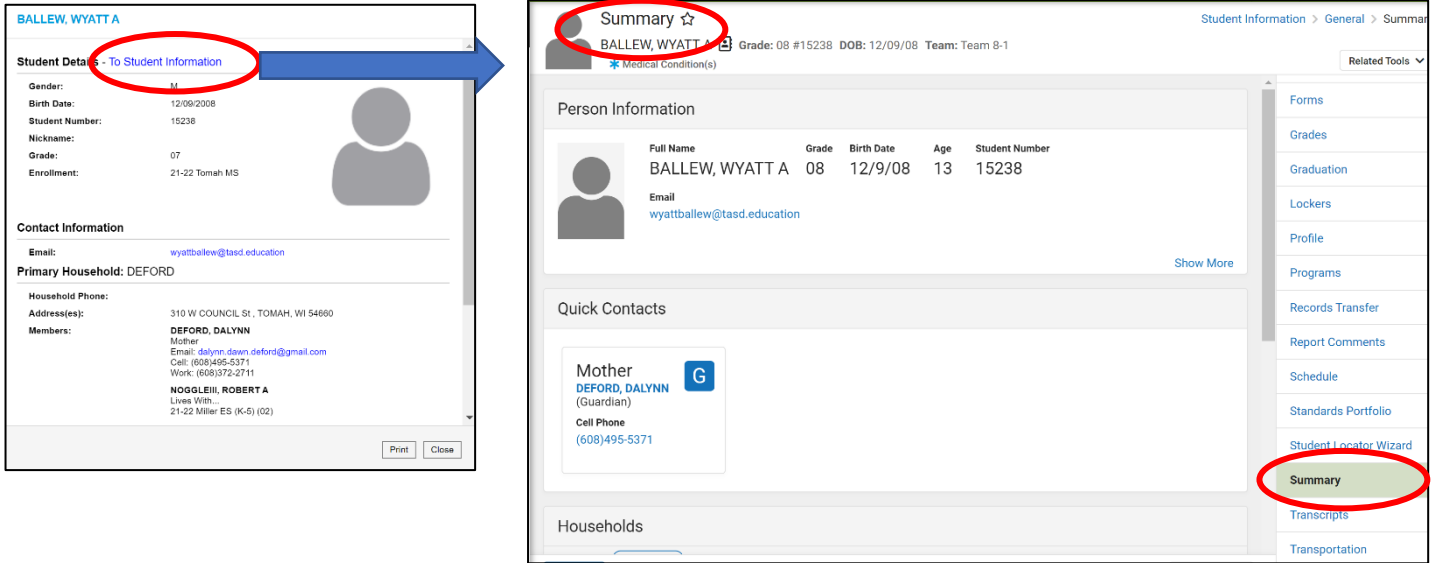
**Pathway:** Main Menu Left Hand Side: Instruction > Students > Roster - [Viewing Your Roster - Video | Infinite Campus](#)



Your roster will appear (below). Click on the drop-down arrow next to the class name to switch to a new course/section. Clicking on the student’s name in blue will provide a brief summary (see image on next page).

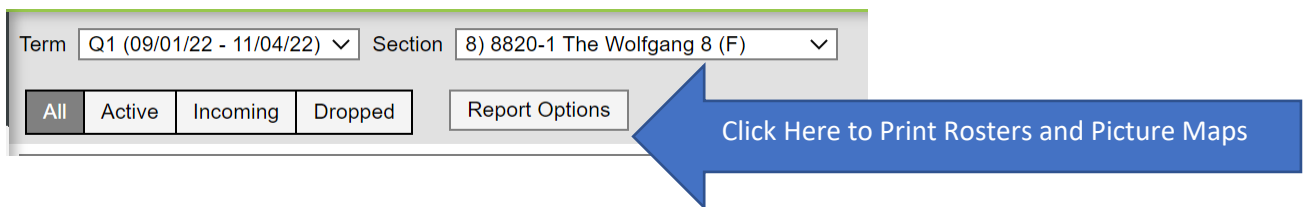


A pop-up menu will appear when clicking on the student's name from within the roster. Clicking on "To Student Information" will take you to more student details. It will default to the "Summary" tab, which provide more in-depth information regarding contact and household information.



Related Tools on the right hand side will allow you to find additional information:

- Profile – Attendance, Grades, Etc.
  - Transportation – Bus Number
  - Locker – Locker Number and Combination
  - Schedule – Class Schedule
  - Etc.
- **How to Print Roster (Class List) and/or Picture Maps = Print for Sub Folder and Emergency To Go Bags**
    - Opening the roster will allow you to see your "Term" (Quarter) and "Sections" (Class Periods)
      - Click on the drop-down arrows to change to different terms and sections.
      - Click **Report Options**



- Select your preferences – If you want a roster separate from a picture map, do NOT check Student Picture > Generate PDF in the lower left corner.
  - PDF will generate > Print and/or save as desired by clicking the appropriate icon in the upper right corner.
  - Close out of the PDF (X in the upper right corner) and “Close” the Roster (Lower Left Corner).
    - Simply repeat this process with the “Student Picture” option checked for a printout of your students with their pictures. Use “small,” or it will take up several pages.

**Roster**

This report displays student rosters for this section. The Effective Date is used to determine the active Teachers assigned to the Course-Section, which students to include on the roster, and which Blended Learning group to report for active students. For incoming students, the Blended Learning group that reports is the one active on the student's roster Start Date.

**Term**  
Q1 - (09/01/22 - 11/04/22)

**Section**  
8) 8820-1 The Wolfgang 8 (F) X

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**Report Options**

**Effective Date**  
08/11/2022

**Page Printing Options**  
 Shade Alternate Rows  
 Add page break after each section

**Display Options**  
 Course State Code  
 Staff Number  
 Show Section Placement  
 Show Incoming Students  
 Show Dropped Students  
 Show Blended Learning Group Summary

**Student Options**

Student Number  
 Local Number  
 State ID

Student Picture  
 Small  
 Large

Date of Birth  
 Health Conditions  
 Programs/Flags  
      Flags  
      IEP  
      PLP

Household Phone and Address  
 Guardians  
 Show Guardian Contact Information  
 Blended Learning Group  
 Locker

Counselor Name  
 Graduation Cohort Year  
 Race/Ethnicity  
 Federal  
 State

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Generate PDF
Close

