

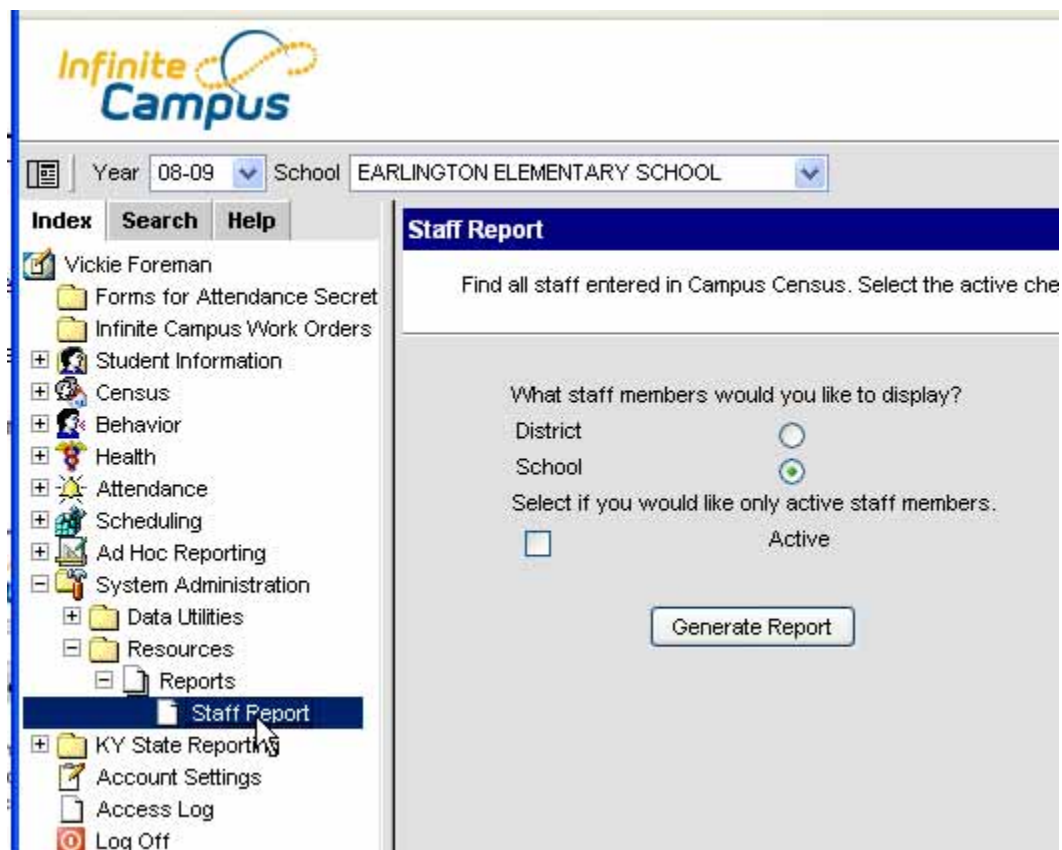
How to Run a Staff Listing Report

Launch Infinite Campus.

In the right pane, expand System Administration > Resources > Reports.

Select Staff Report.

Choose School and Active. Then click "Generate Report".



The screenshot shows the Infinite Campus web application interface. At the top left is the Infinite Campus logo. Below it, there are dropdown menus for 'Year' (set to 08-09) and 'School' (set to EARLINGTON ELEMENTARY SCHOOL). A navigation menu on the left includes 'Index', 'Search', and 'Help' tabs, and a list of system administration options. The 'Reports' folder is expanded, and the 'Staff Report' option is selected. The main content area is titled 'Staff Report' and contains the following text: 'Find all staff entered in Campus Census. Select the active che'. Below this, there are radio buttons for 'District' and 'School' (which is selected). There is also a checkbox for 'Active' which is currently unchecked. A 'Generate Report' button is located at the bottom of the form.