How To Generate Student Login Letters Using Infinite Campus
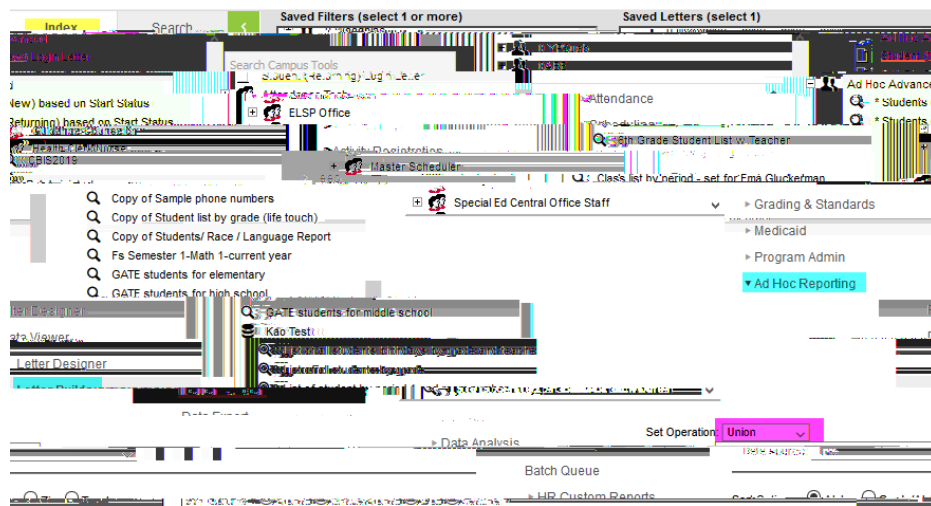
Two different queries and letters were developed and placed in the Ad Hoc Advanced folder to accomplish this task.

Purpose	Query Name	Letter Name
New Students	* Students (New) based on Start Status	Student (New) Login Letter
Returning Students	* Students (Returning) based on Start Status	Student (Returning) Login Letter

To complete this process, staff will be using the Mail Merge feature within Infinite Campus called Letter Builder. The Letter Builder allows users to create letters based on previously created ad hoc filters (queries) and a saved letter format.

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5. Click the **Build Letters** button. The letter will appear in a separate window in PDF format.

How to Video Create by Infinite Campus – Letter Designer

How To Generate Student Login Letters Using Infinite Campus

PRINT A SINGLE STUDENT INSTRUCTIONS:

Ad Hoc Letters (Student)

IC Path: Student Information > General > Ad hoc Letters

The Ad hoc Letters tool lists any ad hoc letters (built in the Letter Builder tool) that include the selected student. Users can print a letter for one student from this view by selecting the letter and then clicking the Print icon.

- A student data query built in the Ad hoc Filter Designer that includes the student's name.
- A letter built in the Letter Designer that lists the format of the letter.
- The Letter Builder will combine the query with the letter and generate the information.

Once the letter builder item is saved, the letter name displays on the student's Ad hoc Letters tool.
Print Student Ad hoc Letters