

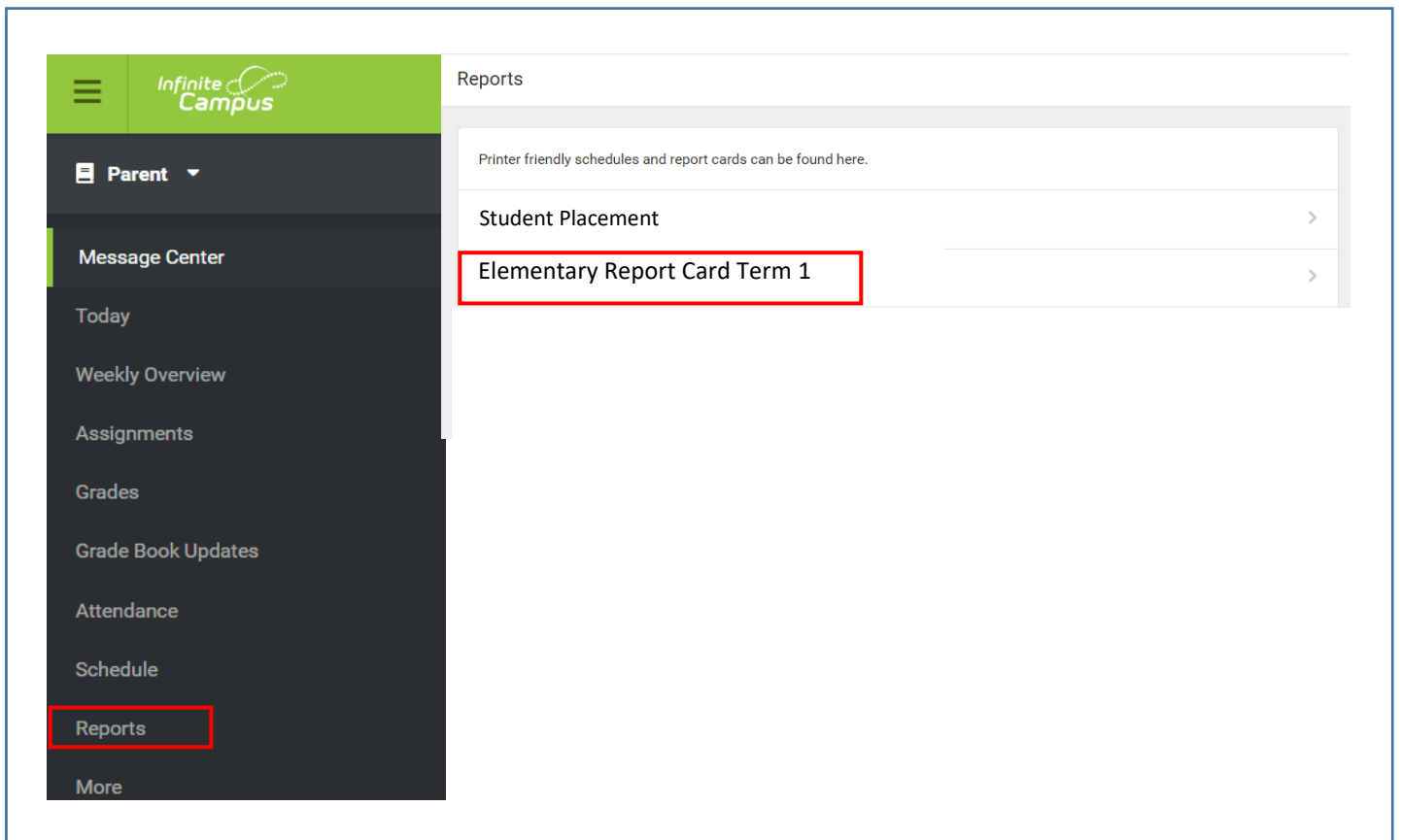
How to view the Elementary Report Card in Infinite Campus

1. Log into the [Herricks Infinite Campus Parent Portal](https://ic.nasboces.org/campus/portal/herricks.jsp), <https://ic.nasboces.org/campus/portal/herricks.jsp>
2. Click on the student you wish to view. 3. Click on the Reports tab. 4. Then click on the "Elementary Report Card Term #". 5. Once you click on the report, a PDF version of the report card will open. (make sure pop-up's are not being blocked by your browser). You can either print or save the report card. A sample report card is posted to the Herricks website.

The screenshot displays the Infinite Campus Parent Portal interface. On the left is a navigation menu with the following items: Carly, Calendar, Schedule, Responsive Schedule, Attendance, Grades, Reports (highlighted with a red box), Demographics, Family, Messages, Discussions, Household Information, Family Members, User Account, Account Settings, Contact Preferences, Access Log, Notification Settings, Campus Backpack, and HERRICKS UFSD. The main content area is titled "Student Name" and includes fields for "Student Number:" and "Grade:". Below this is a "Reports" section with the text "Printer friendly schedules and report cards can be found here." and a list of report cards: "Student Placement" and "Elementary Report Card Term 1" (highlighted with a red box). At the bottom right, there is a note: "Reports on this page require the Adobe Acrobat Reader (free)." with a logo for Adobe Acrobat Reader.

How to view the Elementary Report Card with Infinite Campus in the new Campus Parent Module

1. Log into the [Herricks Infinite Campus Parent Portal](https://ic.nasboces.org/campus/portal/herricks.jsp), <https://ic.nasboces.org/campus/portal/herricks.jsp>
2. Click on the student you wish to view.
3. Click on the Reports tab.
4. Then click on the "Elementary Report Card Term #".
5. Once you click on the report, a PDF version of the report card will open. (make sure pop-up's are not being blocked by your browser). You can either print or save the report card. A sample report card is posted to the Herricks website.



The screenshot displays the Infinite Campus Parent Portal interface. On the left is a dark sidebar menu with the Infinite Campus logo at the top. The menu items include: Parent (with a dropdown arrow), Message Center, Today, Weekly Overview, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Reports (highlighted with a red box), and More. The main content area is titled "Reports" and contains a message: "Printer friendly schedules and report cards can be found here." Below this message is a list of report card options: "Student Placement" and "Elementary Report Card Term 1" (highlighted with a red box). Both options have a right-pointing chevron icon.