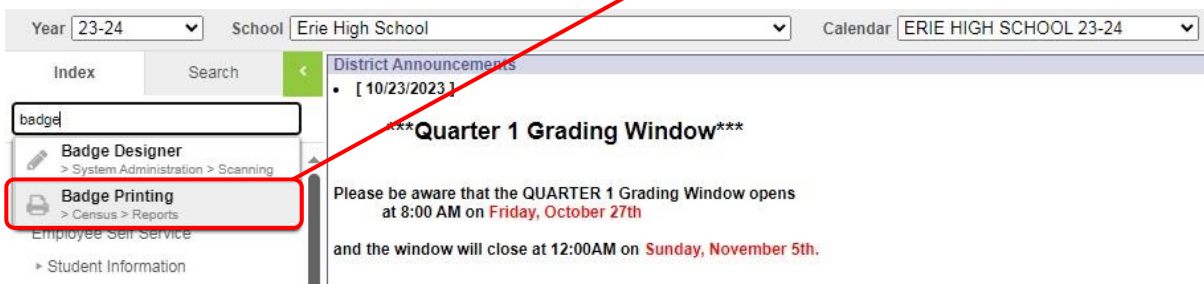


Accessing Badge Printing

After you have successfully logged into Infinite Campus:

1. If necessary, select the correct school from the menu bar at the top of the screen.
2. Click on the **Index** tab.
3. From the **Search Campus Tools** field, type in **Badge**.
4. From the menu that appears, click on **Badge Printing**.



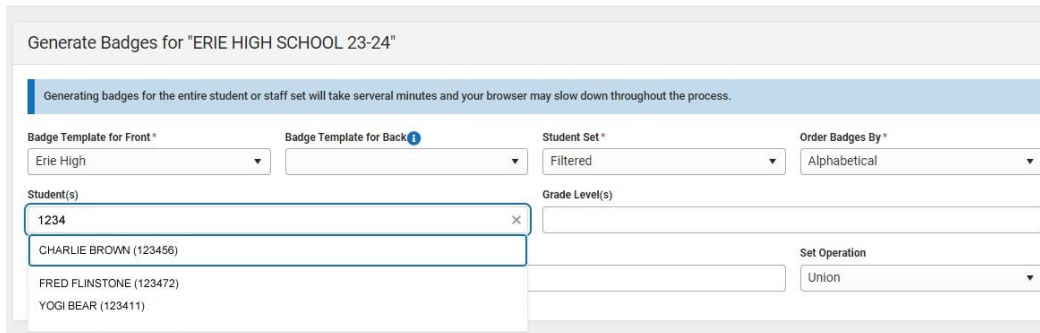
The screenshot shows the Infinite Campus interface. At the top, there are dropdown menus for Year (23-24), School (Erie High School), and Calendar (ERIE HIGH SCHOOL 23-24). Below these, there are tabs for Index and Search. The Search tab is active, and a search box contains the text 'badge'. A dropdown menu is open, showing options: Badge Designer, Badge Printing (highlighted with a red box), and Employee Self Service. A red arrow points from the 'Badge Printing' option to the 'Quarter 1 Grading Window' announcement on the right. The announcement states: 'Please be aware that the QUARTER 1 Grading Window opens at 8:00 AM on Friday, October 27th and the window will close at 12:00AM on Sunday, November 5th.'

Badge Printing Tool

From the **Badge Printing Tool** page:

1. From the **Badge Template for Front** field, select the template you want to use.
2. From the **Student Set** field, select the **Filtered** option.
3. From the **Students** field, type in the **Student ID Number** or the **Student Name** to locate a student.
4. Click on the student's name for whom you want to print the ID badge to add the name to the **Student** field.
5. If you are printing multiple ID badges, continue to add all of the student names.
6. Click **Generate** when you have finished adding all of the student names.

Badge Printing Tool




The screenshot shows the 'Generate Badges for "ERIE HIGH SCHOOL 23-24"' page. A blue banner at the top states: 'Generating badges for the entire student or staff set will take several minutes and your browser may slow down throughout the process.' Below this, there are four dropdown menus: 'Badge Template for Front' (set to 'Erie High'), 'Badge Template for Back' (set to 'Erie High'), 'Student Set' (set to 'Filtered'), and 'Order Badges By' (set to 'Alphabetical'). There is a 'Student(s)' field with a list of students: '1234', 'CHARLIE BROWN (123456)', 'FRED FLINSTONE (123472)', and 'YOGI BEAR (123411)'. There is also a 'Grade Level(s)' field. At the bottom right, there is a 'Set Operation' dropdown menu set to 'Union'.

Printing Student ID Badges

After you click on the **Generate** button, a **Badge Designer Report** will be created containing the ID badges for all of the students that you selected in the **Badge Printing Tool**.

To print the badges:

1. Make sure the ID card printer is powered on.
2. Click on the **Print**  icon from the upper right-hand corner of the report.
3. From the **Print** window that appears,
 - a. Under **Printer**, make sure that the **Evolis Primacy 2** printer is selected (default).
 - b. Under **Scale %**, make sure that **Fit to printable area** is selected (default).
4. Click **Print**.

IT Support

Printing Student ID Badges:

If you have issues with accessing or printing the student ID badges using the above steps, please send a support request to epssupport@eriesd.org.