



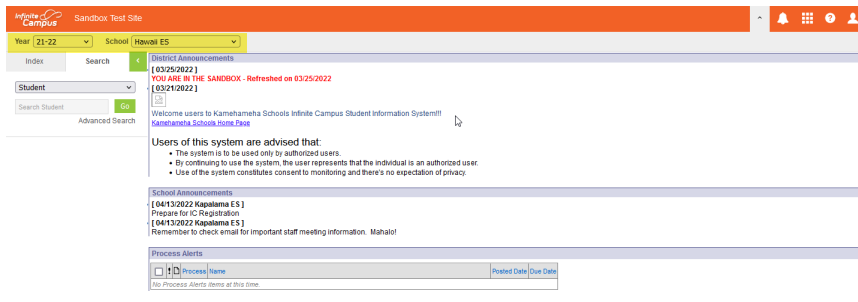
# Infinite Campus - User Guide

## How to Search in IC

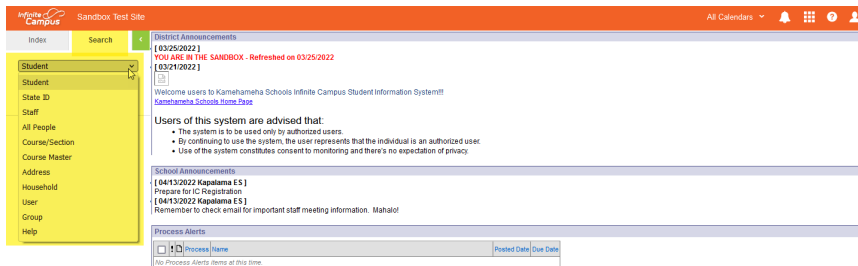
**Overview:** The purpose of this help guide is to show how to Search in IC.

Two Main Search types:

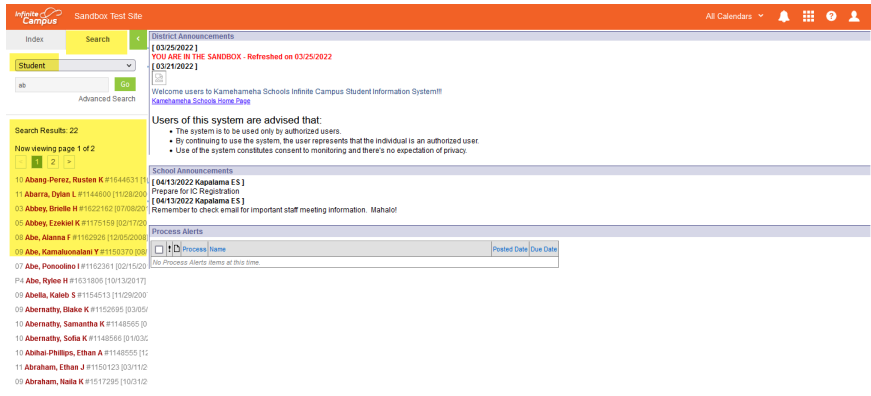
1. Search Tab – used for quick searching
  - Be sure you are in the correct Year and School



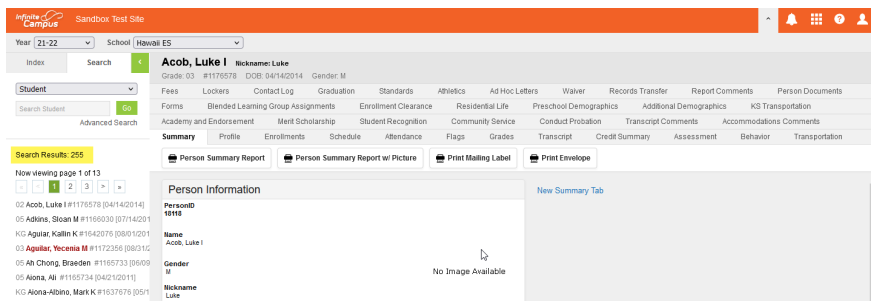
- Select filter – Student Tab and Student filter



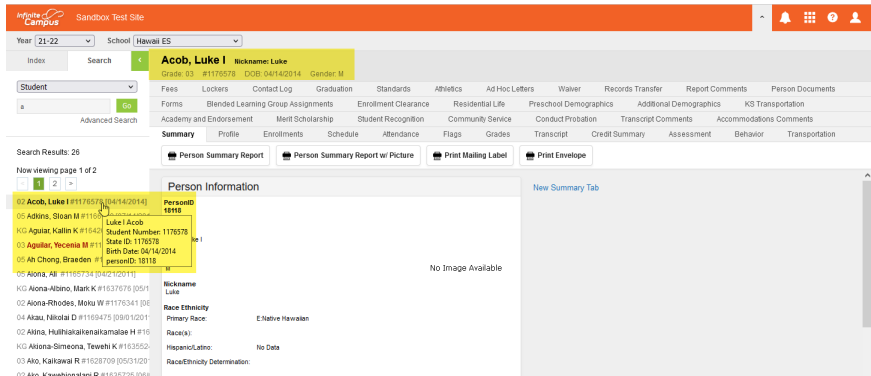
- Enter student name (last or first)
- Select “Go”



- If you select Go without adding a student name, the result will be all students

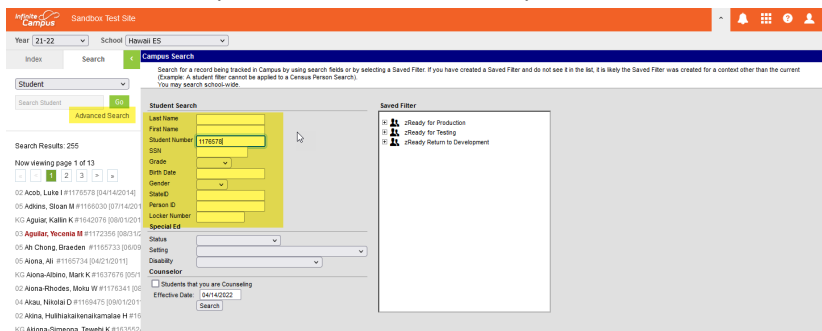


- Highlight a student name and the student information will populate window to right



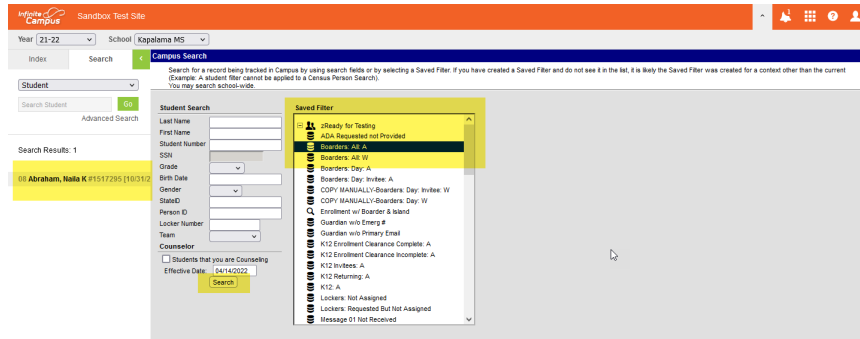
## 2. Advanced Search – searching by additional criteria

- Enter search criteria in search fields – Student ID number
- Select “Search” (bottom of search fields)



### 3. Search by filters

- If you have created a saved filter, you can search using the filter
- Highlight filter
- Select Search



### 4. IC Campus Community – [Searching in IC](#)