

Copy and Paste Roster Information from Infinite Campus

Note: Most of these instructions are Windows-specific. Mac users may need to adjust accordingly.

While in **Campus Instruction**:

1. Go to **Roster**.
2. Click **Report Options**.
3. Generate a report for the class(es) you want.
4. Save the PDF that is generated to some location on your computer (e.g., Desktop).
5. Open the PDF in Adobe Reader or Adobe Acrobat.

Note: If your file opens in Microsoft Edge, close it. Then right-click on the file, hover over **Open with**, then select **Choose another app**. Select either Adobe product, check **Always use this app to open .pdf files**, then click **OK**.

6. Hold down the **Alt** button (for Windows) or **Command** ⌘ button (for Macs) on your keyboard, then click and drag to highlight the column of information that you wish to copy (e.g., a list of names).
7. Press **Ctrl+C** (Windows) or **⌘-C** (Mac) or go to **Edit**, then **Copy** to copy the text.
8. Go to whatever file you wish to copy the information into (e.g., Microsoft Word, Microsoft Excel, Google Docs, Google Sheets, etc.).
9. You can now paste the text that you copied with **Ctrl+V** (Windows) or **⌘-V** (Mac) or whatever other command the program uses.

Note: These instructions can work with any column of text from a PDF, not just roster information from Infinite Campus.