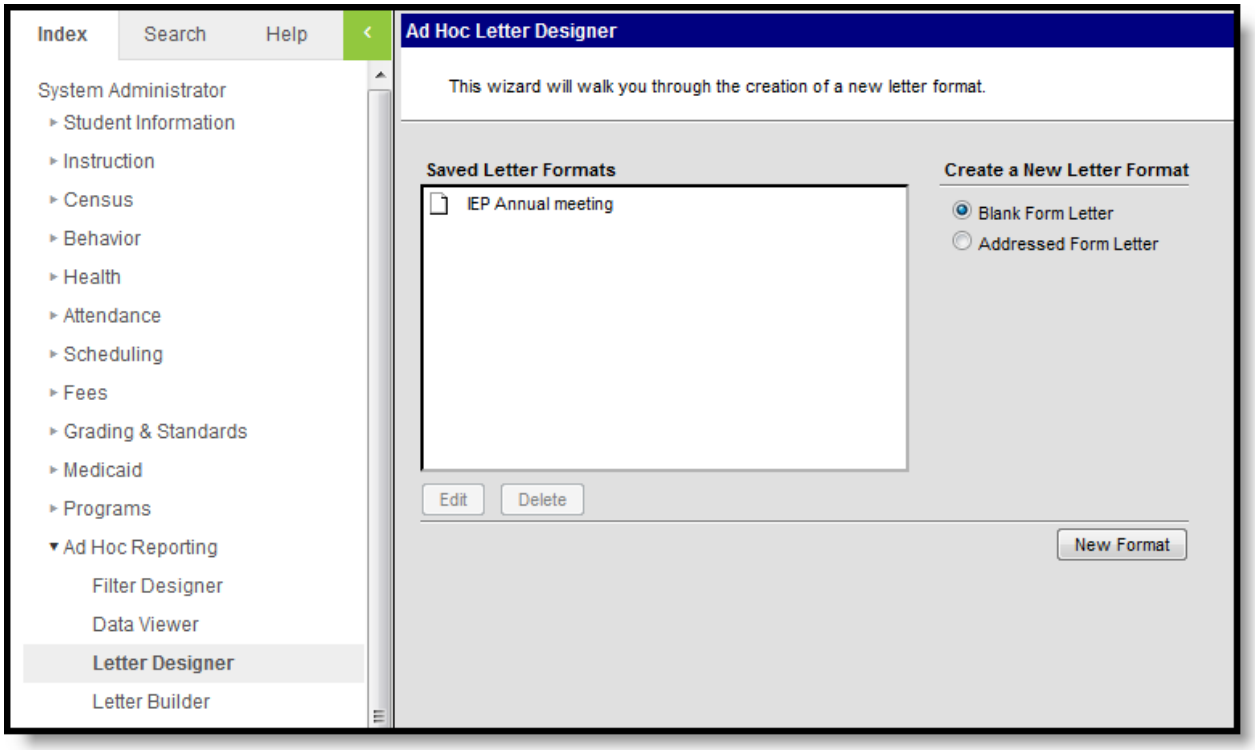
Letter Designer

Create a New Letter Format | Preferred Language Setup | Campus Field and Sub-Report Options | Letter Formats

PATH: *Ad hoc Reporting > Letter Designer*

The Letter Designer allows districts to create custom reports or letters using a WYSIWYG editor. Letter formats created within the Letter Designer can be used by many users and generated as many times as desired.

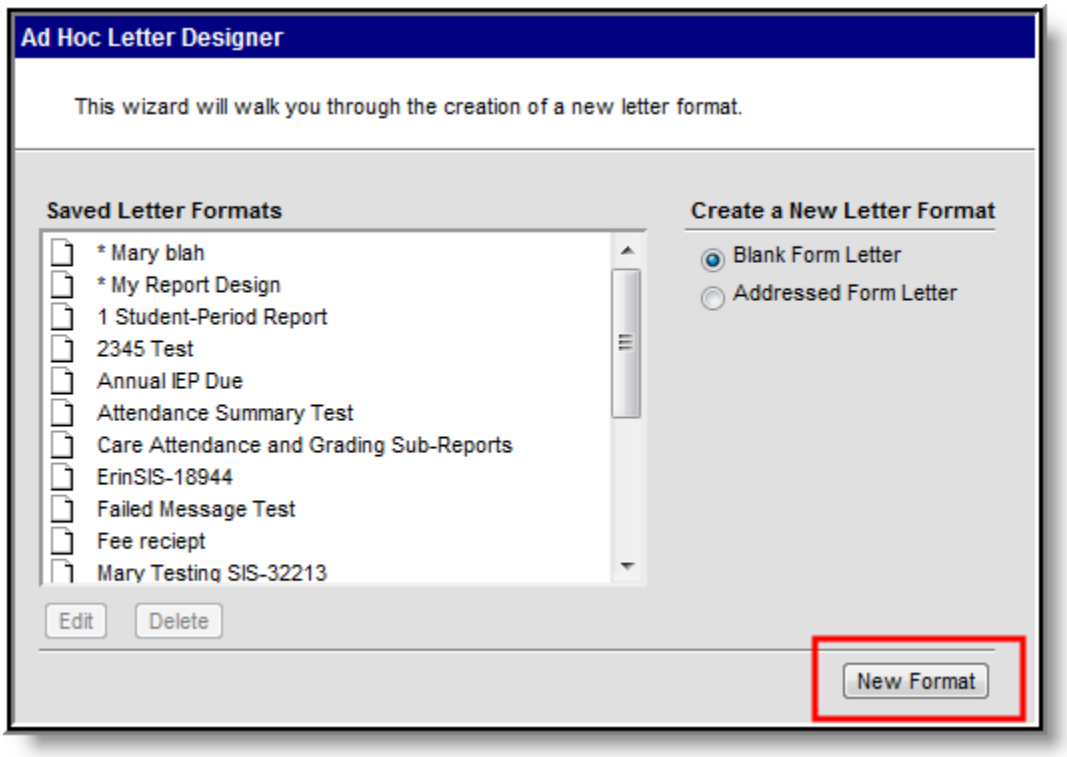


Letter Designer Editor

Create a New Letter Format

1. Enter a **Name**. This is used to identify the letter within the Letter Designer and Letter Builder tools.
2. Enter a **Short** and/or **Long Description** about the letter. Information written within these fields will display for users when modifying or editing the report. Text entered in the **Long Description** field will display on screen when the filter is selected within the **Letter Builder (.1837 and previous)** and Letter Designer tools.
3. Select the **Font**, **Size**, **Font Color** and any other formatting options within the text format bar.
4. Begin writing the letter within the text field. To include dynamic Campus Field options and sub-reports, select the two buttons on the far-right side of the text format bar. See the **Campus Field and Sub-Report Options section** below for more information.
5. Select a user group in the **Organized To** field. This field allows users to designate which user group has rights to view and generate this letter format.
6. Select the **Save Format** button. The report format is now saved and available for use in the Letter Builder tool.

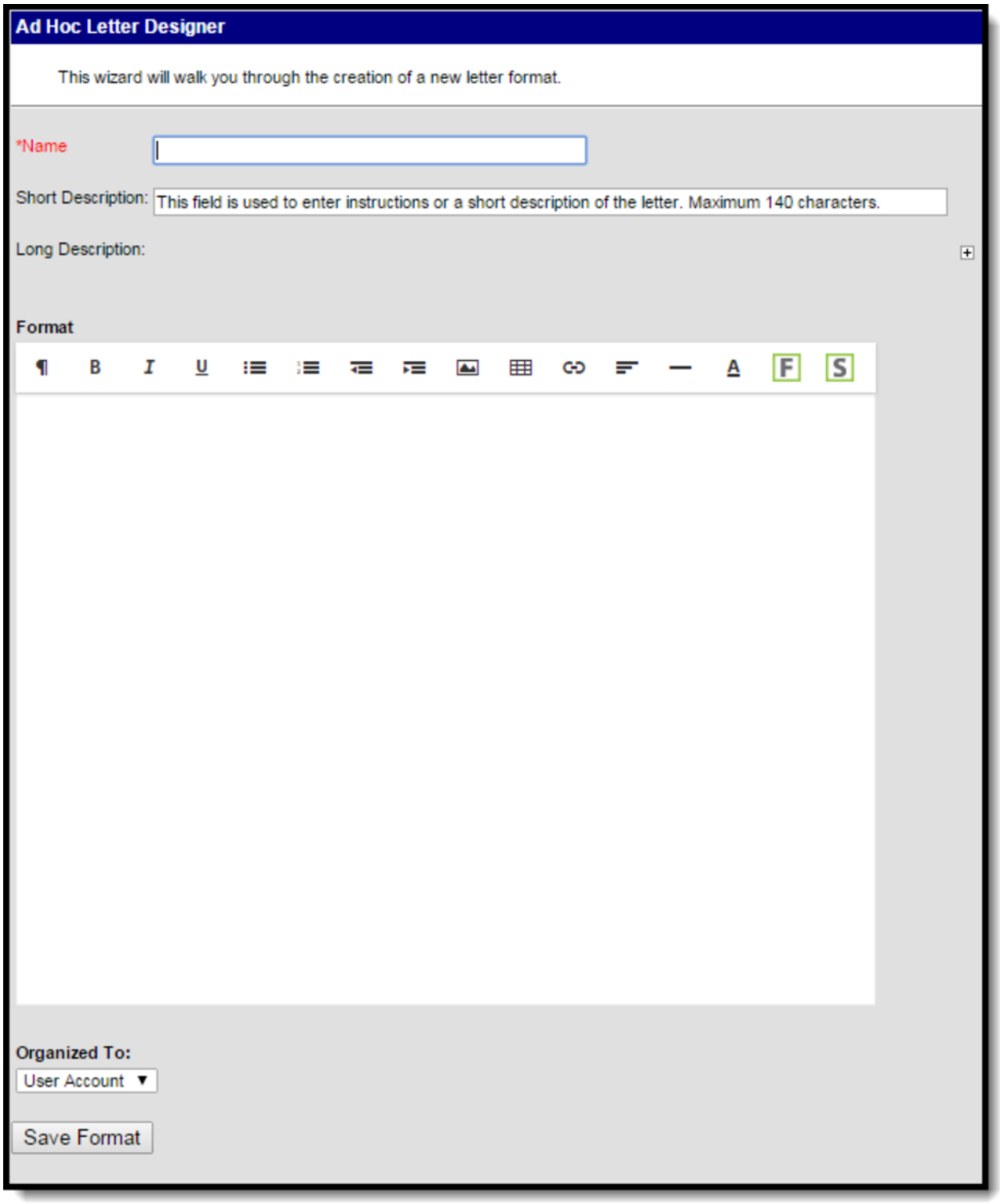
See the **Letter Formats** section below for more information about these options.



New Letter Format

Users are directed to the WYSIWYG editor. Standard text formatting options are available.

> Inserting an Image into a Letter
> Images in any of the approved formats can be added to letters. If you have trouble with a .JPEG image in FOP, try opening it with an image processing program (such as Photoshop or Gimp) and then save it. Specifying 24-bit color output may also help.
>
> For the PDF and PostScript renderers, most .JPEG images can be passed through without decompression. Grayscale, RGB, and CMYK color spaces render properly; however, for other output formats, the .JPEG images have to be decompressed.
>
> Refer to the WYSIWYG Editors article for more information.



Letter Format Editor

Preferred Language Setup

Attendance Letter Workflow | Step 1. Enter the Preferred Language Default Value | Step 2. Add Language To Attribute/Dictionary | Step 3. Assign Preferred Language to Parent/Guardian | Step 4. Create the Letter in the Default Language | Step 5. Create the Letter in Additional Languages | Step

6. Send the Letters

This format screen allows the input of the actual body of a letter. Letters can be created in several languages (see the Preferred Language Letter Setup section below). A school can create an Attendance letter in however many languages are needed, but it must first be entered in the selected Default Value.

> **Infinite Campus does not provide translation services**.
>
> Districts must use their own resources when creating communication to parents/guardians, students, staff, etc. in another language.

Letters must exist in the assigned default language (see Step 1). Text can be entered for additional languages, as needed for the district's population. Two things must be done:

- A language must exist in the Attribute/Dictionary and be marked active in the Attribute/Dictionary tool.
- A language must be assigned as the Preferred Language on the Personal Contact Information editor on the Demographics tab.

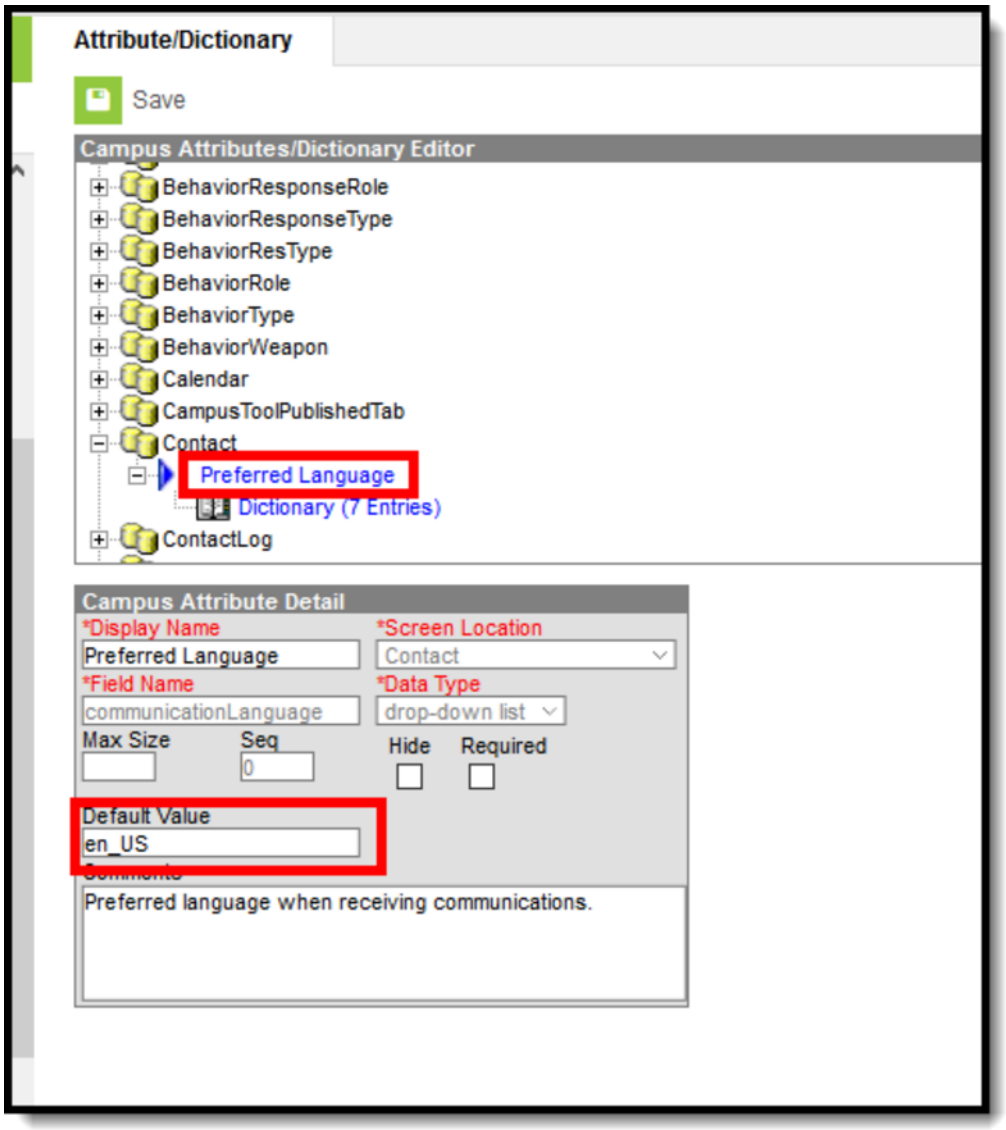
Existing language codes should not be modified. Access to letters is lost until the original code is recreated. If that language code is assigned to any person, that assignment is lost as well.

Step 1. Enter the Preferred Language Default Value

PATH: *System Administration > Custom > Attribute/Dictionary*

Enter the desired **Default Value** for the Preferred Language. This value is used to show the Default Language Preview when creating letters in other languages, and if no Preferred Language has been assigned to an individual (Step 3), letters generate in this default language.

1. Expand the **Contact** object.
2. Click on **Preferred Language** element. A **Campus Attribute Detail** editor displays.
3. Enter the appropriate **Default Value**. This could be en_US, es_MX, or another abbreviation that matches the Code assigned to the Languages entered in the Dictionary list. The entered value must match the Dictionary Code for that language.



Preferred Language Default Value

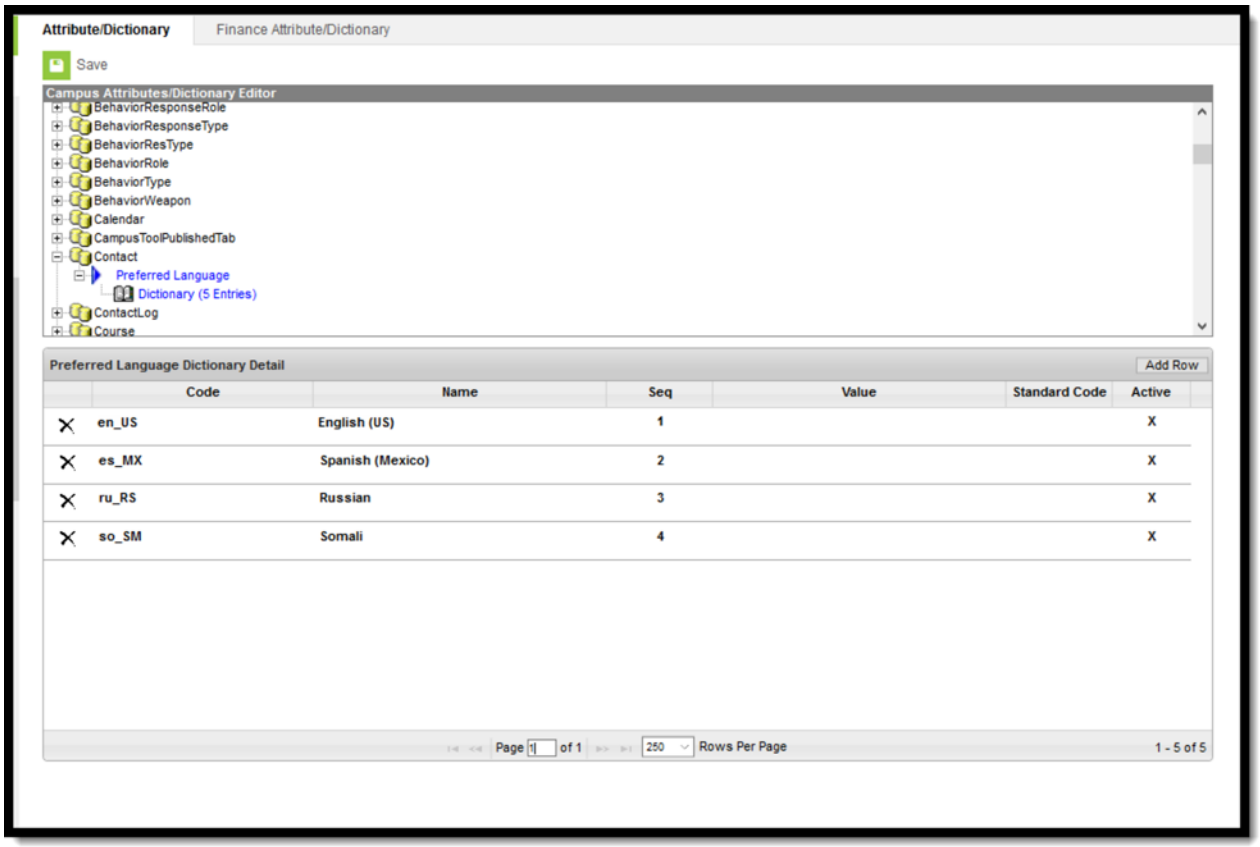
Step 2. Add Language To Attribute/Dictionary

PATH: *System Administration > Custom > Attribute/Dictionary*

Languages available here are used in the Preferred Language Selector and control the list of languages.

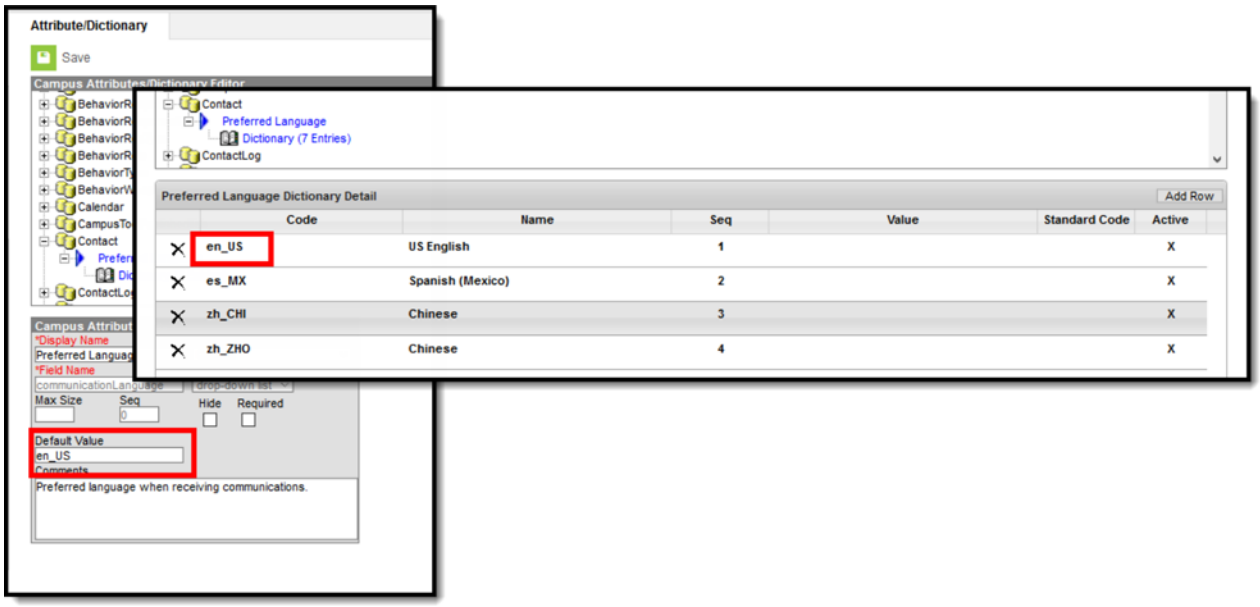
1. Expand the **Preferred Language** attribute and select **Dictionary**. A **Preferred Language Dictionary Detail** editor displays.
2. Click the **Add Row** button in the far right corner of the Detail editor.
3. Enter a **Code**, **Name** and **Sequence** for the language.
4. Mark the language as **Active**.
5. To add more languages, click the **Add Row** in the right hand corner, and repeat steps 3 and 4.
6. Click the **Save** icon when finished.

> The Language Code can be up to 15 characters in length.



Attribute Dictionary - Preferred Language

Any language can be added or removed. **But the language entered as the Default Value MUST remain**. As the default preferred language, it is the assumed language when an individual does not have a Preferred Language assigned. Letters do not generate at all if this language is removed. The Code entered in the Dictionary must match the Default Value.



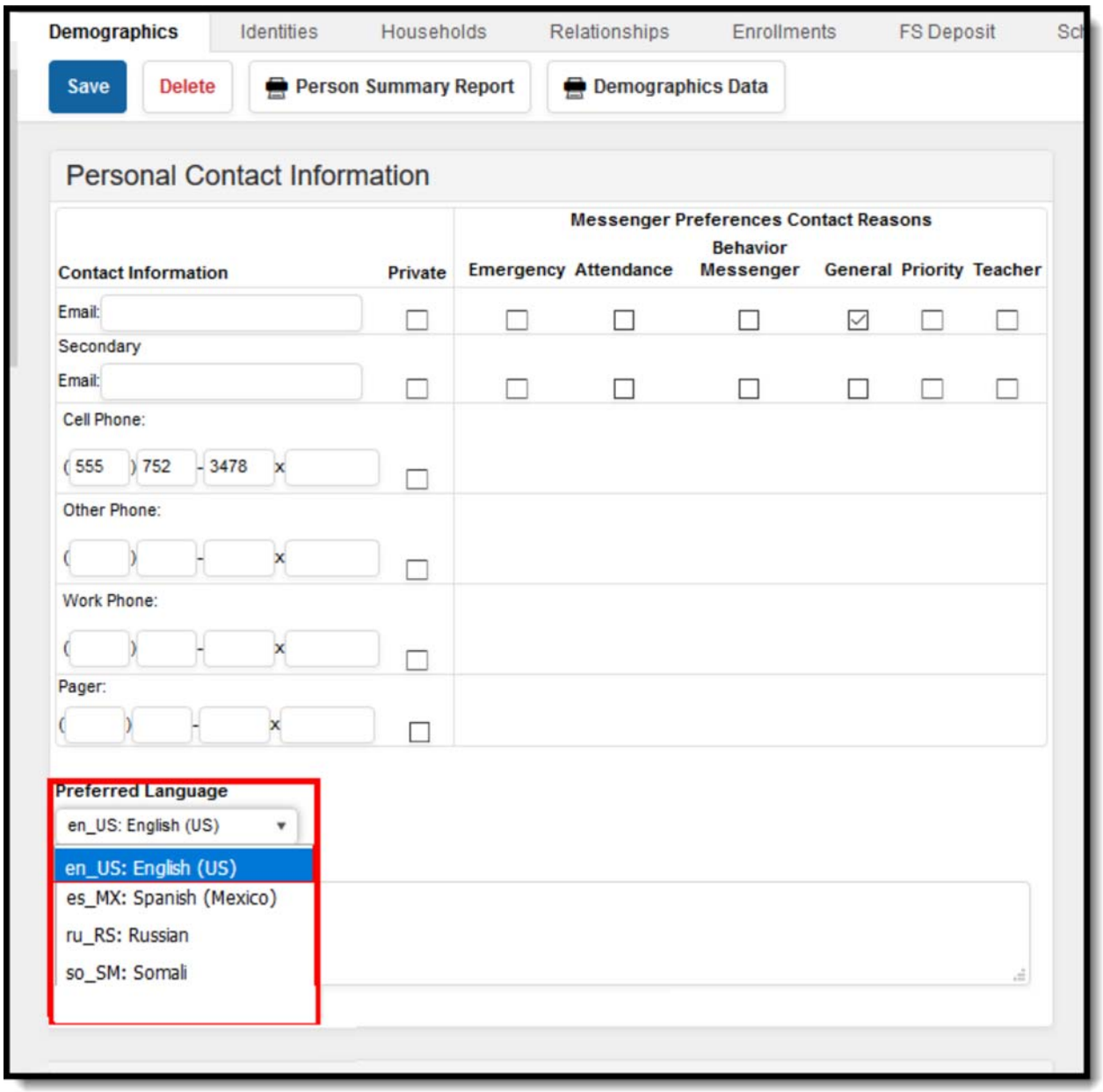
Default Value Matches Dictionary Code

Step 3. Assign Preferred Language to Parent/Guardian

PATH: *Census > People > Demographics > Personal Contact Information*

Assign the **Preferred Language** to the parent/guardian who receives an attendance letter. This field can be assigned to all persons in Campus, as well. It's used to send other sorts of messages to parents/guardians, staff and students.

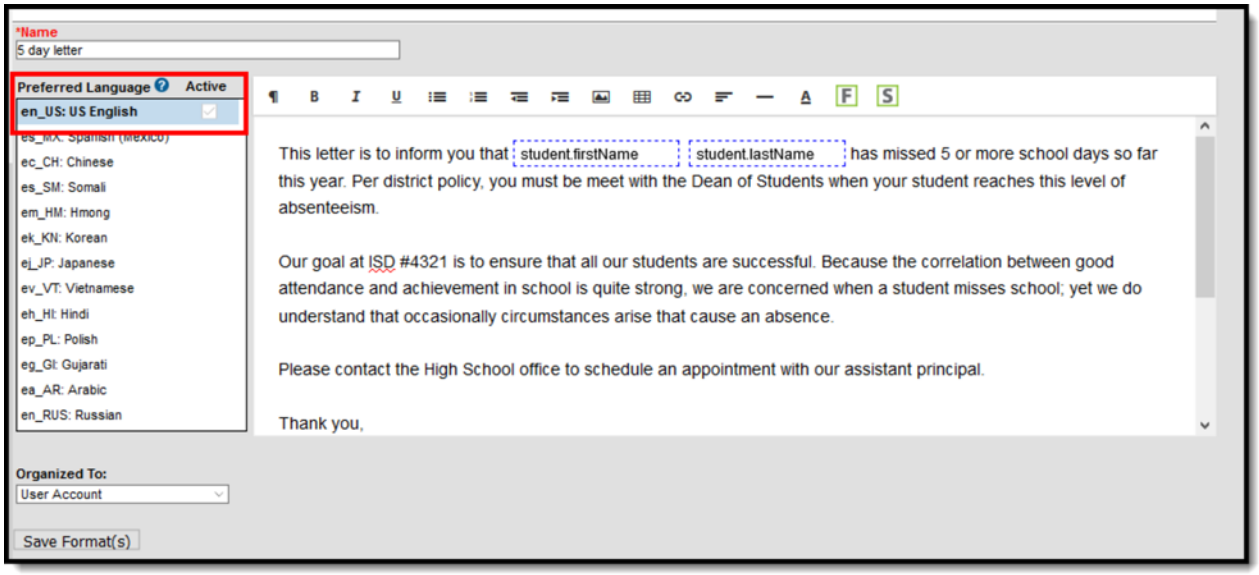
Parents/guardians can also select the Preferred Contact Language on the Contact Preferences editor in the Campus Portal.



Preferred Language Assignment

Step 4. Create the Letter in the Default Language

Create the letter in the Default Language.



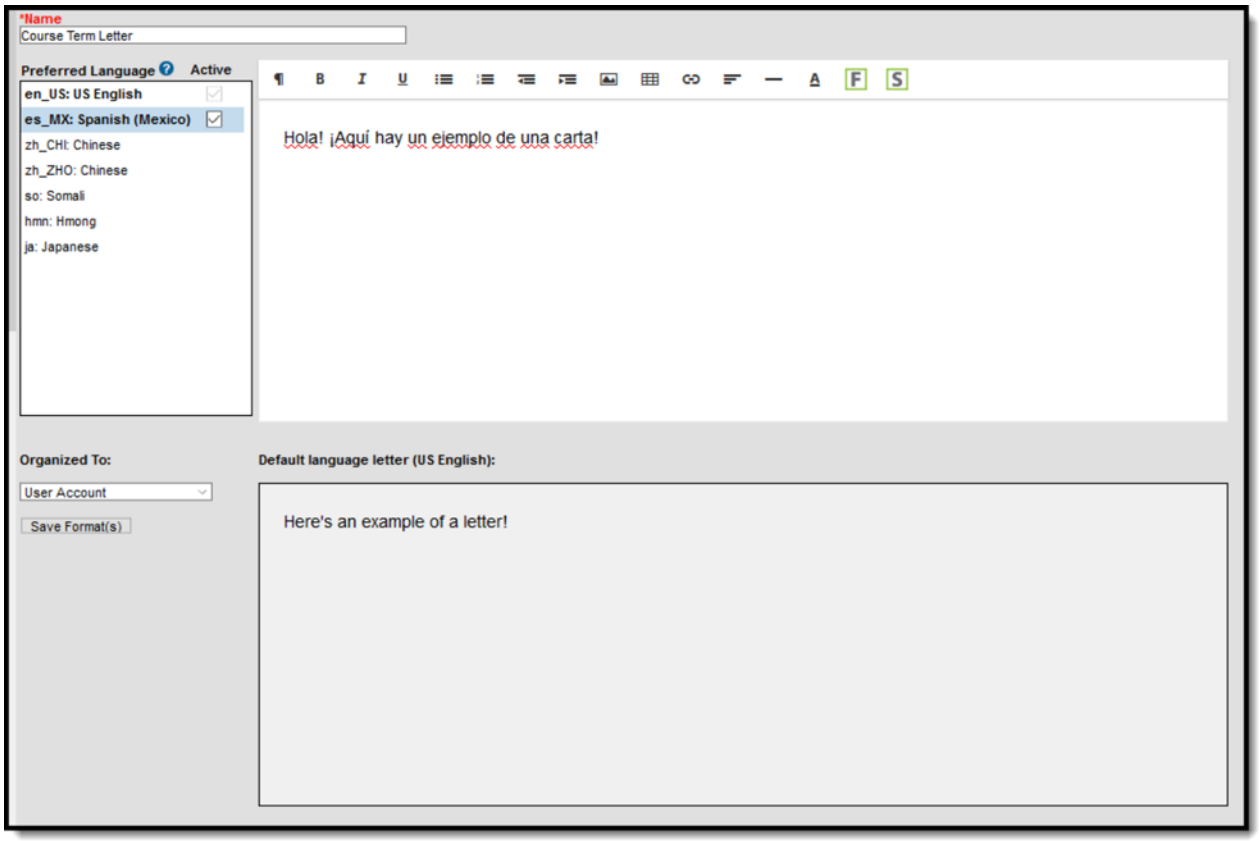
Preferred Language Display

Default Language: English

In the following example, **en_US: US English** is the Default Language.The Attribute/Dictionary has been entered as follows:

- Preferred Language Default Value: en_US
- Preferred Language Dictionary Value Code: en_US

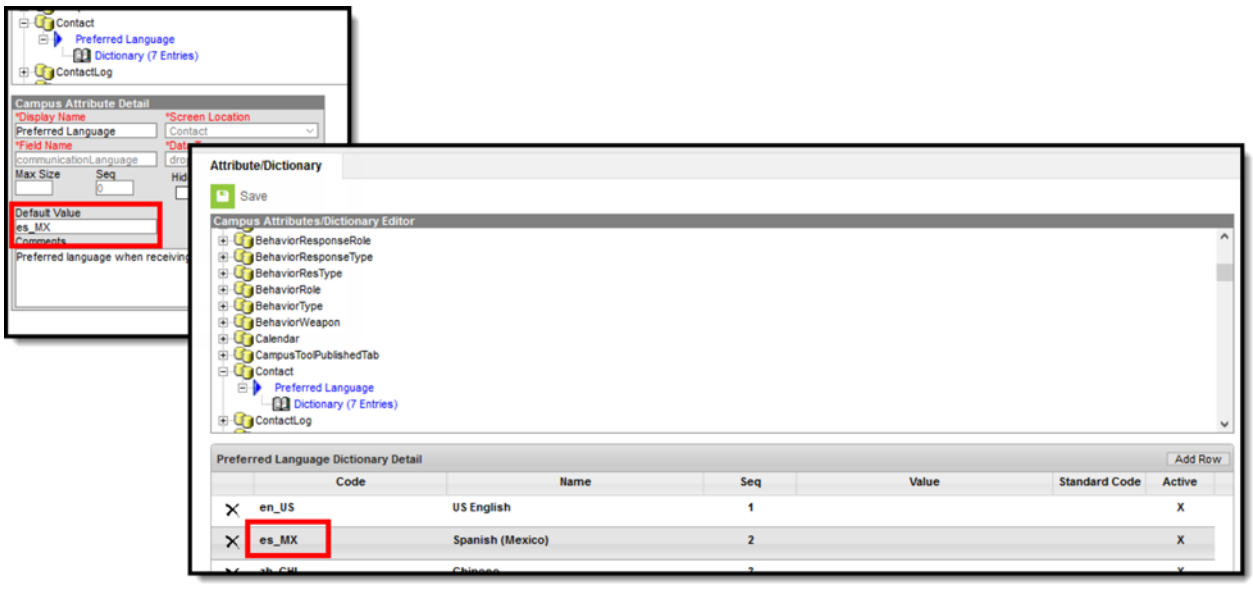
When the same letter is created in another language, the English version displays as the Preview.



Default Language: es_MX

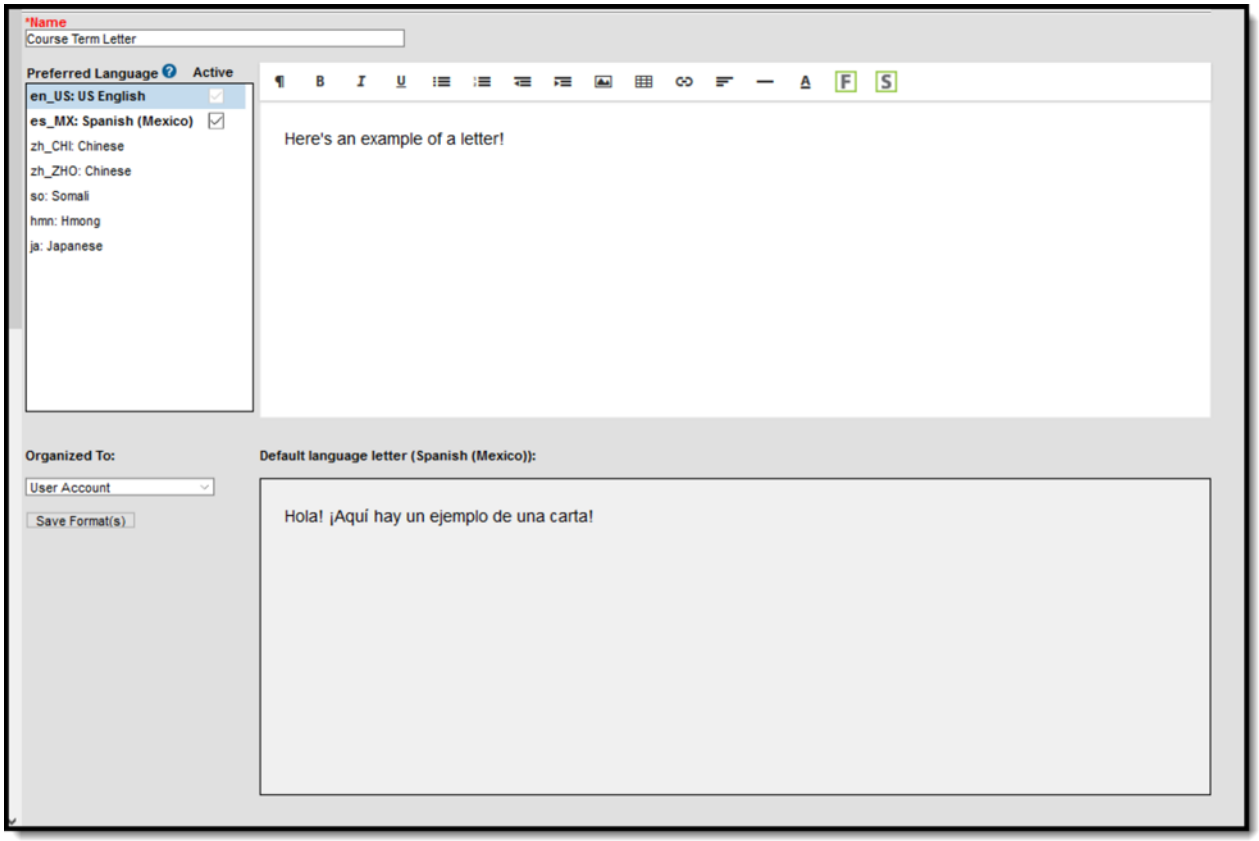
In the following example, **es_MX: Spanish (Mexico)** is the Default Language.The Attribute/Dictionary has been entered as follows:

- Preferred Language Default Value: es_MX
- Preferred Language Dictionary Value Code: es:_MX



Spanish Default Language Setup

When the same letter is created in another language, the Spanish version displays as the Preview.



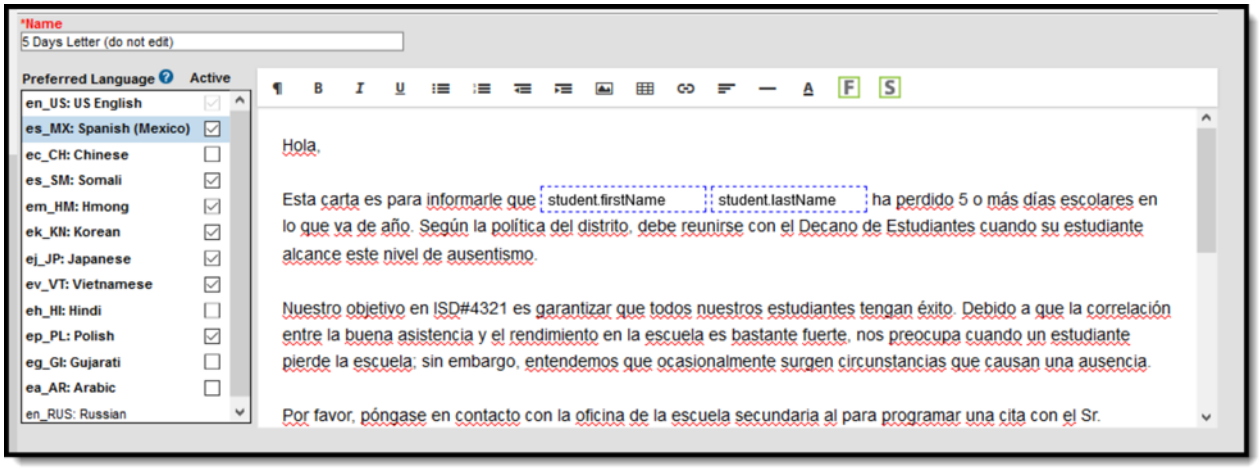
Preferred Language in Spanish Letter Preview

When finished, choose the applicable **Organized To:** option and click the **Save Format** button. Follow your district's standard procedure to print and generate attendance letters. Letters in English and letters in non-English generate in the same collection of letters. When a parent/guardian is assigned a Preferred Contact Language that is not English, the letter prints in that language.

Step 5. Create the Letter in Additional Languages

After creating the letter in the Default Language, enter text for this same letter in a different language by selecting the language in the Preferred Language list and type/paste translated text into the WYSIWYG editor. That language becomes bold, and an Active checkbox becomes available. A language version of the letter is only a draft until the Active checkbox is marked.

When it is determined that the draft letter can be sent, mark the Active checkbox, indicating the letter is now ready to print for those individuals assigned that Preferred Language.



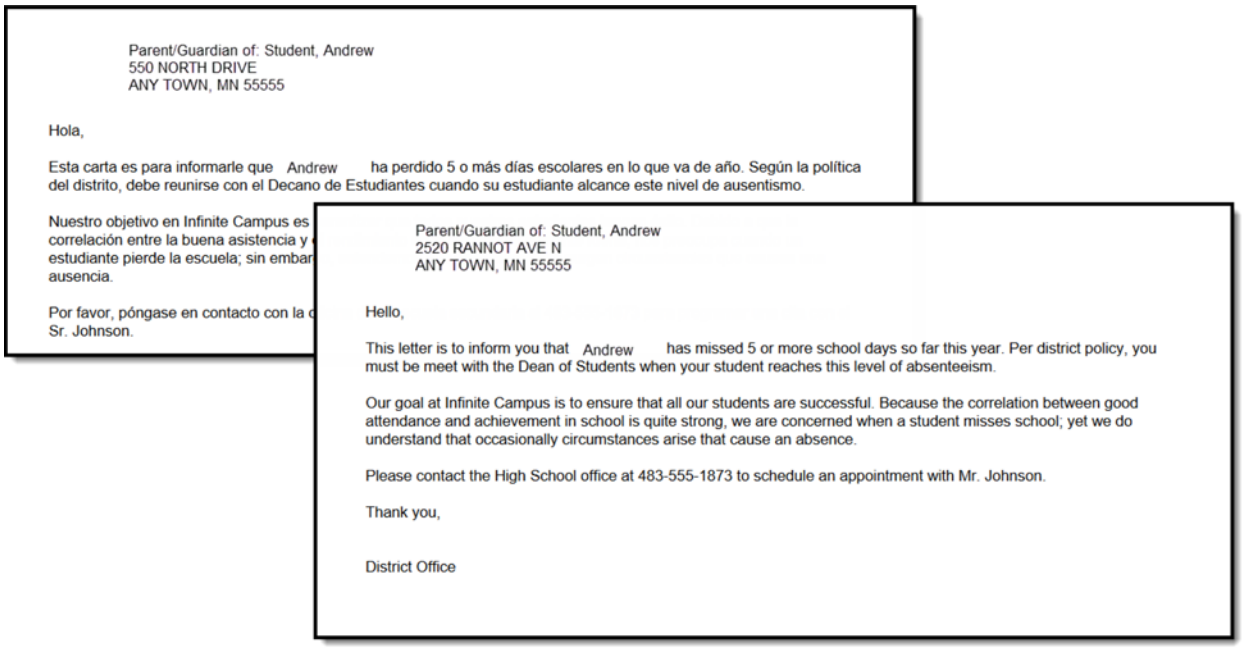
Letter in Spanish

Repeat these steps for the other languages in which letters need to be available.

> Please adhere to any district policy that may exist for what needs to be included in the letters.

Step 6. Send the Letters

A letter is sent for each distinct Preferred Language associated with the parents/guardians in the household marked to receive mailings. In the example below, one of the student's guardians receives a letter in Spanish, because that is the Preferred Contact Language for that guardian, and another of the student's guardians at a different mailing address receives the same letter in English. If there are two parent/guardians in the household assigned the same Preferred Language, one letter generates for the household.



Letters in Multiple Languages

There may be certain foreign language characters that don't line up properly with other text when using the Campus Fields or when fonts are mixed (like using phone numbers alongside non-English characters). Try adding additional returns between lines.

Campus Field and Sub-Report Options

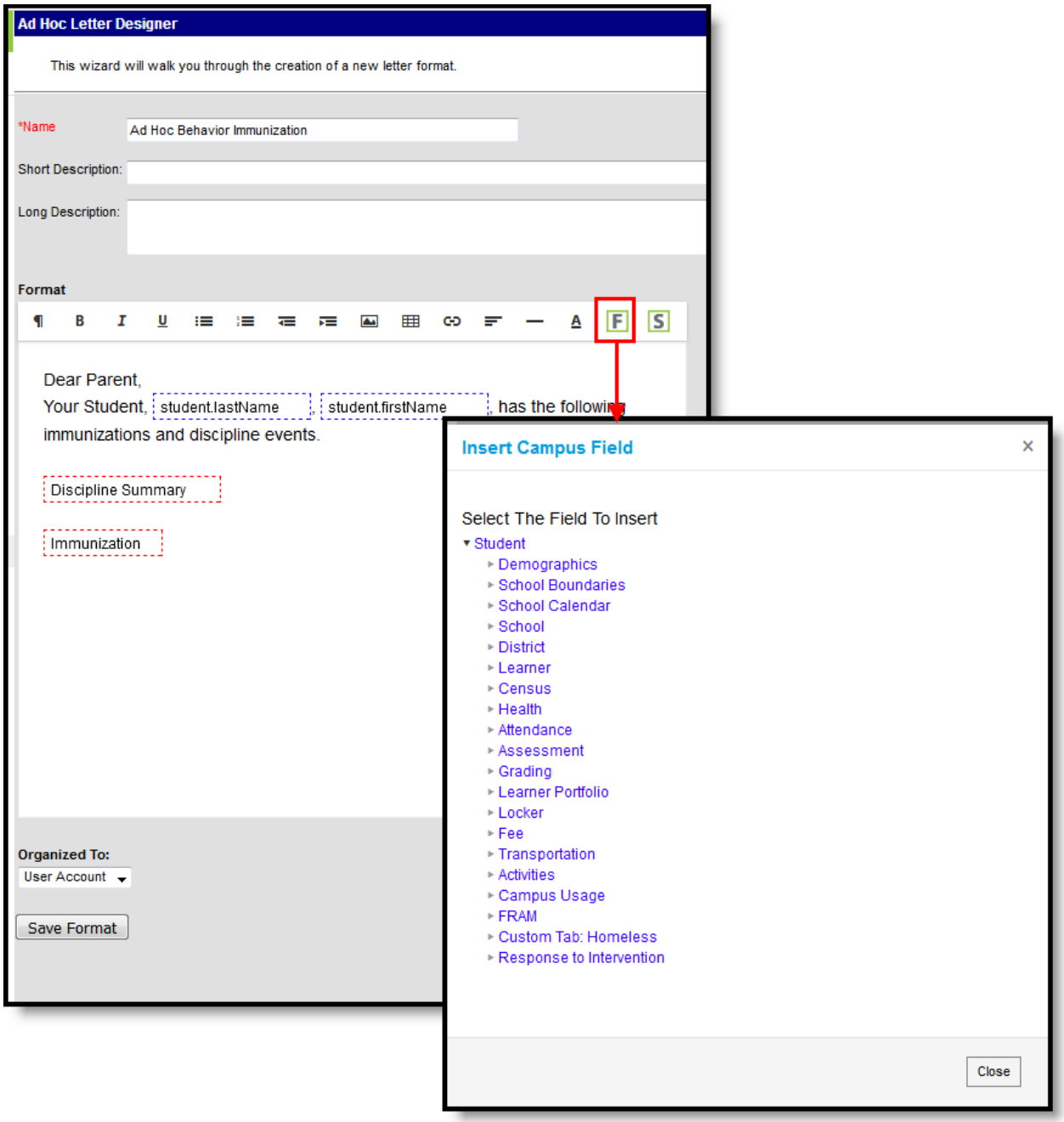
Using Campus Fields and Campus Sub-Reports in letters allows the reports to dynamically pull and display specific student data for each student within the generated letter.

> Any fields displaying in red text have been deactivated. Use the Element Replacement tool to replace them with updated fields.

Campus Field Options

To include Campus fields within a letter, select the small icon on the right-hand size of the text format bar.

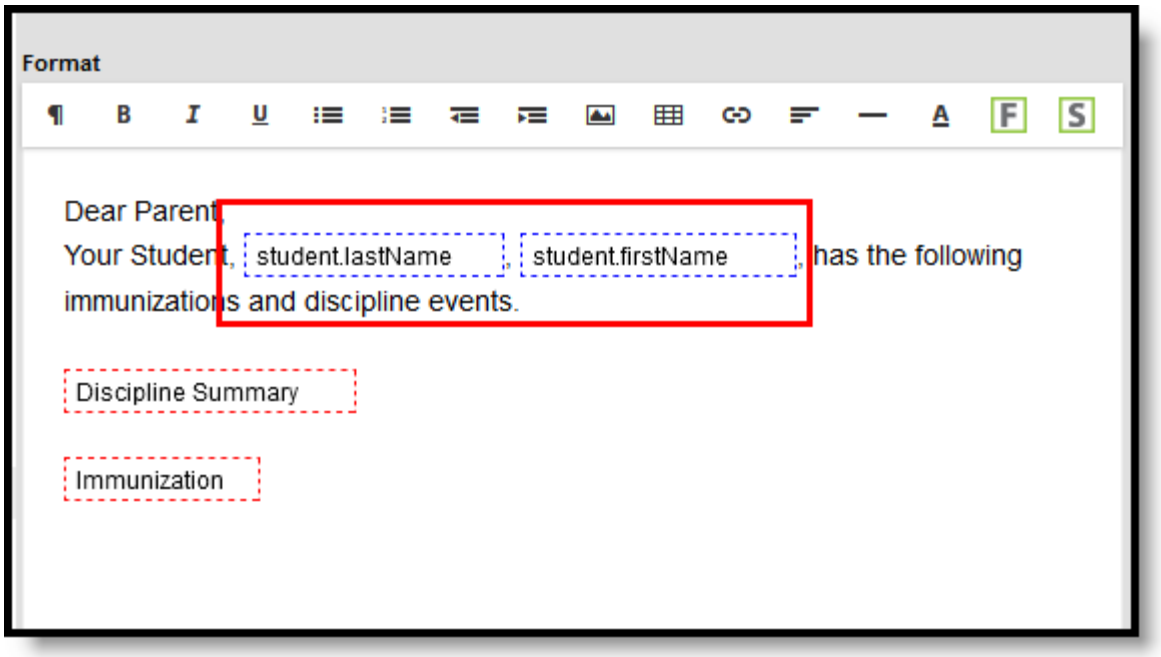
Once the Campus field options icon is selected, users are presented with the Campus Field Properties editor. Much like other Ad hoc field editors, users are able to select Campus fields related to student data.



Insert Campus Fields

When adding Custom Attributes to letters, Custom Attributes cannot contain special characters.

To insert Campus fields within the letter, select the field from the Campus Field Properties editor. The selected field will appear within a dotted blue-lined box in the text field.

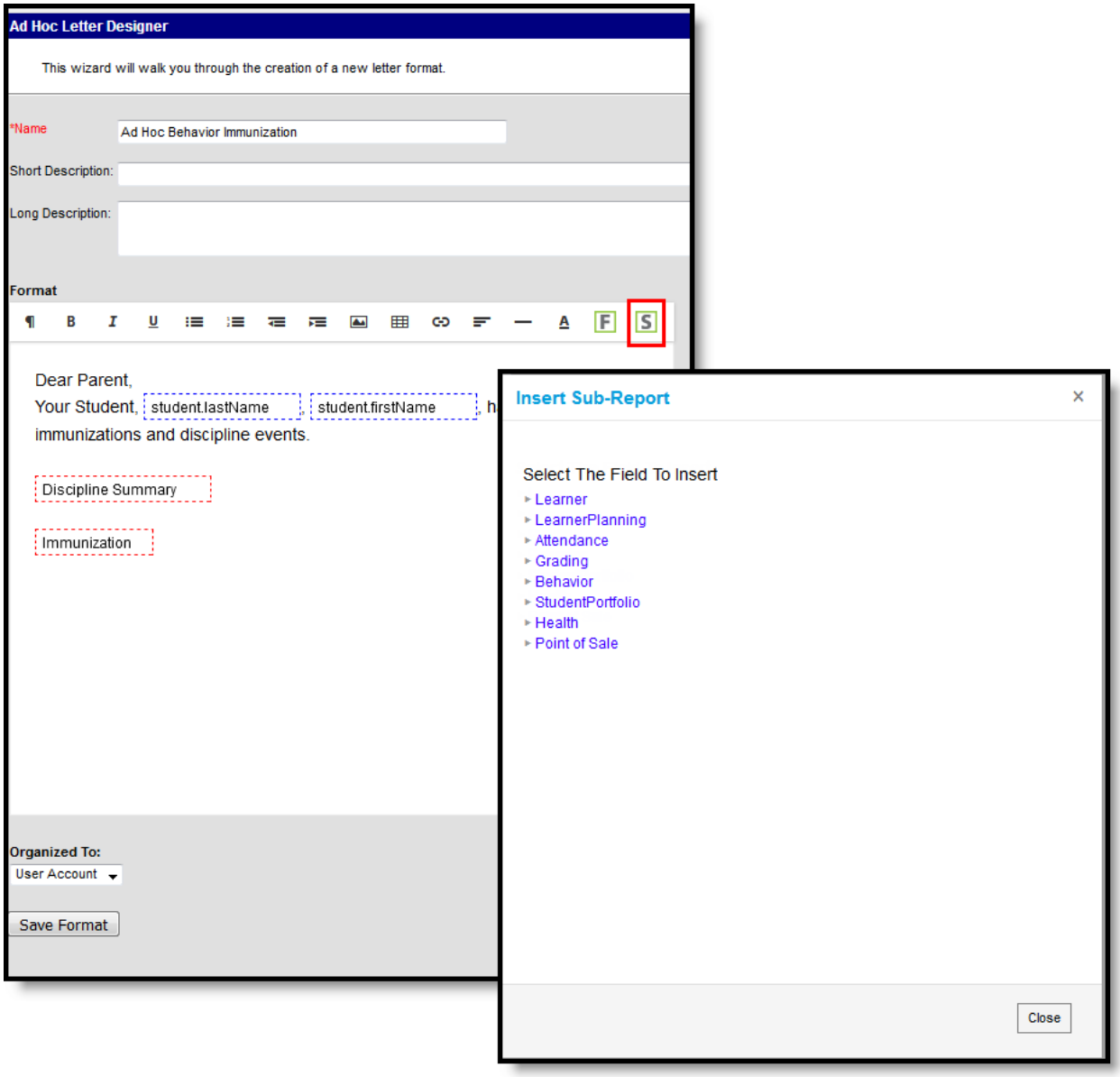


Campus Fields Display

In the example above, a student's first name and last name are pulled into the report. Every time this report is generated, each student being reported will pull their unique data for these fields into the letter.

Campus Sub-Report Options

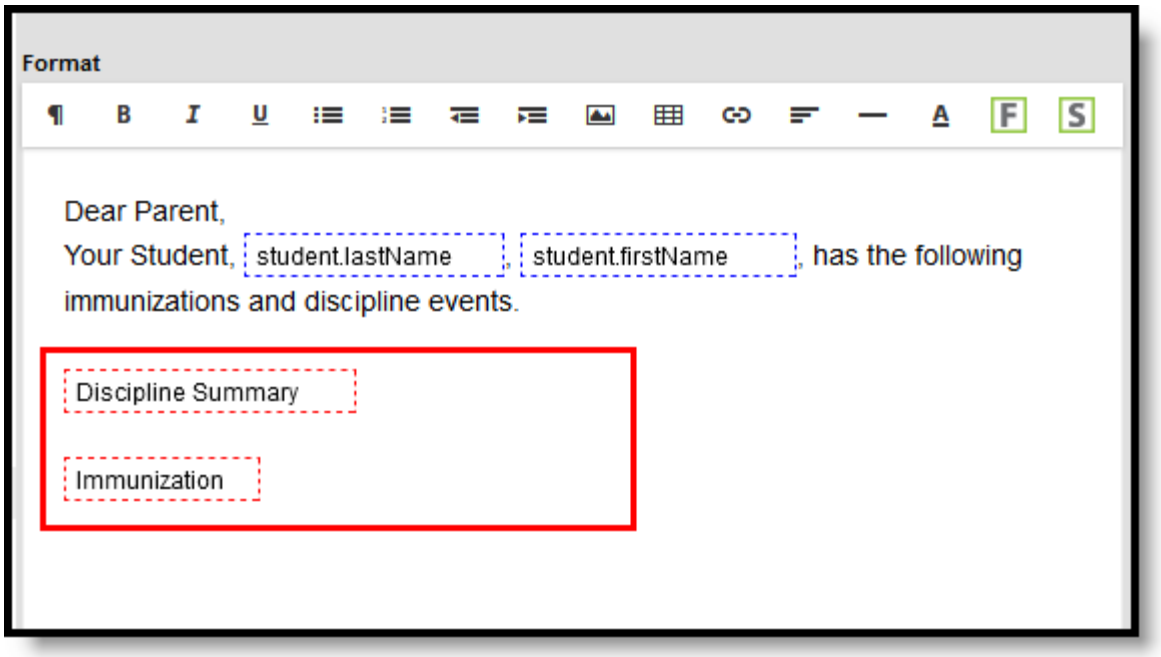
To include Campus sub-reports within a letter, select the small icon on the right-hand size of the text format bar.



Campus Sub-report Selection

Once the Campus sub-report options icon is selected, users are presented with the Campus Sub-Report Properties editor.

To insert a sub-report within the letter format, select the sub-report from the Campus Sub-Report Properties editor. The sub-report will appear within a dotted red-lined box in the text field.



Campus Sub-report Display

Sub-Report Options

The following table lists the sub-report options for each area.

Area	Sub-Reports
Learner	Student Schedule Active and Dropped Student Sch
Learner Planning	Course Requests Course Plan
Attendance	Period Mark Summary Course Mark Summary Whole/Half Day Summary Exact Day Summary Single Day Count Summary
Grading	Grade Detail Term GPA Summary
Behavior	Discipline Summary Behavior Summary
Student Portfolio	Cumulative GPA and Class Rank

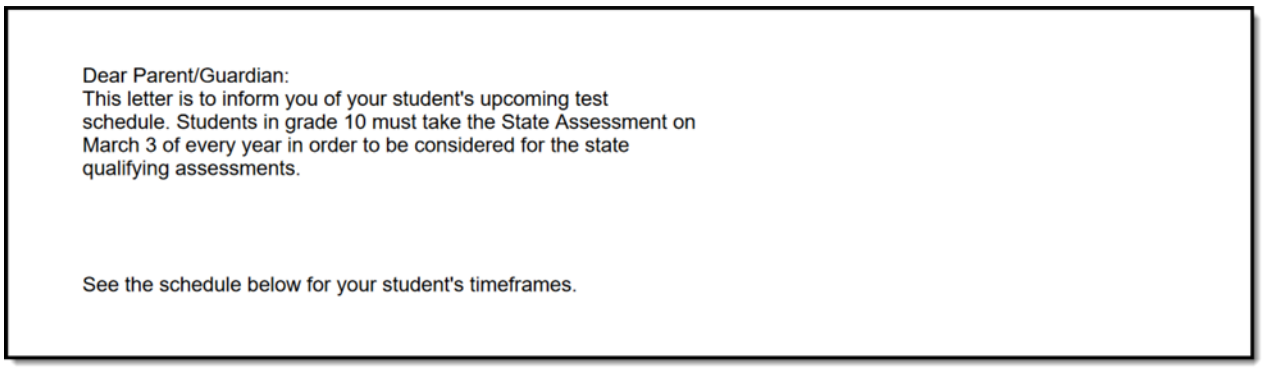
Health	Immunization Health Screening Concussion Health Screening Dental Health Screening Hearing Health Screening Scoliosis Health Screening Vision
Point of Sale	POS Account Balance

When using sub-reports in letters, please note the following:

- All behavior data is included when adding either of the sub-reports.
- A field only displays if there is data for that field. If a field is chosen from the sub-report but there is no saved data for that student, information for that field does not display.
- A sub-report option only displays if the district/school records that data.

Letter Formats

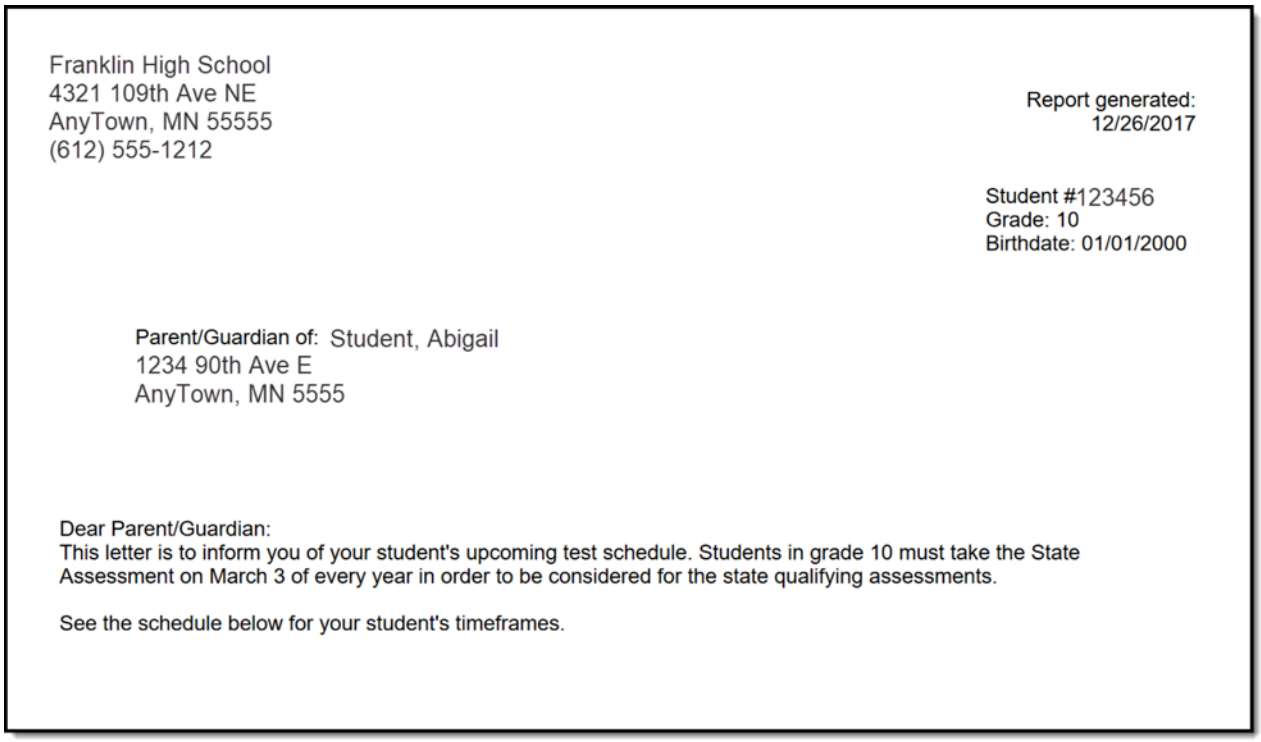
Users have the ability to generate letters in Blank Form or Addressed Form Letter format. The **Blank Form Letter** format will generate the letter exactly as it was created within the Letter Designer.


Dear Parent/Guardian:
This letter is to inform you of your student's upcoming test schedule. Students in grade 10 must take the State Assessment on March 3 of every year in order to be considered for the state qualifying assessments.

See the schedule below for your student's timeframes.

Blank Form Letter Format

The **Address Form Letter** format will generate the same information as the Blank Form format but include the student's address information at the top. This format is useful for letters printed and mailed to parents/guardians.



Franklin High School
4321 109th Ave NE
AnyTown, MN 55555
(612) 555-1212

Report generated:
12/26/2017

Student #123456
Grade: 10
Birthdate: 01/01/2000

Parent/Guardian of: Student, Abigail
1234 90th Ave E
AnyTown, MN 5555

Dear Parent/Guardian:
This letter is to inform you of your student's upcoming test schedule. Students in grade 10 must take the State Assessment on March 3 of every year in order to be considered for the state qualifying assessments.

See the schedule below for your student's timeframes.

Address Form Letter Format

For students who do not have a mailing address, a letter still generates for them. Like in the Preview of the attendance letters, the student's name is listed on the summary of who receives a letter, but instead of an address, the words NO MAILING ADDRESS displays where the address would otherwise display. Letters print for the student with the same NO MAILING ADDRESS indication.

High School
4321 Campus Way
Any Town, MN 55555
(612) 555-1234

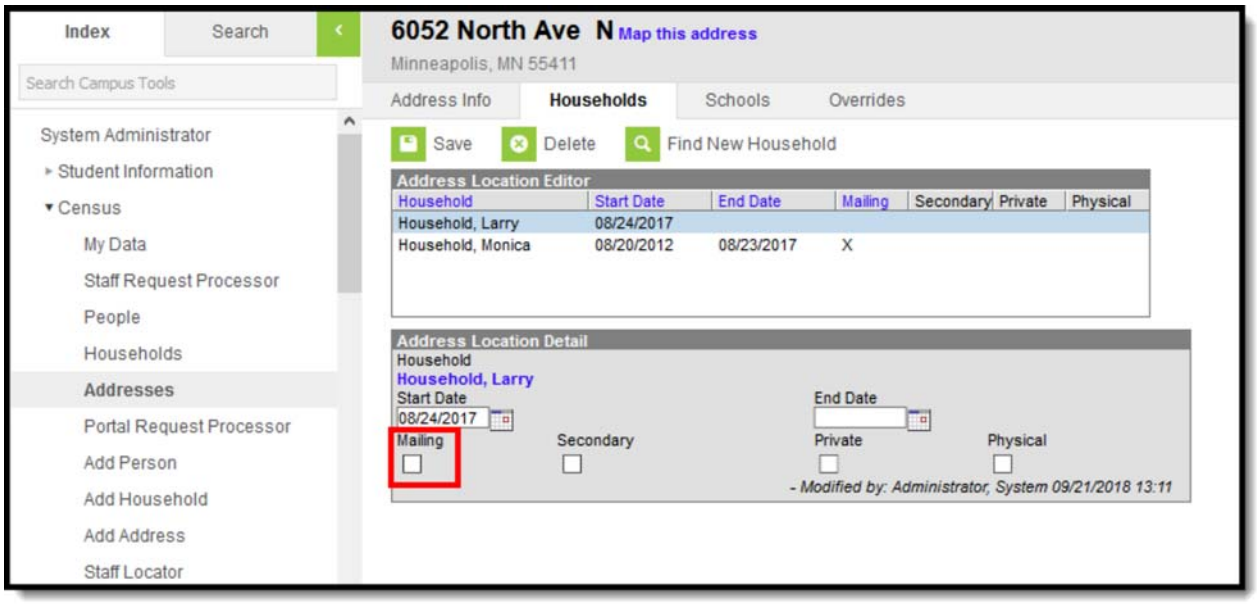
Report generated:
09/21/2018

Student # 123456
Grade: 10
Birthdate: 06/10/2003

Parent/Guardian of: Student, Carly
NO MAILING ADDRESS

No Mailing Address Display on Letter Print

No Mailing Address is determined by the Mailing checkbox marked on the Household associated with the Address.



Address Location Detail - Mailing Checkbox

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