

RUN A CAMPUS REPORT

If it's available on your campus, you can run a report listing student activities and payments.

Note: EasyCampus Preferred and Premium packages come with this add-on. It is also available from Educadium's online store.

Before You Begin

- Make sure you are logged on to your campus using your administrator account.

Begin

1. Locate the Site Administration menu on the left side of your landing page. This is the page you see when you first login to your EasyCampus.



Site Administration menu

Generally, the Site Administration Block appears in the left-column of your landing page. If you cannot find this block, you can add it by selecting it from the Add dropdown in the lower-right corner. Make sure you're in Editing mode to see this dropdown.

2. Click the Reports option and then click Campus Report. The screen will change and you will be able to download the report.