

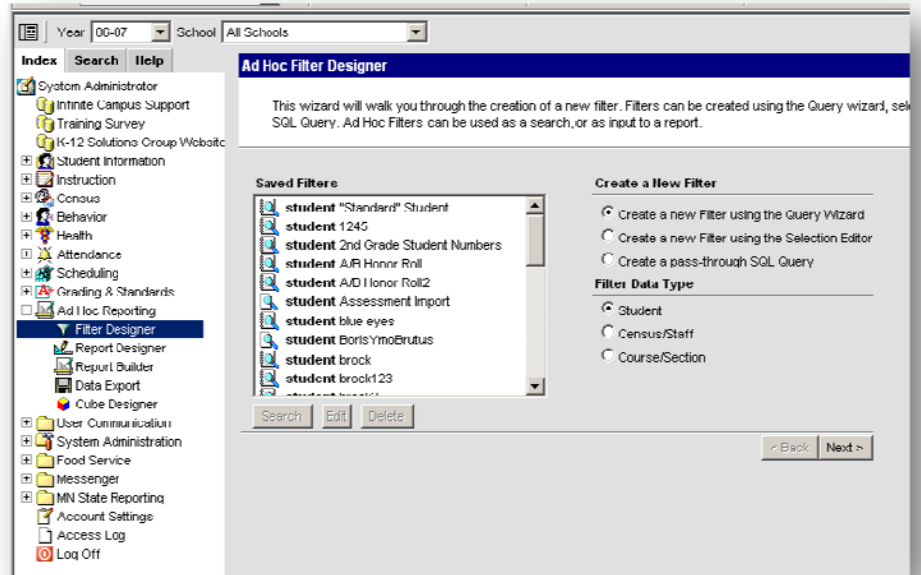
Infinite Campus Ad Hoc Reporting

FOR A SPECIFIC GROUP:

Examples: 12th Grade Students,
Females, 10th grade boys.

Click Ad Hoc Reporting > Filter
Designer

Click Create a new Filter using
the Query Wizard.
Click Student.
Click Next.

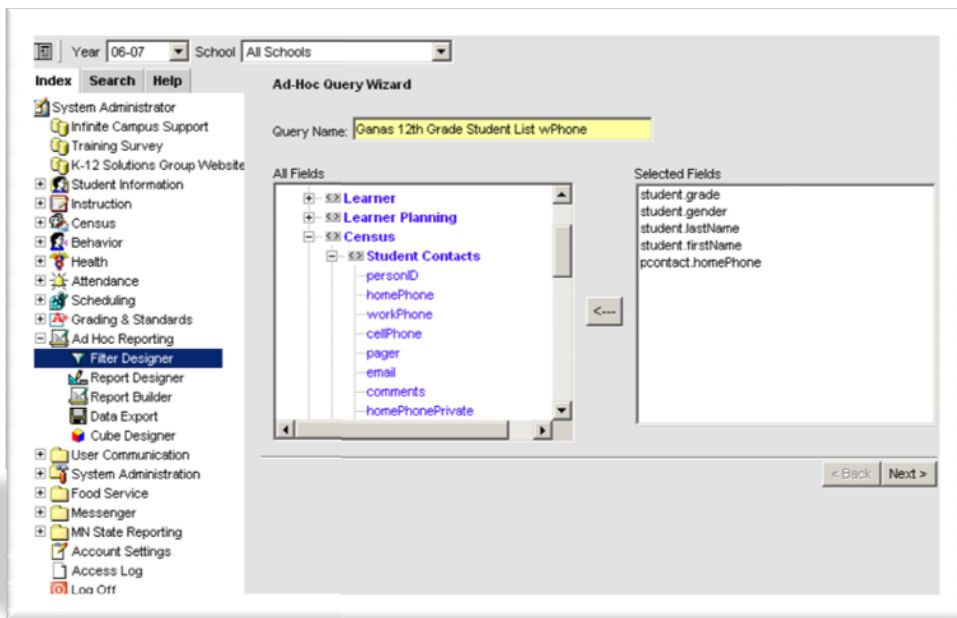


The next screen will list the different locations data can be pulled from...
Click/unclick on the + signs to open the different categories.

Section Name	What's under the section or will I need to use it (generally speaking)
Demographics	Name, gender, race, birthdate, lots of student information
School Calendar	No
School	No
District	No
Learner	Enrollment, schedule, programs
Census	Mailing address, guardian, home info

Health	Yes
Behavior	Yes
Attendance	Yes
Grading	Yes
Learner Portfolio	Transcript
Locker	No
Fees	No
Transportation	No
Activities	Athletic eligibility

***** You have to click Demographics, Active Today, to select active students. You will include this in most filters.**



When you have selected all the different categories or fields, click Next.

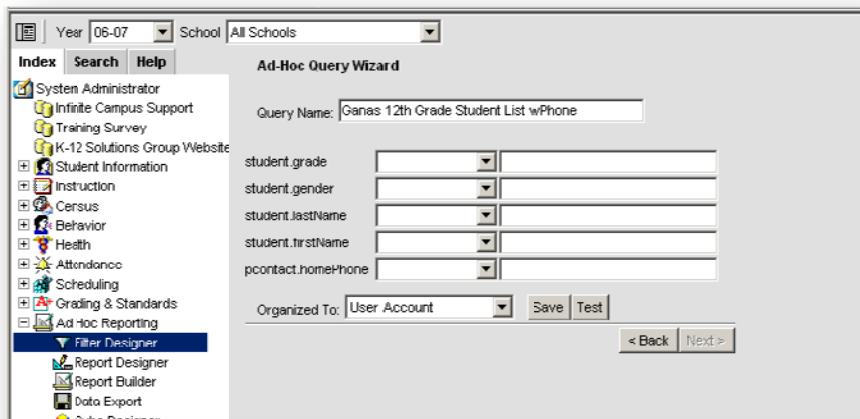
At the next screen, the first thing you do is click TEST. This allows you to see what information is in the fields, and see if you are getting the information you are hoping to get.

For example, notice that Gender is 'M' or 'F' and Grade is 2-digits (or PK or KK). So, now you know what to select in the query boxes. Close the table report, select or remove any necessary fields, and click Next.

This is the screen where you will use drop-down arrows and select the EXACT records. In this case, I will click the drop-down beside Grade and select, = 12.

I can run another test. If I am happy, I can save the query and run this query with any report in Infinite Campus.

"in": use this to get range, i.e., 9, 10, 11, 12.
<>: "not equal to"



If you want an editable report, one that you can change the column widths and so forth:

Click Ad Hoc Reporting and click Data Export. Highlight the saved query to be exported. Click Comma Separated Values (CSV) and check "Prompt to Save Files".

Click Export.

Click Open when prompted and the file will open in Excel.

In Excel, you will be able to change font size, column widths, and also hide columns that you don't want to be displayed.

