

Infinite Campus

How to make a report editable:

When you create an ad hoc report, if you let it print in Infinite Campus, you may have too many fields for the report to fit on one page width. Or, you may want to hide columns.

If you want to change the basic report that is generated by Infinite Campus, you can export the report to Excel.

Here are the steps:

Click Ad Hoc Reporting

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.

What you can do in Excel:

- Modify column widths
- Change font
- Hide columns
- Total columns
- Sort/Filter Columns

