



**Student GPA Export Instructions  
for  
Infinite Campus**

1. If you have access to data from multiple schools, be sure to select the appropriate high school for which you are reporting, then select “Ad Hoc Reporting” from your Infinite Campus homepage.

The screenshot shows the Infinite Campus homepage. At the top is a green header with the Infinite Campus logo on the left and a navigation bar on the right containing a bell icon, a grid icon, a question mark icon, and a 'Log Out' link. Below the header is a navigation area with 'Index' and 'Search' buttons. A left-hand navigation menu lists various categories: Student Information, Census, Behavior, Health, Attendance, Scheduling, Fees, Grading & Standards, Medicaid, Program Admin, Ad Hoc Reporting (highlighted with a red box), Transcripts, User Communication, and Assessment. The main content area is divided into three sections: 'District Announcements' (No school announcements at this time.), 'School Announcements' (No school announcements at this time.), and 'Process Alerts'. The 'Process Alerts' section includes a table with columns for 'Process', 'Name', 'Posted Date', and 'Due Date', and a message stating 'No Process Alerts items meet search criteria.'

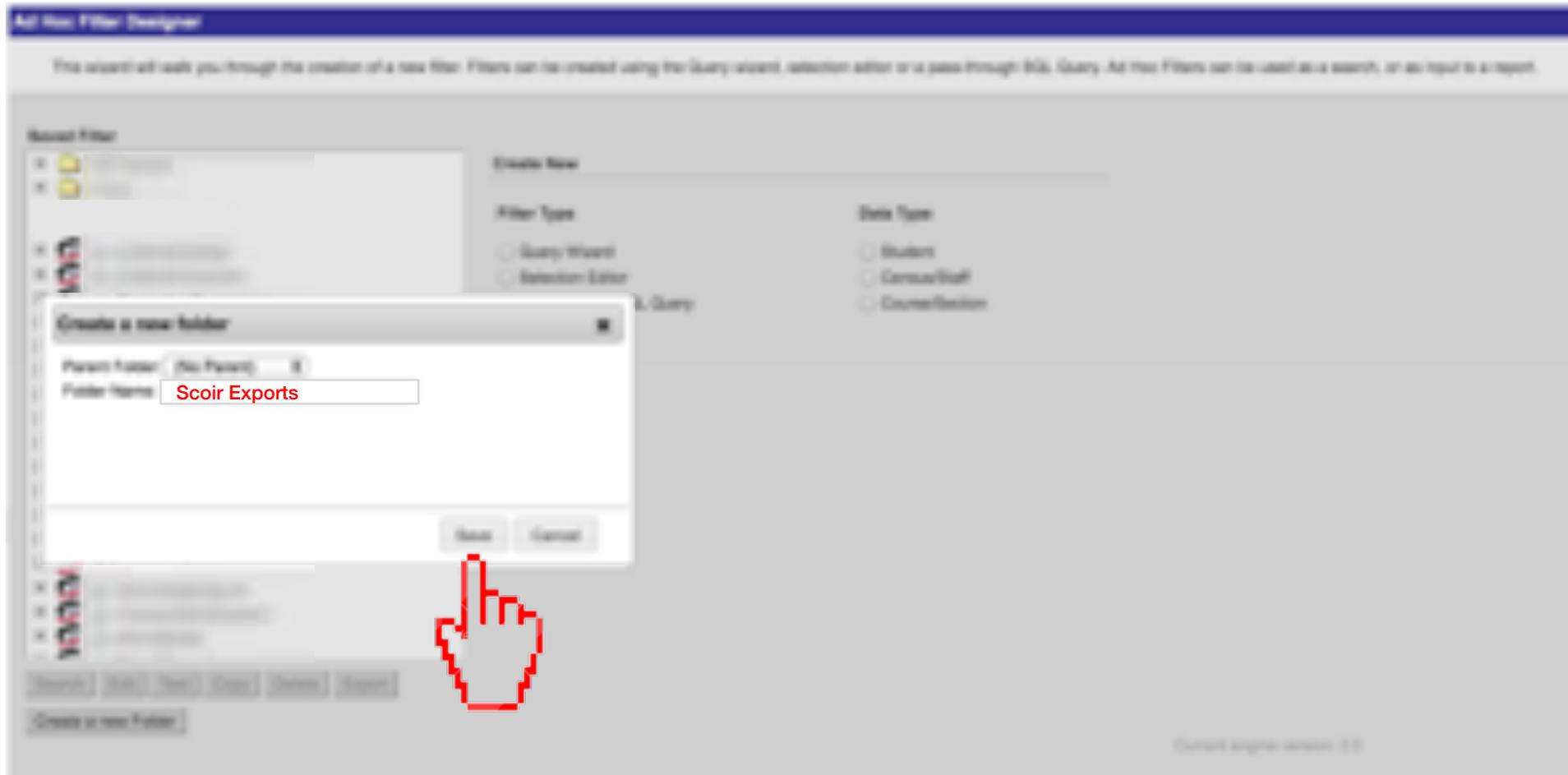
2. Select the “Filter Designer” tab. If you’ve already created a “Scoir Exports” folder, then SKIP TO STEP #4. If not, press the “Create a new folder” button so you can easily access the Scoir data export queries you will create.

The screenshot displays the 'Ad Hoc Filter Designer' interface. On the left, a navigation menu is visible with 'Filter Designer' highlighted in a red box. The main content area is titled 'Ad Hoc Filter Designer' and contains the following elements:

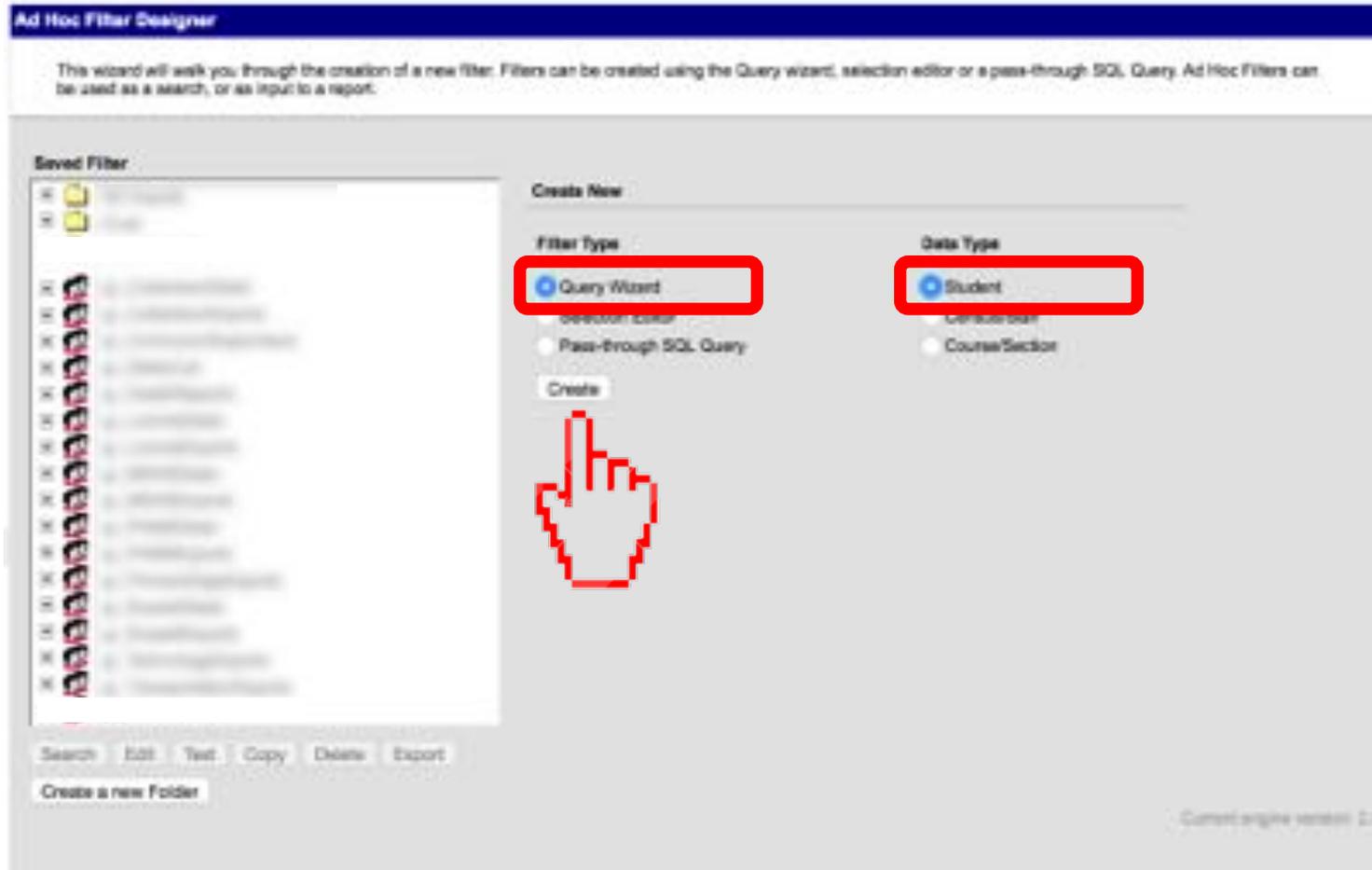
- Header:** 'Ad Hoc Filter Designer' with a subtitle: 'This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through SQL Query. Ad Hoc Filters can be used as a search, or as input to a report.'
- Saved Filter:** A list of saved filters with expand/collapse icons and a 'Create a new Folder' button at the bottom.
- Create New:** A section for creating a new filter with two columns: 'Filter Type' and 'Data Type'.
  - Filter Type:** Radio buttons for 'Query Wizard', 'Selection Editor', and 'Pass-through SQL Query'. A 'Create' button is located below these options.
  - Data Type:** Radio buttons for 'Student', 'Census/Staff', and 'Course/Section'.
- Footer:** A row of buttons: 'Search', 'Edit', 'Test', 'Copy', 'Delete', 'Export'. The text 'Current engine version: 2.0' is visible in the bottom right corner.

A red hand cursor is pointing to the 'Create a new Folder' button in the 'Saved Filter' section.

3. If you've already created a "Scoir Exports" folder, then SKIP TO NEXT STEP. If not, create a folder called "Scoir Exports" and press the "Save" button.



4. Select “Query Wizard” and “Student” then press the “Create” button.



5. Name your query “Scoir Student Export (GPA Updates)” so you can easily update student records after each grading cycle by re-running the query. Set the “Save To” folder to the previously created “Scoir Exports” folder.

**Add New Query Wizard - Field Selection**

Select fields to use for creating a filter for which logic and output formatting may be applied. Click a field within the All Fields window, or use the Add Function option to add the field to the Selected Fields window. To remove a field from the Selected Fields window, select the field and click the back arrow <-. The output will sequence the fields in the order selected, however, the sequence can be changed on the Output Formatting screen. At least one field must be selected to continue.

Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation

Query Name: **Scoir Student Export (GPA Updates)**

Short Description:

Long Description:

Select categories & fields

Filter By:  Search Clear

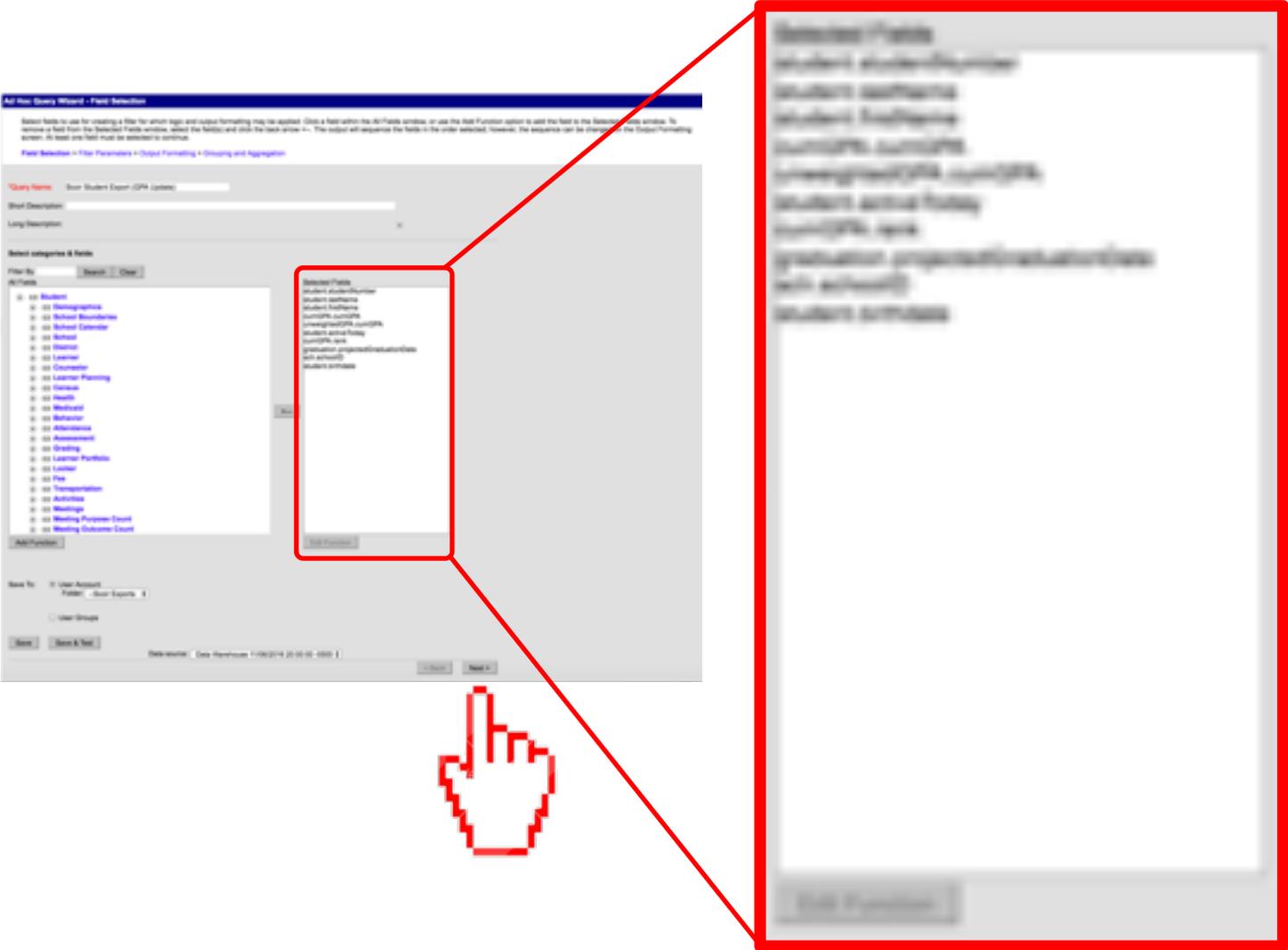
All Fields

- Student
- Demographics
- School Boundaries
- School Extension
- School
- District
- Leaver
- Counselor
- Leaver Planning
- Course
- Health
- Medical
- Behavior
- Attendance
- Assessment
- Grading
- Leaver Portfolio
- Leaver
- Fee
- Transportation
- Activities
- Workshops
- Meeting Purpose Count
- Meeting Outcome Count

Selected Fields

Save To: User Account  
Folder: Scoir Exports

6. Select GPA-related fields. Fields available and field names will vary by school. The data you want to capture is listed below. Once you have identified the relevant field, click on the field name to add it to the list of export fields as shown. (Some fields might be required to filter results properly.) Once you have all fields, press the “Next” button.



**Required Fields**

- Student ID number
- Last name
- First name
- Graduation year (class year)
- Date of birth
- Cumulative GPA (unweighted)

**“If Available” Fields**

- Cumulative GPA (weighted)
- Class rank
- Decile

7. Set any field filters as required to ensure your query results in data for all existing students (as shown in this example), then press the “Next” button.

**Add New Query Wizard - Filter Parameters**

Parameters are used to filter data based on specific logic. Use the operators to apply logic to designated fields. Logic may be applied even if a field is not being output. Click the Add Field button to apply additional logic. Adding to a single field already assigned an Operator. Additionally, use a Logical Expression (optional) to set conditions for the operators using AND, OR, and NOT conditions. If no Logical Expression is set, the condition AND will be applied to all operators. If using Logical Expressions, include all fields that have Operators or the Operator for the missing field will not apply.

[Field Selection](#) > [Filter Parameters](#) > [Output Formatting](#) > [Grouping and Aggregation](#)

**Query Name:**

**Short Description:**

**Long Description:**

**Filter the data**

<input checked="" type="checkbox"/>	<b>Field</b>	<b>Operator</b>	<b>Value</b>
<input checked="" type="checkbox"/>	1 student-studentNumber		
<input checked="" type="checkbox"/>	2 student-ssrPhone		
<input checked="" type="checkbox"/>	3 student-ssrPhone		
<input checked="" type="checkbox"/>	4 student-activeToday		+ TRUE
<input checked="" type="checkbox"/>	5 graduation-proposedEvaluationDate		
<input checked="" type="checkbox"/>	6 acti-actived		0
<input checked="" type="checkbox"/>	7 student-ssrPhone		

**Logical Expression Operator:**

Logical expression is left to right. All operators will be applied.  
Allowed operators: AND, OR, NOT, !, ().  
Example Syntax: (1 AND 2) OR 3 AND 4 NOT 5 OR 6)

**Save To:**  User Account  
                   From Experts

User Group

Database:

<input checked="" type="checkbox"/>	<b>Field</b>	<b>Operator</b>	<b>Value</b>
<input checked="" type="checkbox"/>	1 student-studentNumber		
<input checked="" type="checkbox"/>	2 student-ssrPhone		
<input checked="" type="checkbox"/>	3 student-ssrPhone		
<input checked="" type="checkbox"/>	4 student-activeToday		+ TRUE
<input checked="" type="checkbox"/>	5 graduation-proposedEvaluationDate		
<input checked="" type="checkbox"/>	6 acti-actived		0
<input checked="" type="checkbox"/>	7 student-ssrPhone		



8. Format the *Graduation Date* and *Birthdate* fields as shown below. No other special formatting is required. (DO NOT CHANGE COLUMN HEADER NAMES.) Then press the “Save” button.

SQL Developer - Output Formatting

Use output formatting to determine how columns and fields should appear when data is extracted. The ability to sort and sequence results is also available. Formatting using text with the Length column must have a value.

Field Selection | Filter Parameters | Output Formatting | Grouping and Aggregation

Query Name:

Short Description:

Long Description:

Format the output (Report)

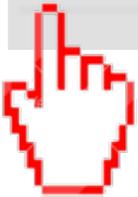
Output default records

Field	Output	Header	Alignment	Formatting	Length
student.studentidnumber	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
student.lastName	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
student.firstName	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sumGPA.sumGPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
avggradGPA.avgGPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
student.activeToday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sumGPA.yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
graduation.projectedGraduationDate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Format: YYYY	<input type="checkbox"/>
sch.educatID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
student.birthdate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Format: YYYYMMDD	<input type="checkbox"/>

Save | Save & Test

Date:  | Back | Next >

Field	Output	Header	Alignment	Formatting	Length
student.studentidnumber	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
student.lastName	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
student.firstName	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sumGPA.sumGPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
avggradGPA.avgGPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
student.activeToday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sumGPA.yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
graduation.projectedGraduationDate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Format: YYYY	<input type="checkbox"/>
sch.educatID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
student.birthdate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Format: YYYYMMDD	<input type="checkbox"/>



9. Under *Ad Hoc Reporting*, select the “Data Export” tab. Select the “Scoir Student Export (GPA Update)” saved query. Set export format to “Delimited values (CSV)” as shown below. Then press the “Export” button.

The screenshot shows the 'Data Export Wizard' interface. On the left sidebar, the 'Data Export' option is highlighted with a red box. The main area shows a 'Query' dropdown menu with 'student Scoir Student Export (GPA Update)' selected, also highlighted with a red box. Below the query selection, the 'Pick an Export Format' section has 'Delimited values (CSV)' selected, highlighted with a red box. At the bottom of the wizard, a red hand cursor points to the 'Export' button.

Provide export file to  
SCOIR Client Support  
(support@scoir.com)  
**DO NOT OPEN FILE**

# CONGRATULATIONS!

**SCOIR**  
support@scoir.com