

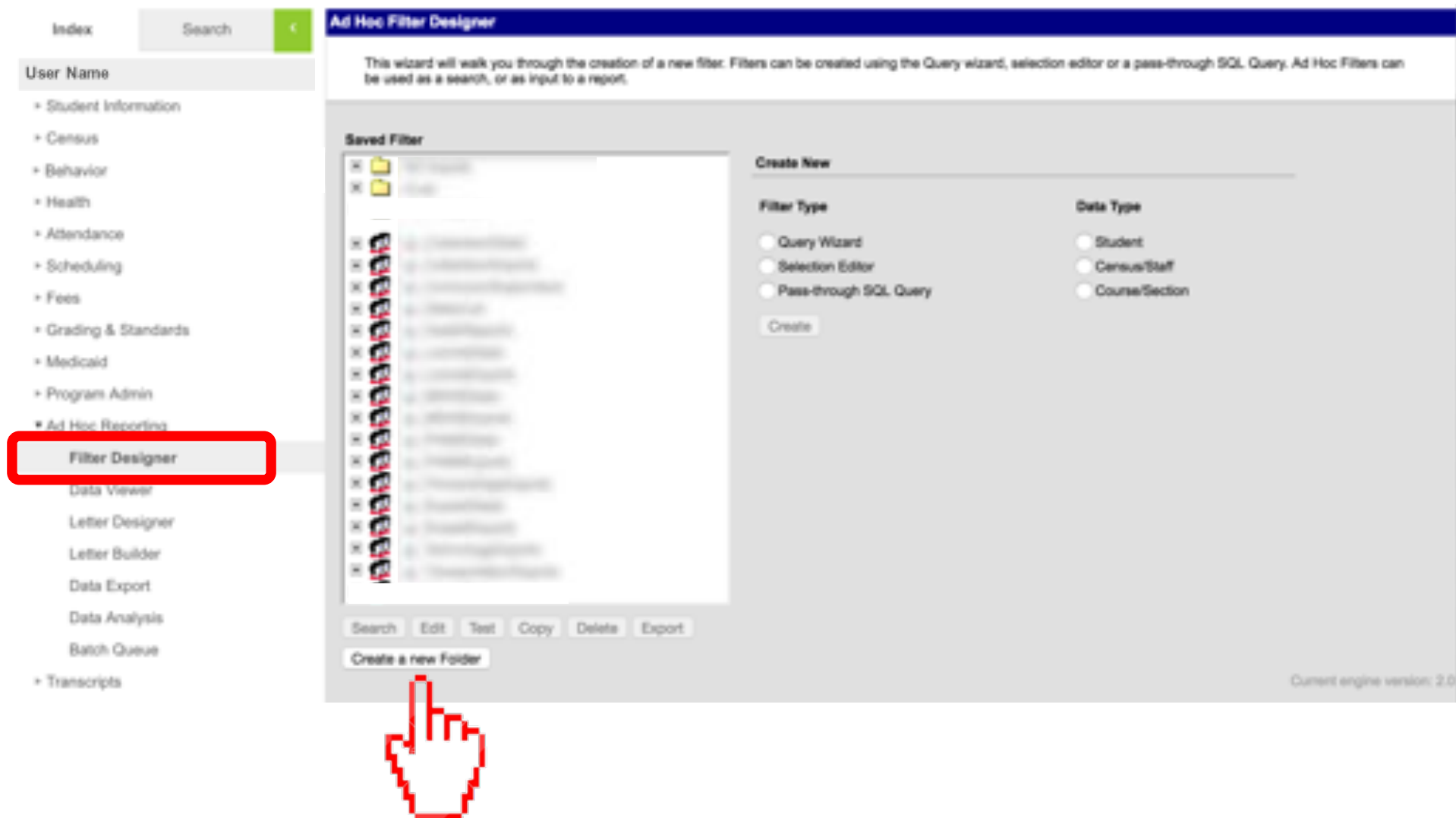


**Student Export Instructions
for
Infinite Campus**

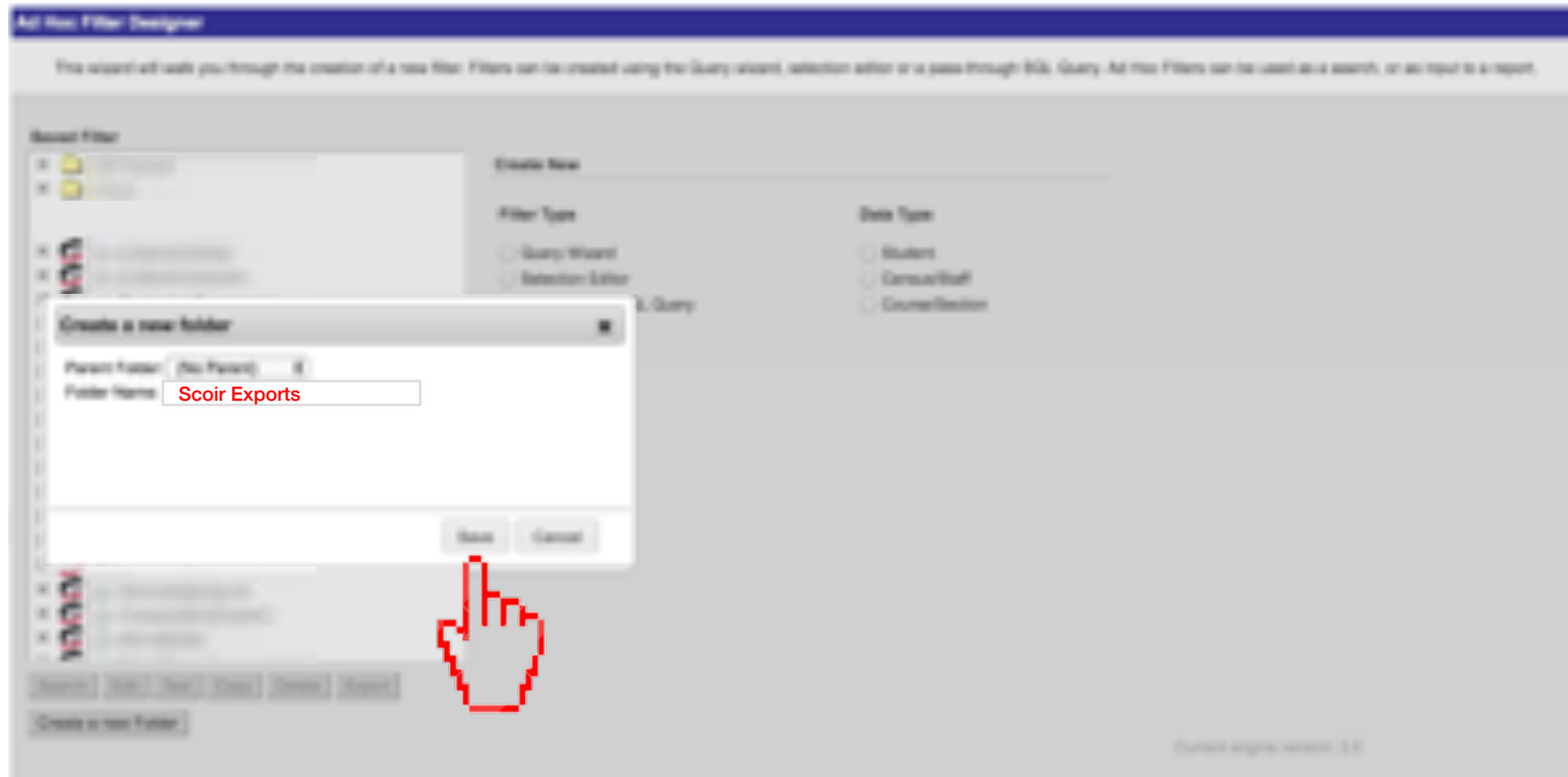
1. If you have access to data from multiple schools, be sure to select the appropriate high school for which you are reporting, then select “Ad Hoc Reporting” from your Infinite Campus homepage.



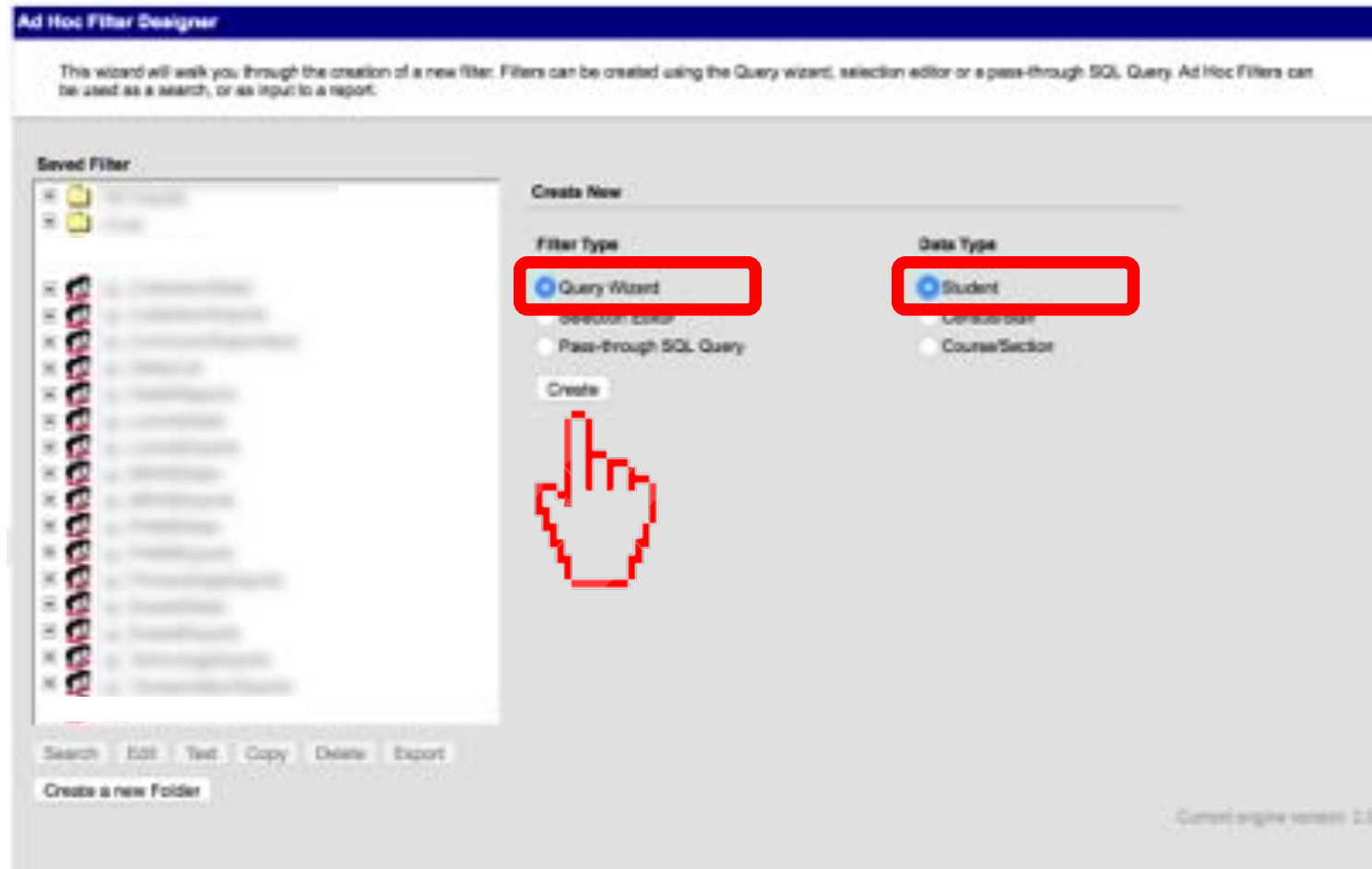
2. Select “Filter Designer” and then press the “Create a new folder” button so you can easily access the SCOIR data export queries you will create.



3. 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 (Demographics)” so you can easily update your student information anytime by re-running the query. Set the “Save To” folder to the newly created “Scoir Exports” folder.

Ad Hoc 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:

Short Description:

Long Description:

Select categories & fields

Filter By: Search Clear

All Fields

Student

Demographics

Behavior Boundaries

Behavior Calendar

Behavior

District

Learner

Counselor

Learner Planning

Census

Health

Wellness

Behavior

Attendance

Assessment

Grading

Learner Portfolio

Locker

Fee

Transportation

Activities

Meetings

Meeting Purpose Count

Add

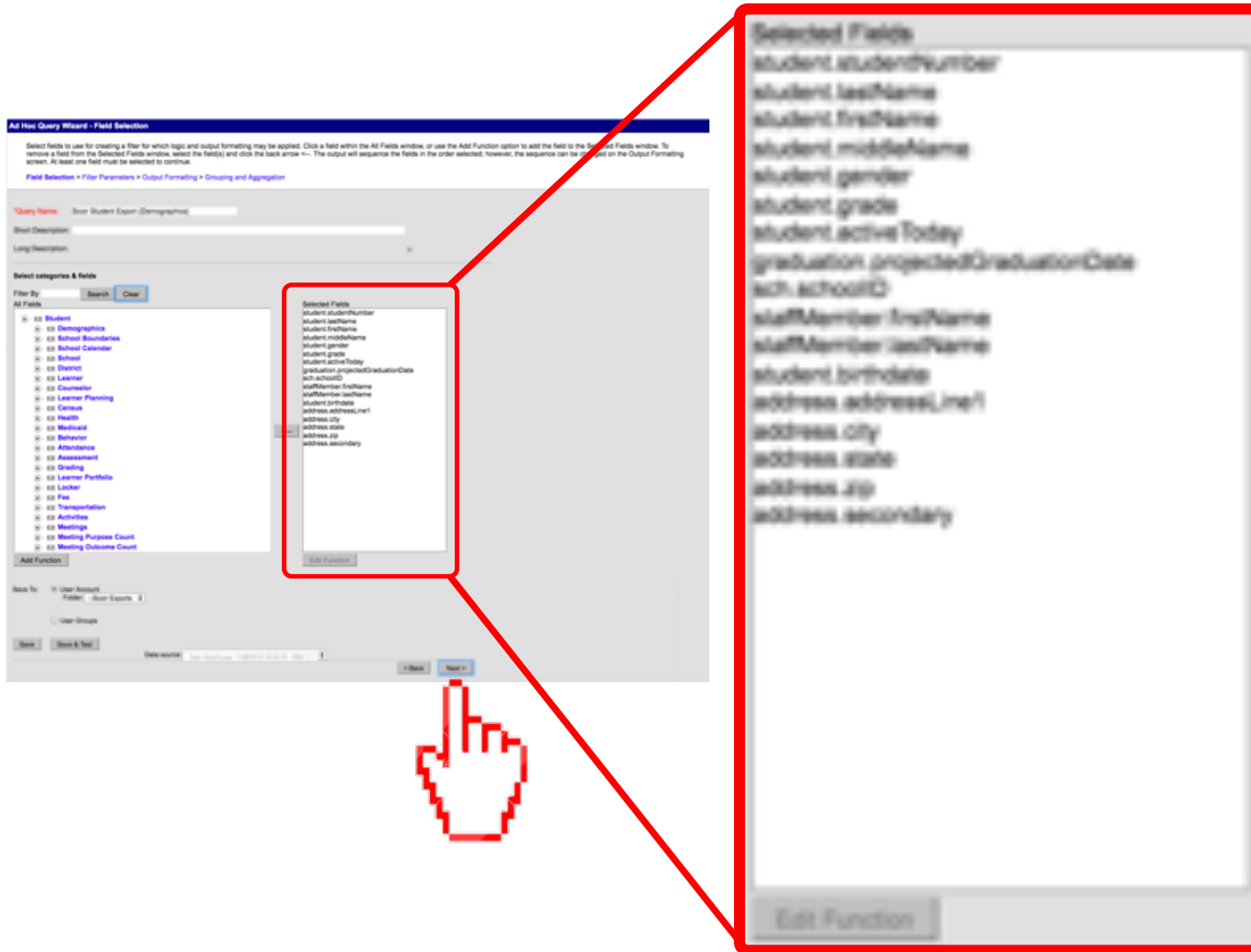
Selected Fields

Edit Function

Save To: ☐ User Account

Folder:

6. 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

“If Available” Fields

- Student email address
- Gender
- Ethnicity
- Street address
- City
- State
- Zip code
- Primary phone number

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 specify logic to designated fields. Logic may be applied even if a field is not being output. Click the Add Field button to specify additional logic criteria to a single field already assigned an Operator. Additionally, use a Logical Expression (optional) to set conditions for the operations using AND, OR, and NOT conditions. If a Logical Expression is not used, the condition AND will be applied to all operations. Flushing Logical Expressions: include all fields that have Operators on 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

#	Field	Operator	Value
1	student studentidnumber	=	
2	student lastname	=	
3	student firstname	=	
4	student middleinitial	=	
5	student gender	=	
6	student active today	=	< TRUE
7	student grade	BETWEEN	on <input type="text" value=""/> THROUGH <input type="text" value=""/>
8	graduation projected/evaluation date	=	
9	enr school	=	=
10	enrollment lastname	=	
11	enrollment lastname	=	
12	student address	=	
13	address address,apt	=	
14	address city	=	
15	address state	=	
16	address zip	=	
17	address secondary	=	< TRUE, SE

Logical Expression (Optional)

Logical expression is left blank. All operations will be applied.
Allowed symbols: AND, OR, NOT, (,)
Example Syntax: (1 AND 2) OR 3 AND 4 AND NOT 5 OR 6

Save To: ☒ User Account ☐ Public ☐ User Group

Next >



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.

Ad Hoc Query Wizard - Output Formatting

Use output formatting to determine how columns and fields should appear when data is retrieved. The ability to sort and sequence results is also available.

Filtering using field 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 distinct records

Field	Output	Seq	Sort Direction	Column Header	Alignment	Formatting	Length
student.studentnumber	<input checked="" type="checkbox"/>						0
student.lastName	<input checked="" type="checkbox"/>						0
student.firstName	<input checked="" type="checkbox"/>						0
student.middleName	<input checked="" type="checkbox"/>						0
student.gender	<input checked="" type="checkbox"/>						0
student.grade	<input checked="" type="checkbox"/>						0
student.activeToday	<input type="checkbox"/>						0
graduation.projectedEvaluationDate	<input checked="" type="checkbox"/>					Format: YYYY	0
sch.schwid	<input type="checkbox"/>						0
staffmember.firstName	<input checked="" type="checkbox"/>						0
staffmember.lastName	<input checked="" type="checkbox"/>						0
student.birthdate	<input checked="" type="checkbox"/>					Format: YYYYMMDD	0
address.addressLine1	<input checked="" type="checkbox"/>						0
address.city	<input checked="" type="checkbox"/>						0
address.state	<input checked="" type="checkbox"/>						0
address.zip	<input checked="" type="checkbox"/>						0
address.secondary	<input type="checkbox"/>						0

Save To: ☒ User Account

Folder:

☐ User Groups

Date source:

Field	Output	Seq	Sort Direction	Column Header	Alignment	Formatting	Length
student.studentnumber	<input checked="" type="checkbox"/>						0
student.lastName	<input checked="" type="checkbox"/>						0
student.firstName	<input checked="" type="checkbox"/>						0
student.middleName	<input checked="" type="checkbox"/>						0
student.gender	<input checked="" type="checkbox"/>						0
student.grade	<input checked="" type="checkbox"/>						0
student.activeToday	<input type="checkbox"/>						0
graduation.projectedEvaluationDate	<input checked="" type="checkbox"/>					Format: YYYY	0
sch.schwid	<input type="checkbox"/>						0
staffmember.firstName	<input checked="" type="checkbox"/>						0
staffmember.lastName	<input checked="" type="checkbox"/>						0
student.birthdate	<input checked="" type="checkbox"/>					Format: YYYYMMDD	0
address.addressLine1	<input checked="" type="checkbox"/>						0
address.city	<input checked="" type="checkbox"/>						0
address.state	<input checked="" type="checkbox"/>						0
address.zip	<input checked="" type="checkbox"/>						0
address.secondary	<input type="checkbox"/>						0



9. Under *Ad Hoc Reporting*, select the “Data Export” tab. Select the “Scoir Student Export (Demographics)” 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' tab is highlighted with a red box. In the main area, the 'Select Filter' section shows a tree view where 'student Scoir Student Export (Demographics)' is selected and highlighted with a red box. The 'Pick an Export Format' section shows 'Delimited values (CSV)' selected with a red box. A red hand cursor points to the 'Export' button at the bottom. Other options like 'Initials list report', 'Web', 'PDF report', and 'Custom' are visible but not selected. The 'Include column display header' checkbox is checked, and the 'Data source' is set to 'Current database (SCOIR)'. The 'Export' button is at the bottom right of the main area.

Provide export file to
SCOIR Client Support
(support@scoir.com)

DO NOT OPEN FILE

CONGRATULATIONS!

