Ad Hoc Reporting Manual
Infinite Campus and Custom Computer Specialists, Inc.

About Infinite Campus
Infinite Campus is the nation’s most advanced Education Process Management System (EPM), powered locally by Custom Computer Specialists, Inc. Infinite Campus is more dynamic than traditional Student Information Systems, combining the features of multiple data management programs into a single, integrated application.

Infinite Campus is the result of more than 10 years of market research, product development and real-world experience. Designed from the ground up to be completely web-based, district-wide, and fully integrated, Infinite Campus has set a new standard for education process management solutions.

Infinite Campus uses a single district-wide data warehouse. Its robust Relational Database Management System (RDBMS) provides shared information across the district in real time without having to perform tedious import/export procedures. Since the information is being shared throughout the district common data elements such as student demographic and enrollment information only need to be entered once, thereby improving data accuracy.

About Custom Computer Specialists, Inc.
Headquartered in Hauppauge, NY, Custom Computer Specialists, Inc., is the leading privately held Long Island based technology solution provider. Celebrating its 27th year in business, Custom delivers a wide array of technology services including: project management, on-site staffing and outsourcing, networking and wireless solutions, desktop installation, service and support, professional development and product sales and procurement. Custom has been the recipient of a host of recent industry awards and recognition including Top 200 Private New York Metro Companies (Crain’s NY Business), #1 Technical Consultant (LIBN) and a prominent ranking on the VARBusiness 500.
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AD HOC REPORTING

Description
The Ad Hoc Module allows the user to create filters that can be used within Infinite Campus to search or run reports based on a selected group of students/courses/census data. In addition, some filters can be used to create reports not available through Infinite Campus. These reports can be exported out of Infinite Campus into different programs (i.e., Excel).

Target Audience
This manual is intended for District and School staff who need to consistently search for groups of students, or who need to create customized reports.

Objective
The purpose of this manual is to assist staff in understanding how the Ad Hoc Filters (and report writing) functions operate.

Vocabulary

Filter – This term is used to designate a selected list (of students, courses, etc.).

Selection Editor – The Selection Editor allows the user to manually ‘select’ the students for the filter.

Query Wizard – The Query Wizard allows the user to set up a filter that will use Infinite Campus’ fields to select the students. This filter also creates reports that can be exported out of the system.

Report Designer – The Report Designer function allows the user to create individualized letters for students using Merge functions, similar to the Attendance and Behavior letters.

Report Builder – The Report Builder allows the user to run the letters previously created in the Report Designer for all students, or only for students in one or more filters.
SELECTION EDITOR

Description
Selection Editor is used to create filter for students who have nothing in common inside the Infinite Campus system. For example, the Selection Editor might be used to create a filter for the students in the Chess Club – there is no field in Infinite Campus that designates these students as being members of the Chess Club.

1. Navigate to: Ad Hoc Reporting > Filter Designer.

2. Create a New Filter – click on the Create a new Filter using the Selection Editor button.

3. Filter Data Type – click on the Student button (when creating a filter using the Selection Editor, the only available Data Type is Student).

   ![Ad Hoc Filter Designer](image)

   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.

4. Click on the <Next> button.

5. Type the Selection Name of the filter. This should be fairly descriptive of the students listed (i.e., Chess Club, After School Students, Football Team).

6. The students will display in alphabetical order within grade level in the All Students box.
To choose a student:
   a. Click on the student’s name.
   b. Click on the right arrow between the boxes. This will place the student in the Selected Students box.
To choose several students:
   a. Click on the first student’s name.
   b. If the students are in alphabetical order, hold the mouse button down and drag to include all students needed. If the students are not in alphabetical order, press the <Ctrl> key (on the keyboard) and click on each student.
c. Click on the right arrow between the boxes. This will place the students in the **Selected Students** box.

![Selection Editor](image)

7. To remove students from the **Selected Students** box:
   a. Click on the student’s name (multiple students can be selected by clicking and dragging or using the <Ctrl> key).
   b. Click on the left arrow between the boxes.

![Ad-Hoc Selection Editor](image)

8. **Organize To:** -- this box allows the user to save the filter to their account or to share with others. Choosing **User Account** will save the filter to be used by the creator only. Other options include any Security Group the user belongs to. If this filter is to be shared, it should only be shared with others in this school (as the students selected are only from this school).

9. Click on the <Save> button.
**Edit the Selection Editor filter**
Whenever the filter (list of students) changes, the user must manually update the list in the Filter Designer.

1. Navigate to: *Ad Hoc Reporting > Filter Designer.*

2. In the **Saved Filters** box, click on the filter to edit. Any filter saved to a group will display under the group name, click on the + next to the group to display all the shared filters.

3. Click on the <Edit> button.

4. The filter will display. Edit the filter by adding or deleting students (refer to steps 6 & 7 starting on page 2).

5. When done, click on the <Save> button.
Copy the Selection Editor filter
Filters can be copied for a variety of reasons. If two filters are needed that are similar, a copy can be made and then edited to reflect the different students. In addition, filters can be copied so a user can keep the filter in their ‘User Account’ and then copy it to share with others (ensuring that their original filter won’t be edited by other users).

1. Navigate to: Ad Hoc Reporting > Filter Designer.

2. In the Saved Filters box, click on the filter to edit. Any filter saved to a group will display under the group name, click on the + next to the group to display all the shared filters.

3. Click on the <Copy> button.

4. A notice will display that the filter has been copied, click on the <OK> button.

5. Click on the copied filter, then click on the <Edit> button to make any changes needed (i.e., new name, change the students in the list, share with other users).

Delete the Selection Editor filter

1. Navigate to: Ad Hoc Reporting > Filter Designer.

2. In the Saved Filters box, click on the filter to delete. Any filter saved to a group will display under the group name, click on the + next to the group to display all the shared filters.

3. Click on the <Delete> button.

4. A warning will display, click on the <OK> button to delete the filter.
Search using the Selection Editor filter

1. Navigate to: *Ad Hoc Reporting > Filter Designer.*

2. In the **Saved Filters** box, click on the filter. Any filter saved to a group will display under the group name, click on the + next to the group to display all the shared filters.

3. Click on the <Search> button. The students included in the filter will display in the **Search Results** box in the outline.
QUERY WIZARD

Description
The Query Wizard is used to create a filter when the Infinite Campus system can be used to choose the information (i.e., all the students with a peanut allergy, all the English Courses). Entering criteria in the pertinent fields will automatically filter (or choose) the information. Therefore, every time it is used the filter will choose the most current data. In addition, this filter will create a report printing the fields chosen, so it can be used to create custom reports. And finally, this filter can be exported out of Infinite Campus into other programs (i.e., Excel) to be further utilized.

While this filter is much more powerful than the Selection Editor, it is also more complicated to use. A familiarity with the Infinite Campus system is necessary to create a Query Wizard filter/report easily.

1. Navigate to: Ad Hoc Reporting > Filter Designer.

2. Create a New Filter – click on the Create a new Filter using the Query Wizard button.

3. Filter Data Type – click on the button needed. Filters and reports can be created using Student, Census/Staff, or Course/Section information.

4. Click on the <Next> button.

5. Type the Query Name of the filter. This should be fairly descriptive of the students listed (i.e., Free/Reduced Lunch, Students with Unexcused Absences).

6. Infinite Campus organizes the information into ‘views’. Views consist of fields from different tables connected (joined) into definable groups. The views will display in the All Fields box. Click on the + next to the view name to display the fields included in that view.
7. Alternately, fields can be searched for by using the Filter By box.
   a. Type the field name in the Filter By box.

   ![Image of Filter By box with instructions]

   The system will display the Views that have any matches to the field name.

   b. Click the <Search> button.
   c. The system will display all the Views that have any matches to the field name.
   d. Click on the <+> to open the Views.

   ![Image of Filter By box with selected fields]

   e. Continue to the next step to choose the field(s) needed.
   f. To clear the Filter By box and enter a different search (or display original Views), click on the <Clear> button and repeat steps above.

8. To choose a field:
   - Click on the field name. It will automatically display in the Selected Fields box.
Since this filter will also create a report, any fields needed on the report should be chosen.

9. To remove fields from the **Selected Fields** box:
   a. Click on the field name.
   b. Click on the left arrow between the boxes.

📚 Special Notes:
When setting up a filter/report using fields for the first time, a user might be unsure in determining which fields will display the information needed. Listed below are some ‘best practices’.

- **Look in Infinite Campus** – Before creating the filter/report, search the system and look for the fields needed (i.e., find a student with the criteria needed [free lunch, peanut allergy], find a course with the criteria needed [English courses]). Document the field names that display on the screen.

- **Choose all fields that MIGHT work** – When choosing the fields in the first Query Wizard screen, select any field that might display the information needed. Unwanted fields can be removed later.

- **Run a test** – Be prepared to test the report, review the information, and then edit as needed.
Special Notes Continued:

- **Student filters almost always include ‘Active today’** – When running a filter/report searching for student information, always include the ‘ActiveToday’ field (under Demographics) if only currently enrolled students are needed.

- **Learner View** – While most fields are easy to find (Attendance fields are under the Attendance view, Grade fields are under the Grade view), there are some important sub-views under Learner:

  - Active Enrollment (including State Reporting fields, Graduation fields, etc.)
  - Enrollment History (including prior year’s enrollments for State Reporting fields, Graduation fields, etc.)
  - Programs (including student flags [i.e., nut allergy, document, contact], NY State program fact reporting)
  - Schedule (includes the student’s schedule information, courses, sections, teacher names)

10. After all the fields are chosen, click on the <Next> button. The filter screen will display. This screen is used to enter the criteria to filter data.
11. To filter using a field, click on the dropdown button to choose the operandi. Enter the filter data in the field on the right. The system will only display the operandi allowed in each field (i.e., the student grade will not display IS NULL as this is a mandatory field).

   - **Equal to** (=) (i.e., gender = M - will display all the males)
   - **Unequal to** (<> ) (i.e., grade <> 07 - will display all students not in 7th grade)
   - **Greater than** (> ) (i.e., birthdate > 01/01/1992 - will display all students whose birthdate is on or after 01/02/1992)  
   - **Greater than or equal to** (>=) (i.e., birthdate >= 01/01/1992 - will display all students whose birthdate is on or after 01/01/1992)  
   - **Less than** (<) (i.e., birthdate < 01/01/1992 - will display all students whose birthdate is on or before 12/31/1991)  
   - **Less than or equal to** (<=) (i.e., birthdate <= 01/01/1992 - will display all students whose birthdate is on or before 01/01/1992)  
   - **IN/NOT IN** allows for an ‘either-or’ (i.e., grade IN 01,02 - will display all students who are in the 1st or 2nd grade, grade NOT IN 01,02 - will display all students who are not in the 1st or 2nd grade)  
   - **IS NULL/IS NOT NULL** allows the user to look for fields that are blank or not blank (i.e., birthdate IS NULL - will display all students who don’t have a birthdate, activeEnrollment.mealStatus IS NOT NULL - will display all students who have this field completed [all students with Free or Reduced Lunch]). When using IS NULL or IS NOT NULL, do not input data in the field on the right.
- LIKE allows the user to enter wildcards:
  - `%` - used before or after the word you want to match (i.e., `Program.userWarning LIKE %nuts` - will display all students who have a program user warning that ends with the word ‘nuts’ – for example ‘allergic to peanuts’, ‘allergic to nuts’, ‘nuts’. Will not display ‘peanut allergy’ as the warning doesn’t end in ‘nuts’).
  - `%` does not need to be entered if needed both before and after the pertinent word (i.e., `Program.userWarning LIKE %nut%`). The system will assume both wildcards if ‘LIKE’ is used without a wildcard (i.e., `Program.userWarning LIKE nut` - will display all students who have a program user warning that has the word ‘nut’ in it – for example ‘allergic to peanuts’, ‘peanut allergy’, ‘nuts’).
  - `_` (underscore) - used as a single character wildcard, this is used to put a wildcard for one or more characters (i.e., `_lastname LIKE sm__th` - will display all students whose last name is ‘smith’, ‘smyth’, ‘smath’, etc.). It can be used multiple times as well (i.e., `lastname LIKE smi_` will display all the students whose last name is smiaa, simab, etc).

10. **Data Export Options** – the report can be changed in several ways:
   a. **Output** – The system will automatically print all fields selected on the report. Uncheck the box for any field not needed on the report. For example, the `student.activeToday` field is only needed to filter the active students. It is not needed to print on the report. This box can be unchecked.
   b. **Seq** – The report will print the fields in the order they were entered (top to bottom on the screen will print left to right on the report). The fields for the report can be re-sequenced here, if needed. Type in the number (from 1-99999999) to re-sequence the report.

To filter only the students with active enrollments, use `student.activeToday = 1.`

This report is filtering only the active 8th and 9th graders who have ‘Free Lunch’ in their enrollment record.
c. **Sort** – Each report has a default sort order (i.e., student reports will automatically sort by last name). Type in the number (from 1-9999999999) to re-sort the report. The report can be sorted using any (or all) the fields including fields not printing although that is not recommended.

d. **Direction** – For any of the sort fields, choose the direction needed. Ascend will sort in alpha/numeric order (i.e., A-Z, 1-999) and Descend will sort in reverse alpha/numeric order (i.e., Z-A, 999-1).

11. **Organize To:** – this box allows the user to save the filter to their account or to share with others. Choosing **User Account** will save the filter to be used by the creator only. Other options include any Security Group the user belongs to.

12. Click on the <Save> button. Or, to test this filter/report, click on the <Test> button (this function will both save the filter and run a test). The ‘test’ report will display as a pop-up, so pop-ups should always be allowed from the Infinite Campus website.
Special Notes:
When setting up a filter/report using fields for the first time, a user might be unsure in determining what information to use for the filter (i.e., are males listed as ‘M’ or ‘Male’ in the Gender field?). Listed below are some ‘best practices’.

- **Look in Infinite Campus** – Before creating the filter/report, search the system and look for information displaying in the field. Usually, the ‘display’ data is the same as the ‘stored’ data.

- **Run a test WITHOUT filtering** – Test the filter/report before entering the filters (and look for the information displayed). Then add the filter and re-test until the filter/report displays as needed.

- **If a test returns no data, the filter entered is probably incorrect** – The most common errors are:
  - Entering an operand without data to compare to (i.e., `studentGrade =`).
  - Entering incorrect data (i.e., `studentGrade = 7` – the grades in this school are entered as ‘07’).

- **When running a report based on student data, almost always use** `student.activeToday = 1`. This will filter out all students no longer enrolled.

Example of a ‘test’ filter/report (active 8th and 9th grade students with ‘Free’ lunch, re-sequenced and re-sorted):
**Edit the Query Wizard filter**

1. Navigate to: *Ad Hoc Reporting > Filter Designer*.

2. In the *Saved Filters* box, click on the filter to edit. Any filter saved to a group will display under the group name, click on the + next to the group to display all the shared filters.

3. Click on the <Edit> button.

4. The filter will display. Edit the filter by adding or deleting fields and changing the filters (refer to steps 6 -12 starting on page 7).

5. Click on the <Save> or <Test> button.

**Copy the Query Wizard filter**

Filters can be copied for a variety of reasons. If two filters are needed that are similar, a copy can be made and then edited to reflect the different information needed. In addition, filters can be copied so a user can keep the filter in their ‘User Account’ and then copy it to share with others (ensuring that their original filter won’t be edited by other users).

1. Navigate to: *Ad Hoc Reporting > Filter Designer*.

2. In the *Saved Filters* box, click on the filter to copy. Any filter saved to a group will display under the group name, click on the + next to the group to display all the shared filters.

3. Click on the <Copy> button.
4. A notice will display that the filter has been copied, click on the <OK> button.

5. Click on the copied filter, then click on the <Edit> button to make any changes needed (i.e., new name, change filter, share with other users).

**Search using the Query Wizard filter**

1. Navigate to: *Ad Hoc Reporting > Filter Designer*.

2. In the **Saved Filters** box, click on the filter. Any filter saved to a group will display under the group name, click on the + next to the group to display all the shared filters.

3. Click on the <Search> button. The information included in the filter will display in the **Search Results** box in the outline.
Delete the Query Wizard filter

1. Navigate to: Ad Hoc Reporting > Filter Designer.

2. In the Saved Filters box, click on the filter to delete. Any filter saved to a group will display under the group name, click on the + next to the group to display all the shared filters.

3. Click on the <Delete> button.

4. A warning will display, click on the <OK> button to delete the filter.
USING THE FILTERS

Description
The filters can be used to search for the information (i.e., students) or run reports based on filtered information.

Search using the filters
1. Navigate to: Search in the outline.

2. Choose the correct Search for a: criteria (i.e., Student, All People, Course/Section).

3. Click on the <Advanced Search> link.

4. The system will display the search criteria and the Saved Filters box. Choose the filter needed and click on the <Search> button beneath the box.

5. The information included in the filter will display in the Search Results box in the outline.

Note: Only the pertinent filters will display. For example, only Student filters will display when choosing to Search for a: Student, only Course/Section filters will display when choosing to Search for a: Course/Section.
Use the filter in a report

Many filters can be used to limit the information printing on Infinite Campus’ canned reports (i.e., run labels only for the Free Lunch students, look for failing grades [Grades Report] for the Chess Club students).

1. Navigate to the report needed.

2. If the report has an option to choose information by Ad Hoc Filter, click on the button. If there is no Ad Hoc Filter option, the report can’t be filtered.

3. Click on the dropdown button and choose the filter from the list.

4. Complete all fields needed and run the report. It will use only the information included in the filter.
EXPORTING THE QUERY WIZARD FILTER/REPORT

Description
The Query Wizard filter/report can be exported out of Infinite Campus to other programs (Selection Editor filters can not be exported). The Query Wizard filter/report can be exported as the following files:

- HTML list report
- XML
- Comma Separated Values (CSV) – this is used most often as it will export into Excel
- Tab Delimited Values
- PDF report

Once the filter/report is outside of Infinite Campus, it can be edited as needed.

1. Navigate to: Ad Hoc Reporting > Data Export.

2. In the Saved Query Wizard Filters box, click on the filter to edit. Any filter saved to a group will display under the group name, click on the + next to the group to display all the shared filters.

3. In the Pick an Export Format section, choose the export format needed.

4. Click on the Prompt to save file check box if needed (if exporting to CSV, this box will open the file in Excel).

5. Click on the <Export> button.
6. A File Download box will display. Choose to <Open> or <Save> the file.

7. The report will open (or save) in the format needed.

Example of a .csv filter/report (active 8th and 9th grade students with ‘Free’ lunch, re-sequenced and re-sorted):

8. Make changes as needed and save the file. When saving to a .csv, the screen will look like an Excel file; however, the report is actually saving as a .csv. If changes are made here, some formatting might be lost when saving. It is recommended to save as an excel file before making changes.
   a. Click on <File>.
   b. Choose <Save As>.
   c. The Save As dialogue box displays.
d. Name the file and choose the folder to save the file to.

e. In the *Save as type:* box, click on the dropdown button and choose an Excel type.

f. Click on <Save>. The file is saved as an excel file and all changes will be saved.
REPORT DESIGNER & BUILDER

Description
The Ad Hoc Reporting tool can be used to create student letters. Although the system will create the letters for all students, they can be filtered using one or more Ad Hoc Filters to print the letters for a limited number of students. These letters are available for viewing in the Student Information > General module, AdHoc Reports tab by the user who created them.

Report Designer
The Ad Hoc Report Designer is used to design the letter to be distributed to students (or sent to their homes). Although this tool is called a ‘Report Designer’, it is actually a letter writer with fields that can be merged in from Infinite Campus. This tool designs the letter and causes it to be displayed for viewing in the Student Information > General module, AdHoc Reports tab by the user who created them. It can be filtered and mass-printed using the Report Builder.


2. Create New Report Format – click on the button needed. The Addressed Form Letter will print the letter with the school name and address as well as the student’s mailing address. The Blank Form Letter will not pre-print any addresses.

3. Click on the <New Format> button.

4. The letter format screen will open on the next page.

5. Type the Name of the letter. This should be fairly descriptive of the letter’s purpose (i.e., ‘Field Trip to MOMA’ letter, ‘Chess Club meeting schedule’).
6. The screen provides an area for typing in and formatting text as well as merging the entered text with Campus Fields and/or Campus Sub Reports that allows each letter to be personalized.

7. Create the letter template first by typing the text in the box as it should appear. There are several formatting tools that can be used to customize the letter, including Bold, Italic, Underline, and changing the font & font size.

8. In order to customize the letter with the student’s name, etc, you can insert Campus Fields into the body of the letter.
   a. Click on the Insert/Edit Campus Fields button. The system will display the Campus records.
   b. Expand the records by clicking on the + sign to the left of the record name needed.
   c. Click on the field name(s) needed in the letter (i.e., first name, last name). You can choose more than one field and add spaces or text when done. HINT: Usually Demographic information is used in these letters.
   d. When finished, click on the <Cancel> button in the Campus Field Properties screen to close the screen.
9. Sub-Reports can be added to the letter. These reports pull information from the student’s file (i.e., Attendance, Behavior, Grading). If a student’s participation in a club or event is based on any of these details, the sub-report can be added to the letter.

   a. Click in the letter in the place to insert the sub-report.

   b. Click on the Insert/Edit Campus Sub Reports button. The system will display all the Campus sub report records. Choose the report needed.

   c. Click on the <Cancel> button in the Campus Sub Report Properties screen to close the screen.
• The Campus Fields show in the letter format with the table and field name surrounded by a dotted blue line.

• The Sub Reports show in the letter format with the name of the Sub Report surrounded by a dotted red line.

10. Organize To: – this box allows the user to save the report to their account or to share with others. Choosing User Account will save the report to be used by the creator only. Other options include any Security Group the user belongs to.

11. After creating the letter, click on the <Save Format> button. As soon as the report/letter is created, it can be viewed (and optionally printed) on the Student Information > General module, AdHoc Reports tab.

Edit the Report


2. In the Saved Reports box, click on the report to edit. Any report saved to a group will display under the group name, click on the + next to the group to display all the shared reports.

3. Click on the <Edit> button.

4. The report will display. Edit the report as needed (refer to steps 6 - 11 starting on page 24).

5. Click on the <Save Format> button.
Delete the Report

1. Navigate to: *Ad Hoc Reporting > Report Designer.*

2. In the **Saved Reports** box, click on the report to delete. Any report saved to a group will display under the group name, click on the + next to the group to display all the shared reports.

3. Click on the <Delete> button.

4. A warning will display, click on the <OK> button to delete the report.

Report Builder

The Ad Hoc Report Builder is used to run the letters to be distributed to specific students (or sent to their homes). When the Report Builder is run, the letters can be printed immediately or saved to be printed at a later date.

1. Navigate to: *Ad Hoc Reporting > Report Builder.*

2. In the **Saved Filters** box, click on the filter(s) needed. More than one filter can be chosen. Any filter saved to a group will display under the group name, click on the + next to the group to display all the shared filters. At least one filter must be chosen.

3. In the **Saved Reports** box, click on the report needed. Only one report can be chosen.

4. *Set Operation* – If more than one filter is chosen, the *Set Operation* field must be used. The default is ‘Union’ (if only one filter is chosen, the choice in this field won’t change the functionality).
   - **Union** – this option will choose all the students from all the filters chosen. For example, if choosing the *Chess Club* filter and the *Free lunch students* filter, a letter will be produced for any student in the chess club and any student with free lunch (i.e., 10 students in the chess club, 10 students who have free lunch – 20 letters produced).
   - **Intersection** – this option will choose only the students who are in all the filters chosen. For example, if choosing the *Chess Club* filter and the *Free lunch students* filter, a letter will be produced for only those students in the chess club who have free lunch (i.e., 10 students in the chess club, 10 students who have free lunch – if only 3 are in the chess club and have free lunch, only 3 letters produced).

5. *Sort Options* – choose the sort option needed.
6. Click on the <Build Report> button.

7. This will produce a PDF document of all the letters generated. These letters can be printed immediately or saved for printing at a later time.
**Viewing/Printing the Report using the AdHoc Reports tab**

The letter is also saved in the student’s **AdHoc Reports** tab of the **Student Information > General** module.

1. Navigate to: **Student Information > General** module, **AdHoc Reports** tab.

2. Search for and select the student.

3. Only the report (letter) created by the user will display. Therefore, other users will not be able to view or print confidential information.

4. To view/print the letter, click on the report, then click on the <Print> button. This will produce a PDF document of the letter generated. These letters can be printed immediately or saved for printing at a later time.
GETTING HELP IN THE INFINITE CAMPUS SYSTEM

Description
Infinite Campus help is provided to give users a basic understanding of the module or tab that they are viewing and what steps need to be done to modify that information.

Context Sensitive Help
1. To access Infinite Campus context sensitive help - From the Index, navigate to the area where you need help. If you want more information on enrollments for example, navigate to Student Information > General > Search. Search for a student then click on the Enrollments tab.

2. Click on the Help tab. The help tab is the last tab available on the left hand side, next to Index and Search. The Enrollments help and related articles will appear under the Help tab on the left side of your screen.
3. The Related Articles display at the end of the basic description of the module. Click on the article needed and step-by-step instructions display. The article can be printed if needed by clicking on the <Print Article> button.

Click on any Related Article and the Help panel will display additional help regarding the subject. This article can be printed by clicking on the <Print Article> button.

Search Tab Help Option

There are two ways to search for Help, using the ‘Quick Search’ and ‘Advanced Search’.

1. To search for help articles, click the Search tab on the left-hand side of the screen.
2. Select the Help option from the dropdown list.
3. Quick Search – Enter a keyword that you want to search by. If the search field is left blank all help articles available will be returned.
Advanced Search – Click on the <Advanced Search> button. The advanced search options will display in the box on the right.

Search for the item needed using the options:

1. **Search** – choose the Help option from the dropdown list:
   a. All of Help – searches for all articles (default)
   b. Help Articles – searches for Infinite Campus help articles
   c. Documentation/Tutorials – searches for articles that have ‘documents’ or ‘tutorials’ attached
   d. Custom Articles – searches for articles marked as ‘custom’
2. **For** – searches for the module help is required for (i.e., Gradebook, Attendance Letters).
3. **Start Date** – searches for Help documentation created or modified after this date.
4. **End Date** – searches for Help documentation created or modified before this date.

The help articles for some features are not available through context sensitive help, and can only be accessed using the **Search** tab option.