

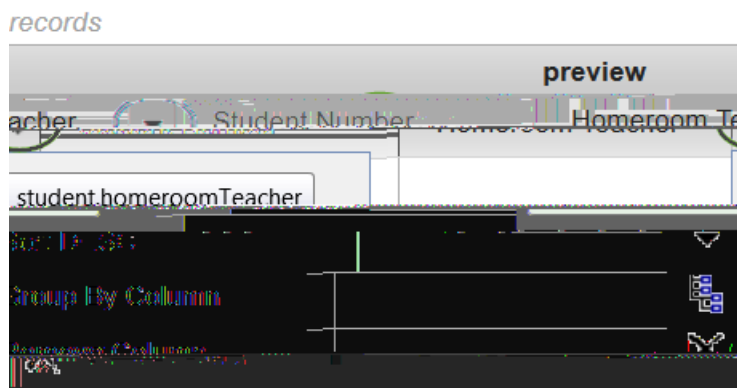
# Key Points for Infinite Campus

Two adhoc reports have been created for Perfect Attendance.

## Define the Fields of the Report:

1. Go to: Index > Ad Hoc Reporting > Filter Designer
2. Go to the folder: "Secretary Office Professional" and find one of the two adhoc filters that have been created for

5. Scroll down to blue adhoc fields and find the fields to add to the report. When you find the field you want, drag it to the right window. Double-clicking the field will add the field to the end of the report. You can arrange your report by dragging the headers where you'd like them to be. You can also arrange the report fields by selecting an option from the drop down of each header:



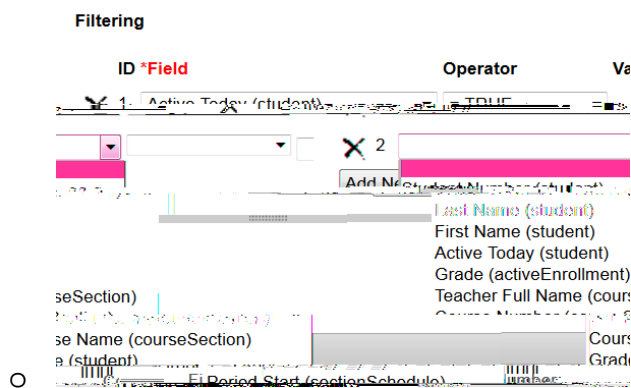
**FIND EACH OF THE FIELDS YOU NEED AND DRAG THEM INTO THE RIGHT WINDOW USING THE PATHS BELOW:**

#### Suggestions for Elementary Reports:

- o For Homeroom field: Student > Demographics > Homeroom Teacher
- o For Grade field: Student > Demographics > Grade

#### Suggestions for K-8, Middle and High School Reports:

- o For Teacher Name: Student > Learner > Schedule > Course Section > Teacher Full Name
- o For Course Number: Student > Learner > Schedule > Course Section > Course Number
- o For Course Name: Student > Learner > Schedule > Course Section > Course Name
- o For Grade: Student > Demographics > Grade
- o From the adhoc fields, find: Student > Learner > Schedule > Course Section > Section Schedule > Period Start.
- o Click on the Add New Filter to narrow your search.
- o Select your search filters from the Filtering drop-down menu. (i.e., For period, select "Period" from drop-down menu):



- In the Operator section: Select your filtering query (i.e., = )
- In the Value section: Enter the period in which you would like to have your report grouped or organized by.

## 6. Name your Report and Save

### To Merge the Ad Hoc with the View (running the report)

1. Refresh your screen by clicking somewhere else.
2. Go to Index > Ad Hoc Reporting > Data Viewer
3. Select the Report to run. (If you would like to COPY the report, click the Copy button and rename your report).

4. In the Report Options window:
  - Select the adhoc to use: Pass thru with the Perfect Attendance Student results
  - Select the Report Output Format (CSV will export to an Excel file)
  - Generate Report

Your report will be saved in the Download area (under the arrow in the upper right hand corner of your screen).

**For future use:** If you would