Ad Hoc Filters – Reports

Infinite Campus allows the user to pull data from the program to place in letter format or report format. Some data can then be copied and pasted into excel or other programs for further exploration.

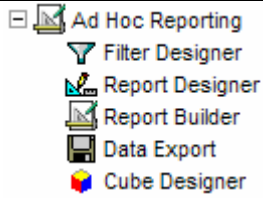
Below you will find:

1. How to create Ad Hoc Filters (lists of students or data you are interested in finding).
    a. How to use ad hoc filters to see data
2. How to build a report to make a "mail merged" letter with data from IC.
3. How to combine Ad Hoc Filer and Report Builder to actually make the letter/report.
4. How to use Activity Eligibility report to see grade data on selected students in one report.
    a. This report will show you actual "to-date" grade information rather than just report card data on grades. All students must be in an activity to use this report.

You can design your own reports in IC. The first thing you need to make is a "list" of either the students or the items you would like to use for your report.

- **Filter Designer**: Where you make the list of items/students
- **Report Designer:** Location where you can make letters with the data from your filter designer list

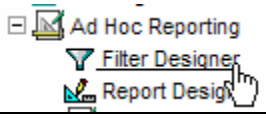
Report Builder: Once you made a list and a report you use this to put them together to print or view

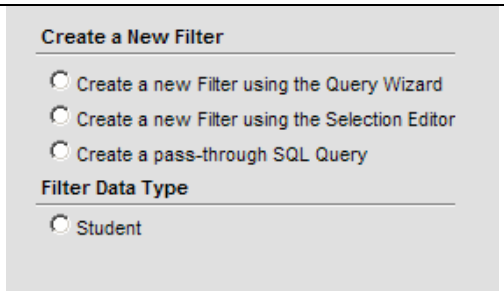


First Step: Choose Information – Filter Designer

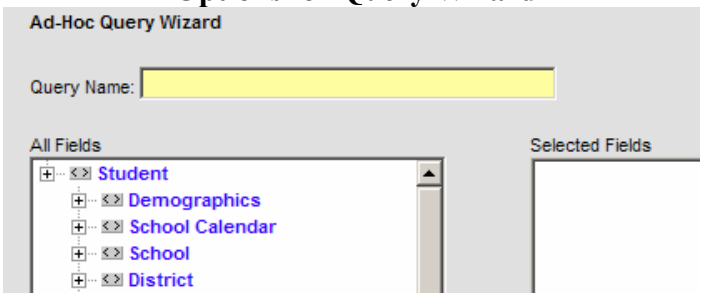
Select Query Wizard or Selection Editor and Student

See pictures below of difference between Query and Selection Wizards

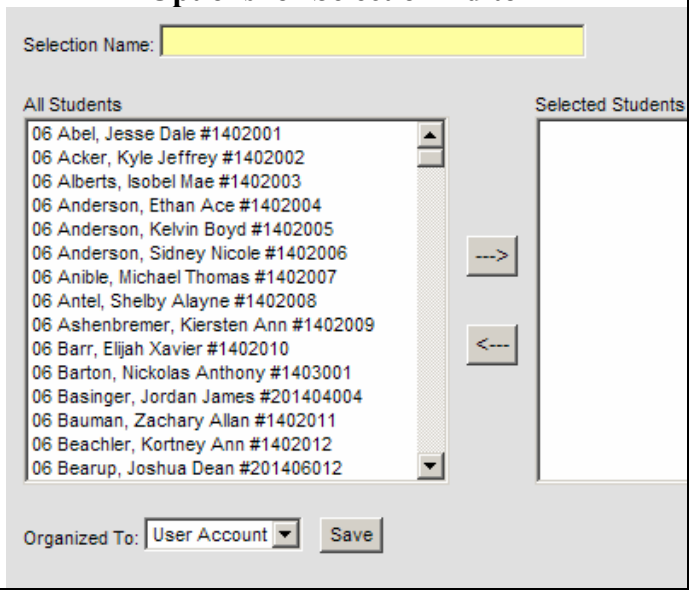




Options for Query Wizard



Options for Selection Editor



Created on 12/6/2007

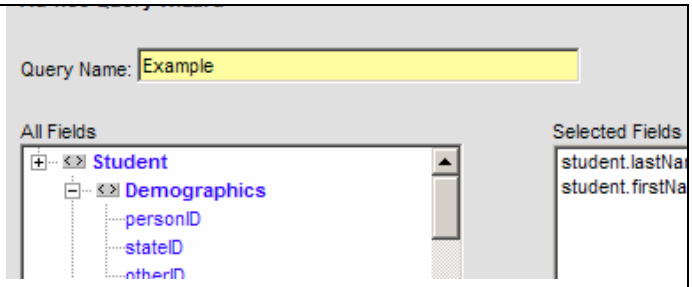
Ad Hoc Reporting – Filter Designer

Options for Query Wizard

You must name the Query

Once you select an item for the list, it must remain in this order on the right side of the screen. If you want them to appear in a different order, you must start over

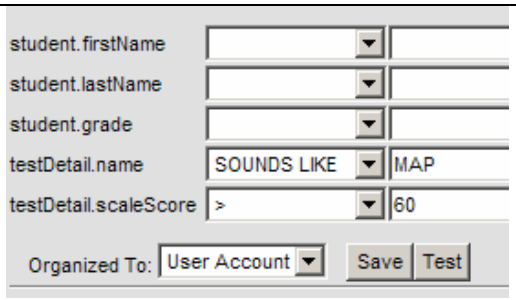
Once you have all selections, choose NEXT



Each of the items you selected will appear in this list. (see help section in IC when you are in this part of the program to know what each of the selection options does)

** Do not change the location of a file saved in a public location because it will change the location of the file and it will not be available for the person who created the file.

Please work to keep public locations organized and neat.

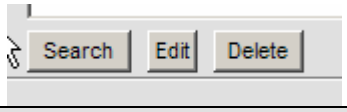


****Use **TEST** to see if the data you wanted appears – a PDF report will open. If not, go back and edit selections.****

SAVE – notice that you can save the document to any of the three places: User Account, Teacher or your school. Remember that Teacher saved reports will appear for ALL district teachers.

Once you have designed your report – you can always go back in and make changes or check to make sure settings are the same (I strongly recommend you check settings on all publicly saved files in case someone else changed the selections.)

To make changes – select report and choose edit. Screens will look like two pictured above – follow same steps.



Options for Selection Editor

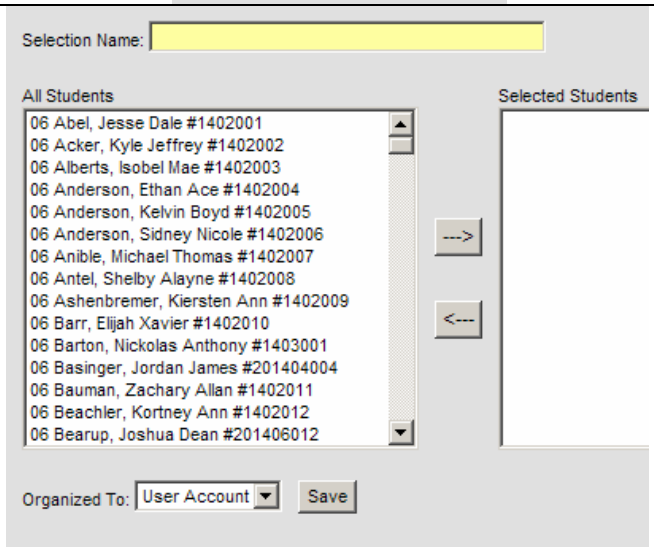
This section allows you to select only the students you want to include in your reports. This is nice for classroom reports and small groups.

You must use the arrow to move the student's name to the right.

To select more than one student at a time when they are not next to one another, hold down the control key while you click on the name.

To select a whole section of students, hold down the shift key as you click.

There are no other steps – once you create the list of students and save them you are done and can use the ad hoc filter you made in other areas of IC.

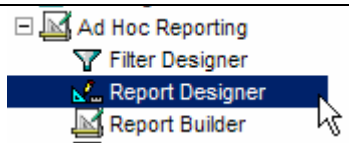


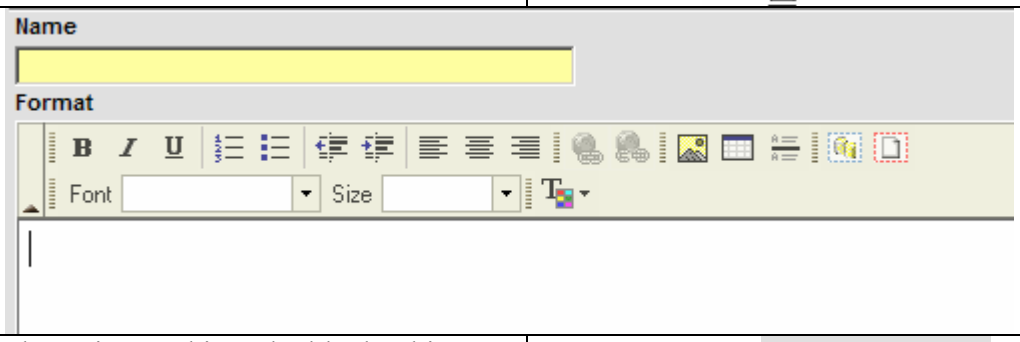
Created on 12/6/2007

Report Designer and Report Builder

Report Designer

In report designer you can design your own letters (like mail merged letters).



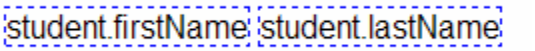


The body of the letter is typed into the blank white space. Do not type any IC data; this is filled in using Insert/Edit fields. There are two places to find student information (see picture on right). Select any of the data you would like to have in the message. If you enter more than one item at a time, you will need to place a space between the fields.

You can enter all of the data fields you will need and then copy and paste them into the correct location on the letter if you would like. You can also copy fields to use again in the letter.

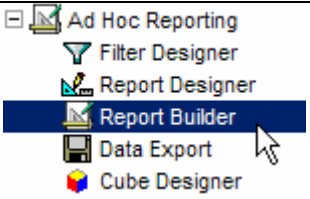
Once again, save letter when finished.

Example of inserted fields



Report Builder

These are the basics – you can also make unions… you will have to test this on your own ☺

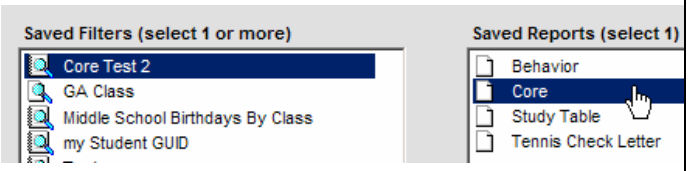


Select the filter and the report you want to combine together and build the report.

A PDF will appear with your report containing the data in the letter and your students.

If the data is wrong, change in filter designer.

If the letter does not look like you wanted it, change it in report designer.

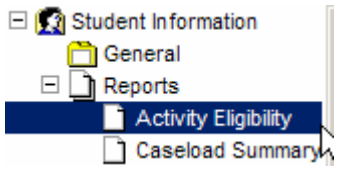


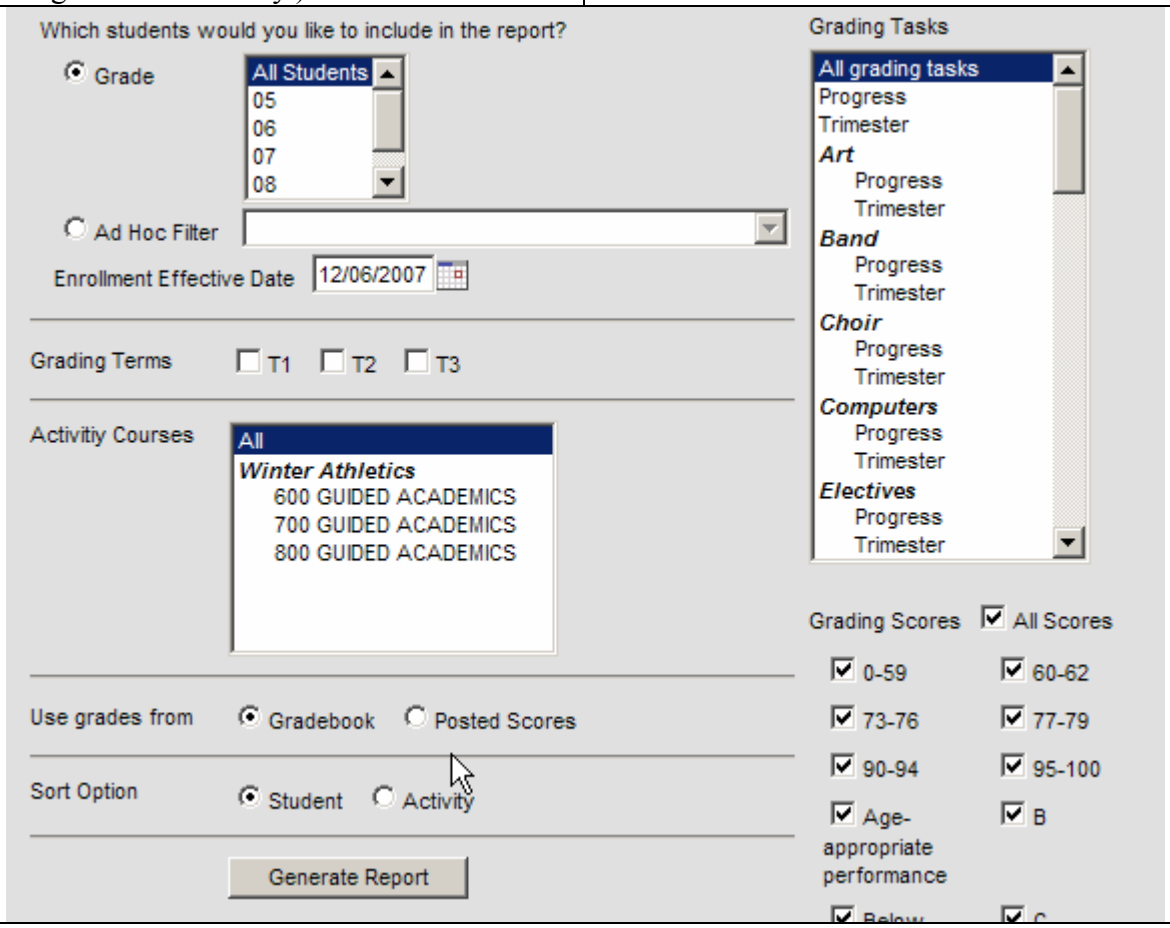
Created on 12/6/2007

Activity Eligibility – Used to see current gradebook grades.

Activity Eligibility – Allows user to create a list of current grades in all classes for students in ad hoc filter.

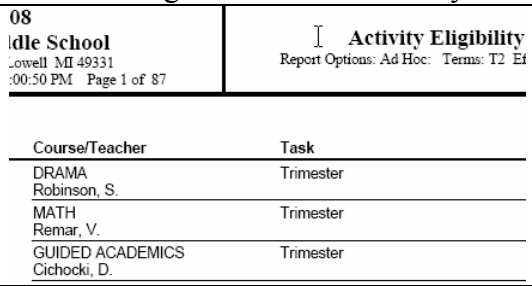
** This report will only work if the students have been assigned to an activity. (All middle schools students have been assigned to an activity.)





- Select either a grade or pull down the Ad Hoc filter to use to create the report
- Choose a Grading Term
- Select the grade(s) you want to appear in the report. If you do not want all grades, uncheck the all scores box and only select the grades you would like to appear. All grading scales are included, be sure to check all boxes that relate to your desired report preferences.

If you want to change the selections after you have made the report, you must go out and start over.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Activity Eligibility
Report Options: Ad Hoc: Terms: T2 Ef

Course/Teacher	Task
DRAMA Robinson, S.	Trimester
MATH Remar, V.	Trimester
GUIDED ACADEMICS Cichocki, D.	Trimester

Report will appear like picture on left but it will include student name and current grade.

Created on 12/6/2007