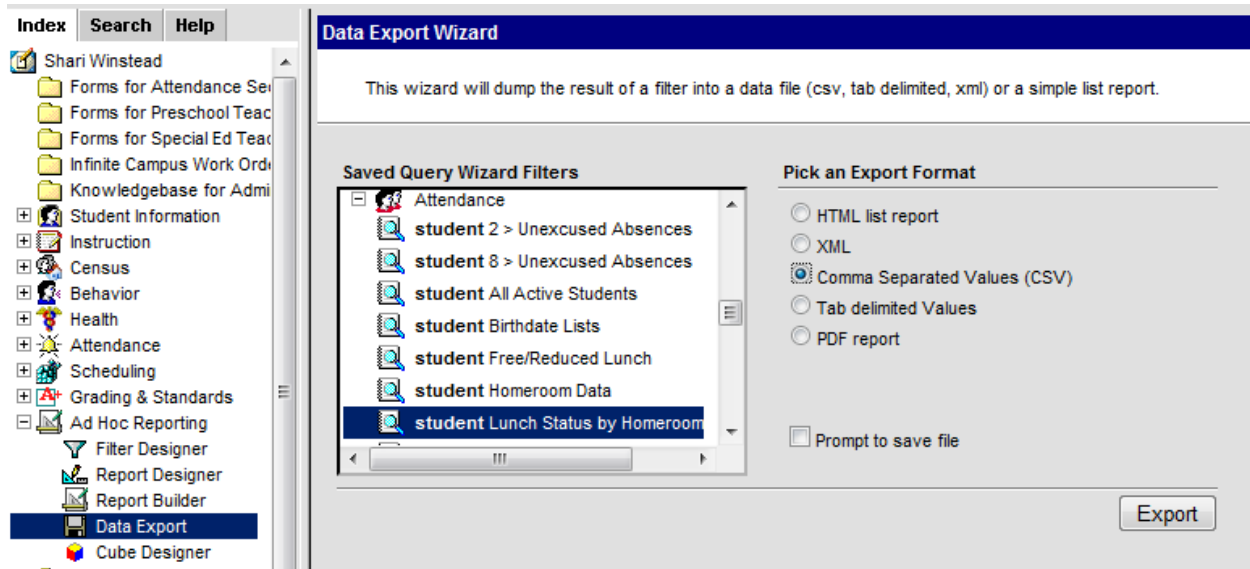


## How to Run a “Lunch Status by Homeroom” Report

Open Infinite Campus.

Expand Ad Hoc Reporting.

Select Data Export.



In the ‘Saved Query Wizard Filters’ box, expand Attendance, and click on ‘student Lunch Status by Homeroom’. Select CSV format. Click Export.

The file will be opened with Microsoft Excel.

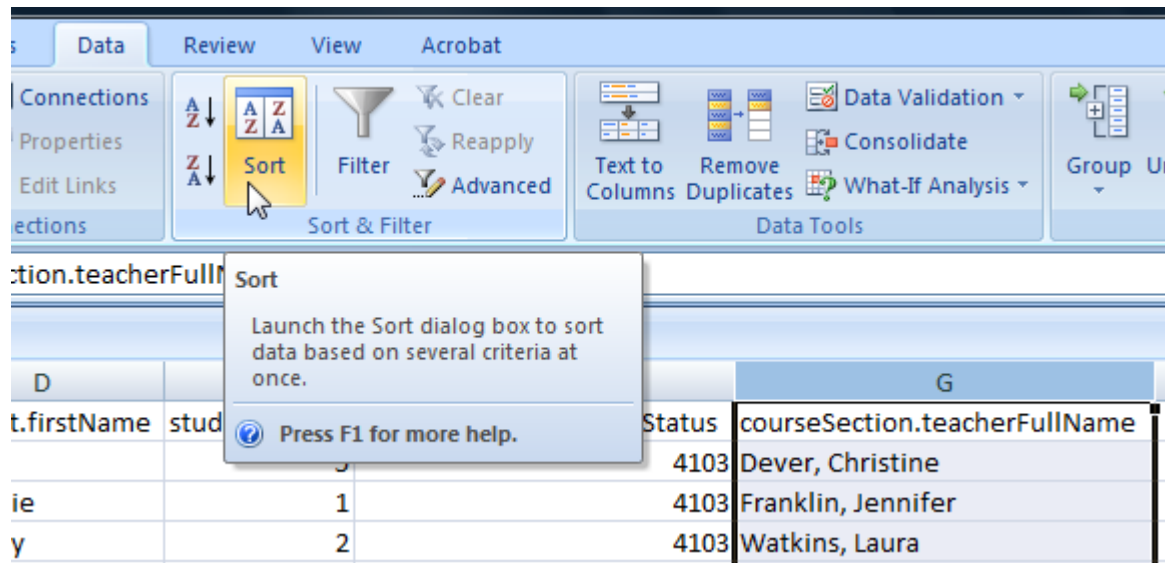
Click on the top left cell which will select all columns on the spreadsheet.

	A	B
1	sch.num	student st
2	330	1.95E+09 Ad

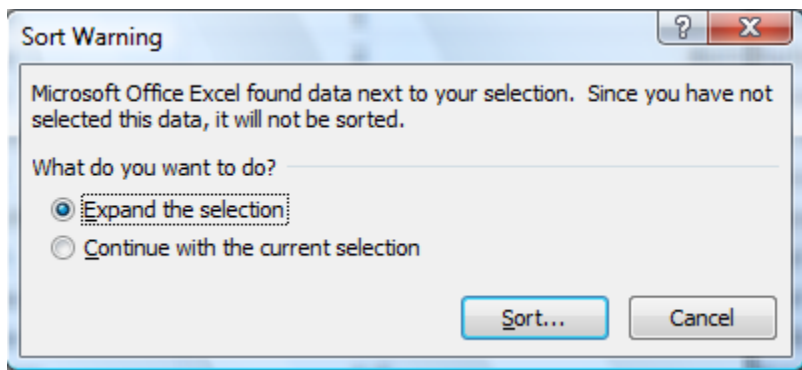
Then double click on the line between the A and B columns to expand each row so that you can better see the contents in each cell.

Click on any cell so that all of the cells are no longer highlighted (selected).

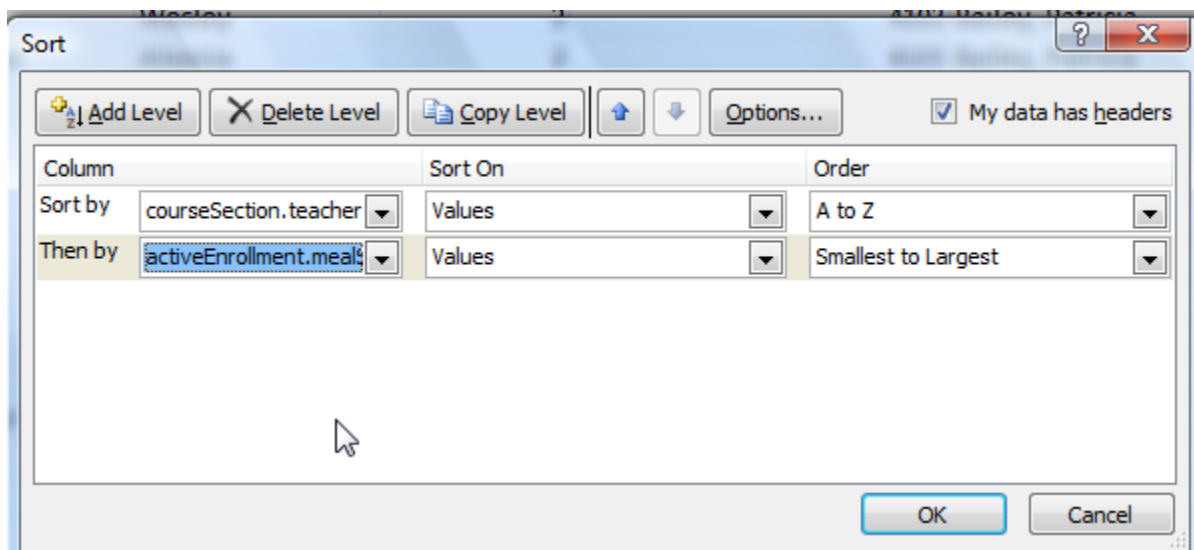
To sort by homeroom, highlight Column G. From the Data menu at the top, select Sort.



Select 'Expand the selection', and click SORT.



When prompted, sort by `courseSection.teacherFullName`. Click the 'Add Level' button, and add `activeEnrollment.mealStatus`. Click OK.



Your spreadsheet will be sorted by teacher and then meal status.