

Determine Which Students have Program Flags

(For Attendance Secretaries)

Log on to Infinite Campus.

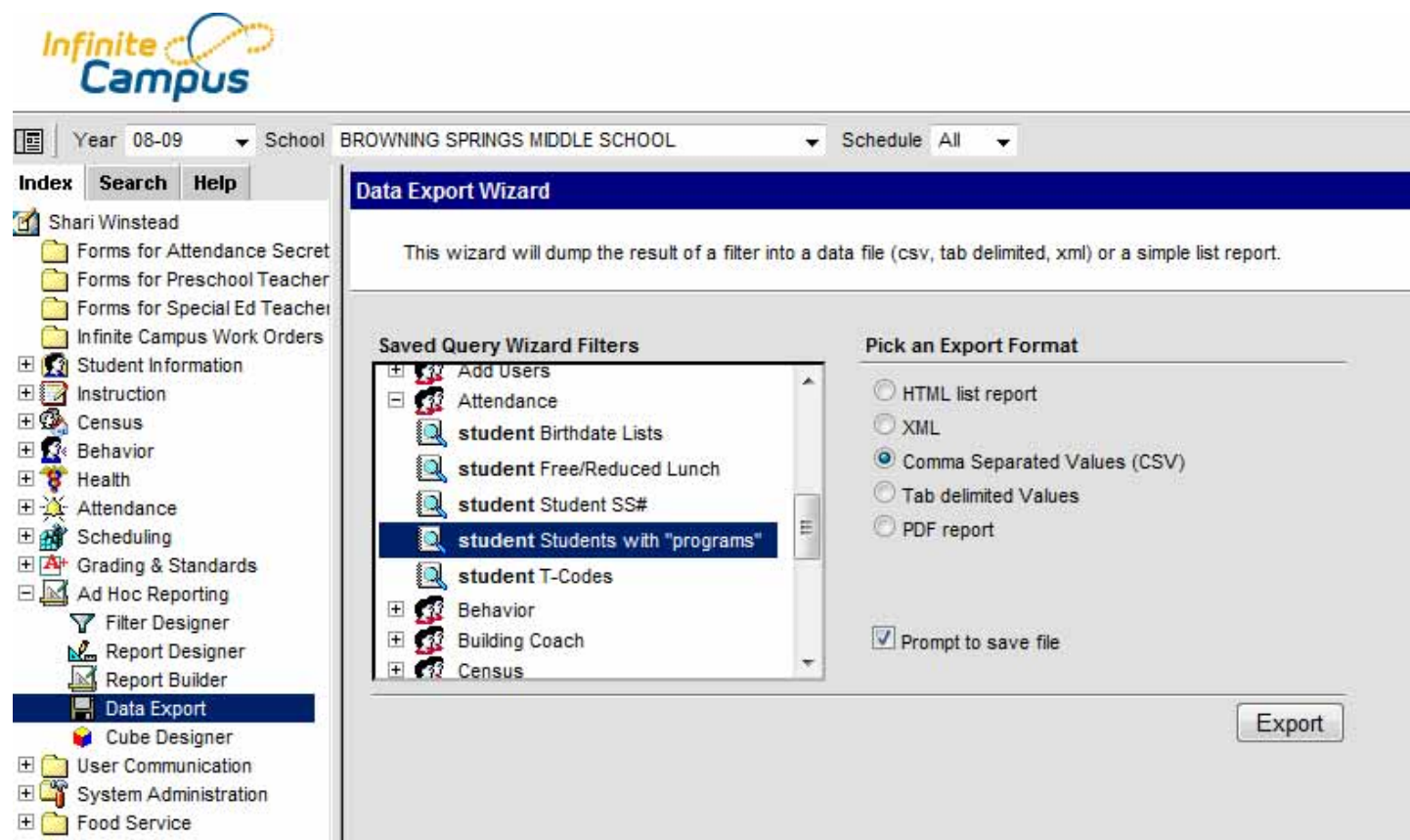
Expand **Ad Hoc Reporting**.

Click on **Data Export**.

In the Saved Filters box on the right, expand Attendance and select “**student Students with “Programs”**”.

Select **Comma Separated Values (CSV)** to export this information into Excel.

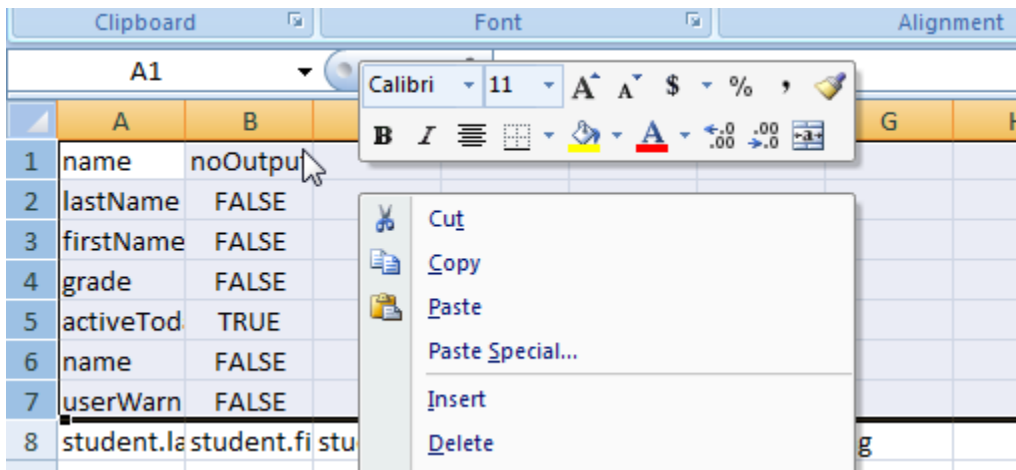
Click “Prompt to Save File”. Click the **Export** button.



The screenshot shows the Infinite Campus interface. At the top, the logo is on the left, and navigation elements include 'Year 08-09', 'School BROWNING SPRINGS MIDDLE SCHOOL', and 'Schedule All'. A left-hand navigation menu is expanded to show 'Data Export'. The main content area is the 'Data Export Wizard'. It features a 'Saved Query Wizard Filters' list where 'student Students with "programs"' is highlighted. To the right, under 'Pick an Export Format', 'Comma Separated Values (CSV)' is selected. A 'Prompt to save file' checkbox is checked, and an 'Export' button is located at the bottom right of the wizard.

Open the file in Excel.

Highlight, then delete, the first seven rows that provide the names of the fields that were exported.



You now have a listing of all students with any type of flag. This list can be sorted by column as needed.

8	student.lastName	student.firstName	student.grade	spProgram.name	spProgram.userWarning
9	Mouse	Mickey	6	SE	Active
10	Joe	Jane	7	SE	Active
11	Achhv	Kari	8	SE	Active

If you find students who need a program flag, search for the student.

Click the Programs tab. Click New.

