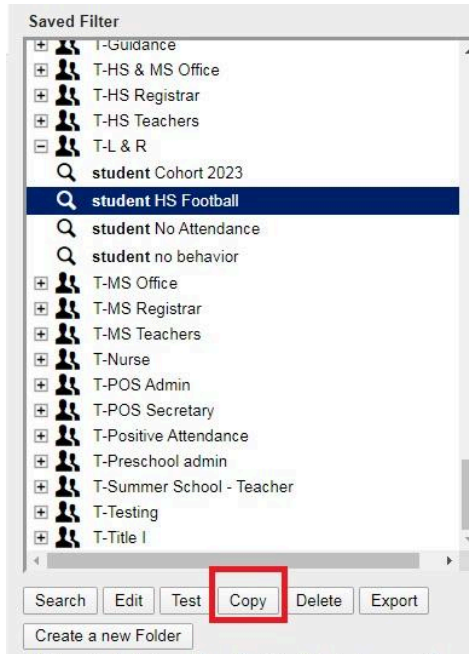
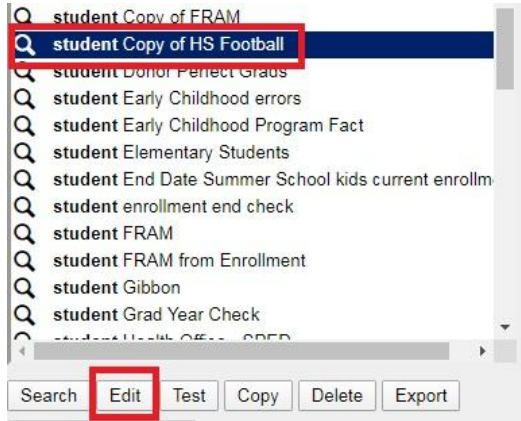
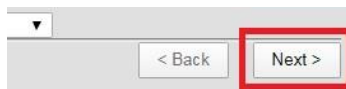


Infinite Campus - AdHoc - Copy

- Find and Highlight the Query
- Select Copy
- Highlight the Copied Query
- Select Edit



- Rename the Query
- Make changes to Field Selections as needed
- Scroll down and Select Next



Ad Hoc Query Wizard - Field Selection

Select fields to use for creating a filter for which logic and output formatting may be applied. Click a field within the All field to the Selected Fields window. To remove a field from the Selected Fields window, select the field(s) and click the order selected; however, the sequence can be changed on the Output Formatting screen. At least one field must be

Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation

*Query Name:

Short Description:

Long Description:

Select categories & fields

Filter By: Search Clear

All Fields

- Student
 - Demographics
 - School Boundaries
 - School Calendar
 - School
 - District

Selected Fields

- student.lastName
- student.firstName
- student.endStatus
- spProgram.programID
- spProgram.name
- spProgram.code
- spProgram.endDate

Field Selection > **Filter Parameters** > Output Formatting > Grouping

- On the Filter Parameters screen, make changes as needed.
 - For Example: Change the Programs ID
- Scroll down
 - Save and Test
- Check to see if the results as what you expected.

*Query Name:

Short Description:

Long Description:

Filter the data

ID	*Field	Operator	Value
1	student.lastName		
2	student.firstName		
3	student.endStatus	IS NULL	
4	spProgram.programID	=	11
5	spProgram.name		
6	spProgram.code		
7	spProgram.endDate	IS NULL	

Add

- Note - You can save your AdHoc filters in your own Folder...just "loose" in your account, or in a User Group

Save To: ☐ User Account Folder:

☐ User Groups

Save Save & Test