



KAMEHAMEHA SCHOOLS

## Infinite Campus - User Guide

# How to Use Ad Hoc Reporting

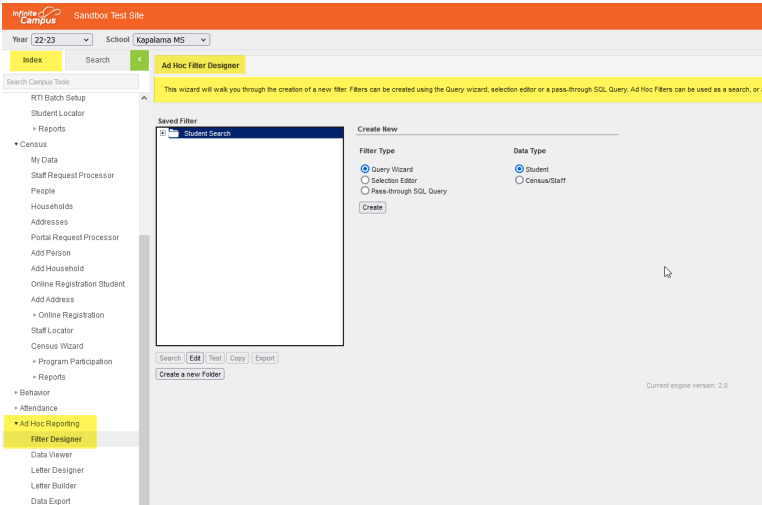
**Overview:** The purpose of this help guide is to show How to Use Ad Hoc Reporting when selecting data for students, census/staff, courses/sections. It is used to generate custom reports.

1. Go to Ad Hoc Reporting – select Index and scroll down to Ad Hoc Reporting

The screenshot shows the Infinite Campus interface in a 'Sandbox Test Site' environment. At the top, there are filters for Year (21-22), School (KS Preschool), and Calendar (21-22 PS Hilo). The left navigation menu includes options like 'Index', 'Search', and various tool categories such as 'Student Information', 'Census', 'Behavior', 'Health', 'Attendance', 'Scheduling', 'School Store', 'Activity Registration', 'Fees', 'Grading & Standards', 'Medicaid', 'Program Admin', and 'Ad Hoc Reporting' (which is highlighted in yellow). Under 'Ad Hoc Reporting', sub-options include Filter Designer, Data Viewer, Letter Designer, Letter Builder, Data Export, Data Analysis, and Batch Queue. The main content area features a 'District Announcements' section with a warning: 'YOU ARE IN THE SANDBOX - Refreshed on 03/25/2022'. Below this is the Kamehameha Schools logo and a welcome message for users of the Infinite Campus Student Information System. A 'School Announcements' section shows 'No school announcements at this time.' and a 'Process Alerts' section shows 'No Process Alerts items at this time.' with a table header for Process, Name, Posted Date, and Due Date.

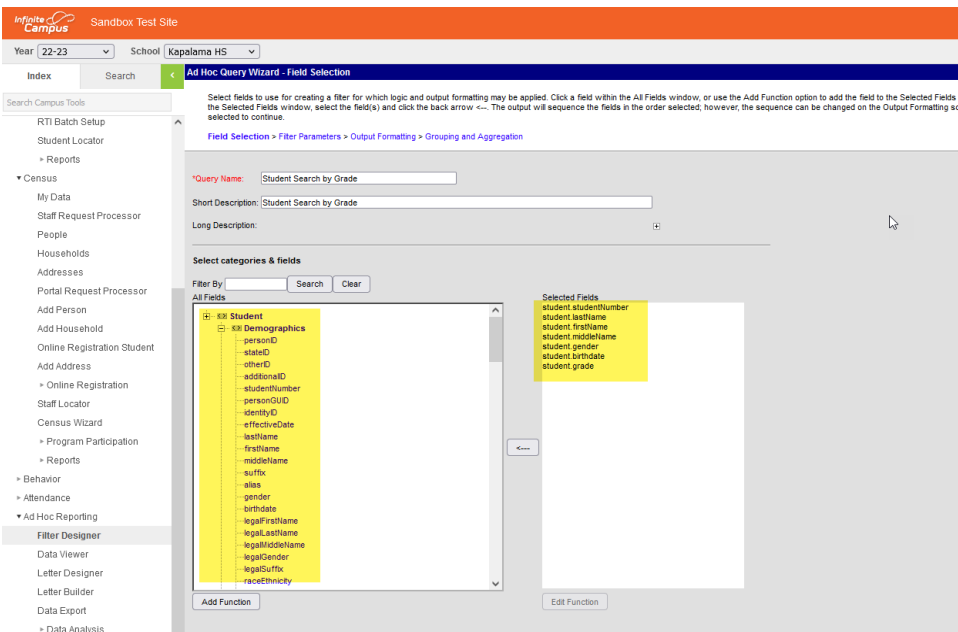
## 2. Select Filter Designer:

- create new Folder to store your reports
- create New:
  - Filter type - Query Wizard
  - Data type - Student



## 3. Ad Hoc Query Wizard

- Create a Query Name and short description
- Select categories and fields
  - Student – expand Demographics
  - Select field and move over to selected fields
  - Select Save



#### 4. Generate Report: Select one of the following

- select **Filter** (from your folder if you created one)
- select **Search** – list of students matching your query will appear in search results
- select **Edit** – edit your query fields by adding or removing data fields
- select **Export** – export list to excel or pdf

#### Screenshots:

Student Search by Grade Total Records: 468 [Simple HTML table](#)

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

student.student...	student.lastName	student.firstName	student.middleN...	student.gender	student.birthdate	student.grade
1152874	Aana	Kaz	Zephaniah	M	10/25/2008	08
1167070	Aga	Kahi	Masako Nancy Ierome	F	10/25/2009	07
1628912	Ahuna	Kawika	Kekauohaomanaoio...	M	04/04/2009	08
1156736	Aipoalani	JD Lucas-Caio	Kamanaopono	M	02/02/2009	08
1628763	Aiu	Isaiah	Kealakai Takumi	M	06/26/2009	08
1157240	Akau	Carson	Isamu	M	04/18/2009	08
1644190	Akau	Maya	Laiku Kauilaunaole Kaeden	F	06/27/2009	08
1586402	Aki	Ashlyn	Kanani Chiyoko	F	03/18/2009	08
1166623	Akiona	Aaron	Kalai	M	09/13/2009	07
1163021	Akiona	Jace	Jin Kaeleku	M	02/26/2009	08
1163610	Alcain	Jillian	Marley	F	11/26/2008	08
1157986	Aldeguer	Tiahna	Maura Malia	F	01/13/2009	08
1163783	Alferez	Davi	Paia Romeo	M	08/25/2008	08
1157747	Allen	Ahna-Lynn	Malia	F	01/02/2009	08
1568157	Alo	Bella	Kealohaoikela	F	11/13/2008	08
1156896	Alomar	Camryn	Makaliulani	F	07/17/2009	08

#### 5. Additional features

- Filter parameters – allows users how fields are filtered
- Saved filters can be used in advanced searches – data export or to filter report results
- IC Campus Community – [Filter Designer](#)