

Infinite Campus Multi-Select

10/31/2025 10:49 am EDT

This article will assist users with creating an Ad Hoc Report using the Filter Designer to multi-select a group of students using the Student State ID.

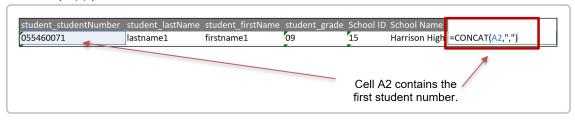


See the Advanced Person Search (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/advanced-person-search) article for a new multi criteria search option.

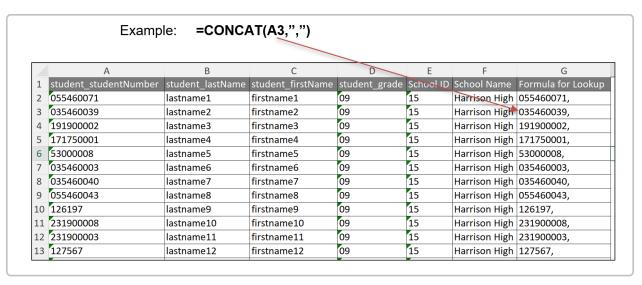
Prepare the Data | Create the Ad Hoc Filter | Using the Filter

Prepare Data in Excel

- 1. Open your data in Excel or Google Sheets.
- 2. Enter the following formula in a new column.
 - **=CONCAT(A2,",")**



3. Copy the formula to the other cells referencing the row number in Column A.



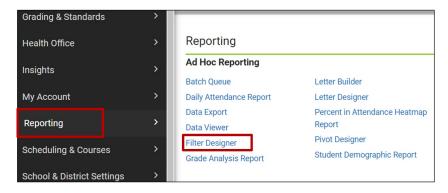
4. Copy the cells that have the formula. (i.e. copy cells G2 through G13)



Create an Ad Hoc Filter Using the Copied Student Numbers

Navigation: Menu > Reporting > Ad Hoc Report > Filter Designer

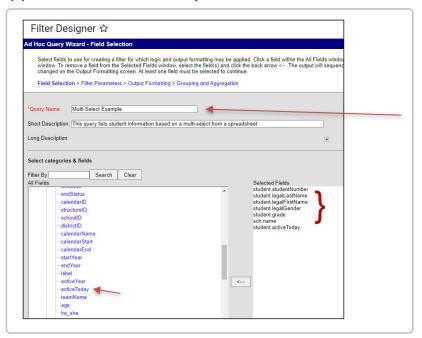
• Open the **Filter Designer** in Infinite Campus.



- Under the Create New section, choose Query Wizard for the Filter Type and Student for the Data Type
- Click Create



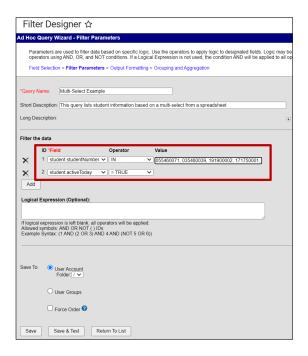
- Name the query and provide a description of the query (if desired)
- Choose the **fields** you want in your final query.
- For active students only, you must add the field activeToday



• Click Filter Parameters



- Click the x to remove all fields except studentNumber and activeToday
- Set the operator for studentNumber to "IN"
- Set the operator for activeToday to "=TRUE"
- For the value, paste the ID numbers with the comma from your spreadsheet.



- Click Save or Save and Test
 - o Save and Test will give a view of your output.

Using the Ad Hoc Filter

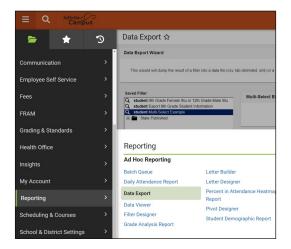
Using the created filter, a student list can be exported to many different formats or used to show the multi-selected students in the student selection menu for quick access. Created Ad Hoc Filters can be used in the Advanced Student search and many reports within Infinite Campus.

Navigation: Menu > Reporting > Ad Hoc Report > Data Export

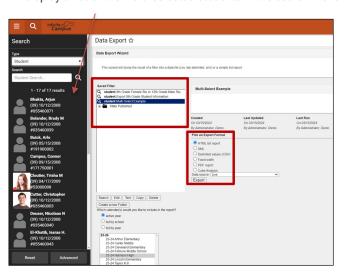


Tango Directions (https://app.tango.us/app/workflow/Exporting-Student-Data-from-Infinite-Campus-Using-the-Multi-Select-Filter-4d638297ac4d40ce8f2e3f07b84937a3) to use the Filter

1. From the main menu, choose the Data Export from the Ad Hoc Menu



- 2. A list of all your available filters will display.
- 3. Click on the desired filter and choose the export format.
 - a. Double clicking on a filter will display a list of the multi-selected students in the search menu



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