Infinite Campus Multi-Select

01/26/2025 9:40 am EST

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.

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,",")

student_studentNumber	student_lastName	student_firstName	student_grade	School ID	School Name	
055460071	lastname1	firstname1	09	15	Harrison High	=CONCAT(A2,",")

Cell A2 contains the first student number.

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

Example: **=CONCAT(A3,",")**

	A	B	C	D	E	F	G
1	student_studentNumber	student_lastName	student_firstName	student_grade	School ID	School Name	Formula for Lookup
2	055460071	lastname1	firstname1	09	15	Harrison High	055460071,
3	035460039	lastname2	firstname2	09	15	Harrison High	035460039,
4	191900002	lastname3	firstname3	09	15	Harrison High	191900002,
5	171750001	lastname4	firstname4	09	15	Harrison High	171750001,
6	53000008	lastname5	firstname5	09	15	Harrison High	53000008,
7	035460003	lastname6	firstname6	09	15	Harrison High	035460003,
8	035460040	lastname7	firstname7	09	15	Harrison High	035460040,
9	055460043	lastname8	firstname8	09	15	Harrison High	055460043,
10	126197	lastname9	firstname9	09	15	Harrison High	126197,
11	231900008	lastname10	firstname10	09	15	Harrison High	231900008,
12	231900003	lastname11	firstname11	09	15	Harrison High	231900003,
13	127567	lastname12	firstname12	09	15	Harrison High	127567,

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

Google Sheets Directions
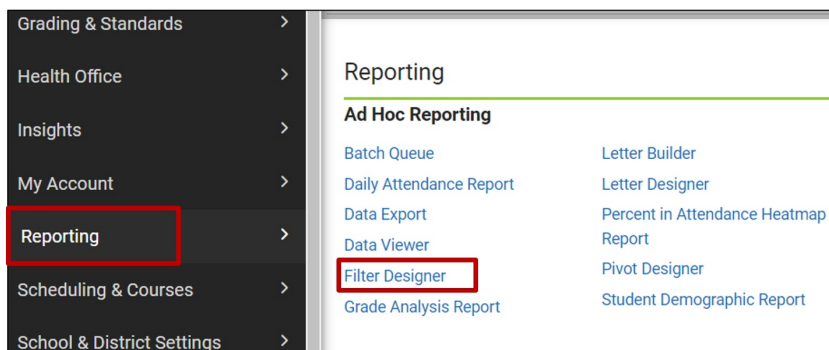- Tango directions for adding the formula in Google Sheets

Excel Video Directions
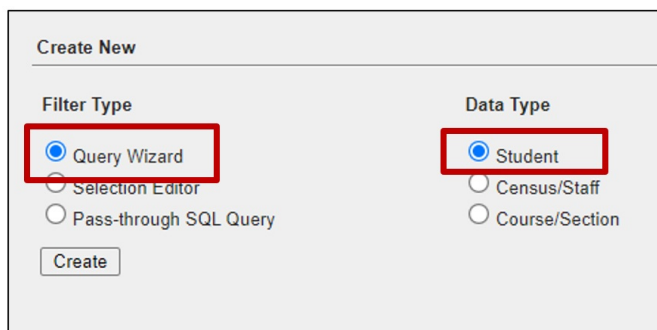- Video directions for adding the formula in Excel

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Create an Ad Hoc Filter Using the Copied Student Numbers

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

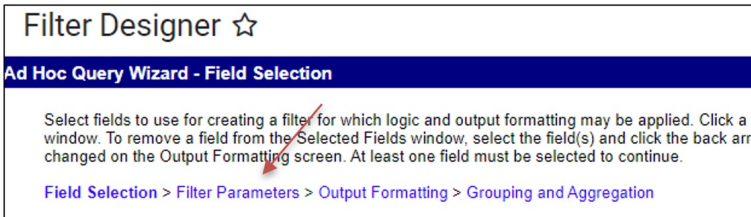- Open the **Filter Designer** in Infinite Campus.

- 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*
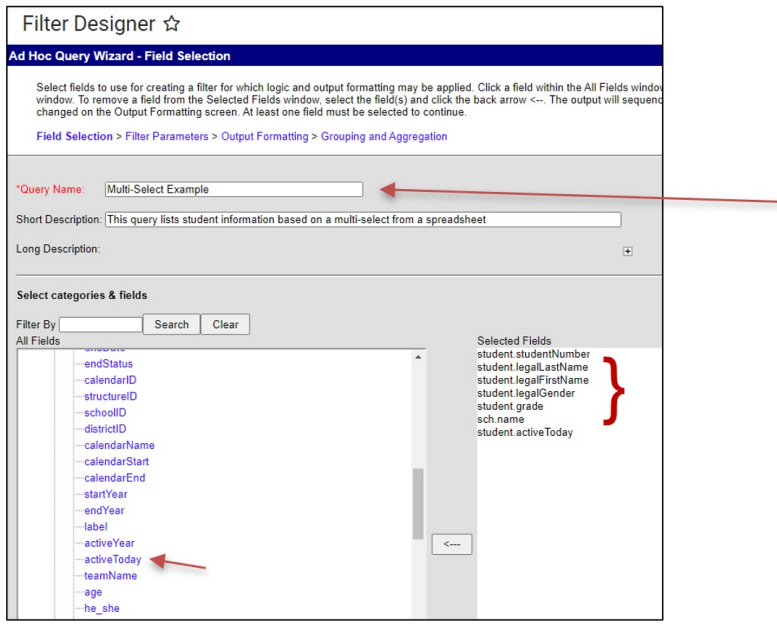
- Click **Filter Parameters**

- Click the ✕ 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**
   - *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 to use the Filter

1. From the main menu, choose the Data Export from the Ad Hoc Menu
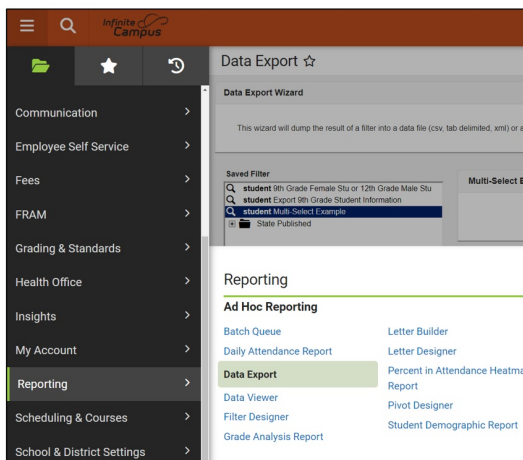
2. A list of all your available filters will display.

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