Key Points for Infinite Campus
How to Query for Perfect Attendance

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Two adhoc reports have been created for Perfect Attendance.

Define the Fields of the Report:

1. Go to: Index > Ad Hoc Reporting > Filter Designer
2. Go to the folder: "Secretary Office Professional" and find one of the two adhoc filters that have been created for you:

   "Perfect Attendance w Date Range Exc Exempt " *(excludes EXEMPT absences such as school functions/field trips, etc)"*

   "Perfect Attendance within a Date Range" *(only pulls students without ANY marks)"*

3. Select the adhoc you would like to use and COPY it into your own User folder or your School's folder.
4. Open the Copied ad hoc filter and select EDIT
5. Change the date range only – KEEP the 'apostrophe' marks. (i.e., The date below would run a report for attendance between 2/24/14 and 2/28/14).

> **Create a Student Pass-through Query**
>
> *SELECT DISTINCT student.personID*
> *FROM student*
>
> LEFT OUTER JOIN attendanceCode a ON a.personID
> = student.personID AND a.calendarID =
> student.calendarID
> AND a.date BETWEEN '2/24/2014' AND '2/28/2014'
> AND (a.excuse IS NULL OR a.excuse <> 'X')
> AND student.startDate <= GETDATE()
> AND (student.endDate IS NULL OR student.endDate >
> GETDATE())

6. Select "Test Query" and Save.
7. The Names/Results will display in the right window.

In order to remove Inactive students and/or group by a particular teacher or period, the above query needs to be merged with a Data Viewer report. See instructions below

To Create Report View:

1. Go to Index > Ad Hoc Reporting > Data Viewer (this is where you can add other filters, such as homeroom, grade, etc.)
2. Go to NEW
3. Select Report and Student.
4. Scroll down to the bottom of the Data Viewer window and select OK

In Data Viewer window, enter the name of the report (i.e., Perfect Attendance –Feb 2014)

5. Scroll down to blue adhoc fields and find the fields to add to the report. When you find the field you want, drag it to the right window. Double-clicking the field will add the field to the end of the report. You can arrange your report by dragging the headers where you'd like them to be. You can also arrange the report fields by selecting an option from the drop down of each header:
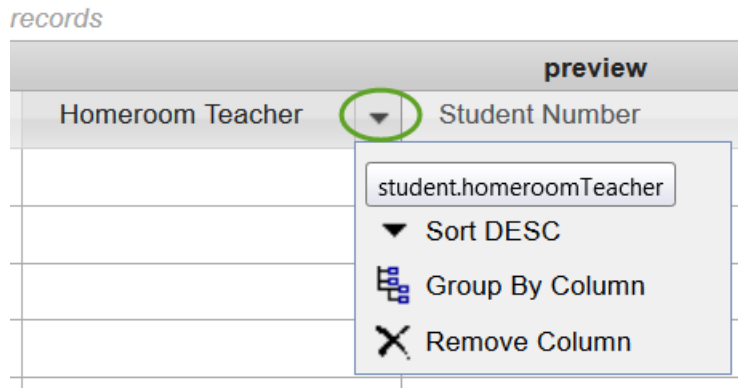

FIND EACH OF THE FIELDS YOU NEED AND DRAG THEM INTO THE RIGHT WINDOW USING THE PATHS BELOW:

Suggestions for Elementary Reports:
o   For Homeroom field: Student > Demographics > Homeroom Teacher
o   For Grade field: Student > Demographics > Grade

Suggestions for K-8, Middle and High School Reports:
o   For Teacher Name: Student > Learner > Schedule > Course Section > Teacher Full Name
o   For Course Number: Student > Learner > Schedule > Course Section > Course Number
o   For Course Name: Student > Learner > Schedule > Course Section > Course Name
     For Grade: Student > Demographics > Grade
o   From the adhoc fields, find: Student > Learner > Schedule > Course Section > Section Schedule > Period Start.
o   Click on the Add New Filter to narrow your search.
o   Select your search filters from the Filtering drop-down menu. (i.e., For period, select "Period" from drop-down menu):
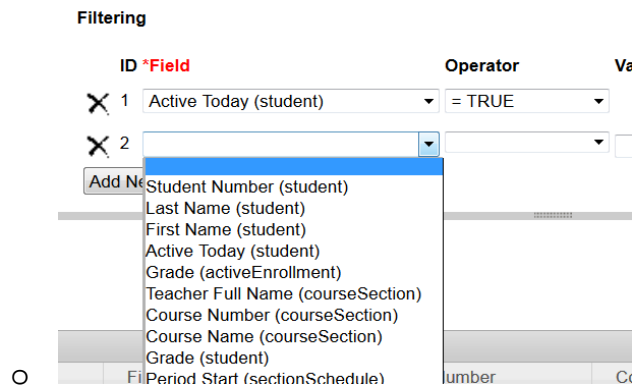
- o   In the Operator section: Select your filtering query (i.e., =)
- o   In the Value section: Enter the period in which you would like to have your report grouped or organized by.

Filtering

	ID	*Field	Operator	Value
✕	1	Active Today (student) ▼	= TRUE ▼	
✕	2	Period Start (sectionSchedule) ▼	= ▼	02
✕	3	▼	▼	

Add New Filter

6.   Name your Report and Save

To Merge the Ad Hoc with the View (running the report)

1.   Refresh your screen by clicking somewhere else.
2.   Go to Index > Ad Hoc Reporting > Data Viewer
3.   Select the Report to run. (If you would like to COPY the report, click the Copy button and rename your report).

Data Viewer

➕ New   ✏️ Edit   🗐 Copy   ✕ Delete

My Reports
- student $PA Test Report
- student Copy of Test -Oct - MS & HS
- student Perf Attendance-3rd Try
- student Perfect Attendance with SQL 11.4.14
- student Perfect Attndance-2nd try
- student test
- student Test -Oct - ES

Report Options

Report Name: test

Ad Hoc Filter:

Report Output Format:
PDF ▼

Generate Report

4.   In the Report Options window:
- -   Select the adhoc to use: Pass thru with the Perfect Attendance Student results
- -   Select the Report Output Format (CSV will export to an Excel file)
- -   Generate Report

Your report will be saved in the Download area (under the arrow in the upper right hand corner of your screen).

For future use: If you would like to run this report again, follow the directions on this page to run the report.