

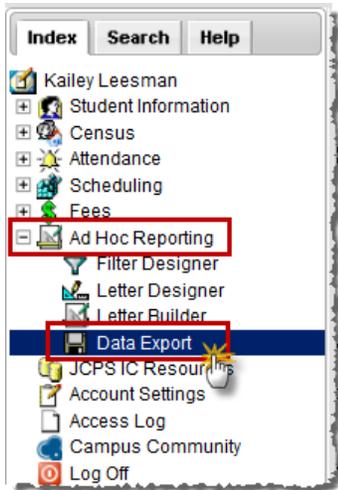
# Ad Hoc Reporting: Data Export

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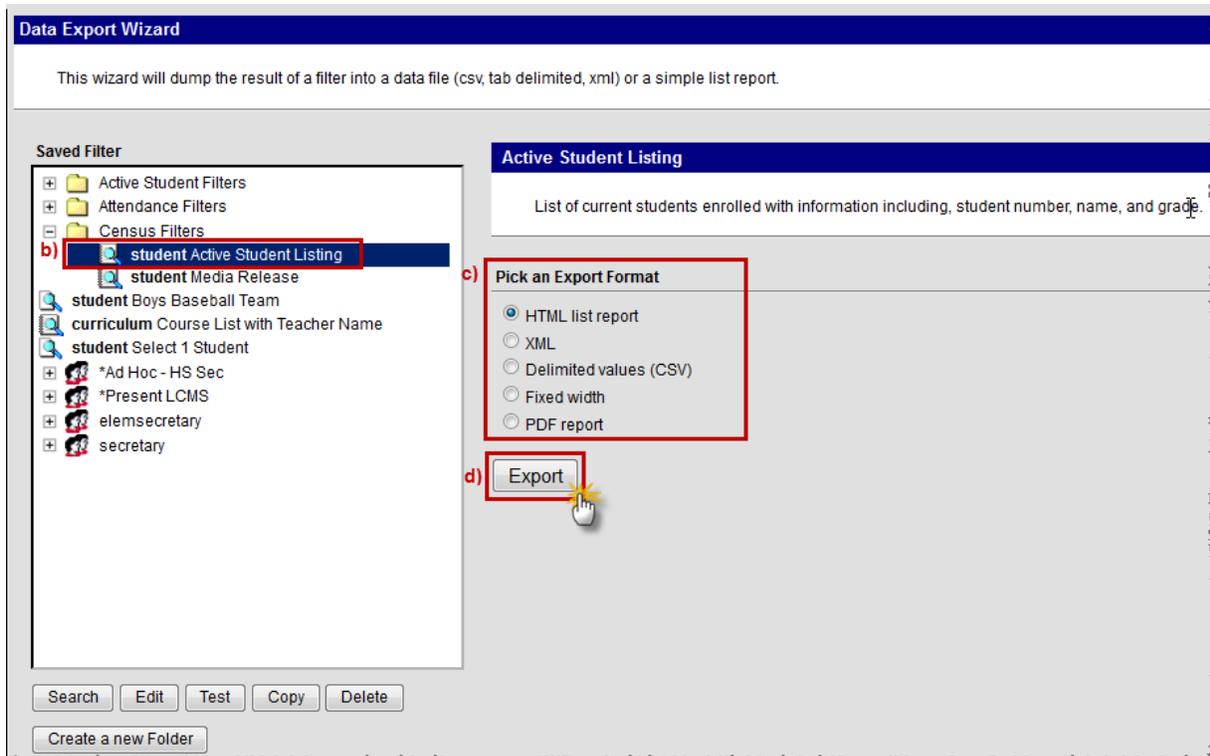
## Ad Hoc Reporting > Data Export

The Data Export tool allows users to view the results of Ad hoc filters in multiple report formats and files. All Ad hoc filters created via the Filter Designer are able to be exported via the Data Export tool.





a) Select the Year, School, and Calendar the data is to be pulled from.



- b) Select an Ad hoc filter from the **Saved Filters** window. This field is populated with filters created in the Filter Designer tool. A description of the filter may appear if established within the filter itself.
- c) Select the desired format of the exported Ad hoc filter by clicking the appropriate radio button in the **Pick an Export Format** area. See the Data Export Fields table below for more information. The length of each field within an Ad hoc filter must be defined in order to properly generate the Fixed Width format. Field lengths are established within the Filter Designer tool.
- d) Select the **Export** button. The exported Ad hoc filter will display in a separate window in the designated format.

## Export Format Options

Field	Description
<b>HTML list report</b>	Exports the results of the Ad hoc filter in HTML format (See image 1).
<b>XML</b>	Exports the results of the Ad hoc filter in XML format (See image 2).
<b>Delimited values (CSV)</b>	<p>Exports the results of the Ad hoc filter in a number of Delimited values (CSV).</p> <p>Options include:</p> <p><b>Comma</b> - Exports the Ad hoc filter in Comma delimited format (See image 3).  <b>Tab</b> - Exports the Ad hoc filter in Tab delimited format (See images 4).  <b>Pipe</b> - Exports the Ad hoc filter in Pipe delimited format (See image 5).  <b>Caret</b> - Exports the Ad hoc filter in Caret delimited format (See images 6).</p> <p>The <b>Include column display header</b> checkbox allows users to control whether or not a header is displayed on the exported Ad hoc filter (See image 7-8).</p> <p>The <b>Double quote data</b> dropdown list allow users to determine when double quotations are added to exported Ad hoc filter data (See image 9).</p>
<b>Fixed width</b>	Exports the results of the Ad hoc filter in Fixed Width format (See image 10).
<b>PDF report</b>	<p>Exports the results of the Ad hoc filter in PDF format. Selecting the <b>Field Name Only</b> radio button means field names in the header will only display the field name as it exists in the database (<i>i.e.</i>, grade is reported for the student.grade database field (See image 11)). Selecting the <b>Table Name and Field Name</b> radio button means both the table and field name will display in the header on the report (<i>i.e.</i>, student.grade is reported in the header for the student.grade database field (See image 12)).</p> <p>Because Ad hoc filter fields can be grouped and report aggregate data, two variations of the PDF format exist. For example, as seen in image 13, filter fields are grouped by student.stateID and student.lastName with an aggregate count of student.stateID using the Record Count Aggregate Type. Ungrouped Ad hoc filters display in a standard list format (See image 14). For more information about grouping Ad hoc filter fields, see the <a href="#">Ad hoc Query Wizard</a> page.</p>

### HTML list report (IMAGE 1)

**Active Student Listing Total Records:240**

All Records				
Grade 01				
Student Number	First Name	Last Name	Grade	Gender
188463296	Hunter	Allen	01	M
846214661	Sydney	Asubler	01	F
698572766	Kalana	Anderson	01	F
208454605	Charles	Baker	01	M
115474166	Grant	Burkemper	01	M
505233113	Ella	Cairo	01	F
615754870	Garnett	Caney	01	M
291646701	Levi	Caney	01	M

## XML (IMAGE 2)

```
<?xml version="1.0" encoding="UTF-8"?>
- <campusRoot>
  - <Header g3PushNotificationEnabled="false" lepTab="true" accountabilityEnabled="false" limitedEdition="false" batchThreads="2"
    batchQueueEnabled="true" simsLinked="false" ldapAuthenticationEnabled="false" taskScheduler="true"
    dataImportToolEnabled="false" financeEnabled="false" payrollEnabled="false" hrEnabled="false" posEnabled="false"
    logoutDelay="5" refreshLimit="12" refreshMinutes="5" appletGZip="true" clientIP="/192.168.46.162" isSafari="false"
    isGecko="true" isFF="true" isMac="false" isIE="false" onlinePaymentsMode="TEST" dataMartsEnabled="false"
    onlinePaymentsEnabled="null" quartzSchedulerEnabled="true" campusIDEEnabled="false" shoutpointEnabled="false"
    messengerEnabled="false" userAgent="Mozilla/5.0 (Windows NT 6.1; WOW64; rv:24.0) Gecko/20100101 Firefox/24.0"
    districtNumber="026006" edition="district" group="" state="MO" appServer="app1" appName="jeffcity_sandbox"
    yearScope="2014" structureScope="174" districtScope="1" schoolScope="1" calendarScope="182" calendarCookie="182"
    time="08:27:03 AM" date="10/04/2013" baseUrl="https://ic.jcps.k12.mo.us/campus/">
    <Param value="adhoc.AdHocFilter-listAdhocData" name="x"/>
    <Param value="live" name="source"/>
    <Param value="extract.xml" name="saveAs"/>
    <Param value="7576" name="filterID"/>
    <Param value="182" name="calendarID"/>
  - <User lastLogin="10/03/2013 05:12 PM" calendarCount="205" OLPAccountID="0" sessionID="0" districtID="1"
    firstName="Kailey" lastName="Leesman" personID="71510" hideToolBar="false" hideBanner="false"
    allFinanceAccounts="false" allCalendars="1" allModules="0" hasSecurityRole="false" username="adhoc.test"
    userID="18174">
    <financeAccountAccessRights/>
    <financeAccountReportRights/>
```

## Delimited Values (CSV)

### Comma (IMAGE 3)

Note Pad Program Export

```
1 Student Number,First Name,Last Name,Grade,Gender
180463296,Hunter,Allen,01,M
846234663,Sydney,Ambler,01,F
698572766,Kallana,Anderson,01,F
208454605,Charles,Baker,01,M
113476166,Grant,Burkemper,01,M
505233117,Ella,Cairo,01,F
631714870,Garrett,Carney,01,M
280466700,Levi,Casey,01,M
670271519,Nash,Chapman,01,M
600073488,Samantha,Clack,01,F
402809663,Sharla,Clay,01,F
907743747,William,Coates,01,M
304807217,Jayden,Coleman,01,F
507730711,Kelli,Crisp,01,F
802383660,Kenneth,Davis,01,M
400078070,Isabella,Delgado,01,F
003314766,Jacinda,Espinosa,01,F
802383660,Nakiyah,Erve,01,F
```

Excel Program Export

	A	B	C	D	E
1	Student Number	First Name	Last Name	Grade	Gender
2	180463296	Hunter	Allen	1	M
3	846234663	Sydney	Ambler	1	F
4	698572766	Kallana	Anderson	1	F
5	208454605	Charles	Baker	1	M
6	113476166	Grant	Burkemper	1	M

**Tab (IMAGE 4)**

**Note Pad Program Export**

Student Number	First Name	Last Name	Grade	Gender
1804632796	Hunter	Allen	01	M
846254661	Sydney	Ambler	01	F
698572796	Kallana	Anderson	01	F
208454605	Charles	Baker	01	M
115474366	Grant	Burkemper	01	M
505233113	Ella	Cairo	01	F
615754870	Garrett	Carney	01	M
292666709	Levi	Casey	01	M
670271556	Noah	Chapman	01	M
602073487	Samantha	Clack	01	F
402809463	Shantia	Clay	01	F
967743745	William	Coates	01	M
304807217	Jayden	Coleman	01	F
567730551	Keri	Crisp	01	F
802383660	Kendricc	Davis	01	M
402078073	Isabella	Delgado	01	F
063354566	Jacinda	Espinosa	01	F
818774423	Naktyah	Frye	01	F
130299967	Rachel	Gandy	01	F

**Excel Program Export**

	A
1	Student Number First Name Last Name Grade Gender
2	1804632796 Hunter Allen 01 M
3	846254661 Sydney Ambler 01 F
4	698572796 Kallana Anderson 01 F
5	208454605 Charles Baker 01 M
6	115474366 Grant Burkemper 01 M

**Pipe (IMAGE 5)**

**Note Pad Program Export**

Student Number	First Name	Last Name	Grade	Gender
1804632796	Hunter	Allen	01	M
846254661	Sydney	Ambler	01	F
698572796	Kallana	Anderson	01	F
208454605	Charles	Baker	01	M
115474366	Grant	Burkemper	01	M
505233113	Ella	Cairo	01	F
615754870	Garrett	Carney	01	M
292666709	Levi	Casey	01	M
670271556	Noah	Chapman	01	M
602073487	Samantha	Clack	01	F
402809463	Shantia	Clay	01	F
967743745	William	Coates	01	M
304807217	Jayden	Coleman	01	F
567730551	Keri	Crisp	01	F
802383660	Kendricc	Davis	01	M
402078073	Isabella	Delgado	01	F
063354566	Jacinda	Espinosa	01	F

**Excel Program Export**

	A	B	C	D	E	F
1	Student Number	First Name	Last Name	Grade	Gender	
2	1804632796	Hunter	Allen	01	M	
3	846254661	Sydney	Ambler	01	F	
4	698572796	Kallana	Anderson	01	F	
5	208454605	Charles	Baker	01	M	
6	115474366	Grant	Burkemper	01	M	

**Caret (IMAGE 6)**

**Note Pad Program Export**

```

Student Number^First Name^Last Name^Grade^Gender
1804632796^Hunter^Allen^01^M
846254061^Sydney^Ambler^01^F
698572796^Kallana^Anderson^01^F
208454005^Charles^Baker^01^M
115478366^Grant^Burkemper^01^M
505233113^Ella^Cai^01^F
615734870^Garrett^Carney^01^M
208464705^Levi^Casey^01^M
610271516^Noah^Chapman^01^M
61007344^Samantha^Clack^01^F
402409445^Shania^Clay^01^F
96774374^William^Coates^01^M
30480725^Jayden^Coleman^01^F
567730515^Kori^Crisp^01^F
802343040^Kendricc^Davis^01^M
405074070^Isabella^Delgado^01^F
    
```

**Excel Program Export**

	A	B	C	D	E	F
1	Student Number^First Name^Last Name^Grade^Gender					
2	1804632796^Hunter^Allen^01^M					
3	846254061^Sydney^Ambler^01^F					
4	698572796^Kallana^Anderson^01^F					
5	208454005^Charles^Baker^01^M					
6	115478366^Grant^Burkemper^01^M					

**Comma Delimited with Column Headers (IMAGE 7)**

	A	B	C	D	E
1	Student Number	First Name	Last Name	Grade	Gender
2	1804632796	Hunter	Allen	1	M
3	846254061	Sydney	Ambler	1	F
4	698572796	Kallana	Anderson	1	F
5	208454005	Charles	Baker	1	M
6	115478366	Grant	Burkemper	1	M

**Comma Delimited without Column Headers (IMAGE 8)**

	A	B	C	D	E
1	1804632796	Hunter	Allen	1	M
2	846254061	Sydney	Ambler	1	F
3	698572796	Kallana	Anderson	1	F
4	208454005	Charles	Baker	1	M
5	115478366	Grant	Burkemper	1	M
6	505233113	Ella	Cai	1	F

**Tab Delimited with Double Quote Data – Always (IMAGE 9)**

	A
1	Student NumberFirst NameLast NameGradeGender
2	1804632796"Hunter" "Allen" "01" "M"
3	846254061"Sydney" "Ambler" "01" "F"
4	698572796"Kallana" "Anderson" "01" "F"
5	208454005"Charles" "Baker" "01" "M"
6	115478366"Grant" "Burkemper" "01" "M"



**Grouped and Aggregated PDF (IMAGE 13)**

<b>13-14</b> <b>Belair Elementary School</b> 701 Belair Drive, Jefferson City MO 65109 Generated on 10/04/2013 09:02:22 AM Page 1 of 5	<b>Active Student Listing Report</b> Print table name and field name Total Records: 240
---	---

**student.grade 01**

student.studentNumber	student.firstName	student.lastName	student.grade	student.gender
188463296	Hunter	Allen	01	M
846214661	Sydney	Ambler	01	F
698572766	Kailana	Anderson	01	F
208454605	Charles	Baker	01	M
115474166	Grawt	Burkemper	01	M
930100000	Kylan	Iroy	01	F
620940887	Bronlynn	Turner	01	F
824528049	Erin	Vance	01	M
350379016	Colton	Vaught	01	M
717224089	Blake	Walker	01	M
260949415	Sakama	Welb	01	F
340831006	Rellekka	Widener	01	F
874652579	Abligal	Witt	01	F
216619111	Stacy	Zhang	01	M

student.grade 01 Distinct student.studentNumber: 78

**student.grade 02**

student.studentNumber	student.firstName	student.lastName	student.grade	student.gender
290715495	Emma	Anderson	02	F
070172911	Kaydence	Apel	02	F
514150238	Carler	Bennett	02	M
270214379	Christian	Berry	02	M
977221123	Zachary	Brown	02	M
287146718	Alexander	Bueno	02	M
390951912	Levi	Buschhoff	02	F

**Ungrouped and Aggregated PDF (IMAGE 14)**

<b>13-14</b> <b>Belair Elementary School</b> 701 Belair Drive, Jefferson City MO 65109 Generated on 10/04/2013 09:06:33 AM Page 1 of 4	<b>Active Student Listing Report</b> Print table name and field name Total Records: 240
---	---

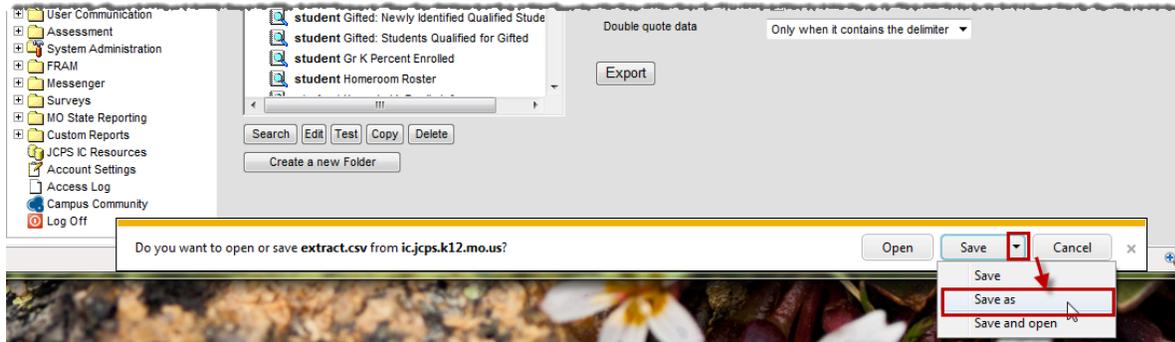
student.studentNumber	student.firstName	student.lastName	student.grade	student.gender
188463296	Hunter	Allen	01	M
846214661	Sydney	Ambler	01	F
698572766	Kailana	Anderson	01	F
208454605	Charles	Baker	01	M
115474166	Grawt	Burkemper	01	M
505233113	Ellis	Carr	01	F
615758870	Gerrett	Carr	01	M

## Exporting Student Numbers into Excel

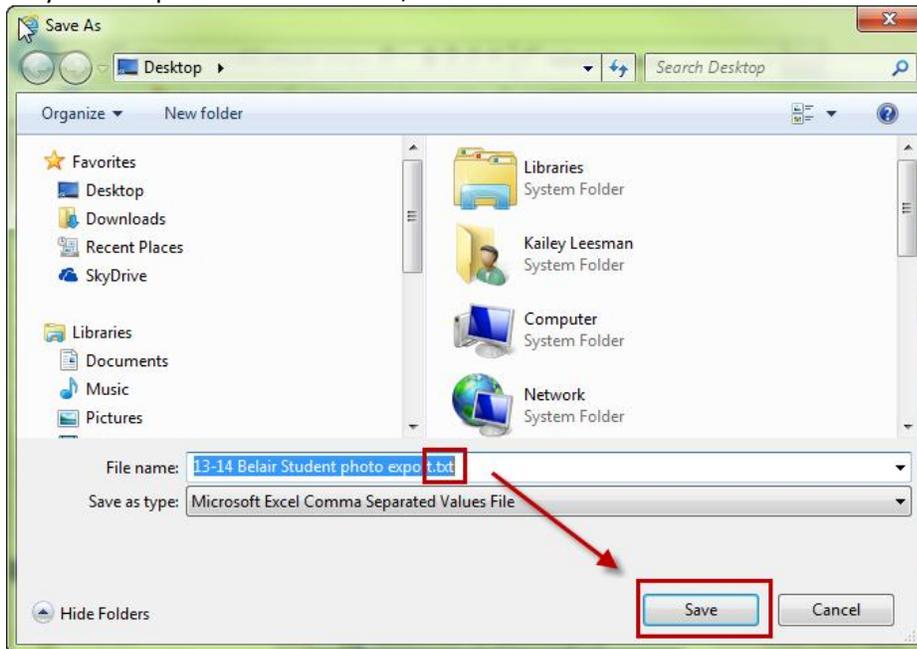
If exporting **Student numbers** to **Excel**, please follow the steps below to ensure retention of **leading zeros** in the Exporting with a PC using Internet Explorer

### Exporting with a PC using Internet Explorer

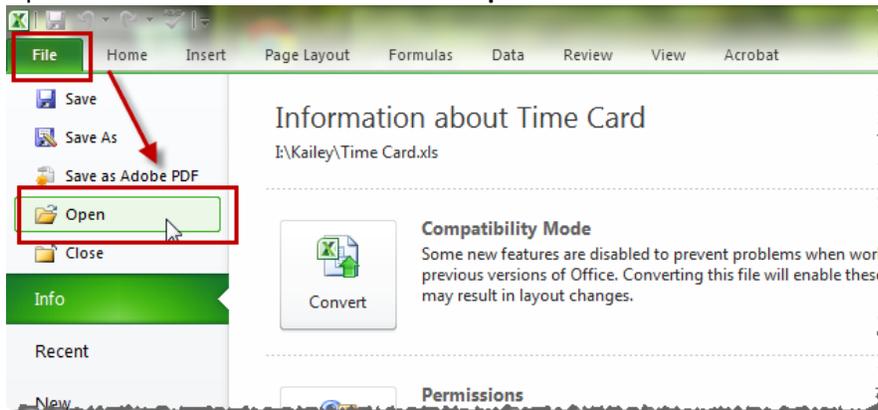
A message will appear at the bottom of the window that states “Do you want to open or save extract.csv from ic.jcps.k12.mo.us?” Select the arrow next to the Save button and select **Save As**.



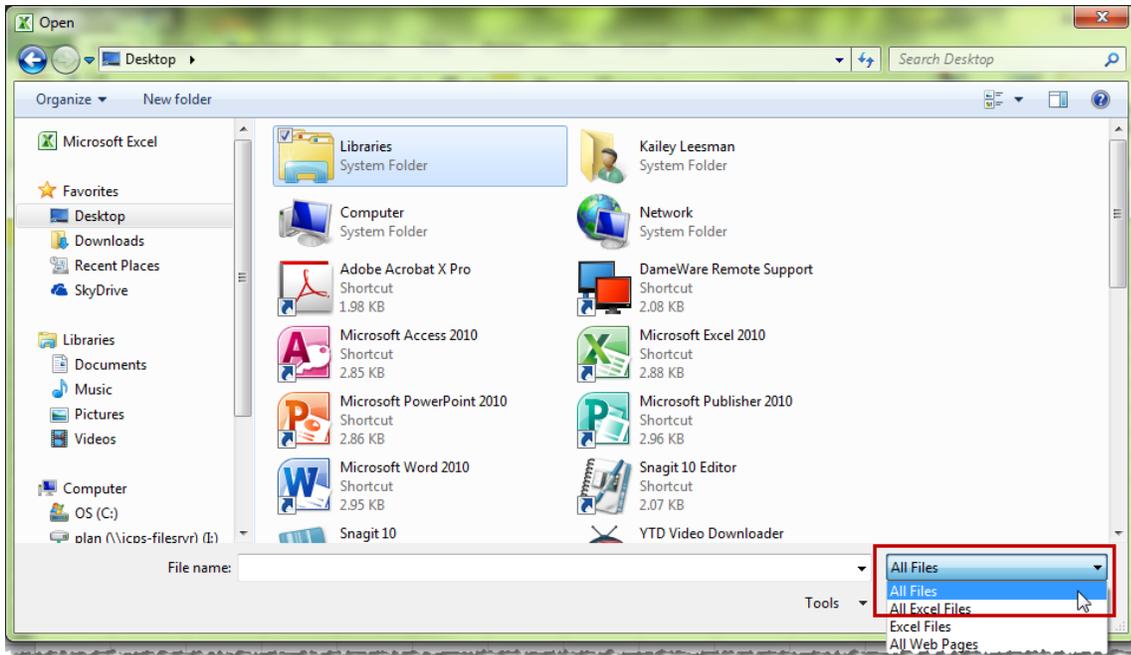
A Save As window will appear. Change the file name and add **.txt** at the end of the file name. Select a location on your computer to save the file, then click **Save**.



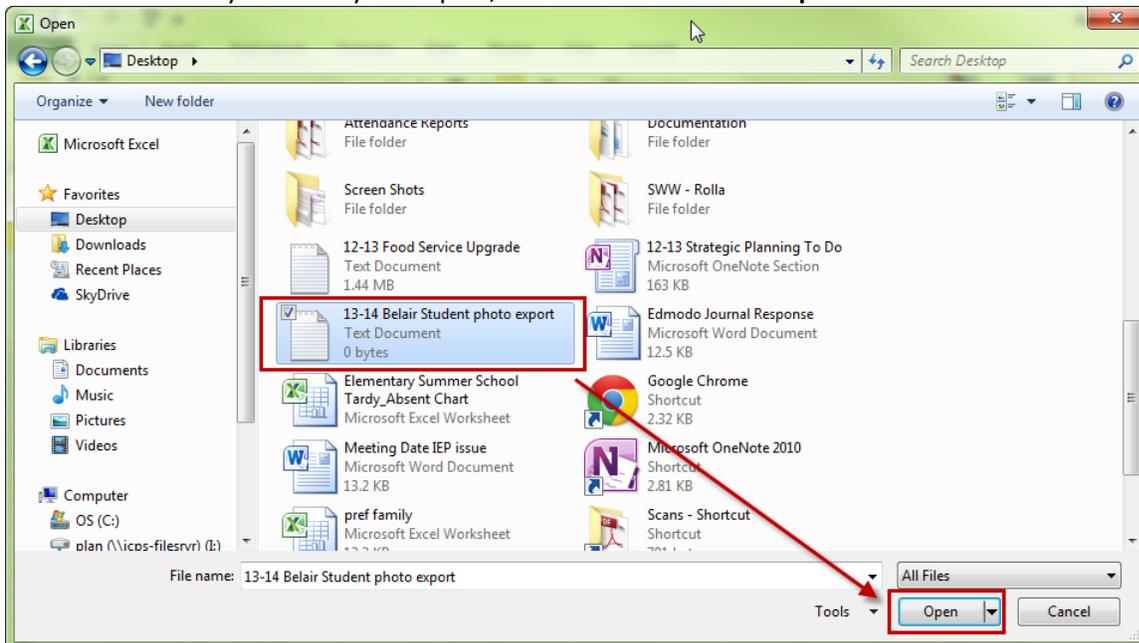
Open Excel and select the **File Menu > Open**



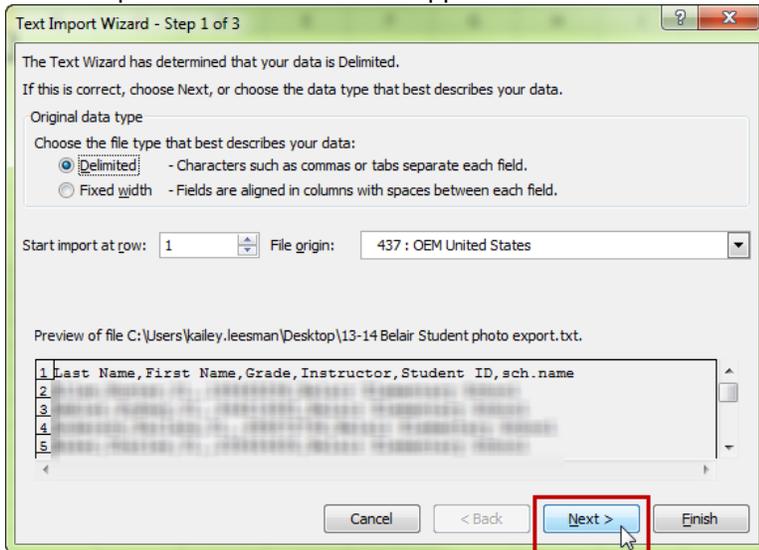
An Open window will appear. At the bottom right corner of the window, select the **All Excel Files** drop down box and select **All Files**.



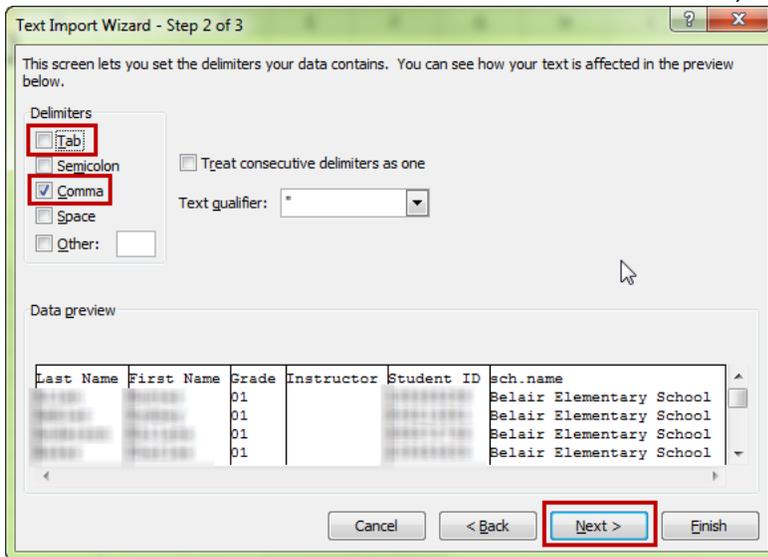
Go to the location you saved your export, select the file and click **Open**.



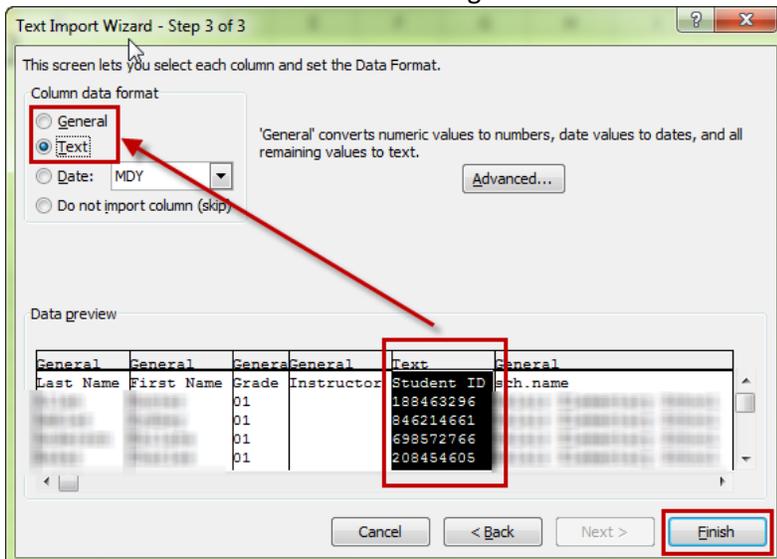
A Text Import Wizard window will appear. Click **Next**.



Unselect the **Tab** Delimiters and select the **Comma** Delimiters, then click **Next**.



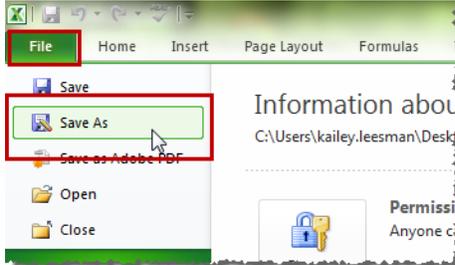
Select the **Student ID** column and change the **Column data format** from **General** to **Text**. Then click **Finish**.



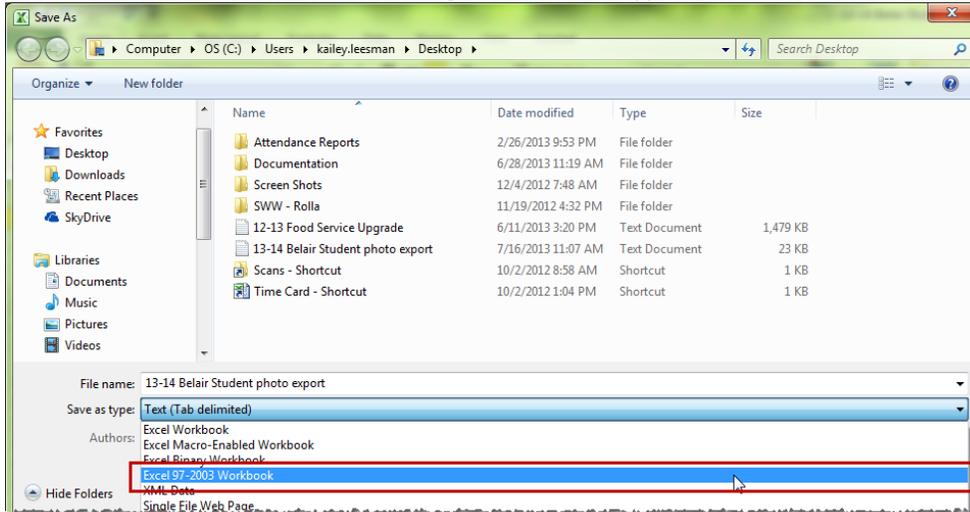
If the student numbers exported with the leading zeros, the Student ID Column should appear with green flags in the student number fields.

	A	B	C	D	E	F
1	Last Name	First Name	Grade	Instructor	Student ID	sch.name
2	All		1		181-0632796	Belair Elementary School
3	An		1		841-23-0663	Belair Elementary School
4	An		1		691-172796	Belair Elementary School
5	Ba		1		201-65-0005	Belair Elementary School
6	Bu		1		111-678166	Belair Elementary School

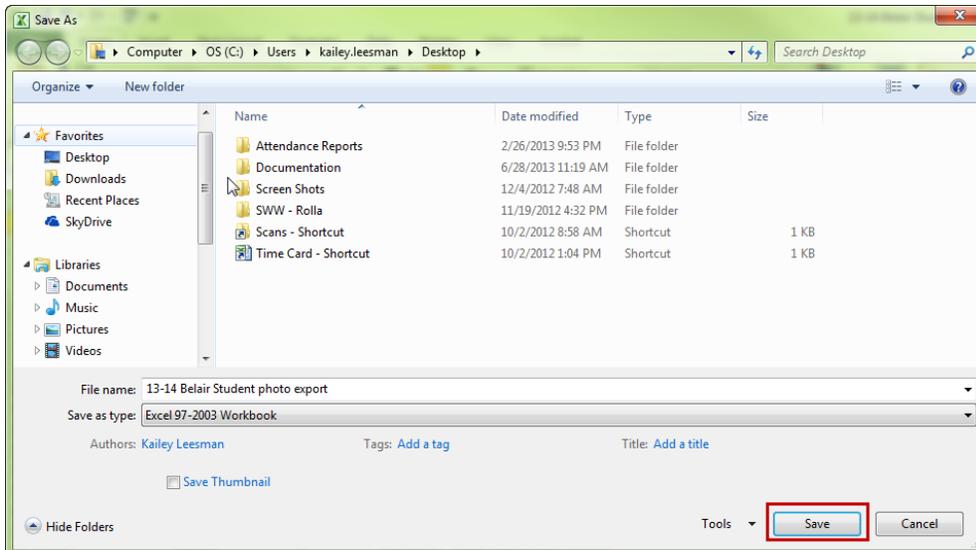
Select the **File Menu** and click **Save As**



Select a location for the file and change the Save As type from **Text(Tab delimited)** to **Excel 97-2003 Workbook**.

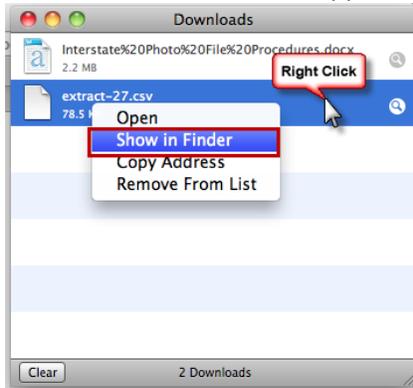


Click **Save**.

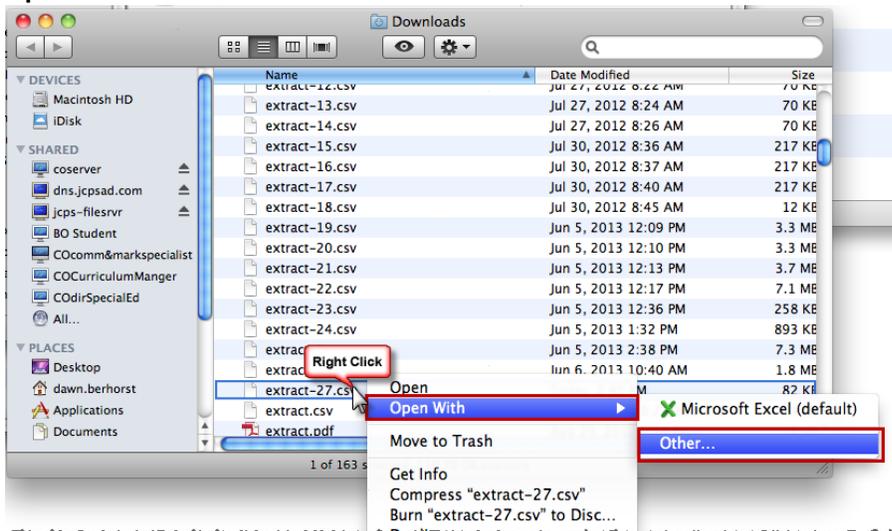


## Exporting with a MAC using Safari

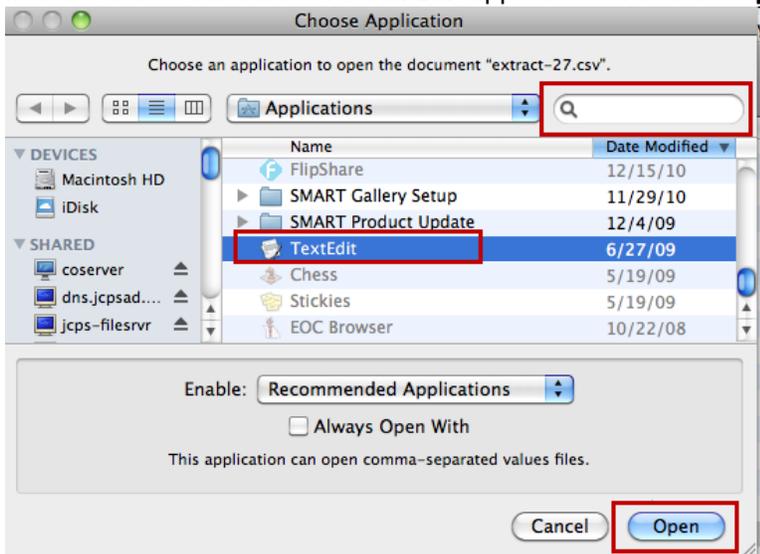
A Downloads window will appear with the extract-#.csv file. **Right click** on the extract and select **Show in Finder**.



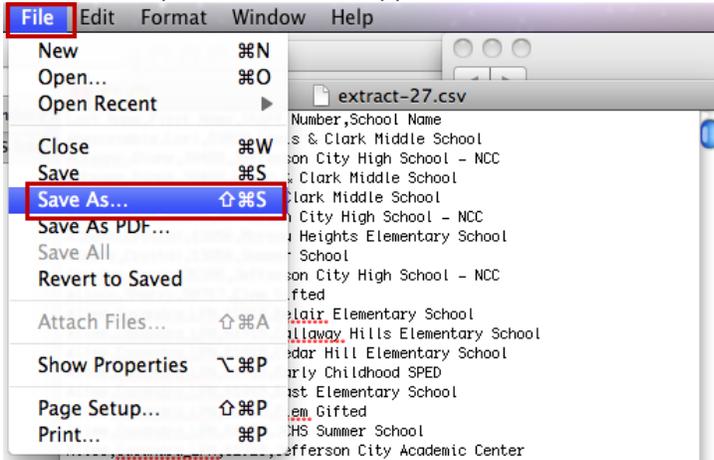
The Downloads window will open in the Finder. **Right click** on the extract file in the Finders window, select **Open With > Other**.



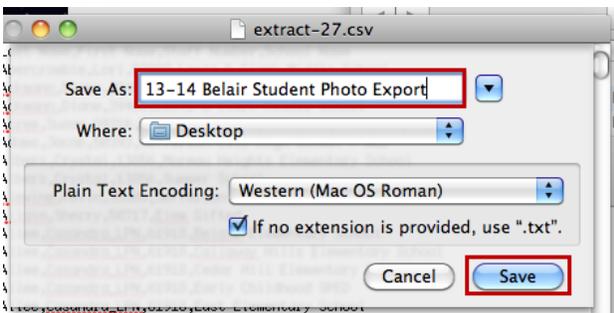
A Choose Application window will appear. Scroll Down until you find the **TextEdit** application or enter TextEdit in the Search field. Select the **TextEdit** application and select **Open**.



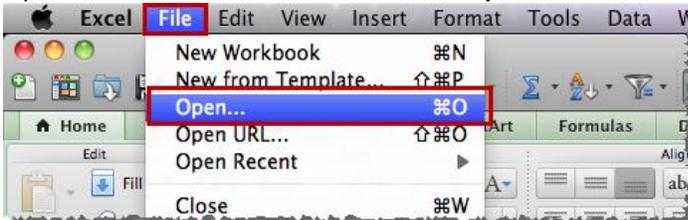
The file will open the TextEdit Application. Select the File Menu > Save As.



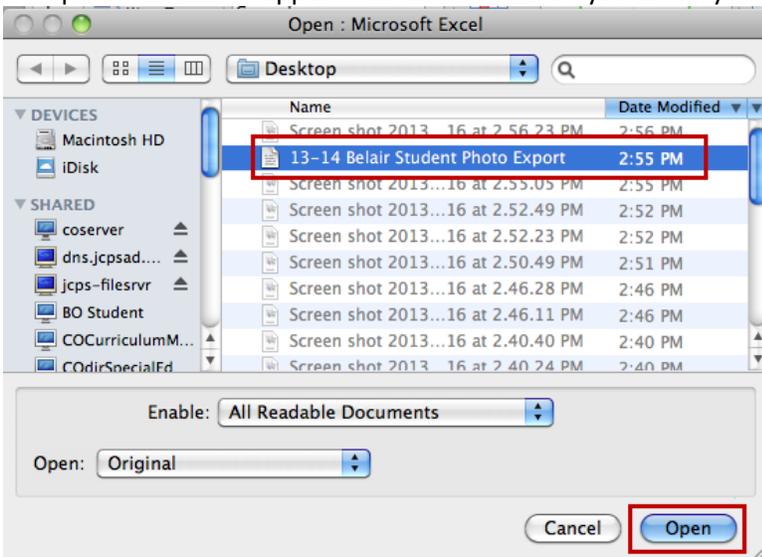
A Save As window will appear. Change the file name, select a location on your computer to save the file, then click Save.



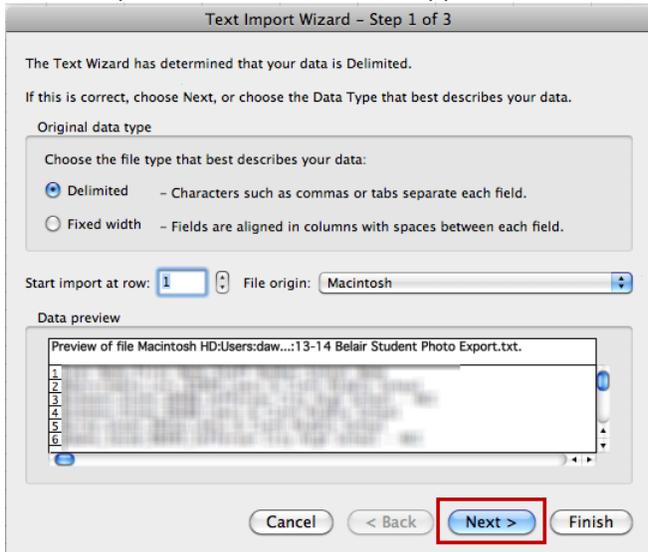
Open Excel and select the File Menu > Open



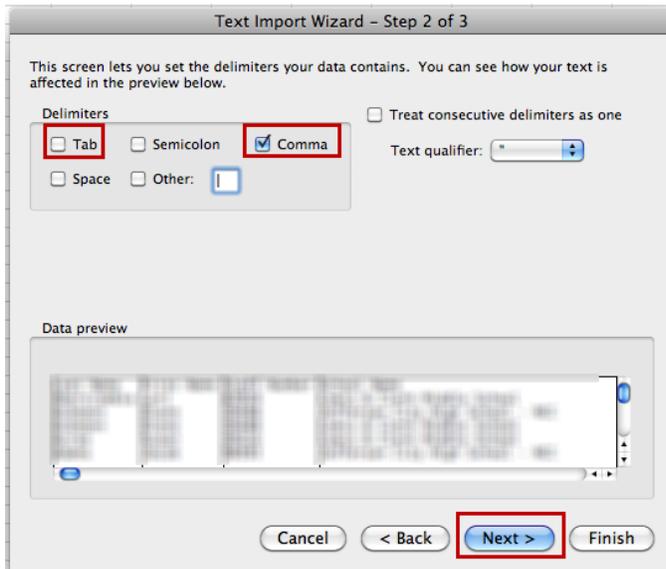
An Open window will appear. Go to the location you saved your export, select the file and click Open.



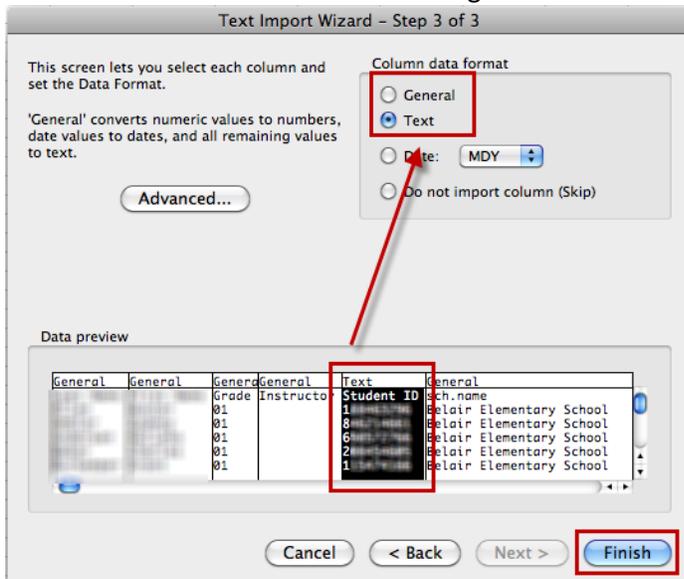
A Text Import Wizard window will appear. Click **Next**.



Unselect the **Tab** Delimiters and select the **Comma** Delimiters, then click **Next**.



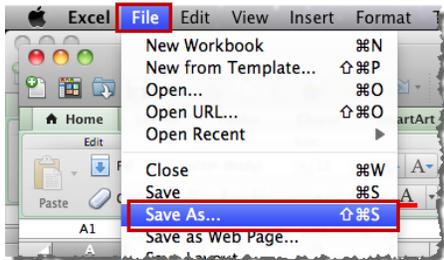
Select the **Student ID** column and change the **Column data format** from **General** to **Text**. Then click **Finish**.



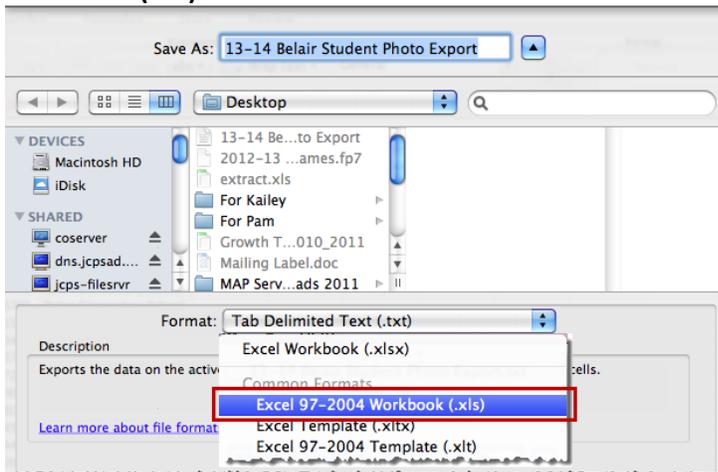
If the student numbers exported with the leading zeros, the Student ID Column should appear with green flags in the student number fields.

	A	B	C	D	E	F
1	Last Name	First Name	Grade	Instructor	Student ID	sch.name
2	All		1		181463296	Belair Elementary School
3	An		1		841234567	Belair Elementary School
4	An		1		691572796	Belair Elementary School
5	Ba		1		201454805	Belair Elementary School
6	Bu		1		111478146	Belair Elementary School

Select the **File** Menu and click **Save As**



Select a location for the file and change the Save As type from **Tab Delimited Text (.txt)** to **Excel 97-2004 Workbook (.xls)**.



Click **Save**.

