

# Elementary Inter-State Photo File Procedures

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*Inter-State Photo Company requires a file of students and staff before they arrive at the building to take pictures. This allows them to link the picture taken with a specific student so that picture can be loaded back into Infinite Campus. In order to work with Interstates system, the file needs to be sent using the following instructions.*

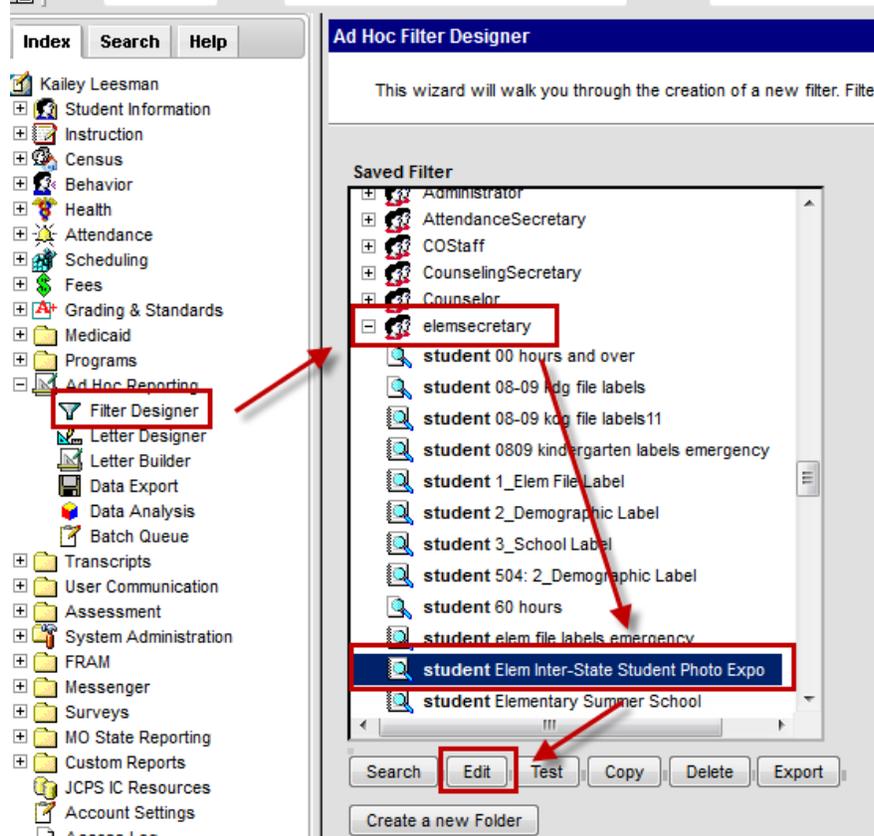
***IMPORTANT:*** *It is critical that you export the file from Ad Hoc using the steps below in order to ensure the leading zeros on all student numbers remain preserved in the file.*

## Student Filter Set Up

*A filter has already been set up under the **elemsecretary** Ad Hoc group called **Elem Inter-State Student Photo Export**. Please **DO NOT** make any changes to this filter. Before exporting the filter, ensure the filter is still set up as shown below. If the filter is not set up correctly, contact the Office of Student Information, Planning and Assessment to retrieve the original filter.*

## Ad Hoc Reporting > Filter Designer > elemsecretary group

Select the **student Elem Inter-State Student Photo Export** filter then click **Edit**.



## Field Selection

Verify that all the fields listed on the screen shot below are in the **Selected Fields** box and click **Next**.

**Ad Hoc Query Wizard - Field Selection**

Select fields to use for creating a filter for which logic and output formatting may be applied. Click a field within the All Fields window, or use the Add Fields button to add fields in the order selected; however, the sequence can be changed on the Output Formatting screen. At least one field must be selected to continue.

[Field Selection](#) > [Filter Parameters](#) > [Output Formatting](#) > [Grouping and Aggregation](#)

\*Query Name: Elem Inter-State Student Photo Export

Short Description: Filter for Inter-State Student photo file

Long Description:

**Select categories & fields**

Filter By: Search Clear

All Fields

- Student
  - Demographics
  - School Calendar
  - School
  - District
  - Learner
  - Counselor
  - Learner Planning

Selected Fields

- student.lastName
- student.firstName
- activeEnrollment.grade
- student.homeroomTeacher
- student.studentNumber
- sch.name
- student.activeToday

Save Save & Test

< Back Next >

## Filter Parameters

Verify that the **student.activeToday** field has an Operator of **=TRUE** and click **Next**.

**Ad Hoc Query Wizard - Filter Parameters**

Parameters are used to filter data based on specific logic. Use the operators to apply logic to designated fields. Logic may be applied even if a field is not selected. Operators are used to combine fields using AND, OR, and NOT conditions. If a Logical Expression is not used, the condition AND will be applied to all operators. If using Logical Expressions, the condition AND will be applied to all operators.

[Field Selection](#) > [Filter Parameters](#) > [Output Formatting](#) > [Grouping and Aggregation](#)

\*Query Name: Elem Inter-State Student Photo Export

Short Description: Filter for Inter-State Student photo file

Long Description:

**Filter the data**

ID	*Field	Operator	Value
X 1	student.lastName		
X 2	student.firstName		
X 3	activeEnrollment.grade		
X 4	student.homeroomTeacher		
X 5	student.studentNumber		
X 6	sch.name		
X 7	student.activeToday	= TRUE	

Add

Save Save & Test

< Back Next >

## Output Formatting

Verify the following:

- All fields with the exception of student.activeToday are selected for Output
- student.lastname is Sort 3
- activeEnrollment.grade is Sort 1
- student.homeromTeacher is Sort 2
- All fields except student.activeToday have a value in the Column Header field.

**Ad Hoc Query Wizard - Output Formatting**

Use output formatting to determine how columns and fields should appear when data is extracted. The ability to sort and sequence results is also available

Field Selection > Filter Parameters > **Output Formatting** > Grouping and Aggregation

\*Query Name: Elem Inter-State Student Photo Export

Short Description: Filter for Inter-State Student photo file

Long Description: +

**Format the output file/report**

Output distinct records

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.lastName	<input checked="" type="checkbox"/>	3	Ascend	Last Name			
student.firstName	<input checked="" type="checkbox"/>			First Name			
activeEnrollment.grade	<input checked="" type="checkbox"/>	1	Ascend	Grade			
student.homeromTeacher	<input checked="" type="checkbox"/>	2	Ascend	Instructor			
student.studentNumber	<input checked="" type="checkbox"/>			Student ID			
sch.name	<input checked="" type="checkbox"/>			School Name			
student.activeToday	<input type="checkbox"/>						

Save To:  User Account  
Folder: --Original Filters

User Groups

Save Save & Test

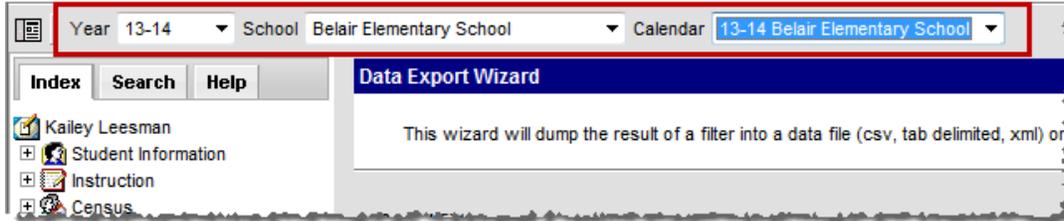
< Back Next >

## Student Filter Export

If the filter is set up as shown above, follow the steps below to export the file. Exporting the file will look differently if using a Mac verses a PC. Please choose the correct instructions based on the type of computer you are working on.

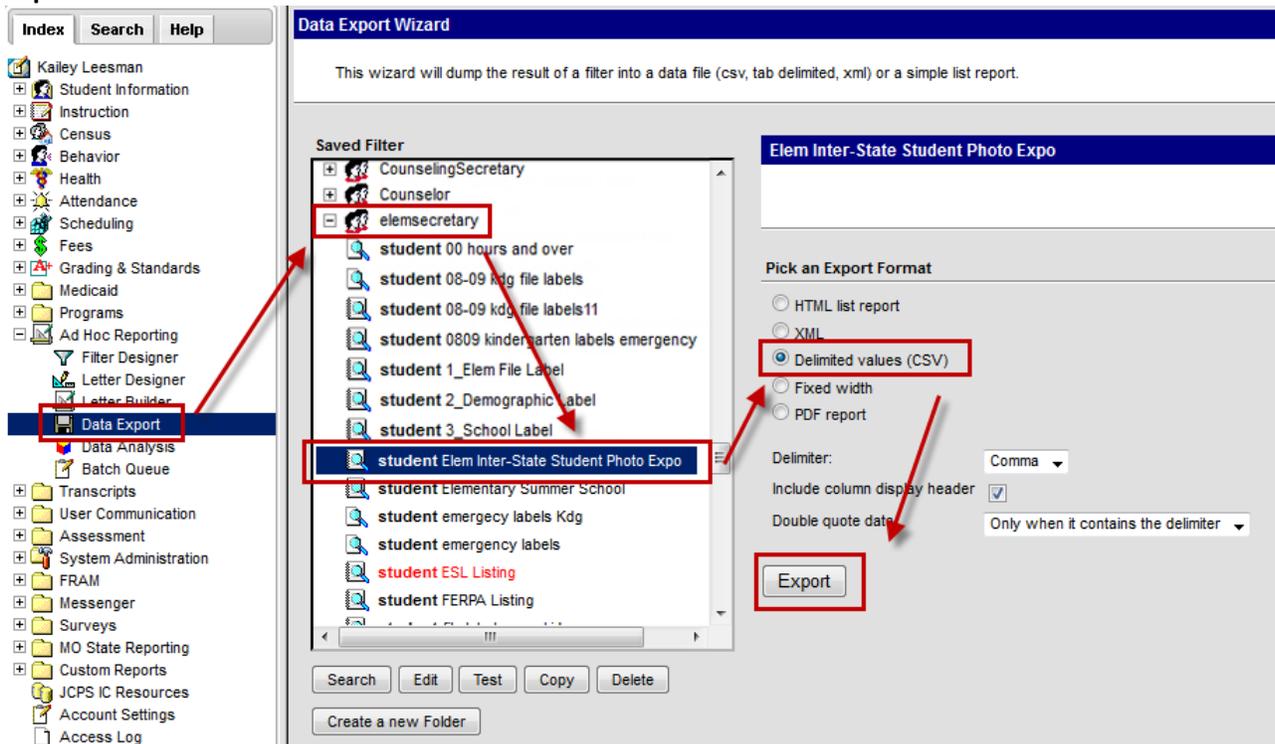
## Calendar

Select the current **Year**, **School** and **Calendar** at the top of the page.



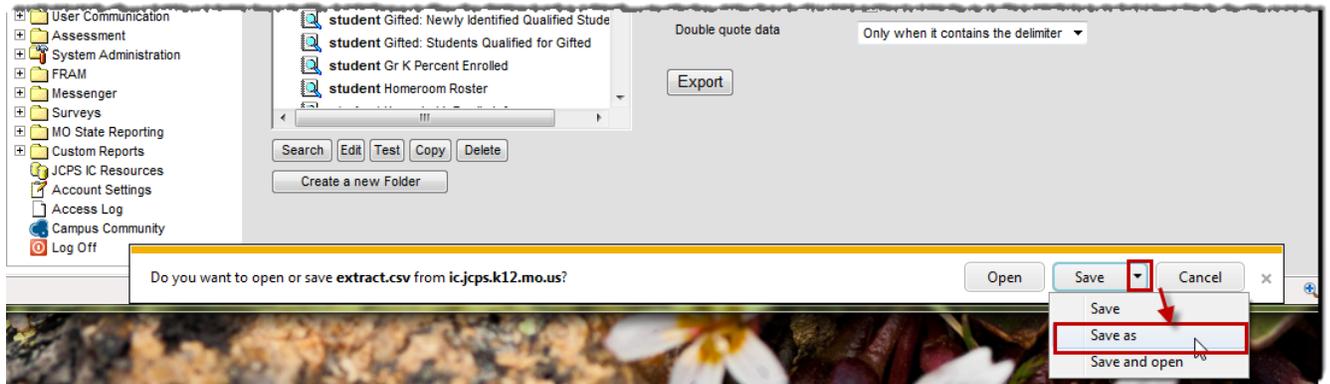
## Ad Hoc Reporting > Data Export > elemsecretary group

Select the **student Elem Inter-State Student Photo Export** filter, then click **Delimited values (CSV)** and click **Export**.

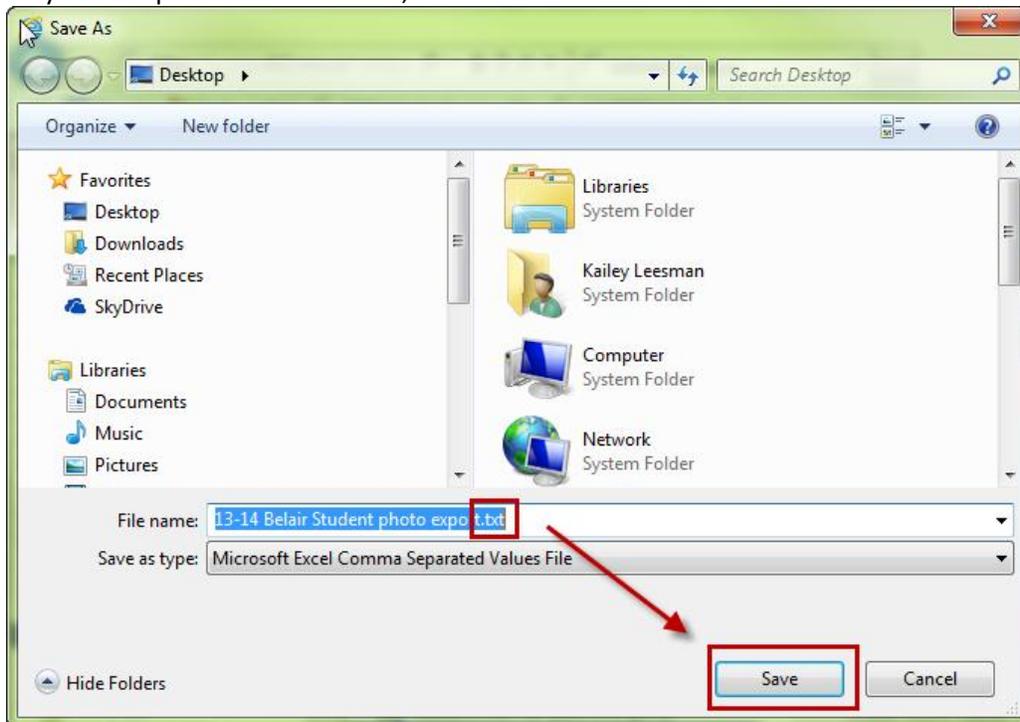


## Exporting with a PC using Internet Explorer

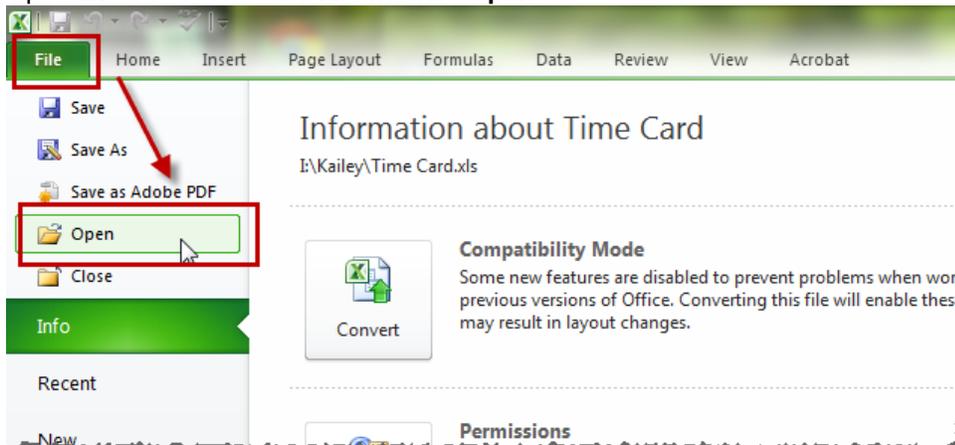
A message will appear at the bottom of the window that states “Do you want to open or save extract.csv from ic.jcps.k12.mo.us?” Select the arrow next to the Save button and select **Save As**.



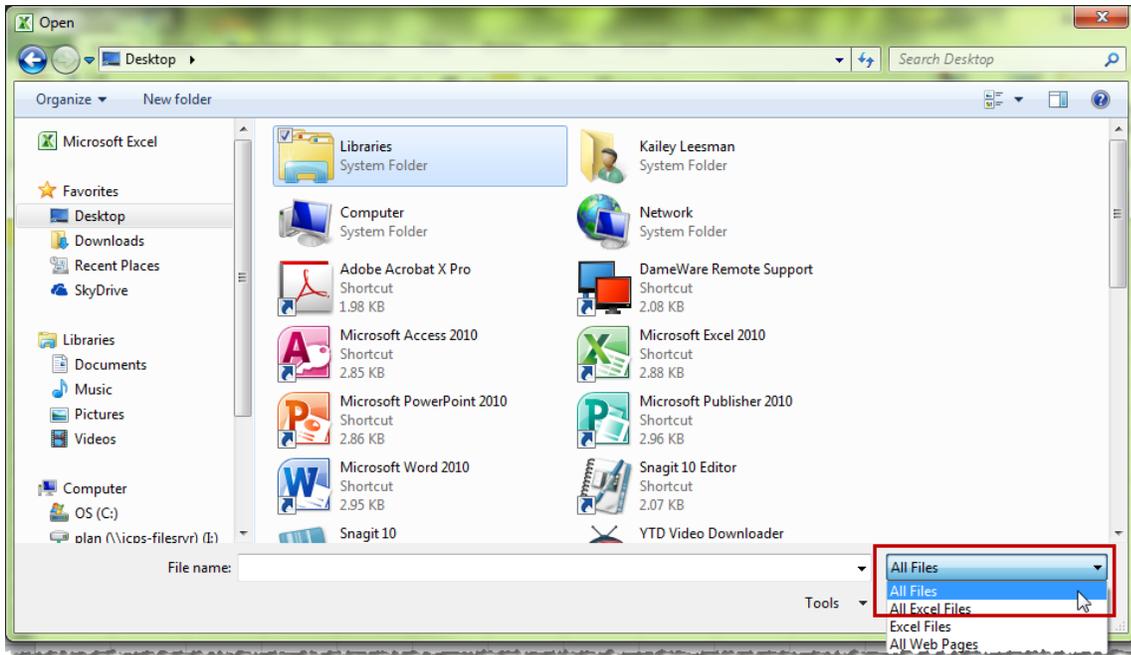
A Save As window will appear. Change the file name and add **.txt** at the end of the file name. Select a location on your computer to save the file, then click **Save**.



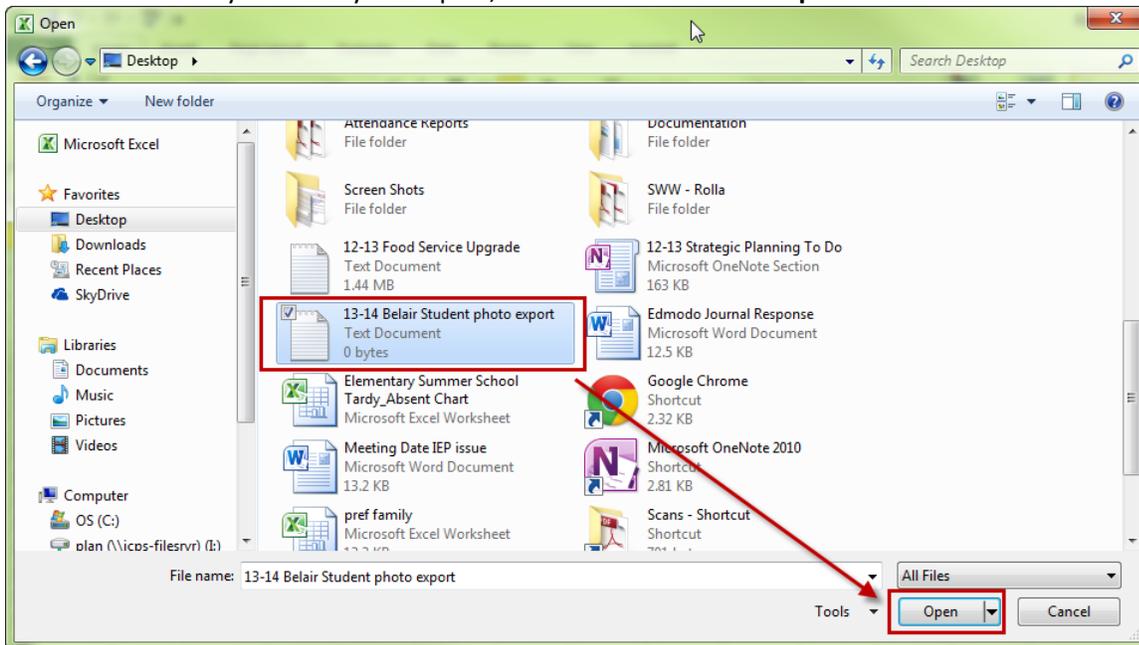
Open **Excel** and select the **File Menu > Open**



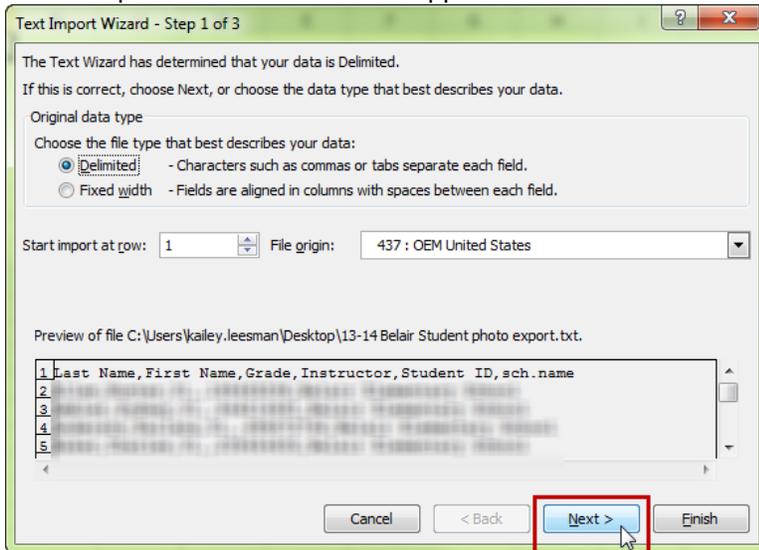
An Open window will appear. At the bottom right corner of the window, select the **All Excel Files** drop down box and select **All Files**.



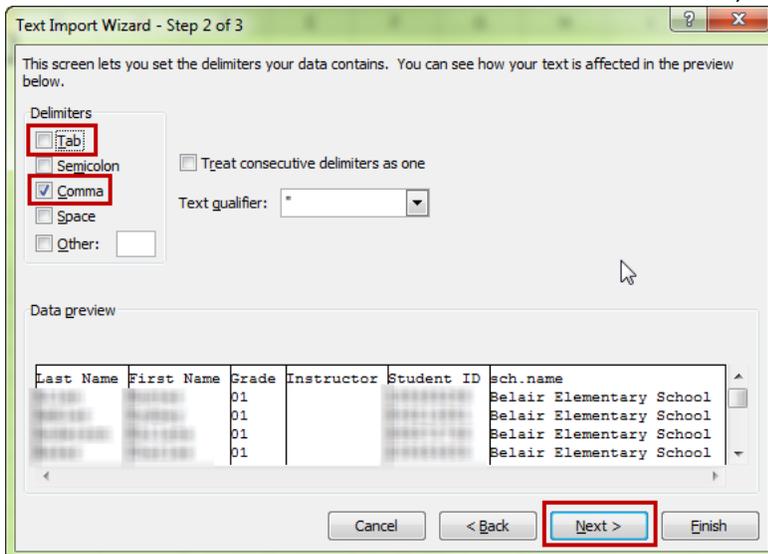
Go to the location you saved your export, select the file and click **Open**.



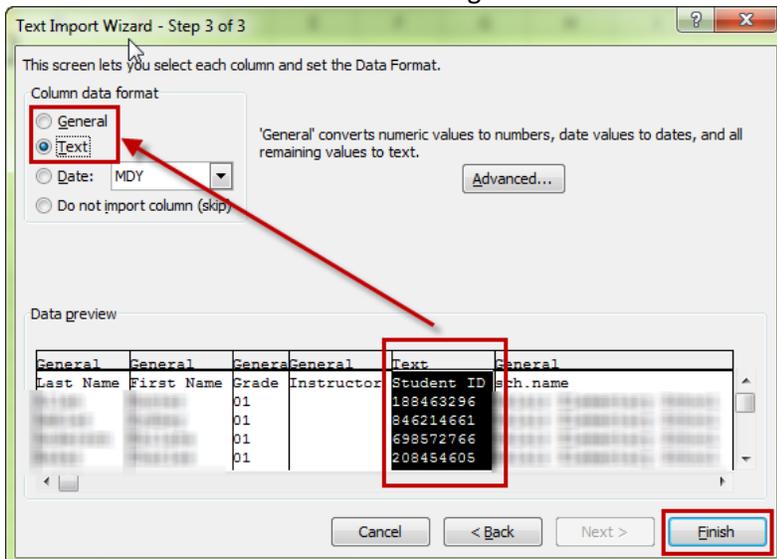
A Text Import Wizard window will appear. Click **Next**.



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



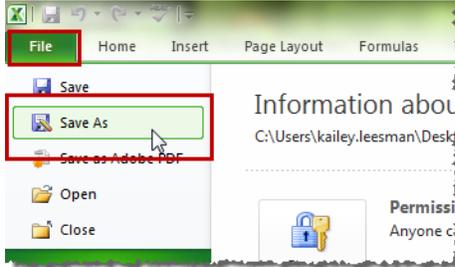
Select the **Student ID** column and change the **Column data format** from **General** to **Text**. Then click **Finish**.



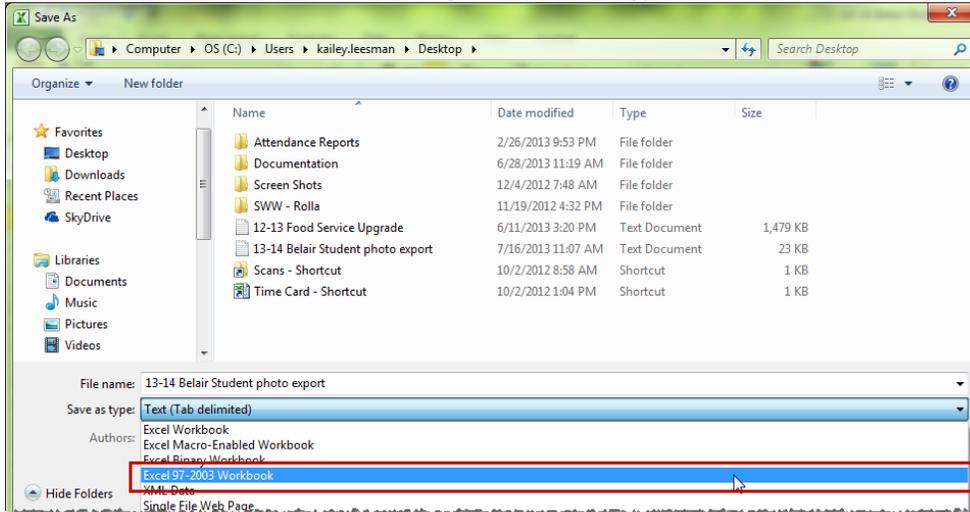
If the student numbers exported with the leading zeros, the Student ID Column should appear with green flags in the student number fields.

	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		111-678266	Belair Elementary School

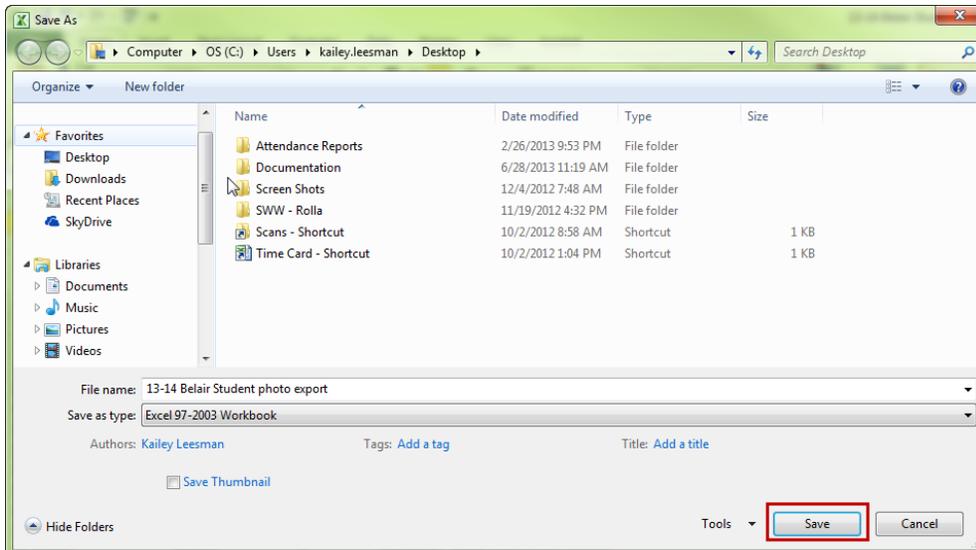
Select the **File Menu** and click **Save As**



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

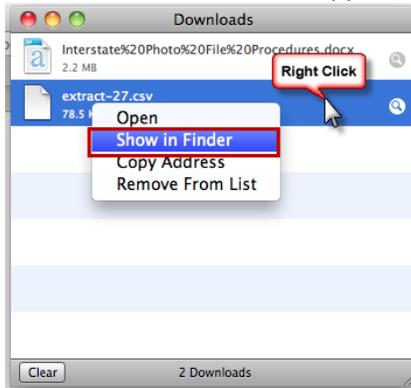


Click **Save**.

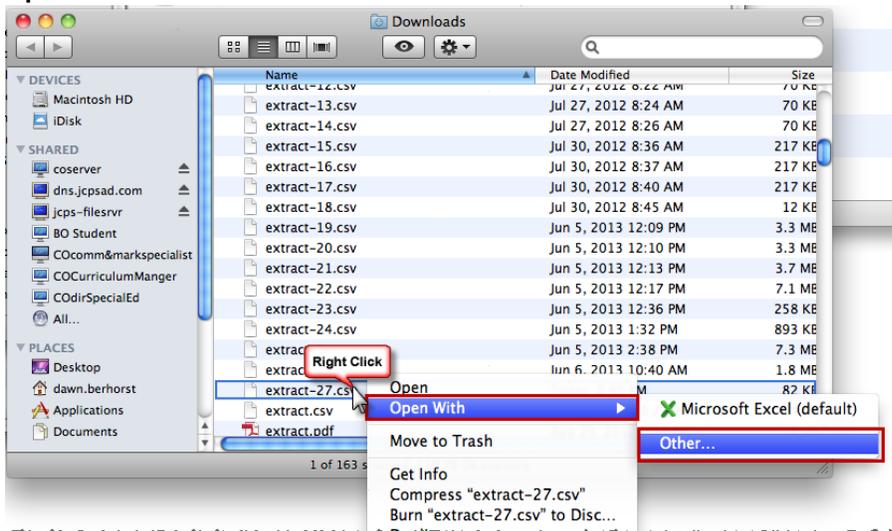


## Exporting with a MAC using Safari

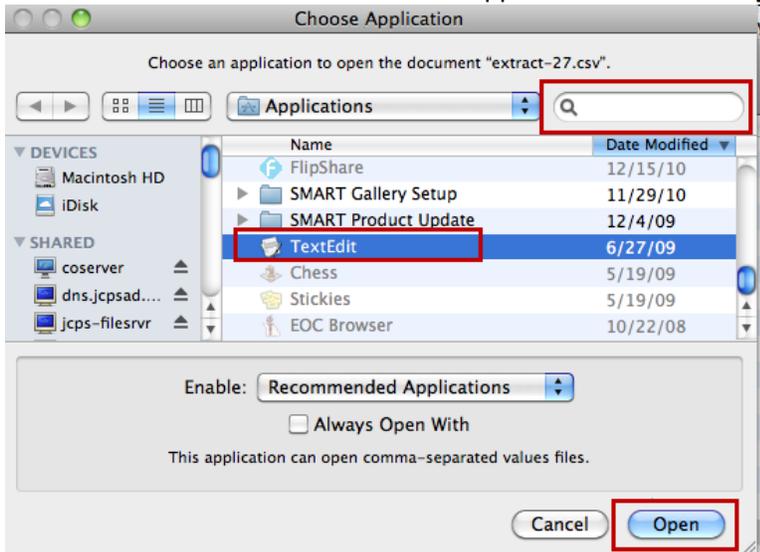
A Downloads window will appear with the extract-#.csv file. **Right click** on the extract and select **Show in Finder**.



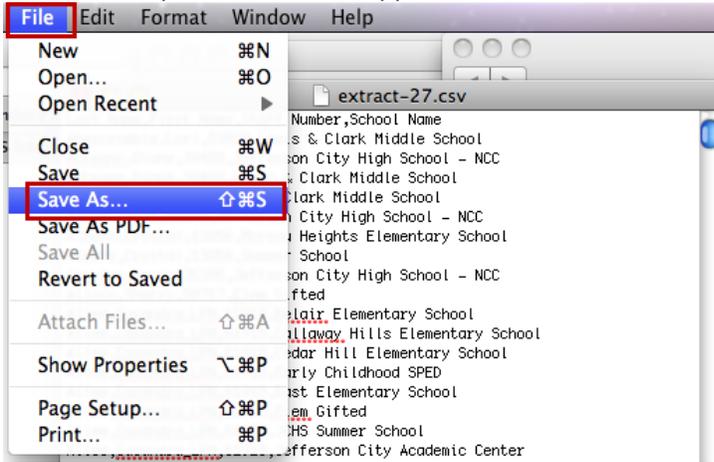
The Downloads window will open in the Finder. **Right click** on the extract file in the Finders window, select **Open With > Other**.



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**.



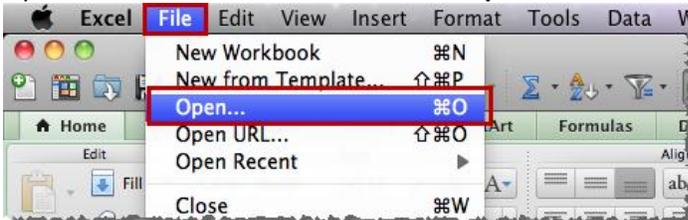
The file will open the TextEdit Application. Select the File Menu > Save As.



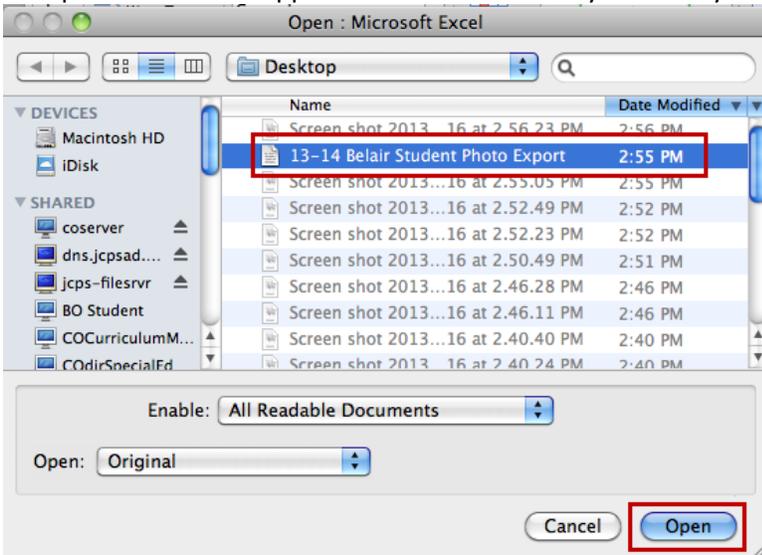
A Save As window will appear. Change the file name, select a location on your computer to save the file, then click Save.



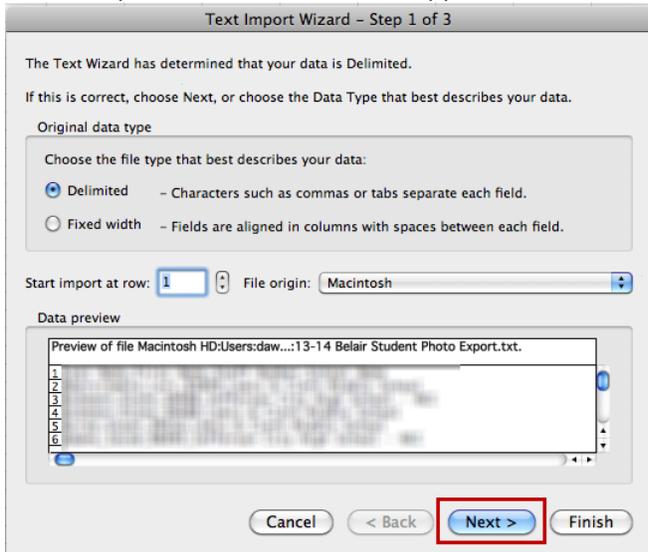
Open Excel and select the File Menu > Open



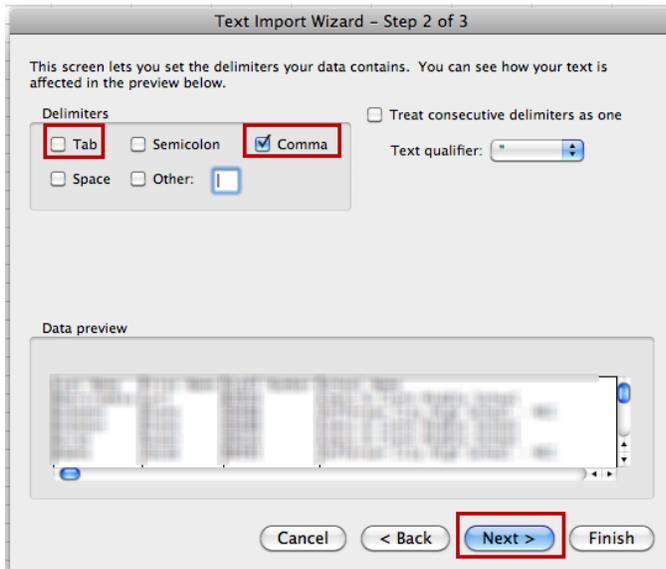
An Open window will appear. Go to the location you saved your export, select the file and click Open.



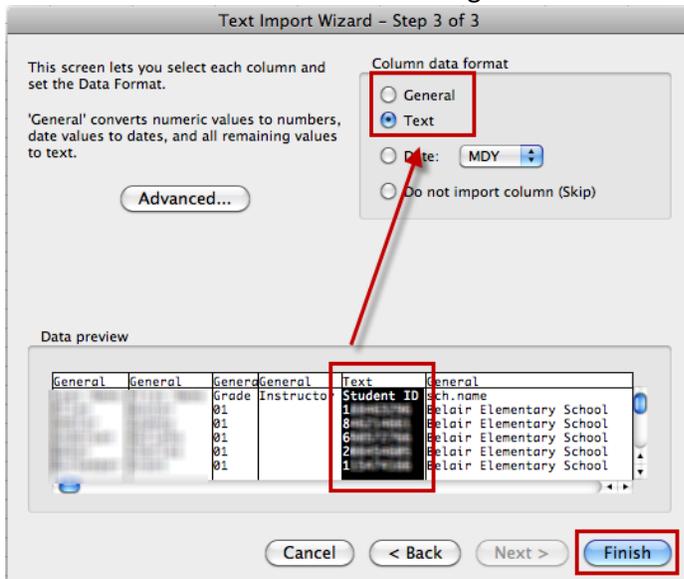
A Text Import Wizard window will appear. Click **Next**.



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



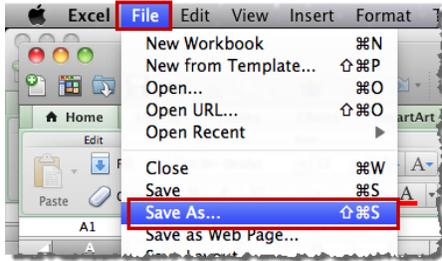
Select the **Student ID** column and change the **Column data format** from **General** to **Text**. Then click **Finish**.



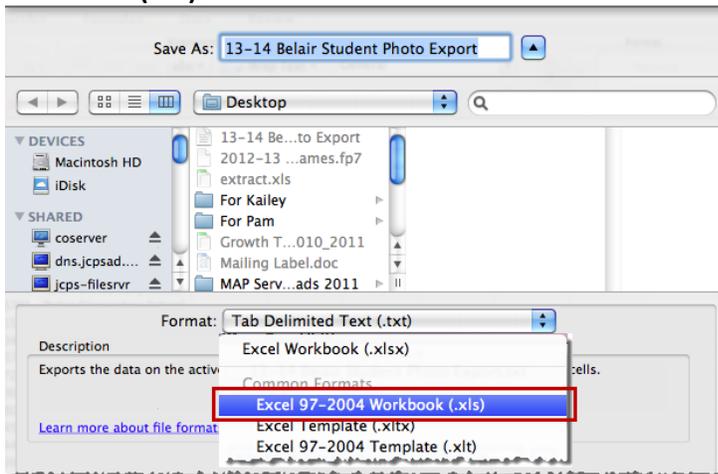
If the student numbers exported with the leading zeros, the Student ID Column should appear with green flags in the student number fields.

	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

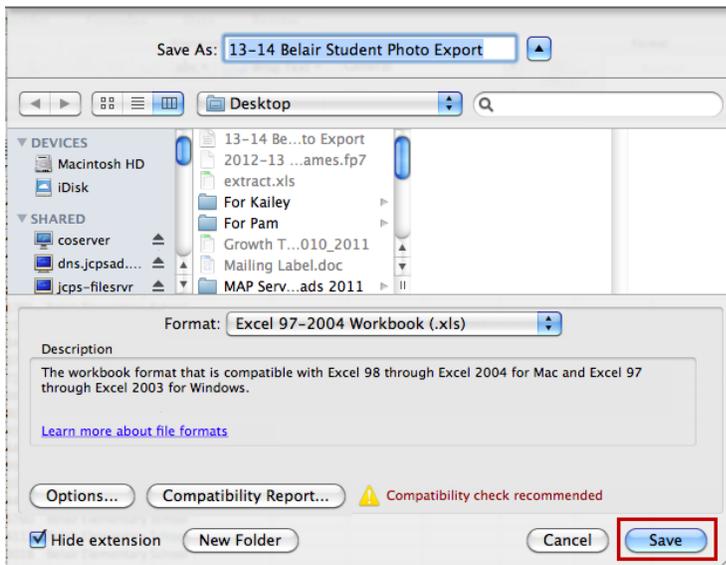
Select the **File** Menu and click **Save As**



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**.

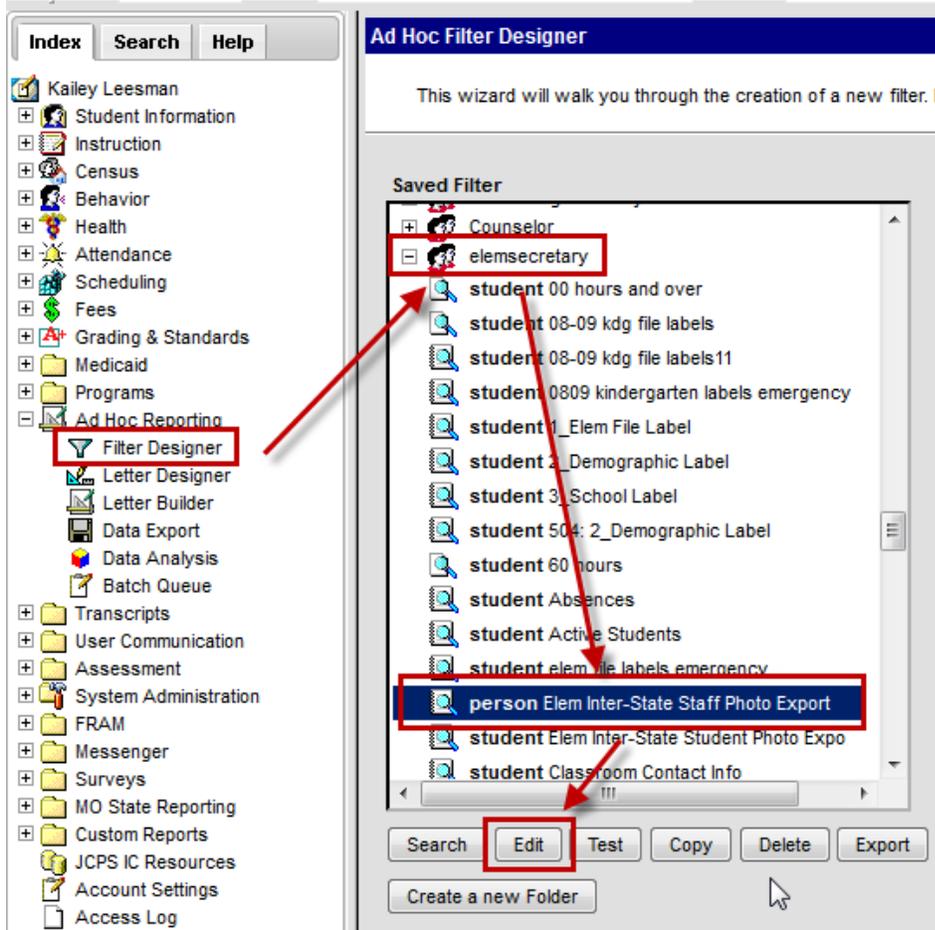


## Staff Filter Set Up

A filter has already been set up under the *elemsecretary* Ad Hoc group called **Elem Inter-State Staff Photo Export**. Please **DO NOT** make any changes to this filter. Before exporting the filter, ensure the filter is still set up as shown below. If the filter is not set up correctly, contact the Office of Student Information, Planning and Assessment to retrieve the original filter.

## Ad Hoc Reporting > Filter Designer > elemsecretary group

Select the person **Elem Inter-State Staff Photo Export** filter then click **Edit**.





## Output Formatting

Verify the following:

- All fields with the exception of schoolEmployment.active are selected for Output
- student.lastname is Sort 1
- All fields except schoolEmployment.active have a value in the Column Header field.

**Ad Hoc Query Wizard - Output Formatting**

Use output formatting to determine how columns and fields should appear when data is extracted. The ability to sort and sequence results is also available.

[Field Selection](#) > [Filter Parameters](#) > **Output Formatting** > [Grouping and Aggregation](#)

\*Query Name: Elem Inter-State Staff Photo Export

Short Description: Filter for Inter-State Staff photo file

Long Description:

**Format the output file/report**

Output distinct records

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
individual.lastName	<input checked="" type="checkbox"/>	1	Ascend	Last Name			
individual.firstName	<input checked="" type="checkbox"/>			First Name			
individual.staffNumber	<input checked="" type="checkbox"/>			Staff Number			
schoolEmployment.schoolName	<input checked="" type="checkbox"/>			School Name			
schoolEmployment.active	<input type="checkbox"/>						

Save To:  User Account  
Folder: /

User Groups

## Staff Filter Export

*If the filter is set up as shown above, follow the steps below to export the file. Exporting the file will look differently if using a Mac verses a PC. Please choose the correct instructions based on the type of computer you are working on.*

## Calendar

Select the current **Year**, **School** and **Calendar** at the top of the page.

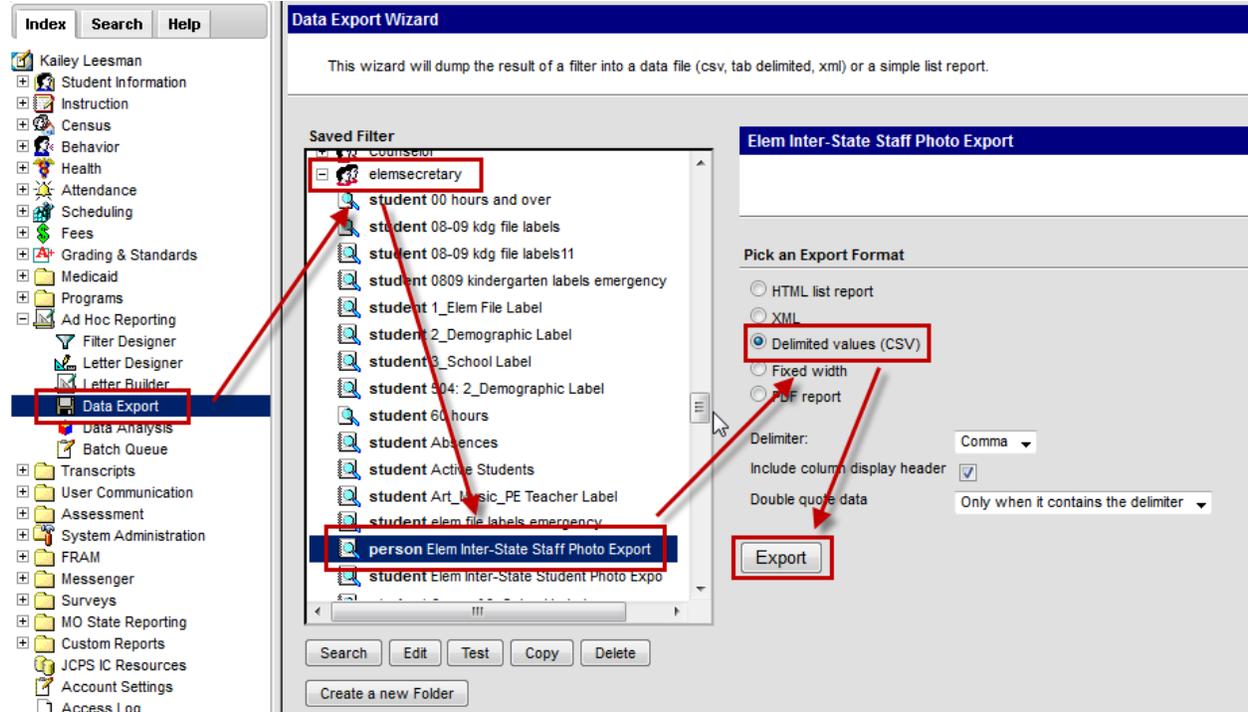
Year 13-14 School Belair Elementary School Calendar 13-14 Belair Elementary School

**Data Export Wizard**

This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or

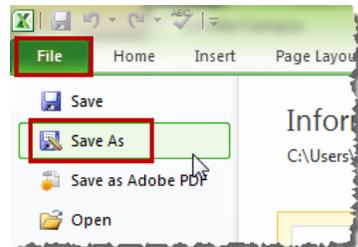
## Ad Hoc Reporting > Data Export > elemsecretary group

Select the **person Elem Inter-State Staff Photo Export** filter then click **Delimited values (CSV)** and click **Export**.

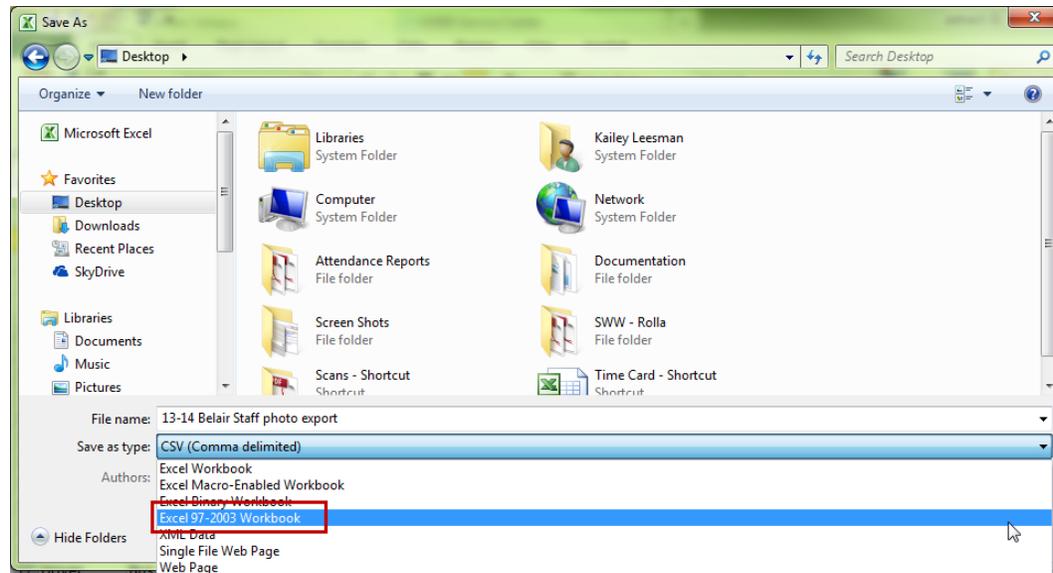


## Open with Excel

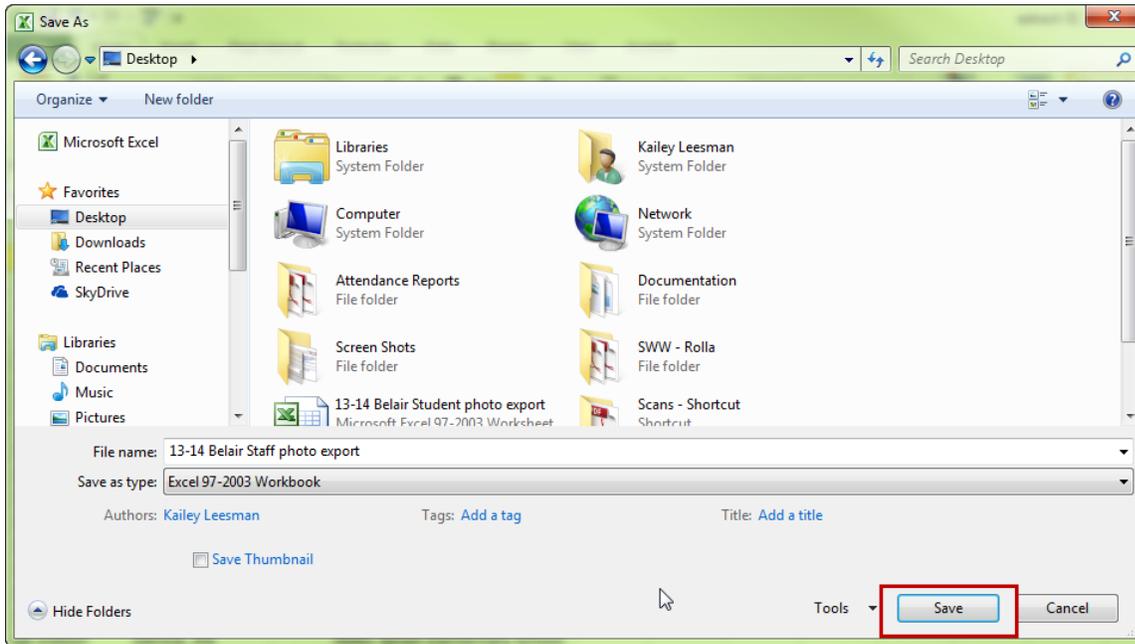
Click the **File** Menu then **Save As**.



Select a location for the file and change the Save as type from **CSV (Comma delimited)** to **Excel 97-2003 Workbook**.



Click **Save**.



## Once files are exported

*Once the staff and student files have been exported and saved as Excel documents, attach both files to an email and sent it to Cathy Cornell at [ccornell@inter-state.com](mailto:ccornell@inter-state.com).*