

Middle School Wagner Photo File Procedures

Contents

Student Filter Set Up.....	2
Ad Hoc Reporting > Filter Designer > *Ad Hoc – MS Sec group	2
Field Selection	3
Filter Parameters	3
Output Formatting	4
Student Filter Export.....	5
Calendar	5
Ad Hoc Reporting > Data Export > *Ad Hoc – MS Sec group	5
Exporting with a PC using Internet Explorer	6
Exporting with a MAC using Safari	10
Staff Filter Set Up	14
Ad Hoc Reporting > Filter Designer > *Ad Hoc – MS Sec group	14
Field Selection	15
Filter Parameters	15
Output Formatting	16
Staff Filter Export	16
Calendar	16
Ad Hoc Reporting > Data Export > *Ad Hoc – MS Sec group	17
Open with Excel	17
Once files are exported.....	18

Wagner 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 Wagner's system, the file needs to be sent using the following instructions.

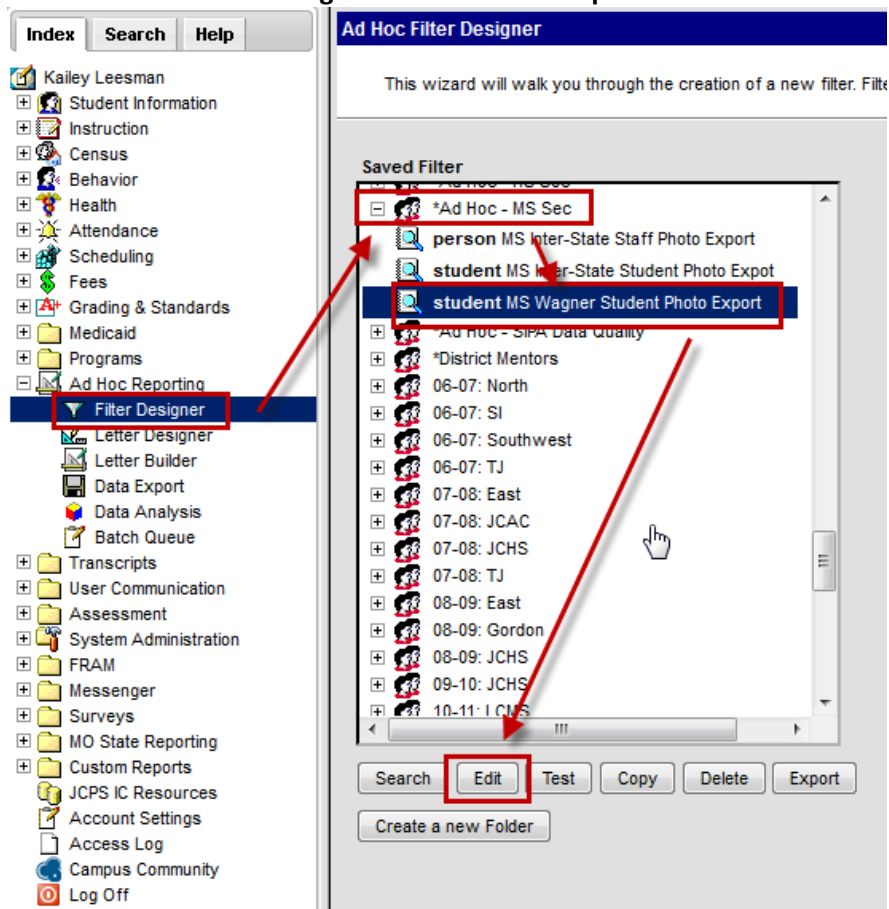
IMPORTANT: It is critical that you export the file from Ad Hoc using the steps below in order to ensure the leading zeros on all student numbers remain preserved in the file.

Student Filter Set Up

A filter has already been set up under the ***Ad Hoc – MS Sec** Ad Hoc group called **MS Wagner 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 > *Ad Hoc – MS Sec group

Select the **student MS Wagner 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 Function option; 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: MS Wagner Student Photo Export

Short Description: used to pull the student information for the beginning of the year photo company

Long Description:

Select categories & fields

Filter By: Search Clear

All Fields

- Student
 - Demographics
 - School Calendar
 - School
 - District
 - Learner
 - Counselor
 - Learner Planning
 - Census
 - Health
 - Medicaid
 - Behavior
 - Attendance
 - Assessment

Selected Fields

- student.lastName
- student.firstName
- student.grade
- student.teamName
- student.studentNumber
- student.stateID
- student.activeToday
- courseSection.courseNumber
- courseSection.courseName
- courseSection.teacherDisplay
- courseSection.roomName
- sectionSchedule.periodStart
- sectionSchedule.periodEnd

Save Save & Test

< Back Next >

Filter Parameters

Verify the only Operators and Values are set up on the **sectionSchedule.periodStart** and **sectionSchedule.periodEnd** fields. Then click **Next**.

***NOTE:** If you are running this after school has started the **student.activeToday** field will need to be set to an Operator of **=TRUE**.

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 conditions. If a Logical Expression is not used, the condition AND will be applied to all operators. If using Logical Expression, include all fields that have Op

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

*Query Name: MS Wagner Student Photo Export

Short Description: used to pull the student information for the beginning of the year photo company

Long Description:

Filter the data

ID	*Field	Operator	Value
1	student.lastName		
2	student.firstName		
3	student.grade		
4	student.teamName		
5	student.studentNumber		
6	student.stateID		
7	student.activeToday		
8	courseSection.courseNumber		
9	courseSection.courseName		
10	courseSection.teacherDisplay		
11	courseSection.roomName		
12	sectionSchedule.periodStart	=	HR
13	sectionSchedule.periodEnd	=	HR

Add

Save Save & Test

< Back Next >

Output Formatting

Verify the following the format output appears the screen shot below shows. Then click **Save**.

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. If e

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

*Query Name:

Short Description:

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"/> 1	4	Ascend ▼	Last Name	▼		▼
student.firstName	<input checked="" type="checkbox"/> 2		▼	First Name	▼		▼
student.grade	<input checked="" type="checkbox"/> 3	1	Ascend ▼	Grade	▼		▼
student.teamName	<input checked="" type="checkbox"/> 5	2	Ascend ▼	Team Name	▼		▼
student.studentNumber	<input checked="" type="checkbox"/> 6		▼	Student Number	▼		▼
student.stateID	<input checked="" type="checkbox"/> 7		▼	MOSIS Number	▼		▼
student.activeToday	<input type="checkbox"/>		▼		▼		▼
courseSection.courseNumber	<input type="checkbox"/>		▼		▼		▼
courseSection.courseName	<input type="checkbox"/>		▼		▼		▼
courseSection.teacherDisplay	<input checked="" type="checkbox"/> 4	3	Ascend ▼	Teacher	▼		▼
courseSection.roomName	<input checked="" type="checkbox"/> 8		▼	Room Number	▼		▼
sectionSchedule.periodStart	<input type="checkbox"/>		▼		▼		▼
sectionSchedule.periodEnd	<input type="checkbox"/>		▼		▼		▼

Save To: ☐ User Account

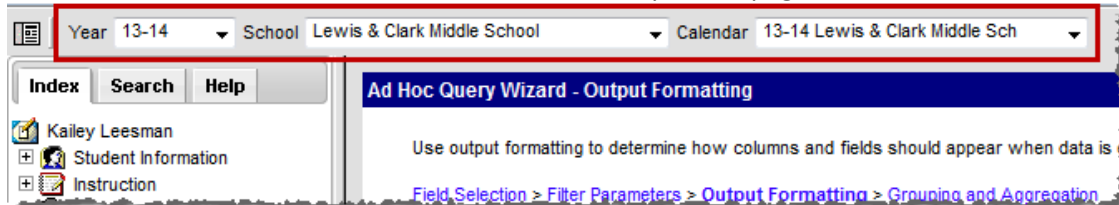
< Back Next >

Student Filter Export

If the filter is set up as shown as 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.

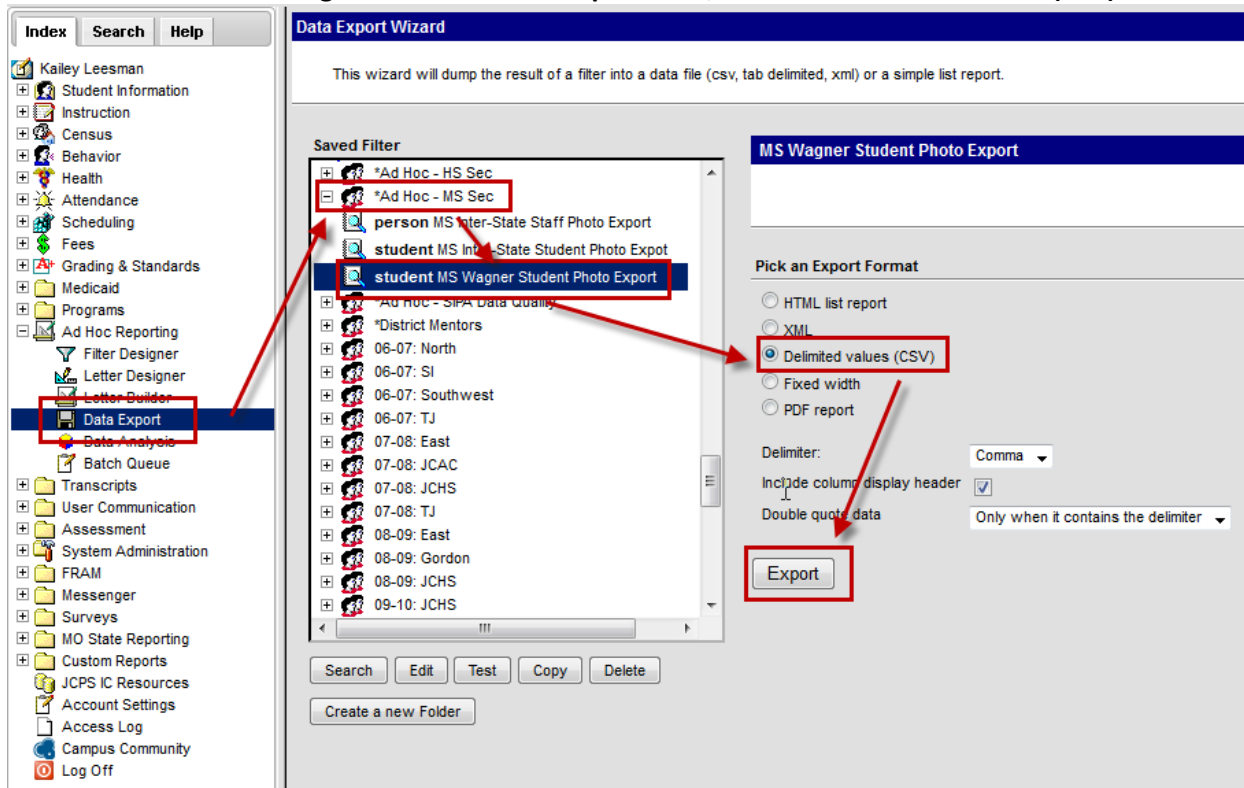
Calendar

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



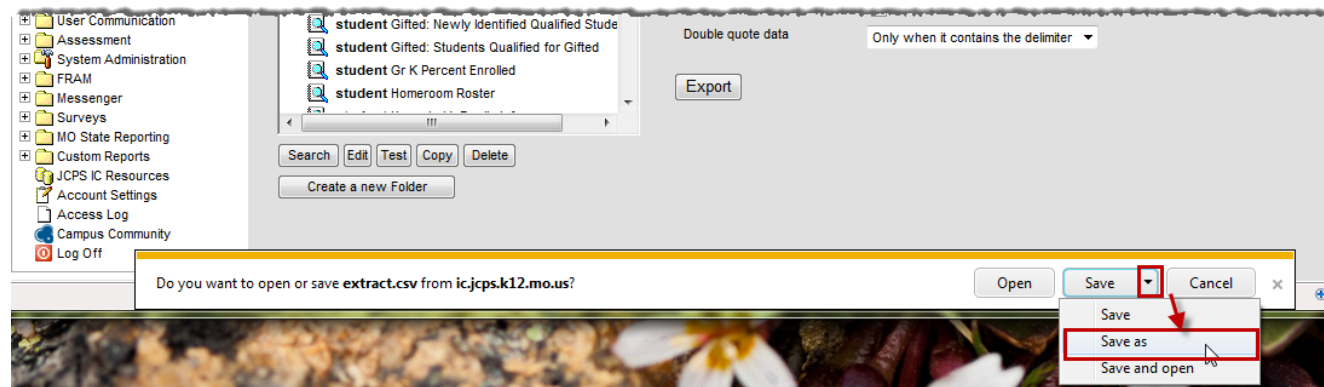
Ad Hoc Reporting > Data Export > *Ad Hoc – MS Sec group

Select the **student MS Wagner Student Photo Export** filter, then click **Delimited values (CSV)** and click **Export**.

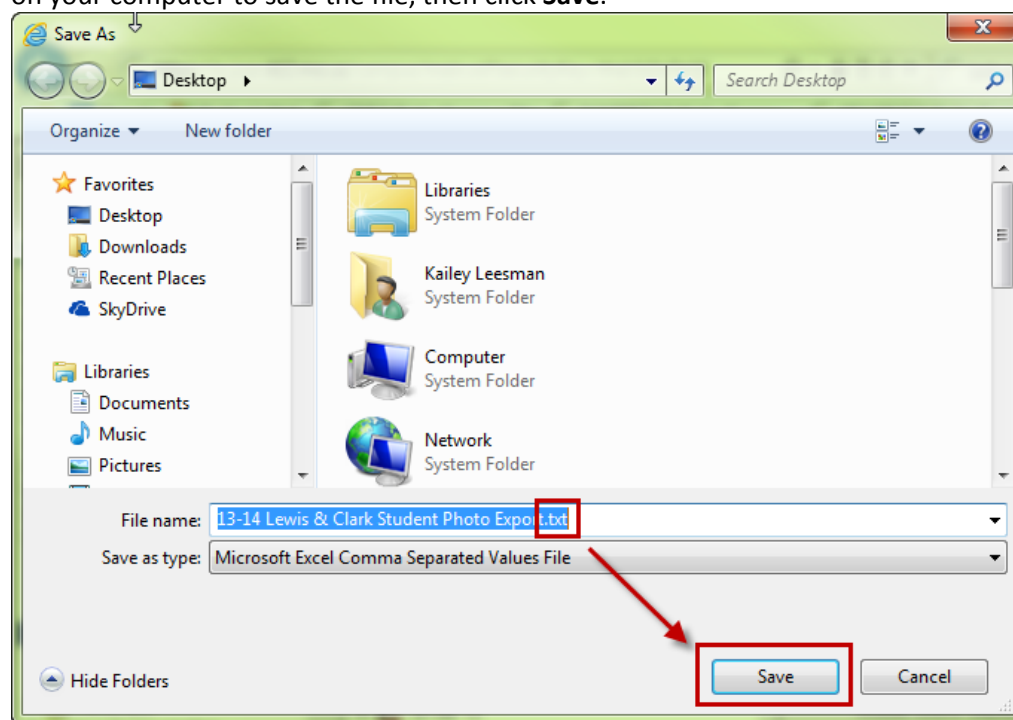


Exporting with a PC using Internet Explorer

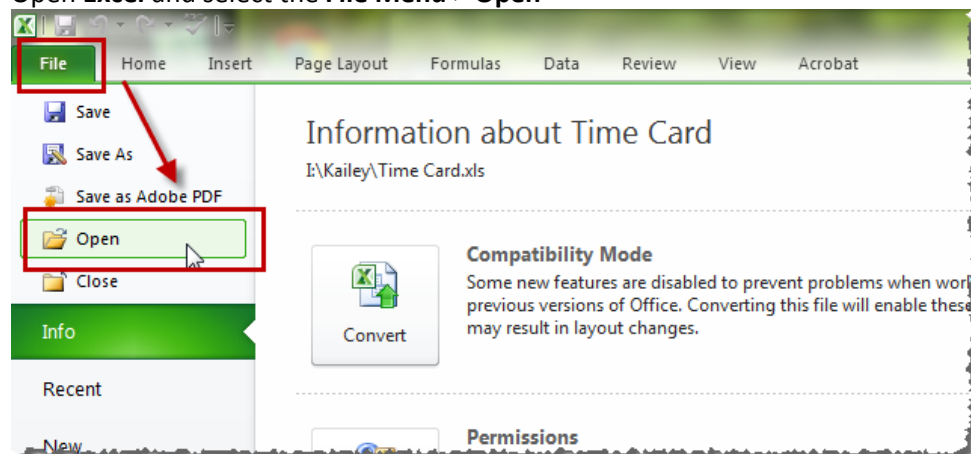
A message will appear at the bottom of the window that states “Do you want to open or save extract.csv from ic.jcps.k12.mo.us?” Select the arrow next to the Save button and select **Save As**.



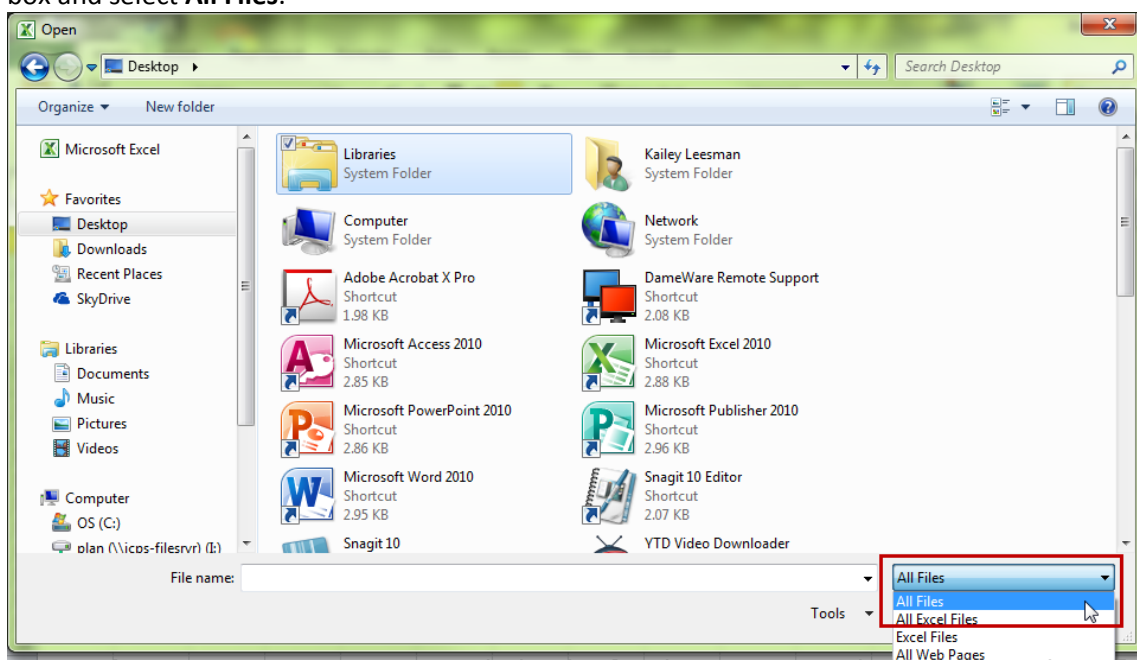
A Save As window will appear. Change the file name and add **.txt** at the end of the file name. Select a location on your computer to save the file, then click **Save**.



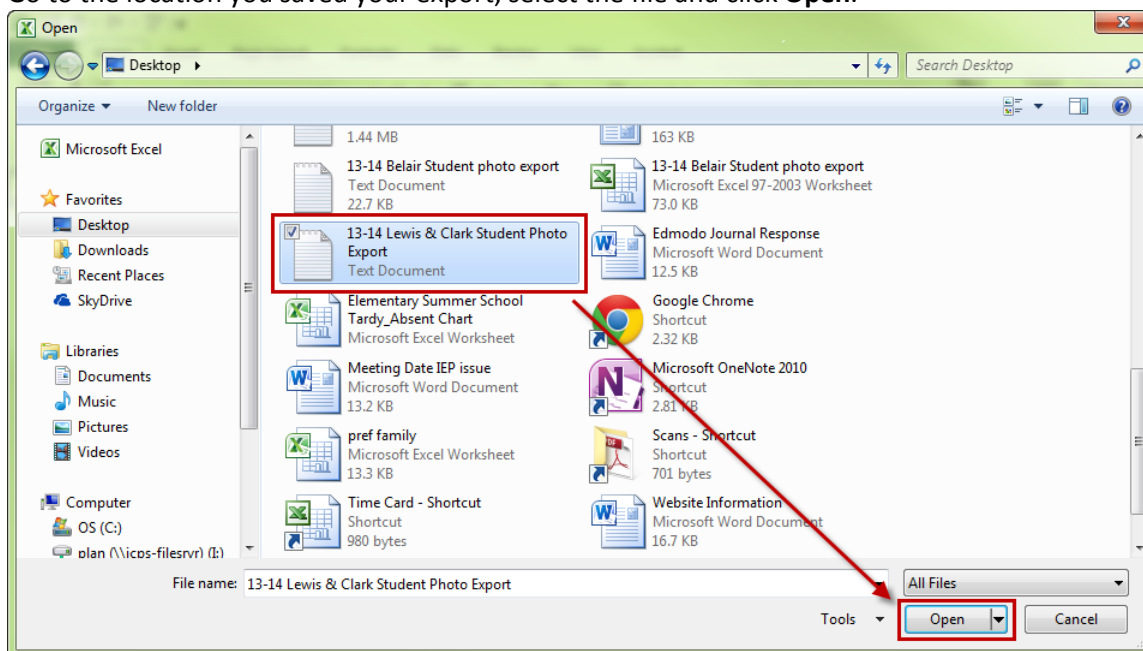
Open **Excel** and select the **File Menu > Open**



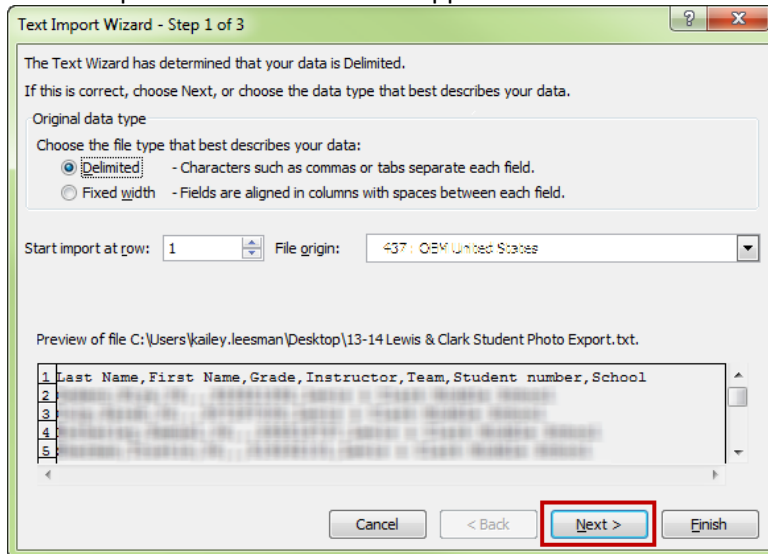
An Open window will appear. At the bottom right corner of the window, select the **All Excel Files** drop down box and select **All Files**.



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



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



Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.
☐ Fixed width - Fields are aligned in columns with spaces between each field.

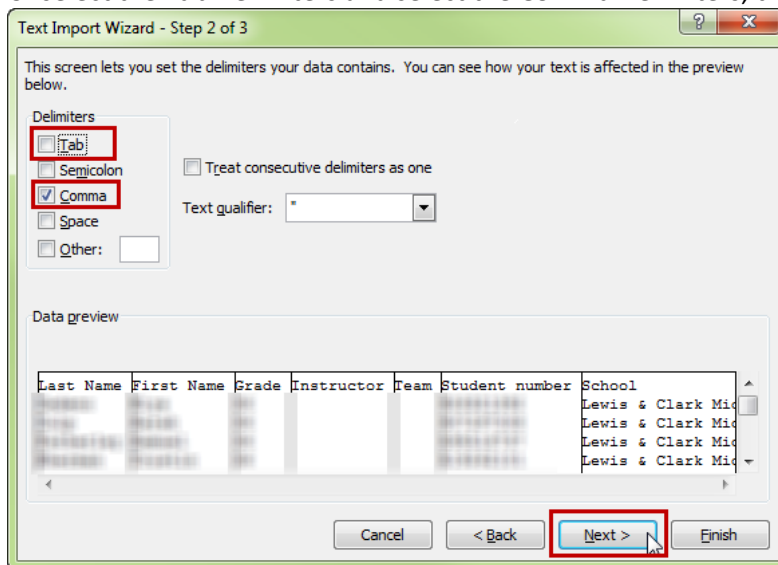
Start import at row: 1 File origin: 437 - OEM United States

Preview of file C:\Users\kailey.leesman\Desktop\13-14 Lewis & Clark Student Photo Export.txt.

1	Last Name, First Name, Grade, Instructor, Team, Student number, School
2	
3	
4	
5	

Cancel < Back **Next >** Finish

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



Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab
☐ Semicolon
☒ **Comma**
☐ Space
☐ Other:

☐ Treat consecutive delimiters as one

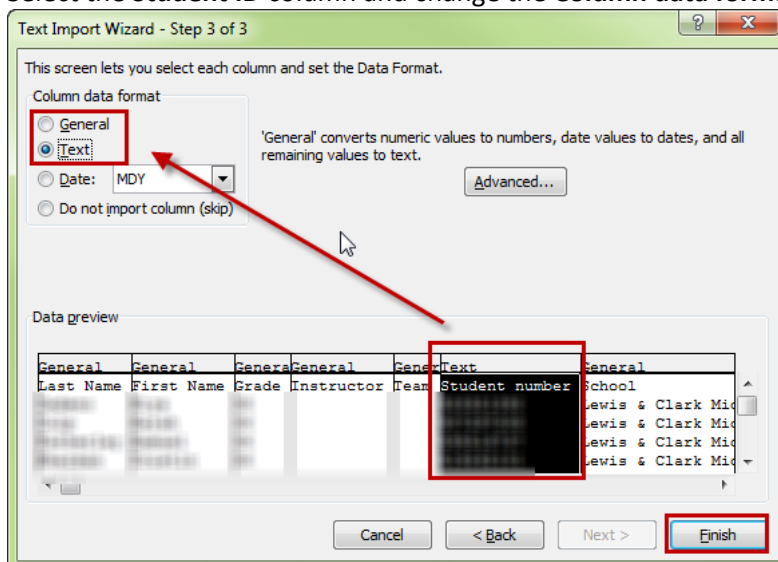
Text qualifier: "

Data preview

Last Name	First Name	Grade	Instructor	Team	Student number	School
						Lewis & Clark Mid
						Lewis & Clark Mid
						Lewis & Clark Mid
						Lewis & Clark Mid

Cancel < Back **Next >** Finish

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



Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☐ General
☒ **Text**
☐ Date: MDY
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text. Advanced...

Data preview

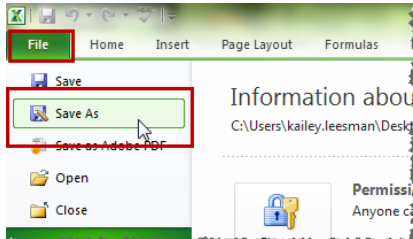
General	General	General	General	General	Text	General
Last Name	First Name	Grade	Instructor	Team	Student number	School
						Lewis & Clark Mid
						Lewis & Clark Mid
						Lewis & Clark Mid
						Lewis & Clark Mid

Cancel < Back Next > **Finish**

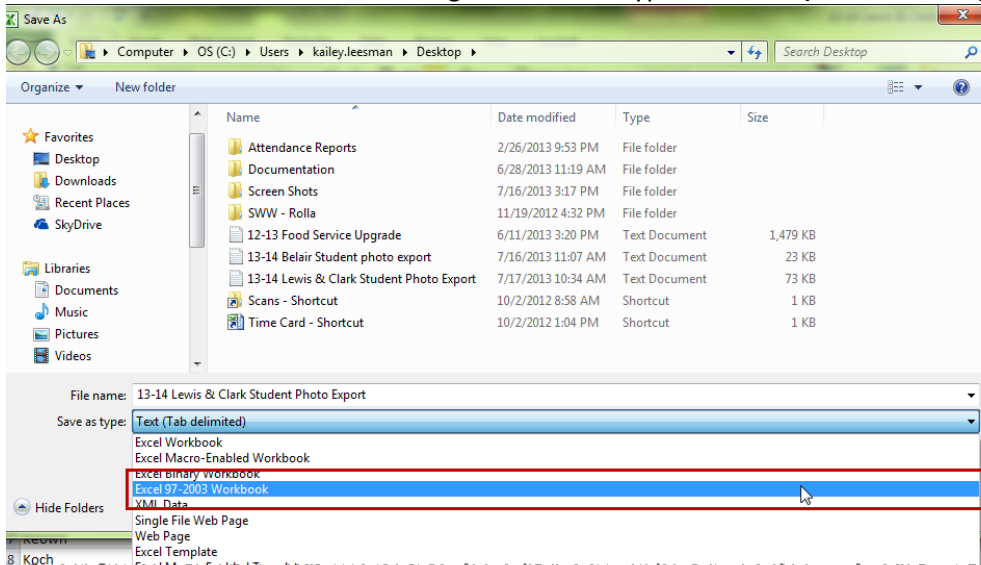
If the student numbers exported with the leading zeros, the Student ID Column should appear with green flags in the student number fields.

	A	B	C	D	E	F	G
1	Last Name	First Name	Grade	Instructor	Team	Student number	School
2	6			97-000000	Lewis & Clark Middle School
3	6			90-000000	Lewis & Clark Middle School
4	6			50-000000	Lewis & Clark Middle School
5	6			50-000000	Lewis & Clark Middle School
6	6			24-000000	Lewis & Clark Middle School
7	6	Abercrombie, Lori		00-000000	Lewis & Clark Middle School
8	6	Abercrombie, Lori		10-000000	Lewis & Clark Middle School

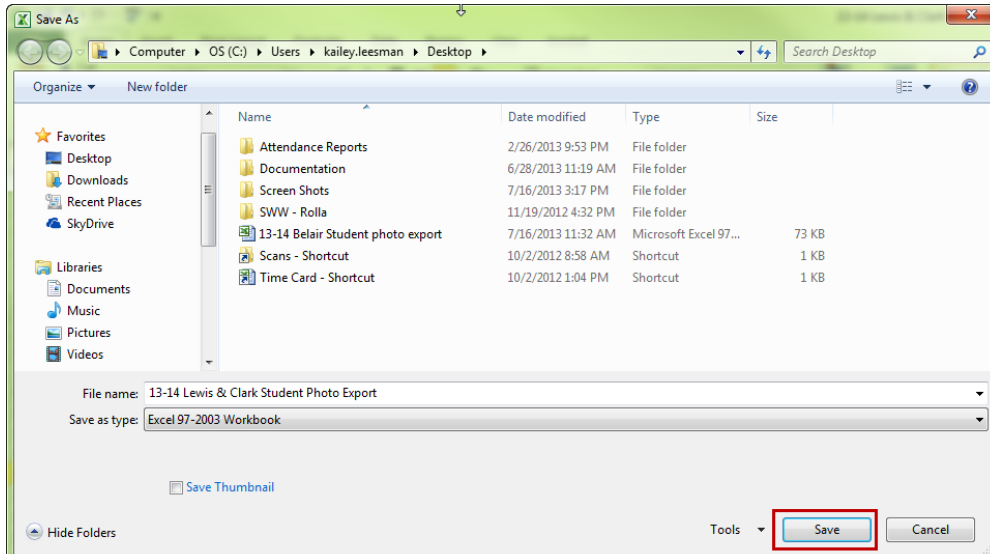
Select the **File** Menu and click **Save As**



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

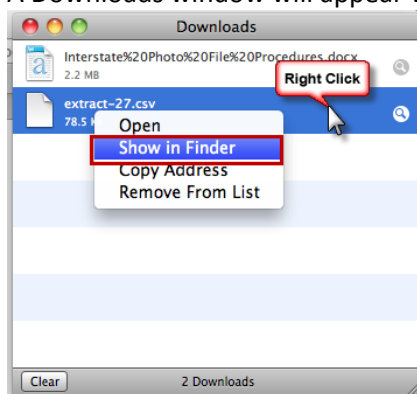


Click **Save**.

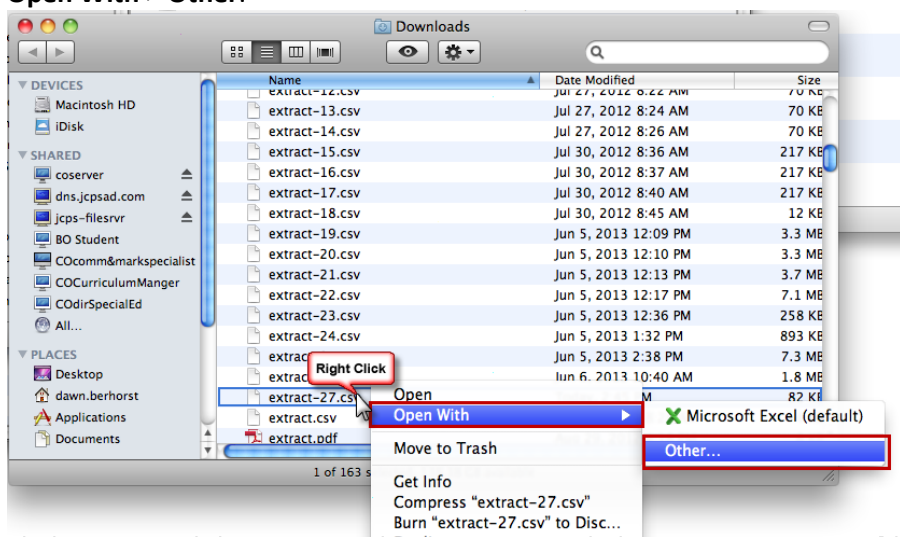


Exporting with a MAC using Safari

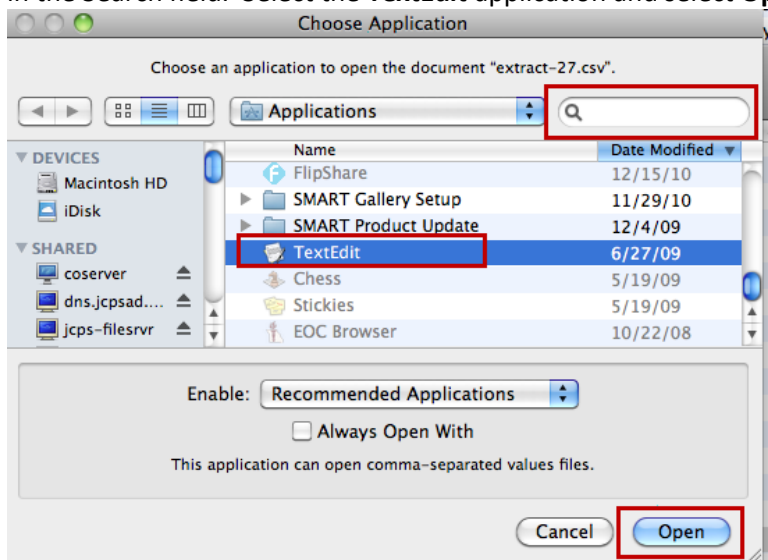
A Downloads window will appear with the extract-#.csv file. **Right click** on the extract and select **Show in Finder**.



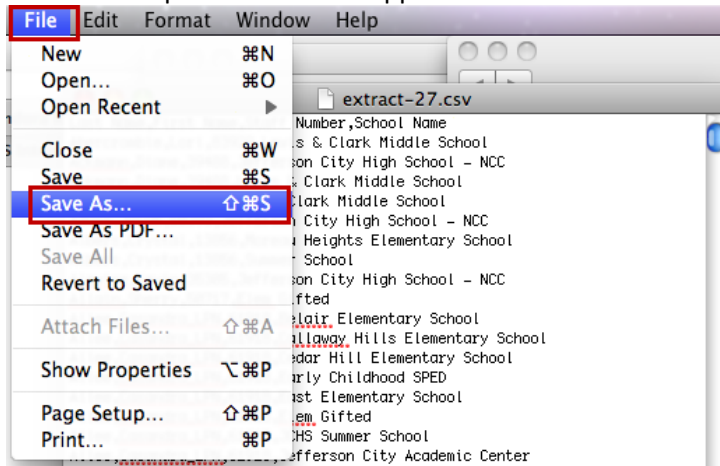
The Downloads window will open in the Finder. **Right click** on the extract file in the Finders window, select **Open With > Other**.



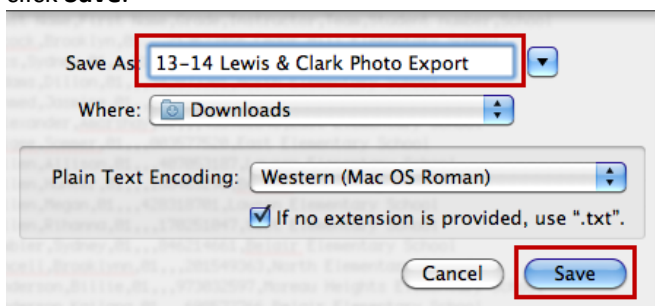
A Choose Application window will appear. Scroll Down until you find the **TextEdit** application or enter TextEdit in the Search field. Select the **TextEdit** application and select **Open**.



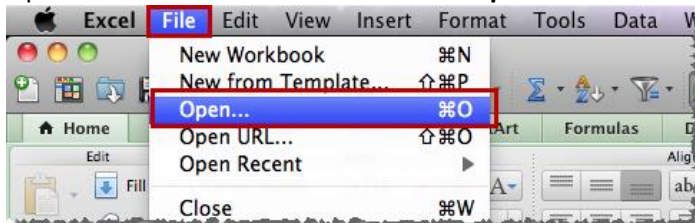
The file will open the TextEdit Application. Select the File Menu > Save As.



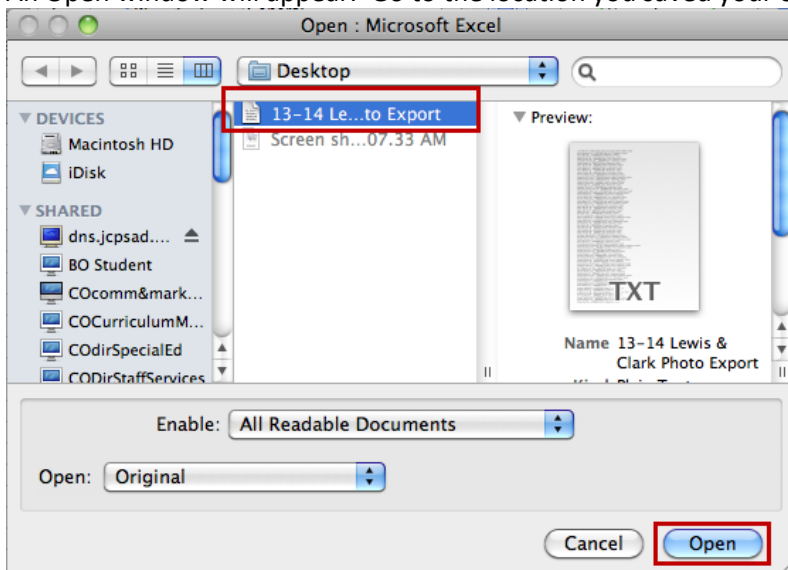
A Save As window will appear. Change the file name, select a location on your computer to save the file, then click **Save**.



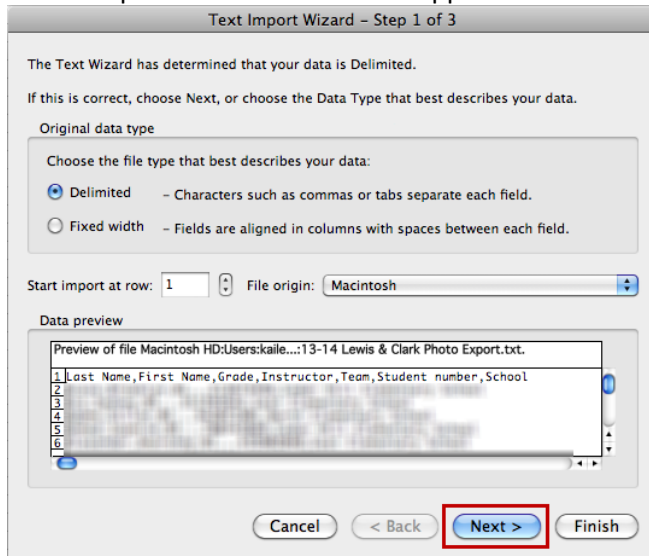
Open **Excel** and select the **File Menu > Open**



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**.



The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the Data Type that best describes your data.

Original data type

Choose the file type that best describes your data:

- ☒ Delimited – Characters such as commas or tabs separate each field.
- ☐ Fixed width – Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: Macintosh

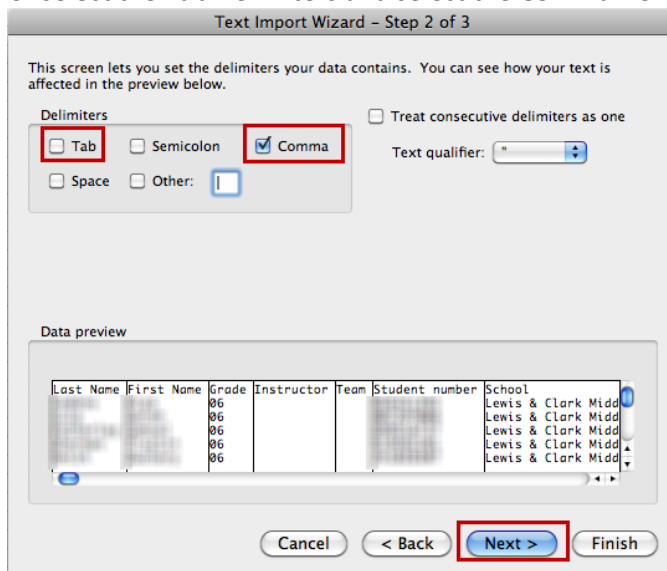
Data preview

Preview of file Macintosh HD:Users:kalle...:13-14 Lewis & Clark Photo Export.txt.

	Last Name	First Name	Grade	Instructor	Team	Student number	School
1							
2							
3							
4							
5							
6							

Cancel < Back **Next >** Finish

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



This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- ☐ Tab
- ☐ Semicolon
- ☒ Comma
- ☐ Space
- ☐ Other: |

☐ Treat consecutive delimiters as one

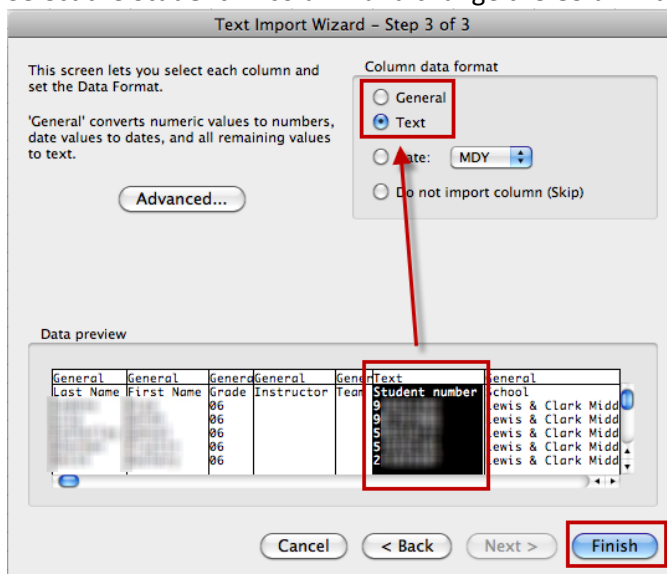
Text qualifier: "

Data preview

Last Name	First Name	Grade	Instructor	Team	Student number	School
		06				Lewis & Clark Midd
		06				Lewis & Clark Midd
		06				Lewis & Clark Midd
		06				Lewis & Clark Midd
		06				Lewis & Clark Midd

Cancel < Back **Next >** Finish

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



This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Column data format

- ☐ General
- ☒ Text
- ☐ Date: MDY
- ☐ Do not import column (Skip)

Data preview

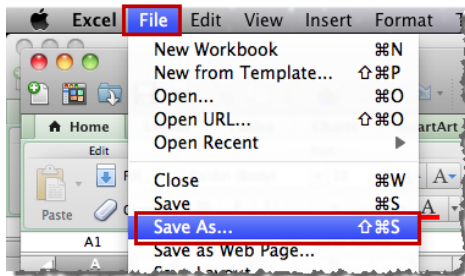
General	General	General	General	General	Text	General
Last Name	First Name	Grade	Instructor	Team	Student number	School
		06				Lewis & Clark Midd
		06				Lewis & Clark Midd
		06				Lewis & Clark Midd
		06				Lewis & Clark Midd
		06				Lewis & Clark Midd

Cancel < Back Next > **Finish**

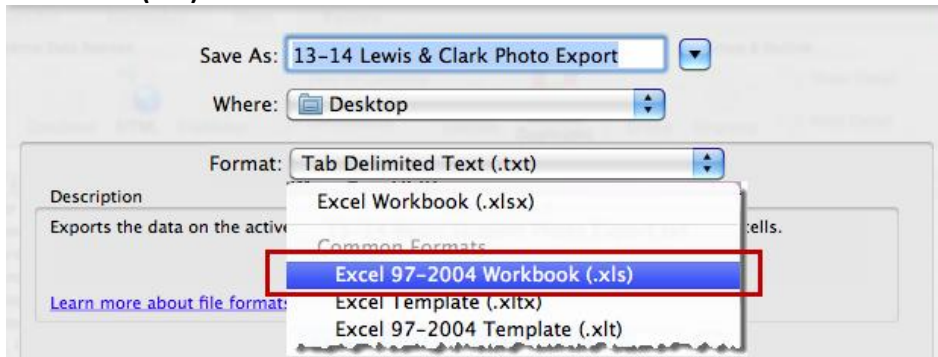
If the student numbers exported with the leading zeros, the Student ID Column should appear with green flags in the student number fields.

	A	B	C	D	E	F	G
1	Last Name	First Name	Grade	Instructor	Team	Student number	School
2	13-14	13-14	6			97-13-14	Lewis & Clark Middle School
3	13-14	13-14	6			97-13-14	Lewis & Clark Middle School
4	13-14	13-14	6			56-13-14	Lewis & Clark Middle School
5	13-14	13-14	6			53-13-14	Lewis & Clark Middle School
6	13-14	13-14	6			24-13-14	Lewis & Clark Middle School
7	13-14	13-14	6	Abercrombie, Lori		01-13-14	Lewis & Clark Middle School
8	13-14	13-14	6	Abercrombie, Lori		11-13-14	Lewis & Clark Middle School

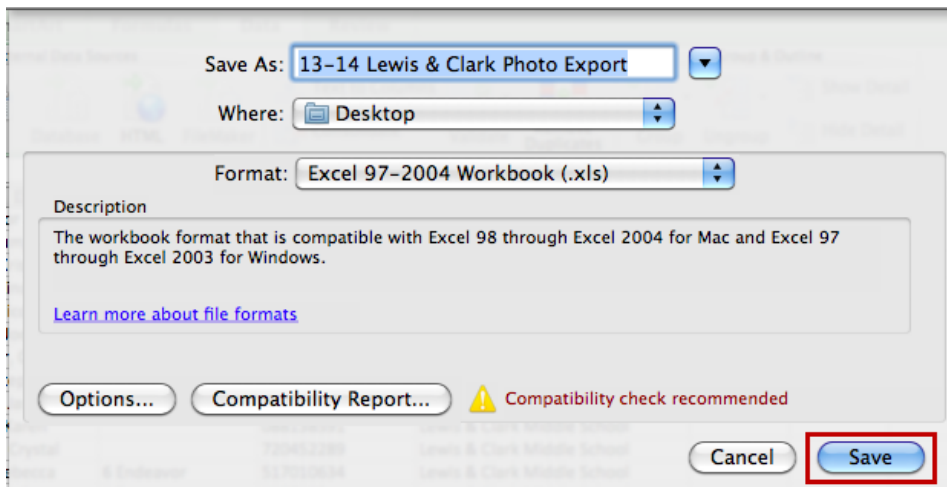
Select the **File** Menu and click **Save As**



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**.

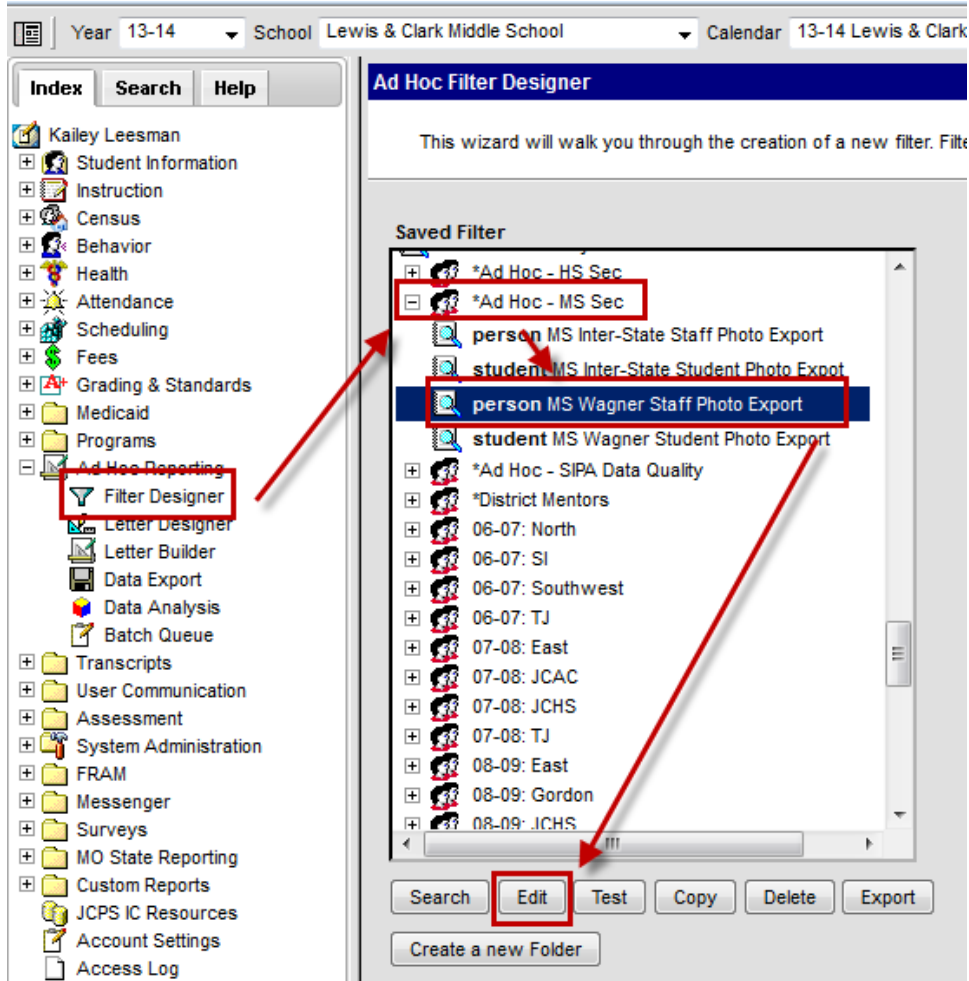


Staff Filter Set Up

A filter has already been set up under the ***Ad Hoc – MS Sec Ad Hoc** group called **MS Wagner 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 > *Ad Hoc – MS Sec group

Select the **person MS Wagner Staff 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 Function 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: MS Wagner Staff Photo Export

Short Description: Filter for Inter-State Staff photo file

Long Description: +

Select categories & fields

Filter By: Search Clear

All Fields

- Person
 - Demographics
 - Census
 - Staff
 - FRAM
 - Campus Usage

Selected Fields

- individual.lastName
- individual.firstName
- individual.staffNumber
- schoolEmployment.schoolName
- schoolEmployment.active

Save Save & Test

< Back Next >

Filter Parameters

Verify that the **schoolEmployment.active** field has an Operator of **=**, a Value of **1** 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 used. Operators 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 Expression, the condition AND will be applied to all operators.

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

*Query Name: MS Wagner Staff Photo Export

Short Description: Filter for Inter-State Staff photo file

Long Description: +

Filter the data

ID	*Field	Operator	Value
1	individual.lastName		
2	individual.firstName		
3	individual.staffNumber		
4	schoolEmployment.schoolName		
5	schoolEmployment.active	=	1

Add

Save Save & Test

< Back Next >

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: MS Wagner Staff Photo Export

Short Description: Filter for Inter-State Staff photo file

Long Description: +

Format the output file/report

☒ Output distinct records

Field	Output	Seq	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

Save Save & Test

< Back Next >

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 Lewis & Clark Middle School Calendar 13-14 Lewis & Clark Middle Sch

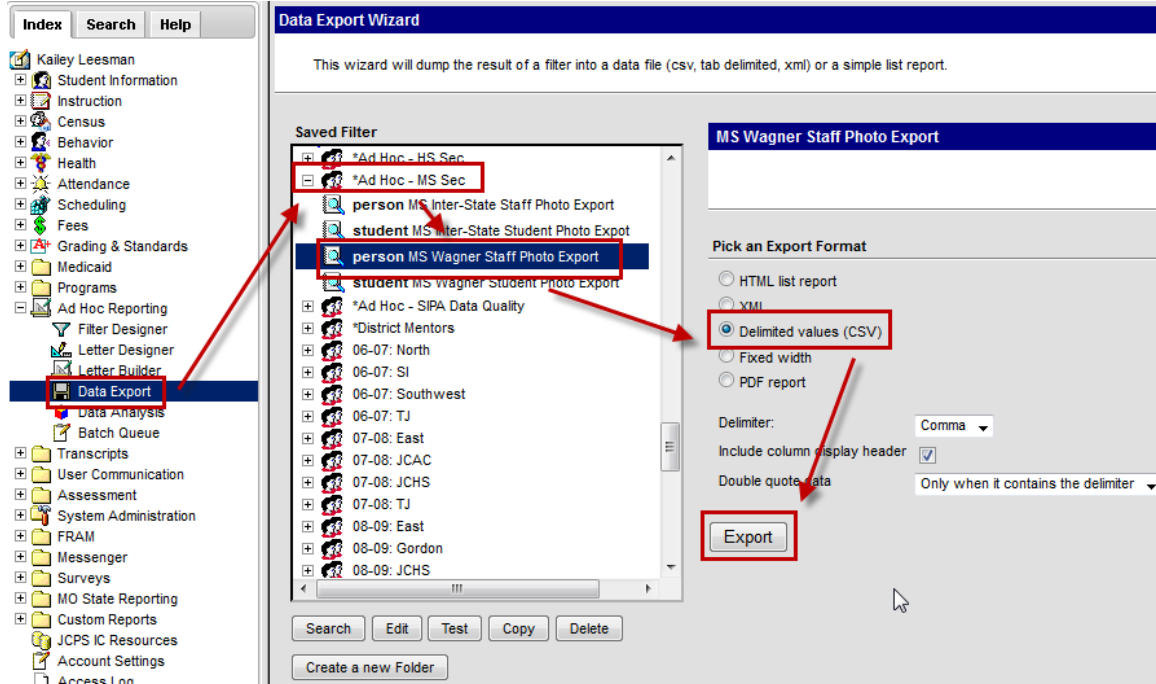
Ad Hoc Query Wizard - Output Formatting

Use output formatting to determine how columns and fields should appear when data is extracted.

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

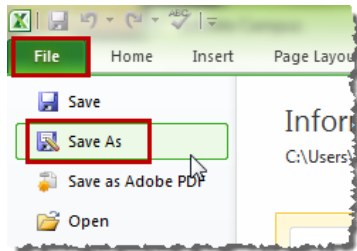
Ad Hoc Reporting > Data Export > *Ad Hoc – MS Sec group

Select the **person MS Wagner Staff Photo Export** filter then click **Delimited values (CSV)** and click **Export**.

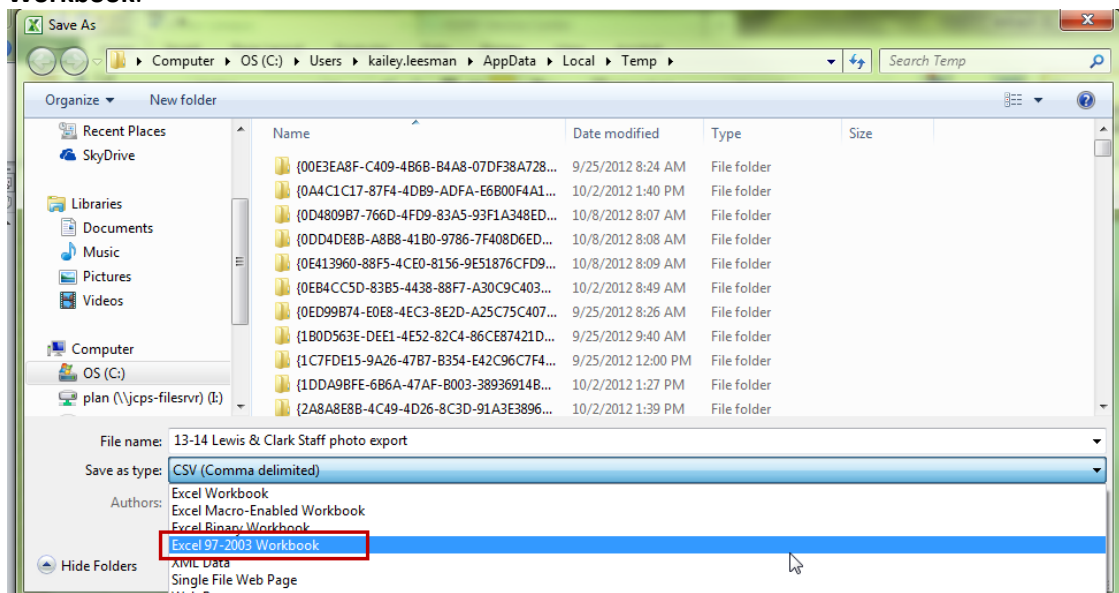


Open with Excel

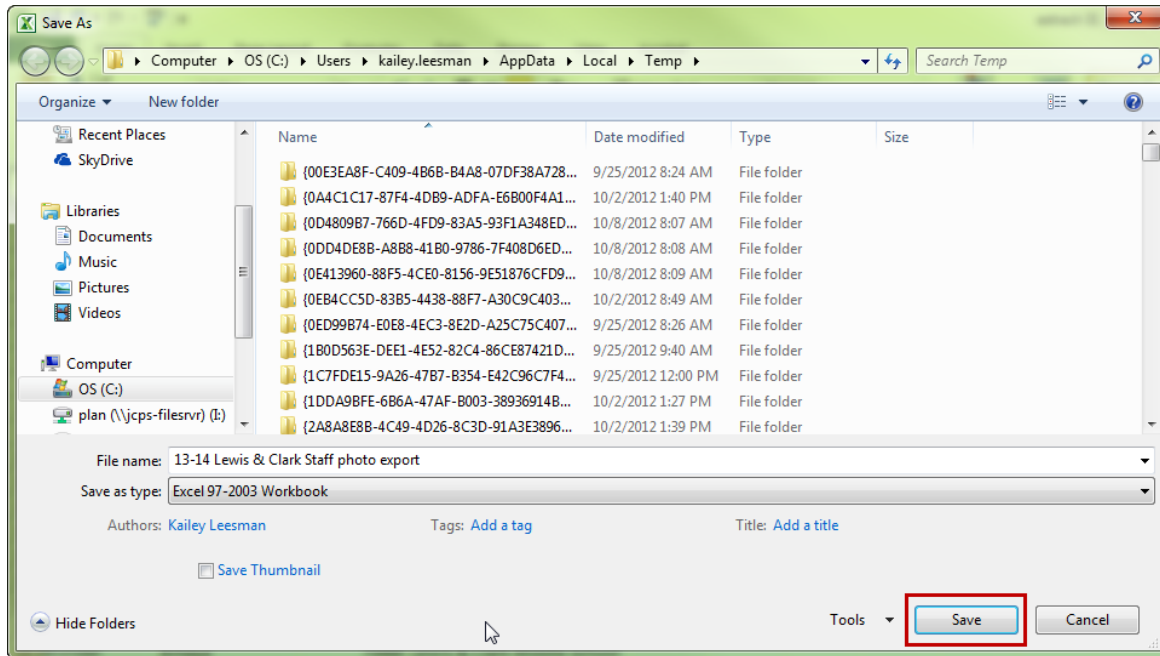
Click the **File** Menu then **Save As**.



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 Wagner at data@wagnerportraitgroup.com. Add your School Name in the subject line of the email.