

Print a Birthday List

(For Attendance Secretaries)

Log on to Infinite Campus.

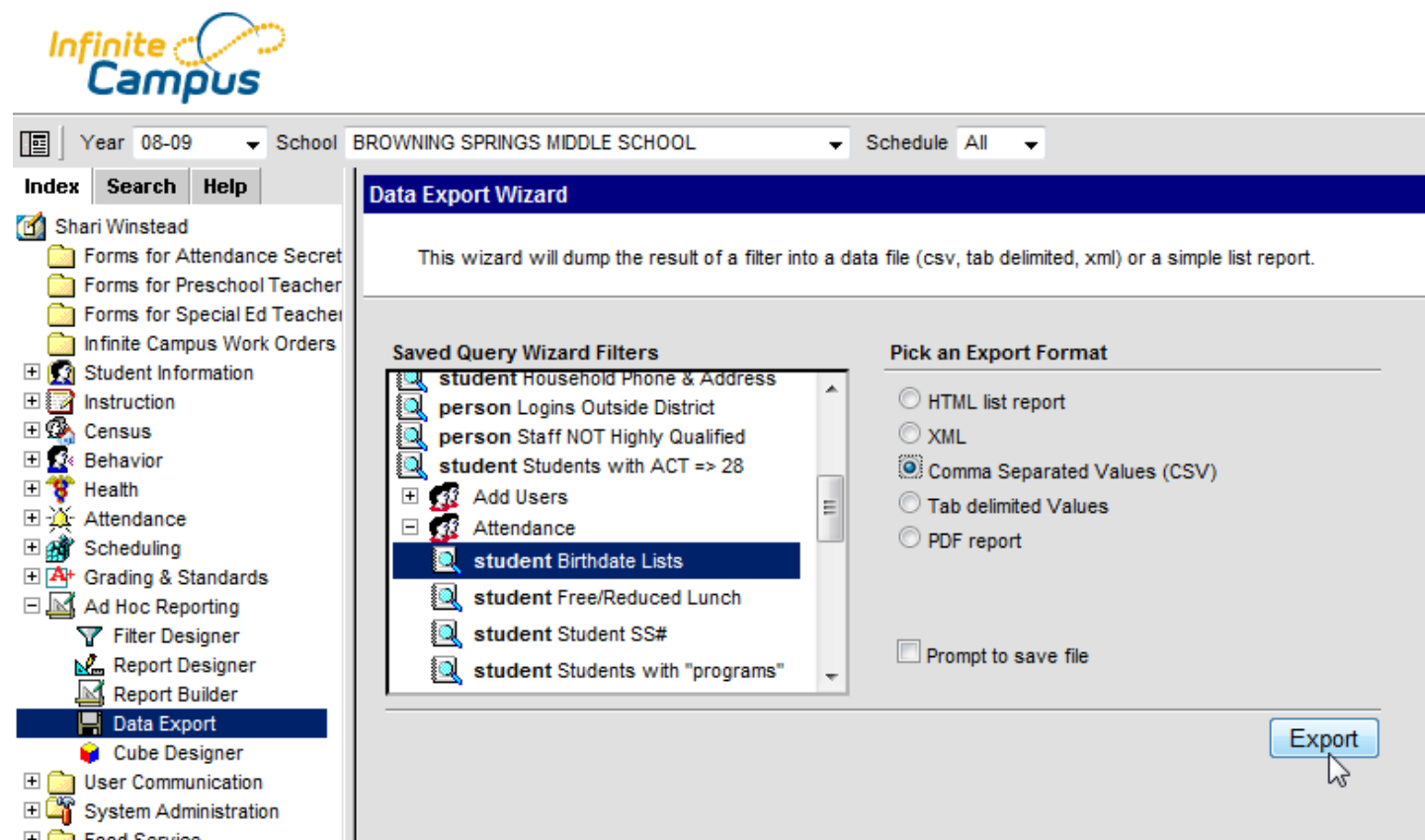
Expand **Ad Hoc Reporting**.

Click on **Data Export**.

In the Saved Filters box on the right, expand Attendance and select “**student Birthday Lists**”.

Select **Comma Separated Values (CSV)** to export this information into Excel.

Click “Prompt to Save File”. Click the **Export** button.

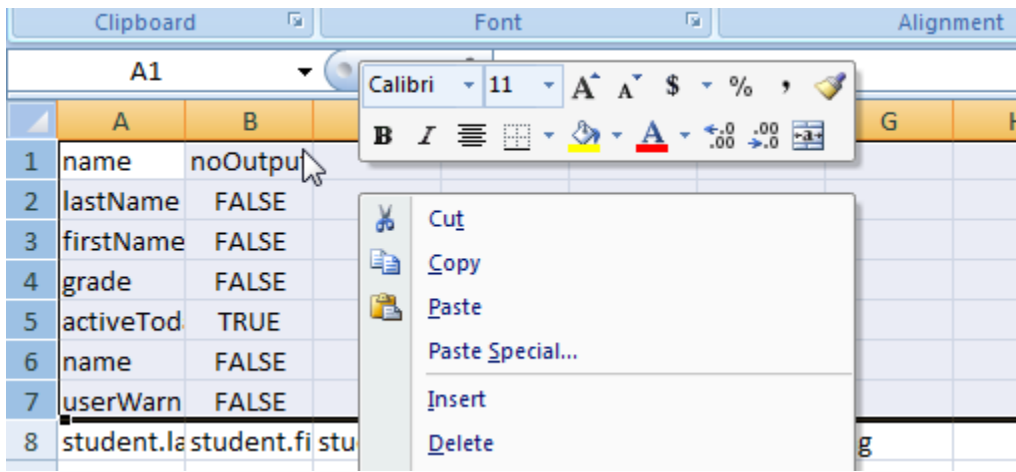


The screenshot shows the Infinite Campus interface for the 'Data Export Wizard'. At the top, there are dropdown menus for 'Year' (08-09), 'School' (BROWNING SPRINGS MIDDLE SCHOOL), and 'Schedule' (All). Below these are tabs for 'Index', 'Search', and 'Help'. The left navigation pane shows a tree view with 'Data Export' highlighted. The main content area is titled 'Data Export Wizard' and contains the following elements:

- A text box stating: "This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or a simple list report."
- A section titled 'Saved Query Wizard Filters' containing a list of filters:
 - student Household Phone & Address
 - person Logins Outside District
 - person Staff NOT Highly Qualified
 - student Students with ACT => 28
 - Add Users
 - Attendance
 - student Birthdate Lists** (highlighted)
 - student Free/Reduced Lunch
 - student Student SS#
 - student Students with "programs"
- A section titled 'Pick an Export Format' with radio buttons:
 - HTML list report
 - XML
 - Comma Separated Values (CSV)
 - Tab delimited Values
 - PDF report
- A checkbox labeled 'Prompt to save file'.
- An 'Export' button at the bottom right.

Open the file in Excel.

Highlight, then delete, the rows that provide the names of the fields that were exported.



This list can be sorted by date as needed.