

## Steps for Infinite Campus Dialer Extract

Go into IC

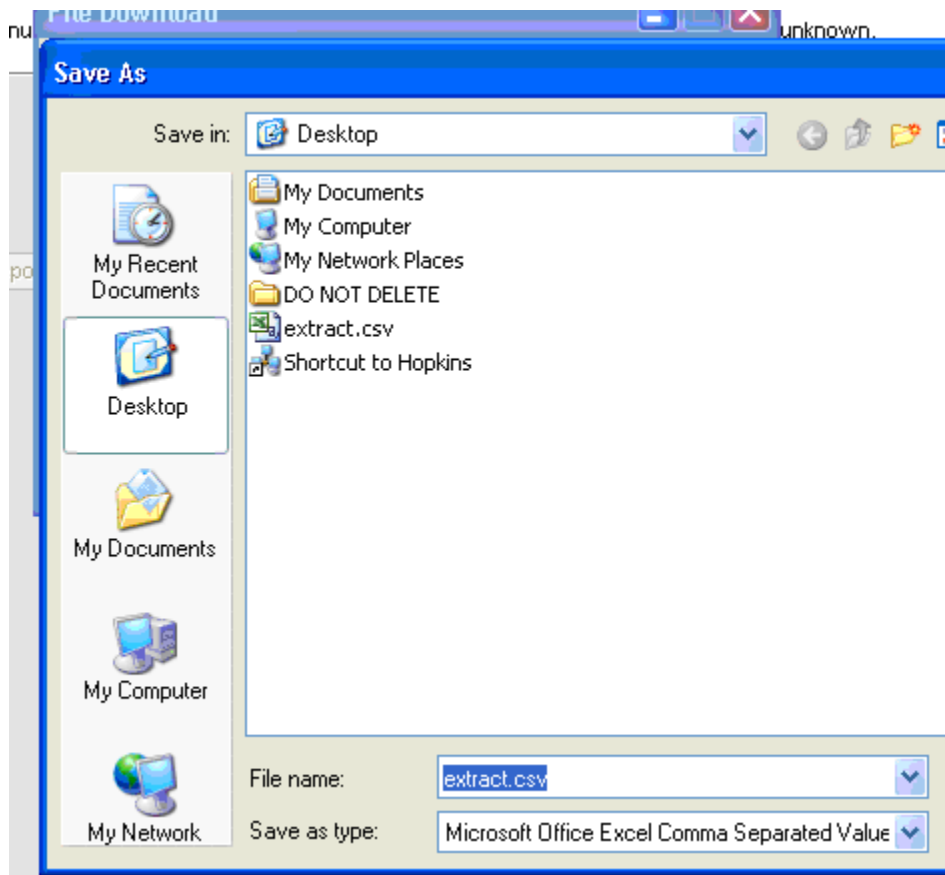
Index > Attendance > Reports > Dialer Export

The screenshot shows the Infinite Campus software interface. At the top, there are dropdown menus for 'Year' (08-09) and 'School' (JAMES MADISON MIDDLE SCHOOL), along with a 'Schedule' button. Below this is a navigation pane with 'Index', 'Search', and 'Help' tabs. The 'Index' tab is active, showing a tree view of the software's menu. The 'Attendance' folder is expanded, and the 'Reports' sub-folder is also expanded. The 'Dialer Extract' report is selected and highlighted in blue. To the right of the navigation pane is the main content area, titled 'Attendance Dialer Extract'. It contains a description: 'This report will generate a fixed-width file of the names, phone numbers and a period st...'. Below the description are two input fields: 'Date' (11/10/2008) and 'Format' (Fixed Width). A 'Generate Extract' button is located below these fields.

CSV

Click GENERATE EXTRACT.

SAVE to Desktop.



Hit Save again. YES, replace it.

Go to your Desktop. Open the file "extract.csv". Make sure it is correct.

Go back into Infinite Campus. Click on "Infinite Campus Work Orders"

Click MENU > Attendance

Browse to find "extract.csv".

Click Upload File.

Enter Connect Ed credentials and schedule the calls.