Open Infinite Campus.

Expand Ad Hoc Reporting.



Select Data Export.

In the 'Saved Query Wizard Filters' box, expand Attendance, and click on 'student Lunch Status by Homeroom'. Select CSV format. Click Export.

The file will be opened with Microsoft Excel.

Click on the top left cell which will select all columns on the spreadsheet.



Then double click on the line between the A and B columns to expand each row so that you can better see the contents in each cell.

Click on any cell so that all of the cells are no longer highlighted (selected).

To sort by homeroom, highlight Column G. From the Data menu at the top, select Sort.

| 5                         | Data                                   | Revi          | iew   | View       | Acrobat                        |                                     |        |                             |   |         |
|---------------------------|--|---------------|---|------------|--------------------------------|-------------------------------------|--------|-----------------------------|---|---------|
| Cor<br>Pro<br>Edi<br>ecti | nnections<br>perties<br>t Links<br>ons | A<br>Z↓<br>A↓ | AZA<br>Sort   | Filter     | K Clear<br>Reapply<br>Advanced | Text f                              | to Rer | →<br>move<br>licates<br>Dat | Data Validation ×<br>Consolidate<br>What-If Analysis ×<br>a Tools | Group U |
| :tion.teacherFull/ Sort   |  |               |   |            |                                |                                     |        |                             |   |         |
| Laund                     |  |               | nch the Sort dialog box to sort<br>a based on several criteria at |            |                                |                                     |        |                             |   |         |
| D                         |  |               | once.   |            |                                |                                     |        |                             | G   |         |
| t.firstName               |  | stud          | 🕜 Pr  | ess F1 for |                                | Status courseSection.teacherFullNam |        |                             | llName  |         |
|                           |  |               |   |            |                                | 4103 Dever, Christine               |        |                             |   |         |
| ie                        |  |               |   | 1          |                                | 4103 Franklin, Jennifer             |        |                             |   |         |
| у                         |  |               |   | 2          | 4103 Watkins, Laura            |                                     |        |                             |   |         |

Select 'Expand the selection', and click SORT.

| Sort Warning  |
|---|
| Microsoft Office Excel found data next to your selection. Since you have not selected this data, it will not be sorted. |
| What do you want to do? <ul> <li>Expand the selection</li> <li>Continue with the current selection</li> </ul>           |
| Sort Cancel   |

When prompted, sort by courseSection.teacherFullName. Click the 'Add Level' button, and add 'activeEnrollment.mealStatus'. Click OK.

| Sort  | Maclau                  |         |   |                     |  |  |  |  |
|---|-------------------------|---------|---|---------------------|--|--|--|--|
| Image: Copy Level       I |                         |         |   |                     |  |  |  |  |
| Column  |                         | Sort On |   | Order               |  |  |  |  |
| Sort by   | courseSection.teacher 💌 | Values  |   | A to Z              |  |  |  |  |
| Then by   | activeEnrollment.meals  | Values  | - | Smallest to Largest |  |  |  |  |
|   |                         |         |   |                     |  |  |  |  |
|   |                         |         |   |                     |  |  |  |  |
|   |                         |         |   |                     |  |  |  |  |
|   | S.                      |         |   |                     |  |  |  |  |
|   |                         |         |   |                     |  |  |  |  |
|   |                         |         |   | OK Cancel           |  |  |  |  |

Your spreadsheet will be sorted by teacher and then meal status.