Determine Which Students have Program Flags

(For Attendance Secretaries)

Log on to Infinite Campus.
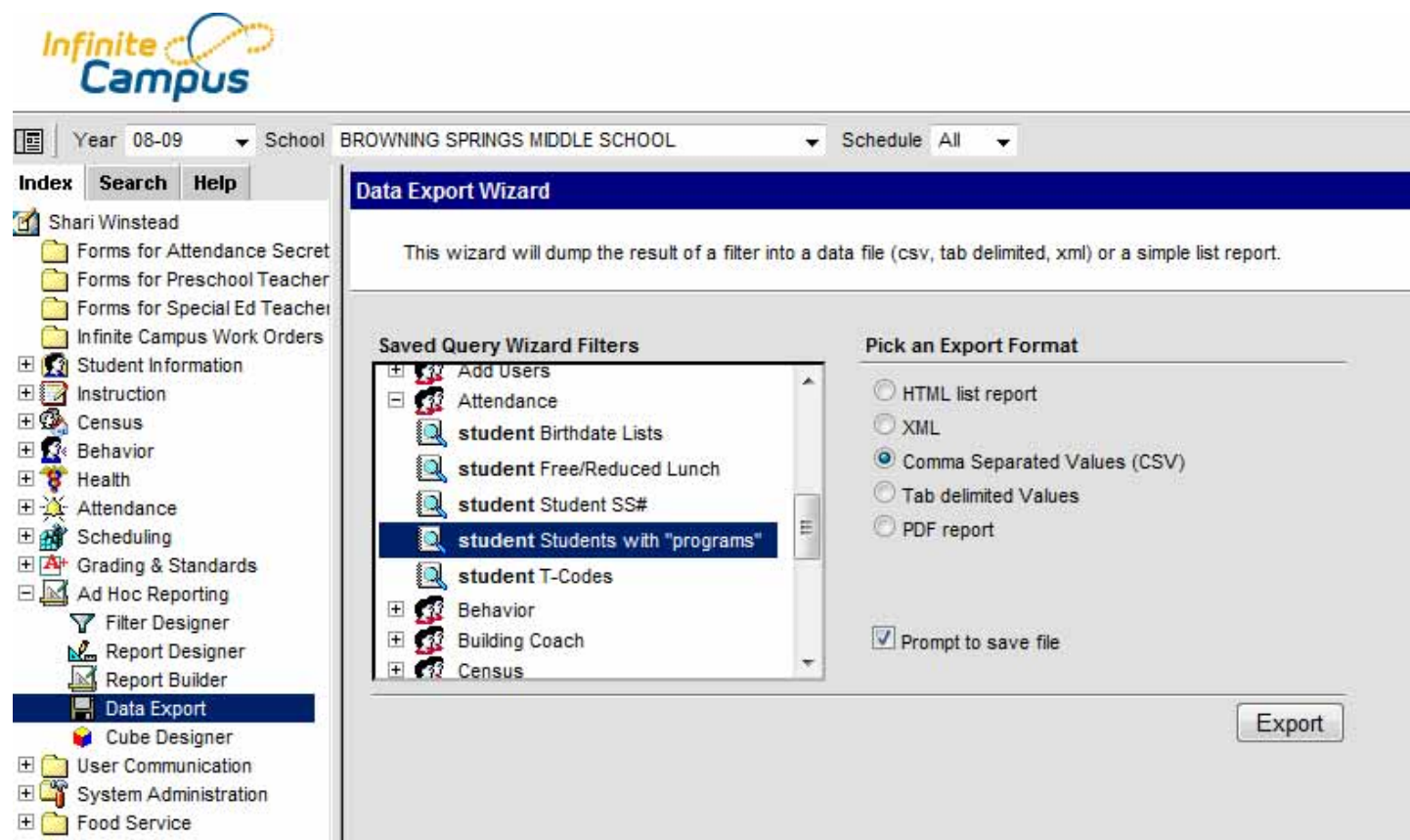
Expand Ad Hoc Reporting.

Click on Data Export.

In the Saved Filters box on the right, expand Attendance and select "student Students with "Programs"".

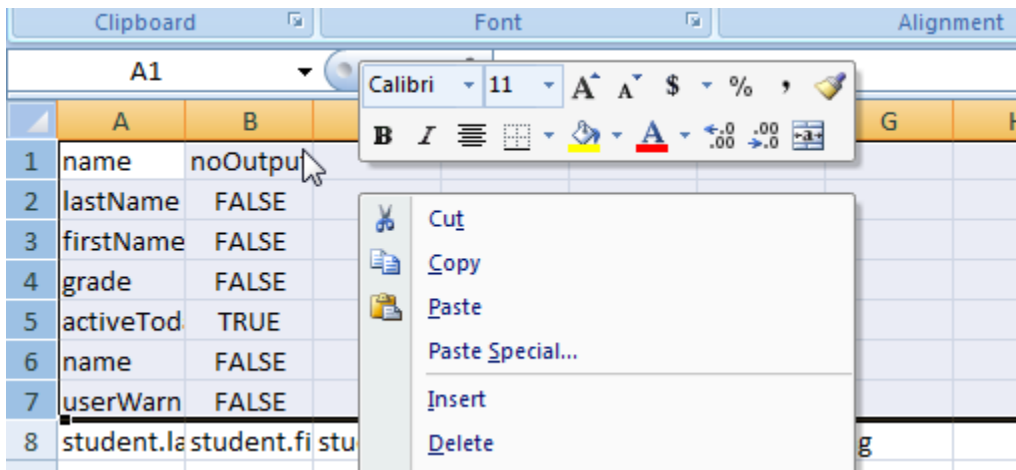Select Comma Separated Values (CSV) to export this information into Excel.

Click "Prompt to Save File". Click the Export button.

Open the file in Excel.

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

You now have a listing of all students with any type of flag. This list can be sorted by column as needed.

	student.lastName	student.firstName	student.grade	spProgram.name	spProgram.userWarning
7	userWarning		FALSE		
8	student.lastName	student.firstName	student.grade	spProgram.name	spProgram.userWarning
9	Mouse	Mickey	6	SE	Active
10	Joe	Jane	7	SE	Active
11	Ashby	Kaci	8	SE	Active

If you find students who need a program flag, search for the student.

Click the Programs tab. Click New.