

**AIM USER GUIDE:
STATE PUBLISHED AD HOC
FILTERS**

THIS AIM USER GUIDE IS DESIGNED TO PROVIDE GUIDANCE FOR USING STATE PUBLISHED AD HOC FILTERS. THE OPI AIM STAFF CREATES AD HOC FILTERS AND THEN PUBLISHES THEM TO THE DISTRICTS TO USE IN VERIFYING DATA.

This guide will show districts how state published ad hoc filters can be used and/or modified at the district level. Topics included in this guide include:

- Finding state published ad hoc filters.
- Copying state published ad hoc filters.
- Modifying state published ad hoc filters.
- Using state published ad hoc filters.

State Published Ad Hoc Filters

AIM User Guide

This AIM User Guide is designed to provide guidance for using state published ad hoc filters. The OPI AIM staff creates ad hoc filters and then publishes them to districts for use in verifying data.

Districts may not modify the actual state published ad hoc report. A copy can be made. This allows districts to have an original to return to if necessary.

This guide will show districts how state published ad hoc filters can be used and/or modified at the district level. Topics included in this guide include:

- Finding state published ad hoc filters.
- Copying state published ad hoc filters.
- Modifying state published ad hoc filters.
- Using state published ad hoc filters.

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FAQ:

1. **What does an ad hoc do?**

Ad Hocs help gather and filter stored data in Infinite Campus so users can see filtered or tailored sets of data. They can also extract and generate reports on specific data sets.

2. **How do I access state published ad hoc filters?**

Users must have access to the user group *MTE all tools* or the district must modify the Ad Hoc Reporting User Group to have access to state published ad hoc filters.

3. **Why should state published ad hoc filters be copied?**

Copying state published ad hoc filter allows a district to see the filter logic and make district level modifications to the ad hoc filter.

4. **How do I modify a state published ad hoc filter?**

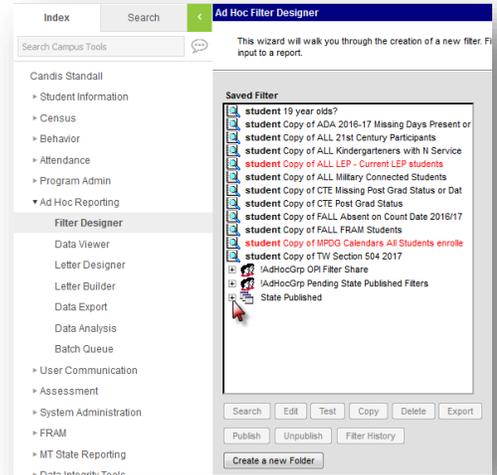
To modify a state published ad hoc filter a user will first need to copy the filter to their Saved Filters or to another Ad hoc Reporting group.

ACCESSING STATE PUBLISHED AD HOC FILTERS

1. Select the *Year* from the tool bar. If desired, you can also select the *School* you wish to view data for by selecting the *School* from the tool bar as well.
2. From the **Index** tab, select **Ad hoc Reporting**.
3. Select **Filter Designer**.
4. Under **Saved Filter**, click on the + next to the *State Published* folder.
5. Choose a filter. The filter may not be edited or deleted. (See page 4 for copying filters for editing).

NOTE: A user must either belong to the *group MTE_all tools* or have rights to state published filters through another user group.

Functionality in Infinite Campus prevents a user from having access to data through Ad hoc Reporting that they do not have access to through Tool Rights. For example, a Special Education teacher who has access to State Published filters will not be able to run a Free/Reduced Meal Status report from that group, unless the teacher first has access to those fields through User Groups and/or Tool Rights.

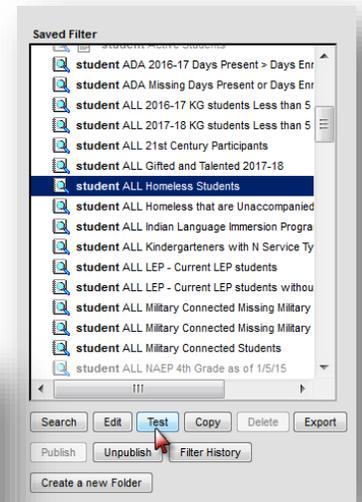
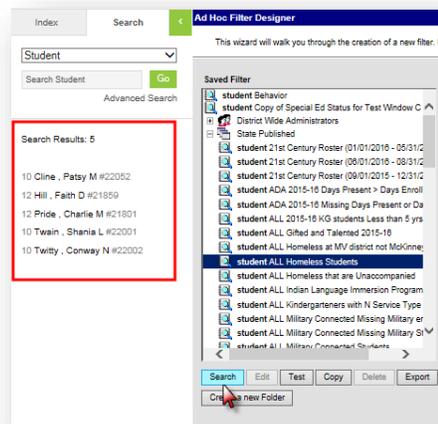


AD HOC REPORTING WITH FILTER DESIGNER MODULE

To view the results of an ad hoc filter:

1. From the **Index** tab, select **Ad Hoc Reporting** and
2. Select **Filter Designer**.
3. Select a Saved Filter.
4. Click the **Test** button to see the results in a pop-up HTML format.
5. An HTML pop up will appear with the ad hoc filter results.

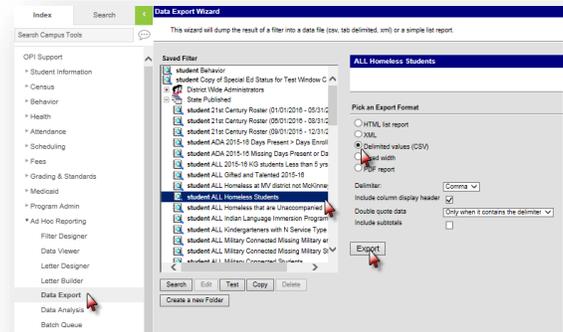
*If you would rather view the list of students to the left under Search Results instead of in an HTML document, click the **Search** button instead of the **Test** button.



AD HOC REPORTING WITH DATA EXPORT

Ad Hoc Filter results can be exported in a variety of formats.

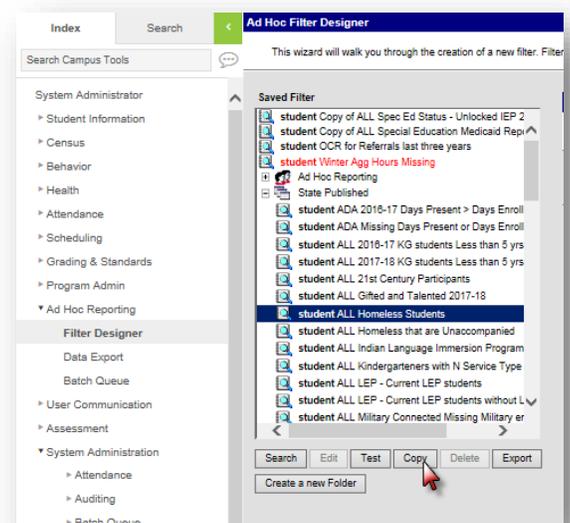
1. From the **Index**, select **Ad Hoc Reporting**.
2. Select **Data Export**.
3. Select a *Saved Filter* and an *Export Format*.
NOTE: The most popular format is the Delimited values (CSV), which exports the report into Excel.
4. Click the **Export** button. (The image below is an example of an Excel file that was exported using these steps.)



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	District	School	Last Name	First Name	State ID	Grade	Homeless	Nighttime	McKinney	Unaccomp	Enroll Start	Enroll End	
2	Shelby Pub	Shelby Hig	Cline	Patsy	2.22E+08	10	1	1			8/23/2017		
3	Shelby Pub	Shelby Hig	Hill	Faith	5.18E+08	12	1	1			8/23/2017		
4	Shelby Pub	Shelby Hig	Pride	Charlie	6.15E+08	12	1	2			8/23/2017		
5	Shelby Pub	Shelby Hig	Twain	Shania	9.63E+08	10	1	2			8/23/2017		
6	Shelby Pub	Shelby Hig	Twitty	Conway	8.69E+08	10	1	4			8/23/2017		
7													
8													
9													

COPYING STATE PUBLISHED AD HOC FILTERS

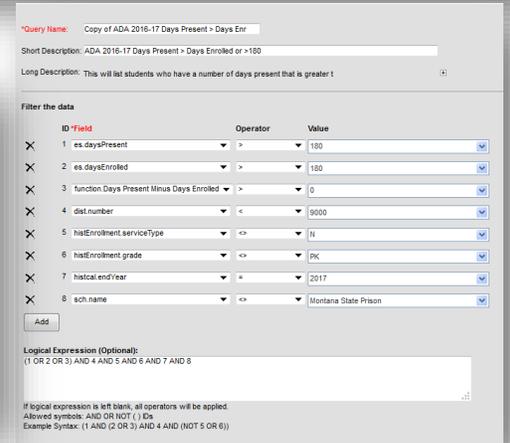
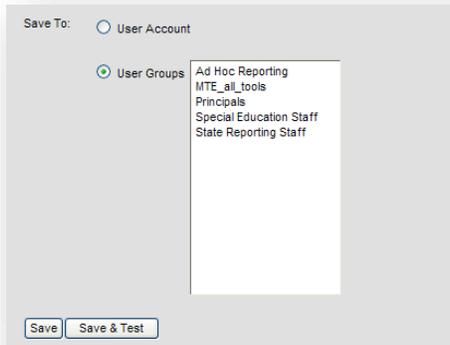
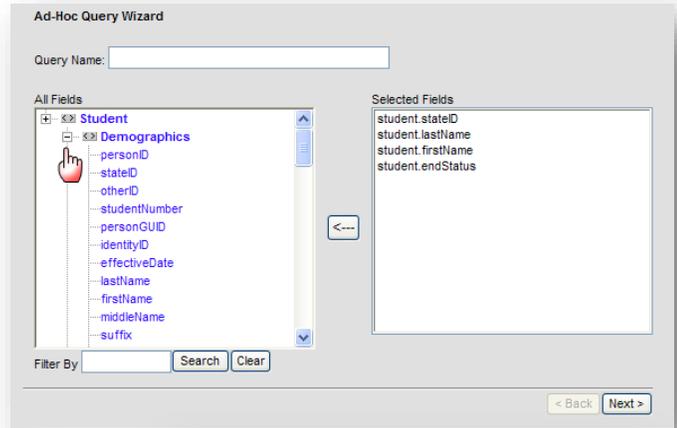
1. From the **Index**, select **Ad hoc Reporting**.
2. Select **Filter Designer**.
3. Under **Saved Filter**, expand the *State Published* folder.
4. Choose a filter.
5. The state published filter may not be edited or deleted, but it can be copied.
6. To edit or view the parameters of the report, click **Copy**. Then click **OK** when the warning message appears.
7. A copy of the report will be created under the user's filters.



8. Select the copy of the filter and click **Edit**.
The user may now add/delete fields or change filter criteria...
9. Or save to another **User Group**.

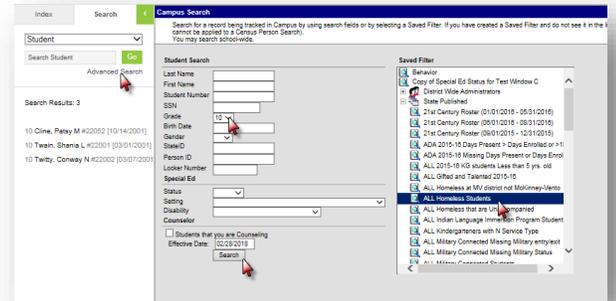
NOTE: A filter saved to another User Group may be modified and/or deleted by any user in that group. Only filters in the State Published group are locked.

***Please use care when copying and modifying State Published filters. Changes made by the OPI Staff to a State Published filter will not be reflected in your copied version of the filter.*



USING AD HOC FILTERS IN THE ADVANCED SEARCH TOOL

1. Click the **Search** tab. Select **Student** from the drop-down box.
2. Click **Advanced Search**.
3. Select from any of the fields listed under Student Search, such as Grade.
4. Expand the **State Published** list in the Saved Filter box.
5. Click the **Search** button at the bottom of the list of search criteria fields. The results of your search will appear on the left under Search Results.



For more information, contact the AIM Help Desk at 1- 877-464-6681 or

[Submit an AIM Help Desk Ticket](#)