

# Census Wizard

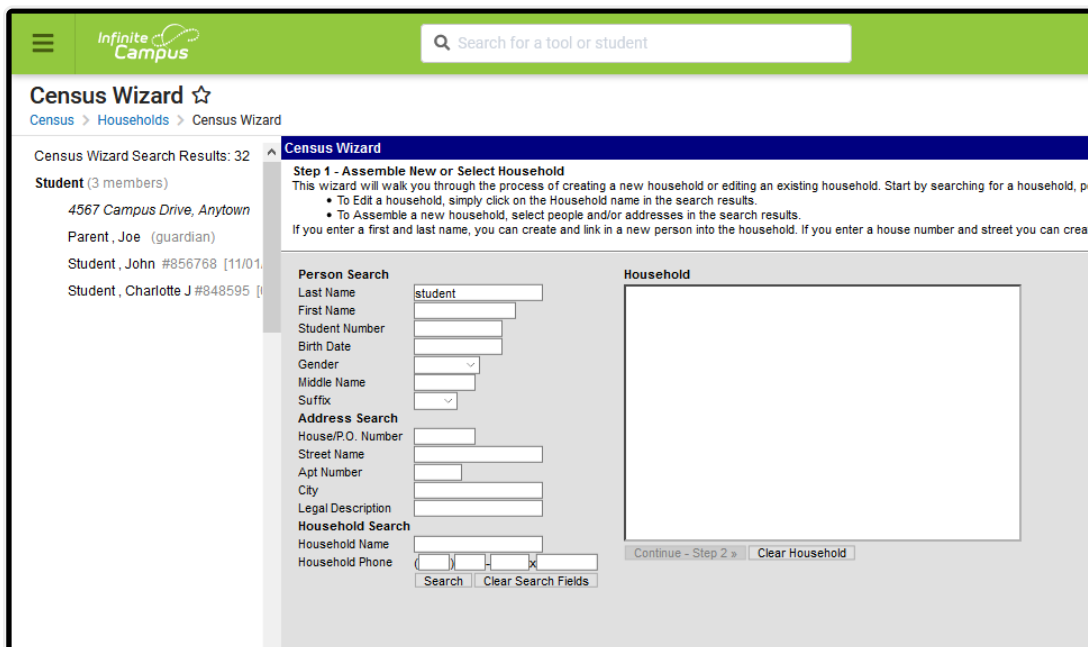
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Tool Search: Census Wizard

The **Census Wizard** is a three-step process that allows the user to assemble the household, add persons as members to that household and modify relationships.

- [Step 1: Enter Search Criteria](#)
- [Step 2: Assemble New or Select Existing Household](#)
- [Step 3: Edit Membership and Mailing Information](#)



The screenshot shows the 'Census Wizard' interface. At the top, there's a green header with the 'Infinite Campus' logo and a search bar. Below the header, the title 'Census Wizard' is displayed with a star icon. The breadcrumb trail shows 'Census > Households > Census Wizard'. On the left, there's a sidebar with 'Census Wizard Search Results: 32' and a list of members under 'Student (3 members)'. The main area is titled 'Census Wizard' and contains instructions for Step 1: Assemble New or Select Household. It includes a 'Person Search' section with fields for Last Name, First Name, Student Number, Birth Date, Gender, Middle Name, and Suffix. There's also an 'Address Search' section with fields for House/P.O. Number, Street Name, Apt Number, City, and Legal Description. A 'Household Search' section has fields for Household Name and Household Phone. A 'Household' section on the right is currently empty. At the bottom, there are 'Search' and 'Clear Search Fields' buttons, and a 'Continue - Step 2' button.

Census Wizard

Additional modifications to data may need to be done after completion of the Census Wizard (*i.e.*, enrollment records and non-household relationships may need to be modified).

Certain items in Campus can be marked Private. This means the address details or relationship details should be kept within school settings. Marking this checkbox does not remove the information from reports. See the [Private Checkbox Information](#) article for more details.

## Tool Rights

**Read** - Access the Census Wizard. Search for households, addresses, persons, etc. View the

information for the selected household. Select the household and remove addresses or individuals from the Editing Existing Household results area. Navigate to the Step 2 of the Census Wizard.

**Write** - All Read rights mentioned. Save changes made to the Household.

**Add and Delete rights are NOT necessary.**

The following subrights are also needed:

- **RW** to Census Wizard > Add Household
- **RW** to Census Wizard > Add Address
- **RW** to Census Wizard > Add Person

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

**NOTE:** Any changes made in Step 1 of the Census Wizard CANNOT BE SAVED with only Read rights. Write rights are needed for saving.

Also note that the ability to REMOVE information from a household and save those changes is possible with Read and Write tool rights assigned.

## Search for Census Data

Census data can be searched for by entering person information, address information or household information. At least one field needs to be entered in order to search. The following defines the available search options.

- Searching for Census data does not require the selection of a school, calendar or year.
- All individuals who exist in Campus are searched. This includes past students, present students, former and current staff members and parents.

## Person Search

The Person Search data elements can be found on the [People Demographics](#) tool.

Data Element	Definition
Last Name	Individual's last name
First Name	Individual's first name
Student Number	Student's locally assigned identification number
Birth Date	Individual's date of birth

Data Element	Definition
<b>Gender</b>	Selection of individual's gender
<b>Middle Name</b>	Individual's middle name
<b>Suffix</b>	Generational determinant of the individual (Jr., III, etc.)

## Address Search

Address elements are located on the [Census Address](#) toolset. Data entered in these fields can include special characters.

Data Element	Definition
<b>House/P.O. Number</b>	Number assigned to the dwelling place or post office number assigned to an individual
<b>Street Name</b>	Name of the street on which the dwelling place is located.
<b>Apt Number</b>	Number assigned to the apartment.
<b>City</b>	City in which the dwelling place is located.
<b>Legal Description</b>	Provides a definition of the address used in Impact Aid reporting when a street location is not available. Each county determines what a legal description is (lot and block data).  See the <a href="#">Impact Aid</a> section for more information.

## Household Search

Household data is located in [Census Household](#).

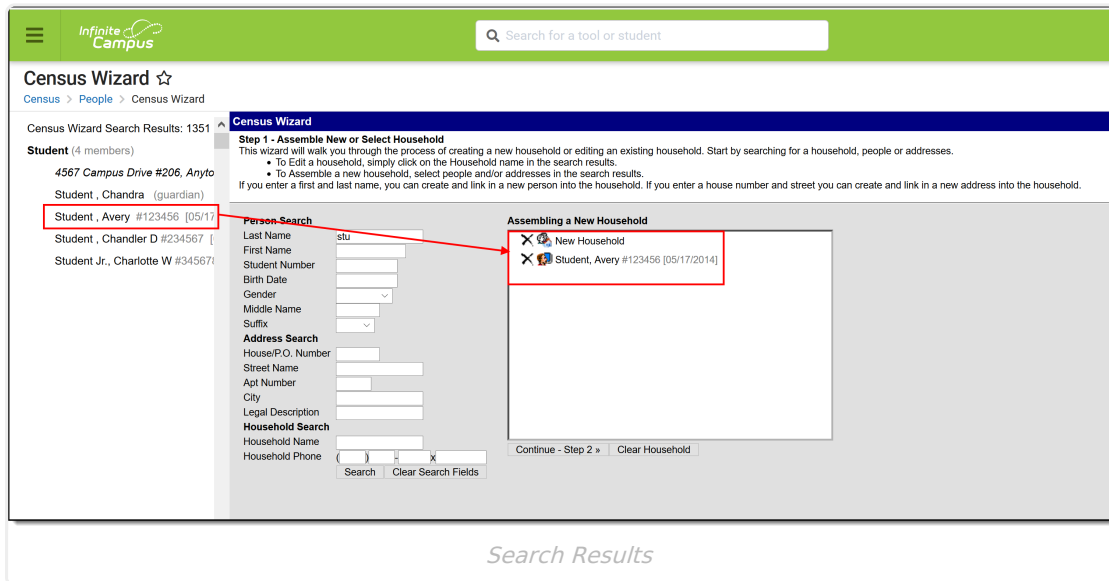
Data Element	Definition
<b>Household Name</b>	Name assigned to the household
<b>Home/Other Phone</b>	Phone number assigned to the household

## Enter Search Criteria

1. Determine which type of search to perform - **Person**, **Address** or **Household** - and enter the appropriate search elements.
2. Click the **Search** button at the bottom of the Census Wizard page. Matching results appear in

the Search to the left.

3. Select the desired search result. This places the selected information from the Search into the **Assembling a New Household** window.
4. Click the **Continue to Step 2** button.



If a person is accidentally added when assembling a new household, click the X next to the person's name in the Assembling a New Household window.

# Assemble a New or Select an Existing Household

## Household

1. Enter the **Household Name**, if not already entered.
2. Enter the **Household Phone Number**.
3. If desired, mark the **Private** checkbox.
4. Enter any **Comments** related to this household.

## Household Locations

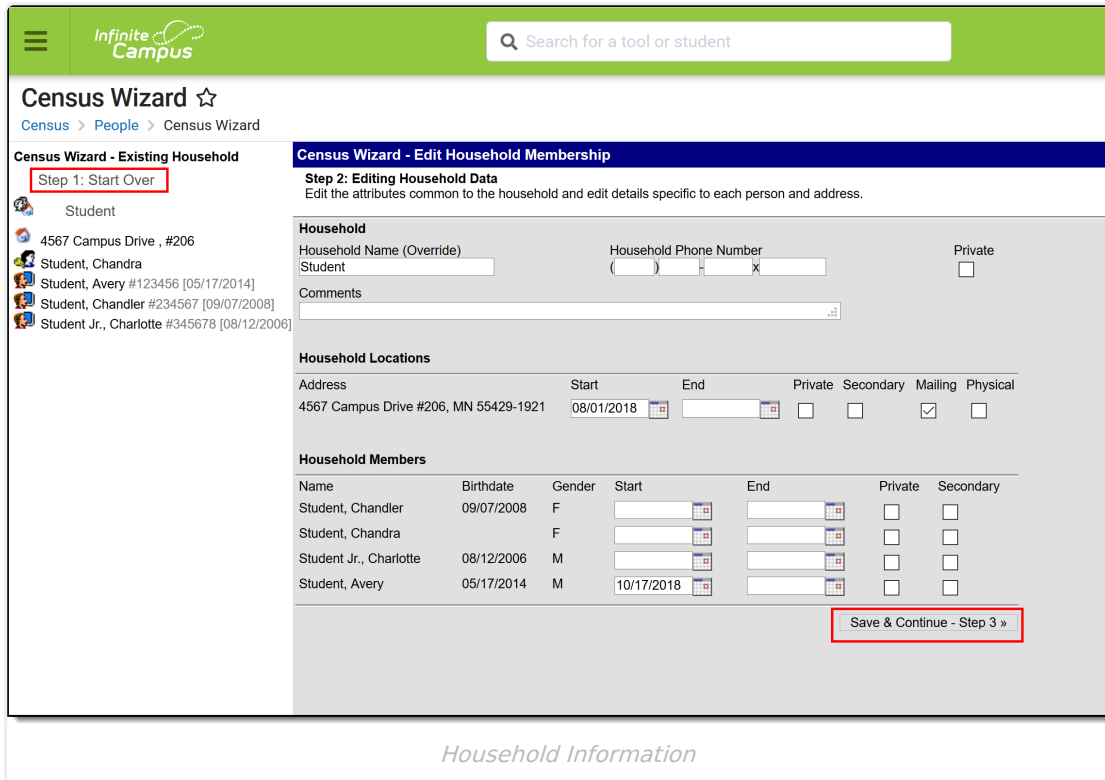
1. Enter the **Address** information, as appropriate.
2. Enter **Start** and **End Date** information for the address.
3. Mark the **Private** checkbox as needed.
4. Indicate if the address is a **Secondary** location.
5. Indicate if this is a **Mailing** address for the household.
6. Indicate if this is a **Physical** location for the household.

## Household Members

1. Enter the **Start** and **End Date** for the household members.
2. Indicate if this is a **Secondary** location for the household member.
3. Mark the **Private** checkbox as needed.

## Continue or Start Again

1. When finished, click the **Save & Continue - Step 3** button.
2. To start the process over, click the **Step 1: Start Over** link in the Search Results to begin again.



The screenshot shows the 'Census Wizard - Edit Household Membership' interface. On the left, a sidebar lists household members: Student, 4567 Campus Drive, #206, Student, Chandra, Student, Avery #123456 [05/17/2014], Student, Chandler #234567 [09/07/2008], and Student Jr., Charlotte #345678 [08/12/2006]. The main area is titled 'Step 2: Editing Household Data' and includes sections for 'Household' (with fields for Name, Phone Number, and Private checkbox), 'Household Locations' (with a table for Address, Start, End, Private, Secondary, Mailing, and Physical), and 'Household Members' (with a table for Name, Birthdate, Gender, Start, End, Private, and Secondary). A 'Save & Continue - Step 3 »' button is at the bottom right.

Address	Start	End	Private	Secondary	Mailing	Physical
4567 Campus Drive #206, MN 55429-1921	08/01/2018		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Name	Birthdate	Gender	Start	End	Private	Secondary
Student, Chandler	09/07/2008	F			<input type="checkbox"/>	<input type="checkbox"/>
Student, Chandra		F			<input type="checkbox"/>	<input type="checkbox"/>
Student Jr., Charlotte	08/12/2006	M			<input type="checkbox"/>	<input type="checkbox"/>
Student, Avery	05/17/2014	M	10/17/2018		<input type="checkbox"/>	<input type="checkbox"/>

## Edit Relationships

This step requires two or more individuals to be chosen in Step 1.

1. Select the **Relationship** one of the individuals has to the other individual.
2. Enter a **Start Date**, if appropriate.
3. Mark the **Guardian, Mailing, Portal, Messenger** and **Private** checkboxes for the individual as desired.
4. Click the **Save & Done** button when finished.

Infinite Campus

Search for a tool or student

2019-20

## Census Wizard ☆

Census > People > Census Wizard

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**Census Wizard - Existing Household**

Step 1: Start Over

Student

Step 2: Edit Household Data

Step 3: Edit Relationships

4567 Campus Drive, #206

Student, Chandra

Enroll as student

Student, Avery  
#123456 [05/17/2014]  
Enroll as student

Student, Chandler  
#234567 [09/07/2008]  
Enroll as student

Student Jr., Charlotte  
#345678 [08/12/2006]  
Enroll as student

**Census Wizard - Edit Relationships**

**Step 3 - Edit Relationships of Household Members**  
Edit the relationships between the family members.

Relationships to Student, Avery											
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
<b>Student, Chandra</b>	F		Guard: Foster Mother	10/17/2018			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Student Jr., Charlotte</b>	08/12/2006	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Student, Chandler</b>	09/07/2008	F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationships to Student, Chandra											
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
<b>Student, Avery</b>	05/17/2014	M	Guard: Foster Mother	10/17/2018			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Student Jr., Charlotte</b>	08/12/2006	M	Guard: Mother				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Student, Chandler</b>	09/07/2008	F	Guard: Mother				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Relationships to Student Jr., Charlotte											
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
<b>Student, Avery</b>	05/17/2014	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Student, Chandra</b>	F		Guard: Mother				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Student, Chandler</b>	09/07/2008	F					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationships to Student, Chandler											
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
<b>Student, Avery</b>	05/17/2014	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Student, Chandra</b>	F		Guard: Mother				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Student Jr., Charlotte</b>	08/12/2006	M					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At this time, the process is complete. Please note that choosing a person from the list to modify additional information, a warning message says displays indicating you are leaving the Census Wizard. Click OK to continue. Since the Save & Done option has been selected, your data is saved and you can safely navigate to other areas of the product.

## Add Existing Persons to a Household

An individual can be available in Campus without being a household. This might be staff who do not use Campus, or Emergency Contacts, or other types of person records. When searching in the Census Wizard, those individuals display at the end of the Search results.

To add such a person to a household, select their name from the Search Results. This places them in the Assembling a Household window, and follow the steps for using the Census Wizard. To verify this is the correct person to add to the household, click the **Details** link above the name. This displays the [Person Summary Report](#).

Census Wizard ☆

[Census](#) > [People](#) > Census Wizard

### People not in Households

## Details

Student , Mallory K #456789 [12/17/20]

### Details

Student , Carter D #56789 [09/02/200

### Details

Student , Willie L #678901 [11/11/2006]

### Details

## Census Wizard

### Step 1 - Assemble New or Select Household

- To Edit a household, simply click on the Household name in the search results.
- To Search for a new household, click on the Add new address and create a new household.

- To Assemble a new household, select people and/or addresses in the search results.

- To Assemble a new household, select people and/or addresses in the search results.

If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street you can create

## Person Search

Last Name	Student
...	...

First Name

Student Number 

Birth Date

Gender

Middle Name

Suffix ▼

## Address Search

House/P.O. Number 

Street Name

Apt Number City 

Legal Description


## Household Search


Household Name 

Household Phone ( ) - x

Search Clear Search Fields

### Assembling a New Household

 New Household

X  Student, Mallory #123456 [12/17/2012]

Continue - Step 2 » Clear Household

Clear Household

### People not in Household Results