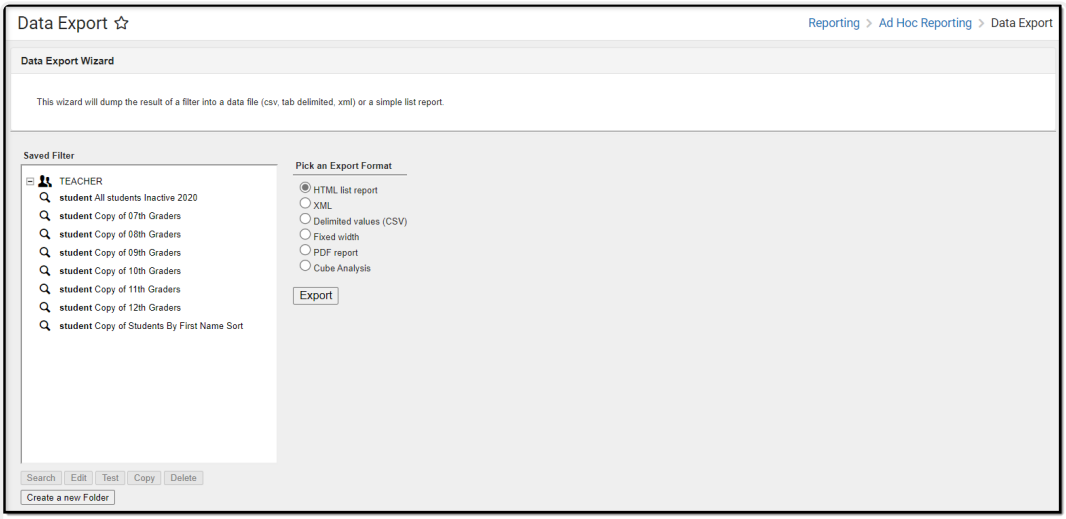
Data Export

Last Modified on 01/30/2026 11:59 am CST

Tool Search: Data Export

The Data Export tool allows users to view the results of Ad hoc filters in multiple report formats and files. All Ad hoc filters created via the Filter Designer can be exported via the Data Export tool.

When using Custom Tab fields within the Ad Hoc Query Wizard, all students appear in the results even if they do not have a record in the custom-dated tab. When exporting fields from a Custom Tab with a Table or List Element Tab Type, Ad Hoc logic will output every possible combination for a specific date and time. The Table Tab Type stores specific times. The List Element Tab Type always stores 12:00 AM.



Data Export Editor

See the Data Export Tool Rights article to learn about rights needed to use this tool.

For more information about Tool Rights and how they function, see the Tool Rights article.

Field Logic

The following logic is used when reporting NULL or field values of 0 within Ad hoc filters:

- Float fields = NULL will return a blank value unless a default value exists in the Attribute/Dictionary.

- Float fields = 0 will output 0.
- Number fields with NULL values display blank unless a default value exists in the Attribute/Dictionary.
- Number fields = 0 will output as 0.

BIE SPECIFIC LOGIC:

- If an EnrollmentBIE field has a default value, a NULL field will report the default value when filtering data or exporting via the Data Export tool.
  - This logic applies to all fields in the EnrollmentBIE table, except foreign keys and End Year.

CUSTOM DATED FIELD LOGIC:

- Dated Custom fields use the date for outputting records.
  - All possible combinations of records for a distinct date and time report.
  - Values tied to records on other dates will not show in the output for another date/time.

Calendar Selection

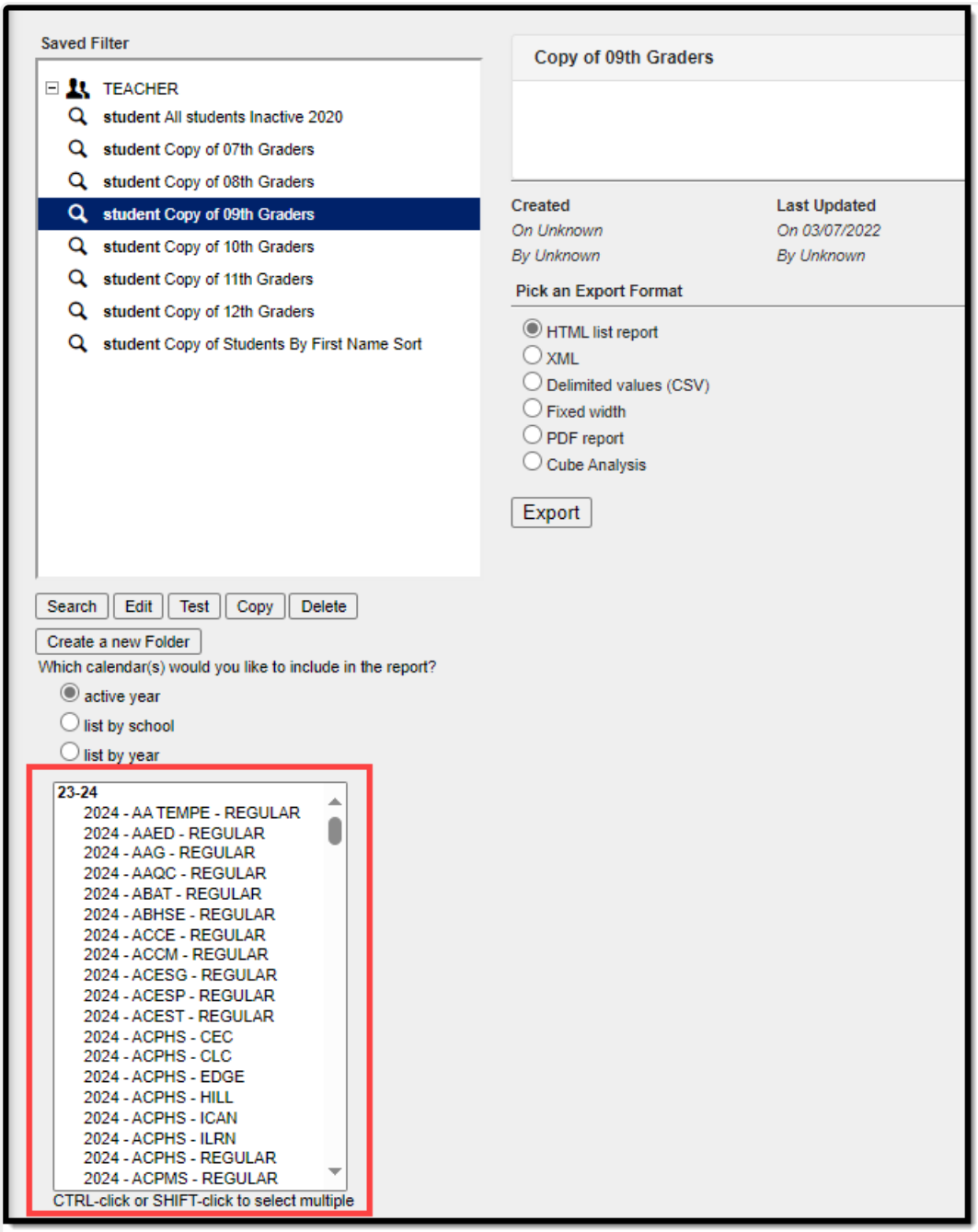
Specific calendars can be selected for the following saved filters:

- Query Wizard filters using a Student Data Type or a Course/Section Data Type
- Pass-Through SQL Queries using a Student Data Type or a Course/Section Data Type

1. Select a **saved Student Data Type** and **saved Course/Section** filters, and select from which calendars to report data.
2. Select calendars by active year, school name, or year. If a calendar is selected in the Campus Toolbar, that calendar is already selected.

Calendars cannot be selected if the query is for Census/Staff Data Types.

Only calendars to which the user is assigned calendar rights are available for selection.



Data Export Calendar Selection

Export an Ad hoc Filter

1. Select an Ad hoc filter from the **Saved Filters** window. This field is populated with filters created in the Filter Designer tool. A description of the filter may appear if established within the filter itself.

2. Select the desired format of the exported Ad hoc filter by clicking the appropriate radio button in the **Pick an Export Format** area. See the Data Export Fields table below for more information.

The length of each field within an Ad hoc filter must be defined in order to properly generate the Fixed Width format. Field lengths are established within the Filter Designer tool.

3. Select the **Export** button. The exported Ad hoc filter will display in a separate window in the designated format.

Data Export Fields

All fields within an Ad hoc filter that have a Column Header established will report that value in the header of exported Ad hoc reports. Column headers are defined in the Ad hoc Query Wizard tool.

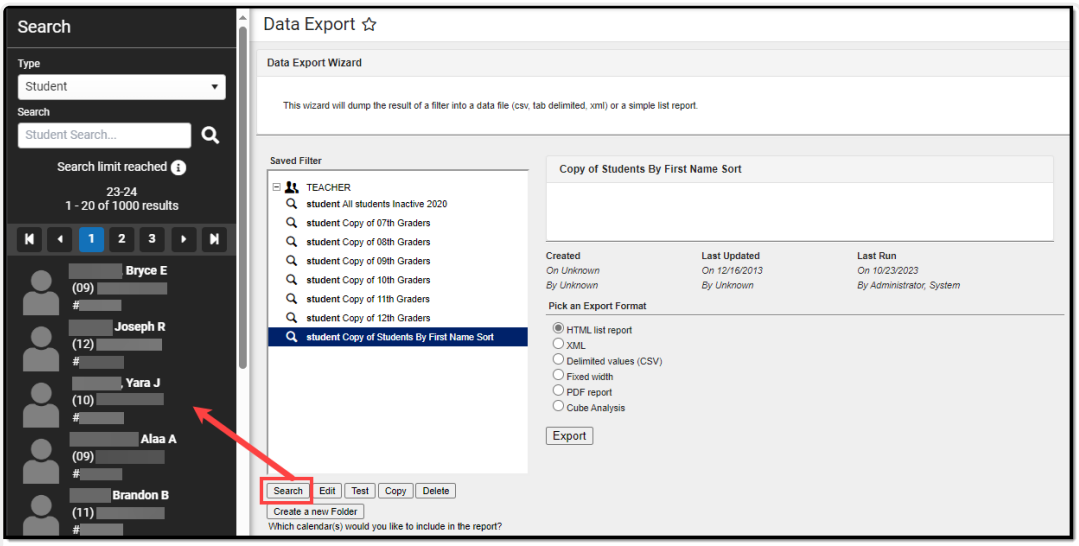
Field	Description
HTML list report	Exports the results of the Ad hoc filter in HTML format (See image 2).
XML	Exports the results of the Ad hoc filter in XML format (See image 3).

Field	Description
Delimited values (CSV)	Exports the results of the Ad hoc filter in a number of Delimited values (CSV). Options include: **Comma** - Exports the Ad hoc filter in Comma delimited format See image 4). **Tab** - Exports the Ad hoc filter in Tab delimited format (see images 5-6). **Pipe** - Exports the Ad hoc filter in Pipe delimited format (see image 7). **Caret** - Exports the Ad hoc filter in Caret delimited format (see images 8-9). The **Include column display header** checkbox allows users to control whether a header is displayed in the exported Ad hoc filter (see image 8). The **Double quote data** dropdown list allows users to determine when double quotations are added to exported Ad hoc filter data (see image 6). The **Include Subtotals** checkbox allows users to properly display aggregate totals that may be included in the filter.
Fixed width	Exports the results of the Ad hoc filter in Fixed Width format (see image 10).
PDF report	Exports the results of the Ad hoc filter in PDF format. Selecting the **Field Name Only** radio button means field names in the header will only display the field name as it exists in the database (*i.e.*, grade is reported for the student.grade database field (see image 11)). Selecting the **Table Name and Field Name** radio button means both the table and field name will display in the header on the report (*i.e.*, student.grade is reported in the header for the student.grade database field (see image 12)). Because Ad hoc filter fields can be grouped and report aggregate data, there are two variations of the PDF format. For example, as shown in image 13, filter fields are grouped by student.stateID and student.lastName, with an aggregate count of students.stateID using the Record Count Aggregate Type. Ungrouped Ad hoc filters display in a standard list format (see image 14). For more information about grouping Ad hoc filter fields, see the Ad hoc Query Wizard page.

Field	Description
Cube Analysis	Exports the filter results to a pivot table. For more information about navigating and utilizing the features of a pivot table, see the Pivot Designer article.

Search Ad hoc Filters

Users can identify which students are included in an Ad hoc filter before exporting data.

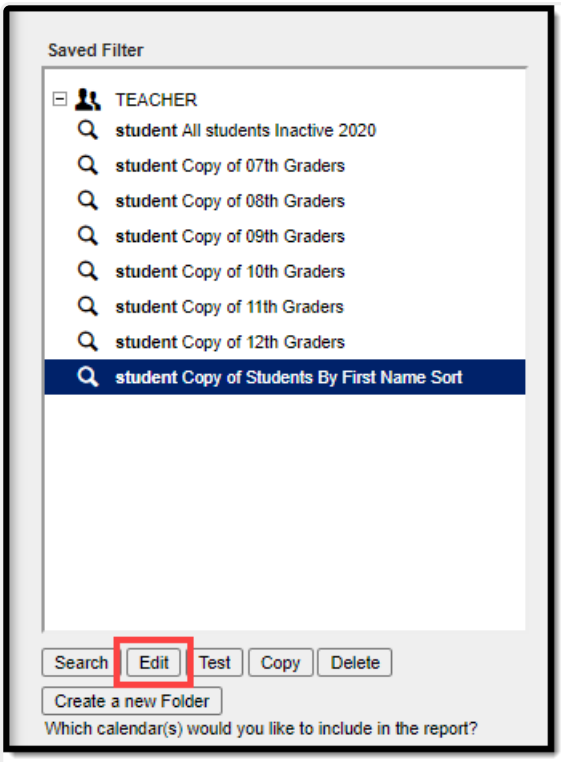


Searching Ad hoc Filters within the Data Export Wizard

1. Select the filter from the Saved Filters window to generate a list of all students included within an Ad hoc filter
2. Click the **Search** button.
3. Student results appear in the Search tab on the right.

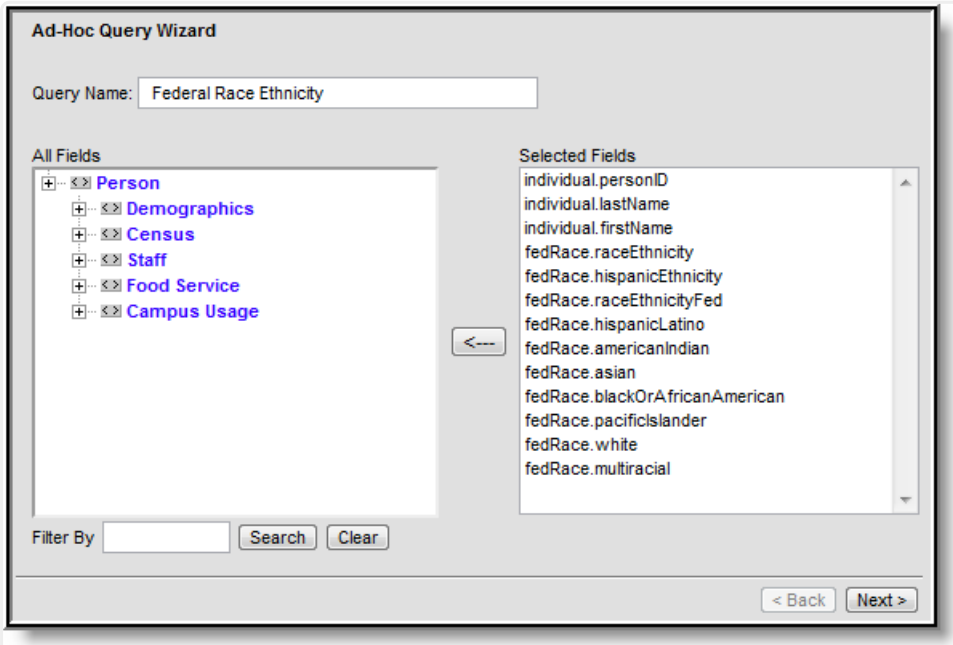
Edit Ad hoc Filters

Users can edit Ad hoc filters prior to exporting data.



Editing an Ad hoc Filter

To edit an Ad hoc filter prior to using the Data Export tool, select the filter from the Saved Filters window and click the **Edit** button. Users will be directed to the Filter Designer tool with all existing fields/values selected.

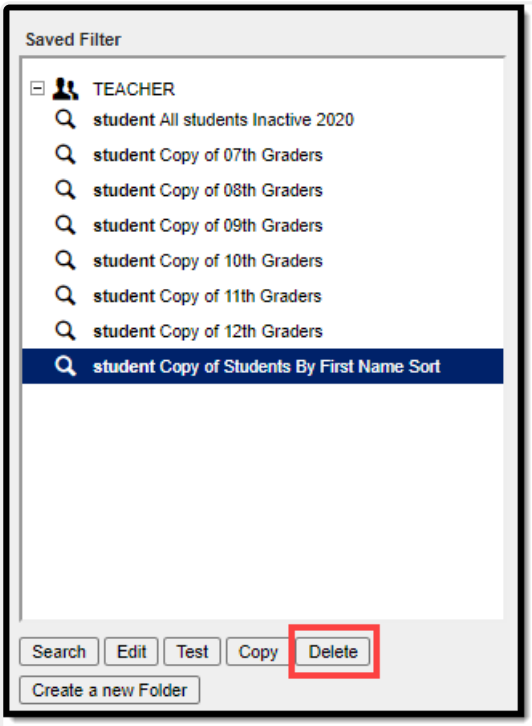


Editing and Ad hoc Filter - Filter Designer

From here, users can edit filter values as desired. For more information about creating and editing Ad hoc filters in the Filter Designer, refer to the Filter Designer page.

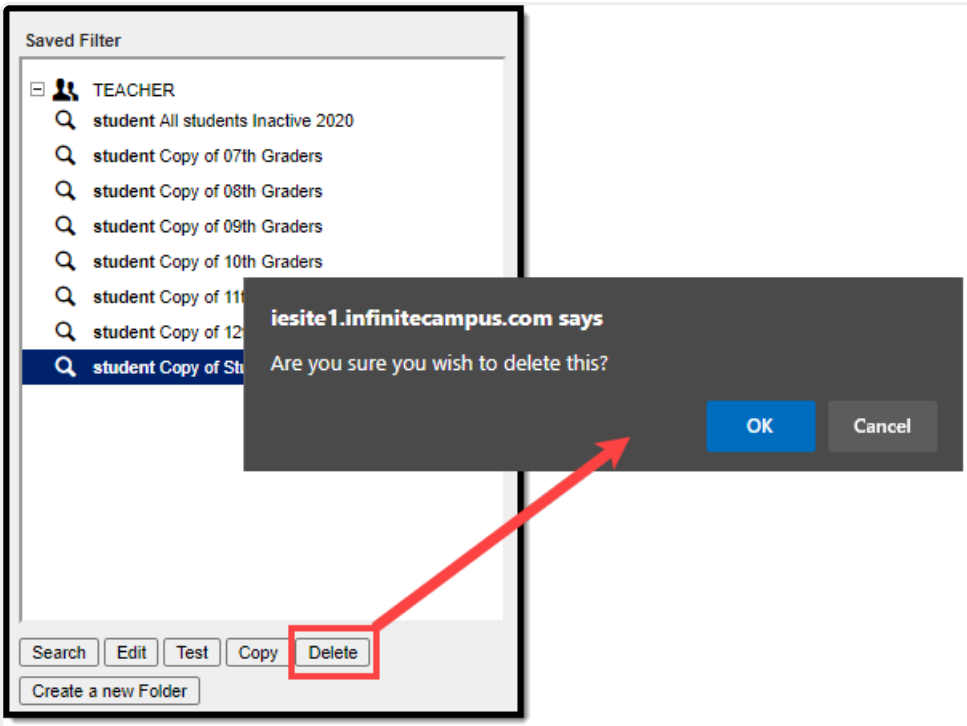
Delete Ad hoc Filters

Users can delete Ad hoc Filters in the Data Export tool.



Deleting an Ad hoc Filter

To delete an Ad hoc filter, select the filter from the Saved Filters window and click the **Delete** button. Users will be prompted with a confirmation pop-up message.



Confirming Deletion of an Ad hoc Filter

Select the **OK** button to permanently delete the filter. Select the **Cancel** button to cancel the deletion process and return to the Data Export Wizard editor.

Deleting an Ad hoc Filter in the Data Export tool permanently removes it from all areas of Infinite Campus.

Data Export Examples

The following are examples of Ad hoc filters exported in various formats.

- Click here to expand...

SME Behavior Test Total Records: 9

All Records

student.lastName	student.firstName	student.grade	behaviorDetail.incidentDate	behaviorDetail.title	behaviorDetail.eventNam
Student	Anna	10	02/09/2018	Suspension	.Property Damage
Student	Brian	10	01/30/2018	Test	.Arson
Student	Brian	10	02/01/2018	assault test	.Assault, Physical
Student	Chris	11	02/01/2018	assault test	.Assault, Physical
Student	David	09	03/05/2018	Fighting #1	.Fighting
Student	Evelyn	09	02/09/2018	Suspension	.Property Damage
Student	Evelyn	09	05/09/2018	Behavior Messenger	.Disruption
Student	Evelyn	09	05/09/2018	Behavior Messenger - Fighting	.Fighting
Student	Frances	12	03/23/2018	Attendance Sub Reports	.Disruption

HTML List Report Format


```
- <ExportWizard>
  - <DisplayPreferences>
      <Field name="stateID" attribute="student.stateID" type="varchar" nooutput="false" seq="1"
        columnDisplay="StateID" alignment="left" />
      <Field name="otherID" attribute="student.otherID" type="varchar" nooutput="false" seq="2"
        columnDisplay="LocalID" />
      <Field name="lastName" attribute="student.lastName" type="varchar" nooutput="false" seq="3"
        columnDisplay="Last Name" />
      <Field name="firstName" attribute="student.firstName" type="varchar" nooutput="false" seq="4"
        columnDisplay="First Name" />
      <Field name="startDate" attribute="student.startDate" type="smalldatetime" nooutput="false"
        seq="5" columnDisplay="Start Date" />
      <Field name="grade" attribute="student.grade" type="varchar" nooutput="false" />
      <Field name="schoolID" attribute="student.schoolID" type="int" nooutput="false" />
    </DisplayPreferences>
```


XML Format

StateID	LocalID	Last Name	First Name	Start Date	student.grade	student.schoolID
1000000000	1000	TESTER	Dzifa	9/8/2009	12	25
1000000000	1000	TESTER	Alberto	9/8/2009	12	25
1000000000	1000	TESTER	Jesse	6/8/2009	12	25
1000000000	1000	TESTER	Rory	6/8/2009	12	25
1000000000	1000	TESTER	Joshua	9/16/2009	11	25
1000000000	1000	TESTER	Mark	6/8/2009	12	25
1000000000	1000	TESTER	Yessenia	9/8/2009	12	25
1000000000	1000	TESTER	Kaylee	6/8/2009	12	25
1000000000	1000	TESTER	Jesse	9/16/2009	12	25
1000000000	1000	TESTER	Amanda	6/8/2009	12	25
1000000000	1000	TESTER	Michael	6/8/2009	12	25

Delimited Values (CSV) - Comma Delimited

StateID	LocalID	Last Name	First Name	Start Date	student.grade	student.schoolID
0000000000000		TESTER	Dzifa	09/08/2009	12	25
0000000000000		TESTER	Alberto	09/08/2009	12	25
0000000000000		TESTER	Jesse	06/08/2009	12	25
0000000000000		TESTER	Rory	06/08/2009	12	25
0000000000000		TESTER	Joshua	09/16/2009	11	25
0000000000000		TESTER	Mark	06/08/2009	12	25
0000000000000		TESTER	Yessenia	09/08/2009	12	25
0000000000000		TESTER	Kaylee	06/08/2009	12	25
0000000000000		TESTERI	Jesse	09/16/2009	12	25
0000000000000		TESTER	Amanda	06/08/2009	12	25
0000000000000		TESTER	Michael	06/08/2009	12	25

Delimited Values (CSV) - Tab Delimited

StateID	LocalID	Last Name	First Name	Start Date	student.grade	student.schoolID
0000000000000		TESTER	Dzifa	09/08/2009	12	25
0000000000000		TESTER	Alberto	09/08/2009	12	25
0000000000000		TESTER	Jesse	06/08/2009	12	25
0000000000000		TESTER	Rory	06/08/2009	12	25
0000000000000		TESTER	Joshua	09/16/2009	11	25
0000000000000		TESTER	Mark	06/08/2009	12	25
0000000000000		TESTER	Yessenia	09/08/2009	12	25
0000000000000		TESTER	Kaylee	06/08/2009	12	25
0000000000000		TESTER	Jesse	09/16/2009	12	25
0000000000000		TESTER	Amanda	06/08/2009	12	25
0000000000000		TESTER	Michael	06/08/2009	12	25

Delimited Values (CSV) - Tab Delimited with Double Quote Data

StateID	LocalID	Last Name	First Name	Start Date	student.grade	student.schoolID
0000000000000		TESTER	Dzifa	09/08/2009	12	25
0000000000000		TESTER	Alberto	09/08/2009	12	25
0000000000000		TESTER	Jesse	06/08/2009	12	25
0000000000000		TESTER	Rory	06/08/2009	12	25
0000000000000		TESTER	Joshua	09/16/2009	11	25
0000000000000		TESTER	Mark	06/08/2009	12	25
0000000000000		TESTER	Yessenia	09/08/2009	12	25
0000000000000		TESTER	Kaylee	06/08/2009	12	25
0000000000000		TESTER	Jesse	09/16/2009	12	25
0000000000000		TESTER	Amanda	06/08/2009	12	25
0000000000000		TESTER	Michael	06/08/2009	12	25

Delimited Values (CSV) - Pipe Delimited

Column Display Header Included

```
StateID^LocalID^Last Name^First Name^Start Date^student.grade^student.schoolID
0000000000000^^TESTER^Dzifa^09/08/2009^12^25
0000000000000^^TESTER^Alberto^09/08/2009^12^25
0000000000000^^TESTER^Jesse^06/08/2009^12^25
0000000000000^^TESTER^Rory^06/08/2009^12^25
0000000000000^^TESTER^Joshua^09/16/2009^11^25
0000000000000^^TESTER^Mark^06/08/2009^12^25
0000000000000^^TESTER^Yessenia^09/08/2009^12^25
0000000000000^^TESTER^Kaylee^06/08/2009^12^25
0000000000000^^TESTER^Jesse^09/16/2009^12^25
0000000000000^^TESTER^Amanda^06/08/2009^12^25
0000000000000^^TESTER^Michael^06/08/2009^12^25
```

Delimited Values (CSV) - Caret Delimited with Column Display Header Included

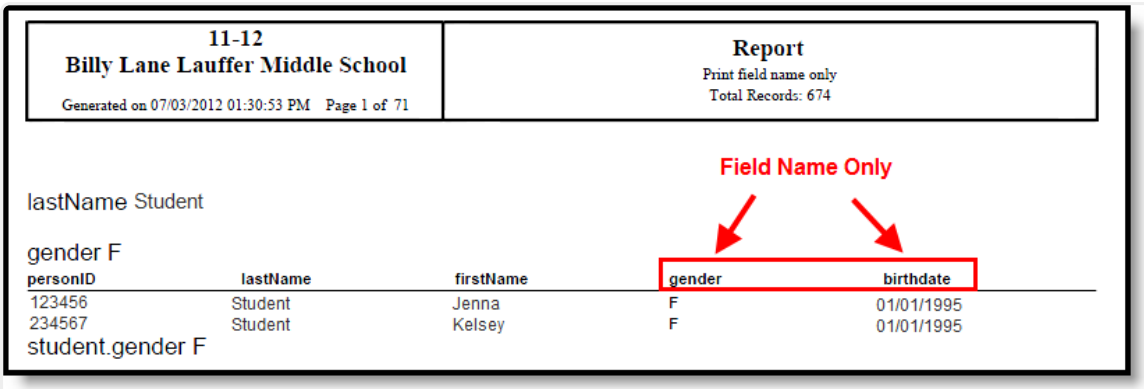
Column Display Header Not Included

```
0000000000000^^TESTER^Dzifa^09/08/2009^12^25
0000000000000^^TESTER^Alberto^09/08/2009^12^25
0000000000000^^TESTER^Jesse^06/08/2009^12^25
0000000000000^^TESTER^Rory^06/08/2009^12^25
0000000000000^^TESTER^Joshua^09/16/2009^11^25
0000000000000^^TESTER^Mark^06/08/2009^12^25
0000000000000^^TESTER^Yessenia^09/08/2009^12^25
0000000000000^^TESTER^Kaylee^06/08/2009^12^25
0000000000000^^TESTER^Jesse^09/16/2009^12^25
0000000000000^^TESTER^Amanda^06/08/2009^12^25
0000000000000^^TESTER^Michael^06/08/2009^12^25
```

Delimited Values (CSV) - Caret Delimited without Column Display Header

```
ReasonBrittney09/23/20091225
0000000000000TESTERAngelica06/08/20091225
0000000000000TESTERAlexis09/08/20091125
0000000000000TESTERMai06/08/20091225
0000000000000TESTERConnor09/08/20091225
0000000000000TESTERMarquis06/08/20091125
0000000000000TESTERTyler06/08/20091225
0000000000000TESTERMichael09/08/20091225
0000000000000TESTEREric06/08/20091125
0000000000000TESTERDexter09/08/20091225
0000000000000TESTERAmanda09/08/20091225
0000000000000TESTERAndre09/08/20091225
0000000000000TESTERNovelle06/08/20091225
0000000000000TESTERRory06/08/20091225
0000000000000TESTERTycel06/08/20091225
0000000000000TESTERDalicia06/08/20091225
```

Fixed Width



11-12
Billy Lane Lauffer Middle School
Generated on 07/03/2012 01:30:53 PM Page 1 of 71

Report
Print field name only
Total Records: 674

Field Name Only

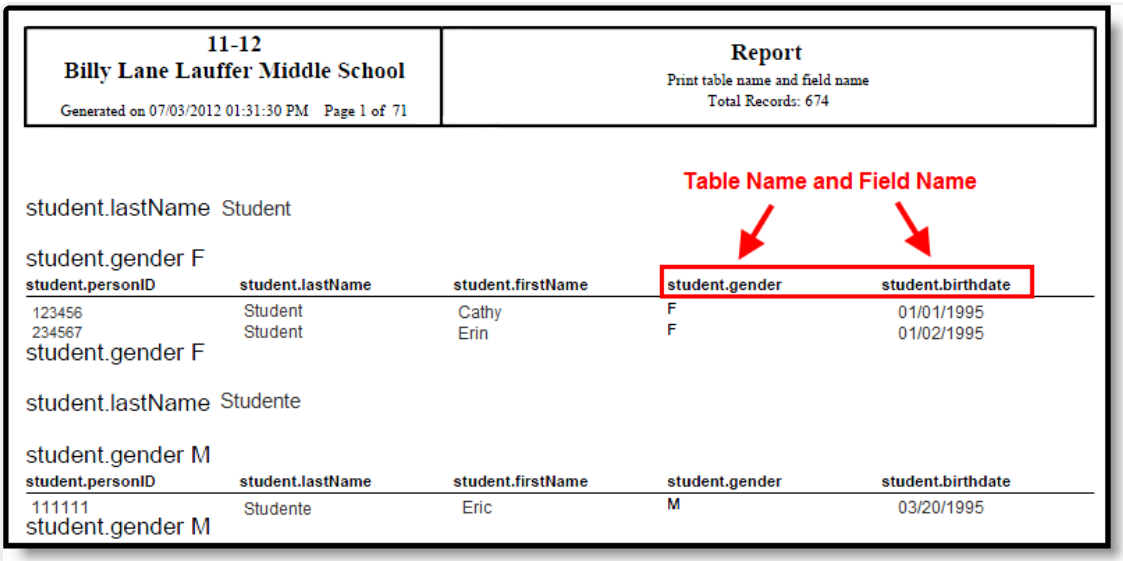
lastName Student

gender F

personID	lastName	firstName	gender	birthdate
123456	Student	Jenna	F	01/01/1995
234567	Student	Kelsey	F	01/01/1995

student.gender F

PDF Report - Field Name Only



11-12
Billy Lane Lauffer Middle School
Generated on 07/03/2012 01:31:30 PM Page 1 of 71

Report
Print table name and field name
Total Records: 674

Table Name and Field Name

student.lastName Student

student.gender F

student.personID	student.lastName	student.firstName	student.gender	student.birthdate
123456	Student	Cathy	F	01/01/1995
234567	Student	Erin	F	01/02/1995

student.gender F

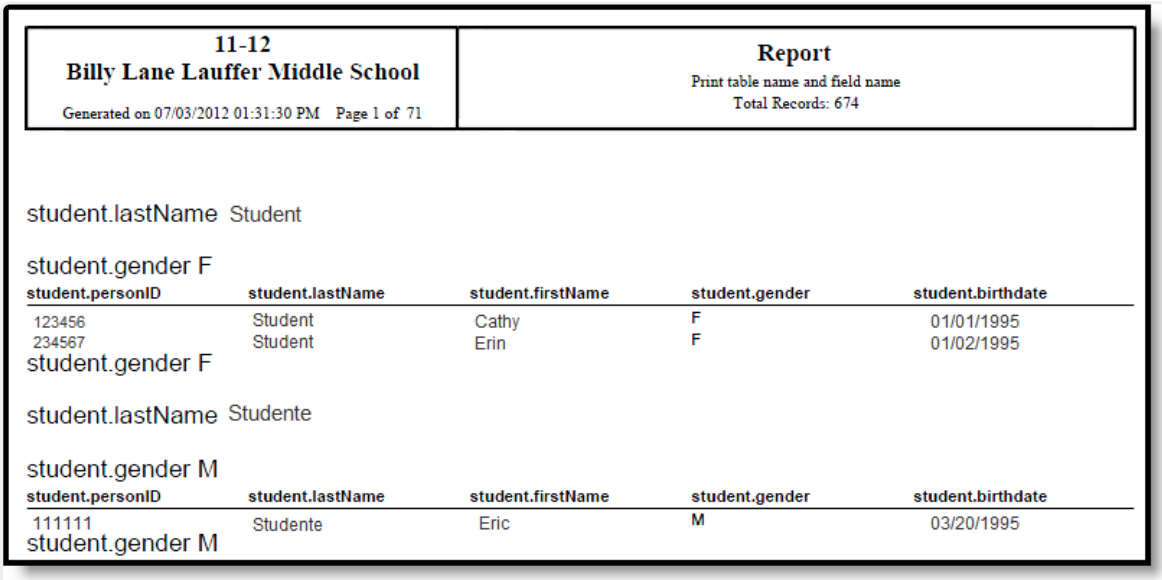
student.lastName Studente

student.gender M

student.personID	student.lastName	student.firstName	student.gender	student.birthdate
111111	Studente	Eric	M	03/20/1995

student.gender M

PDF Report - Table Name and Field Name



11-12
Billy Lane Lauffer Middle School
Generated on 07/03/2012 01:31:30 PM Page 1 of 71

Report
Print table name and field name
Total Records: 674

student.lastName Student

student.gender F

student.personID	student.lastName	student.firstName	student.gender	student.birthdate
123456	Student	Cathy	F	01/01/1995
234567	Student	Erin	F	01/02/1995

student.gender F

student.lastName Studente

student.gender M

student.personID	student.lastName	student.firstName	student.gender	student.birthdate
111111	Studente	Eric	M	03/20/1995

student.gender M

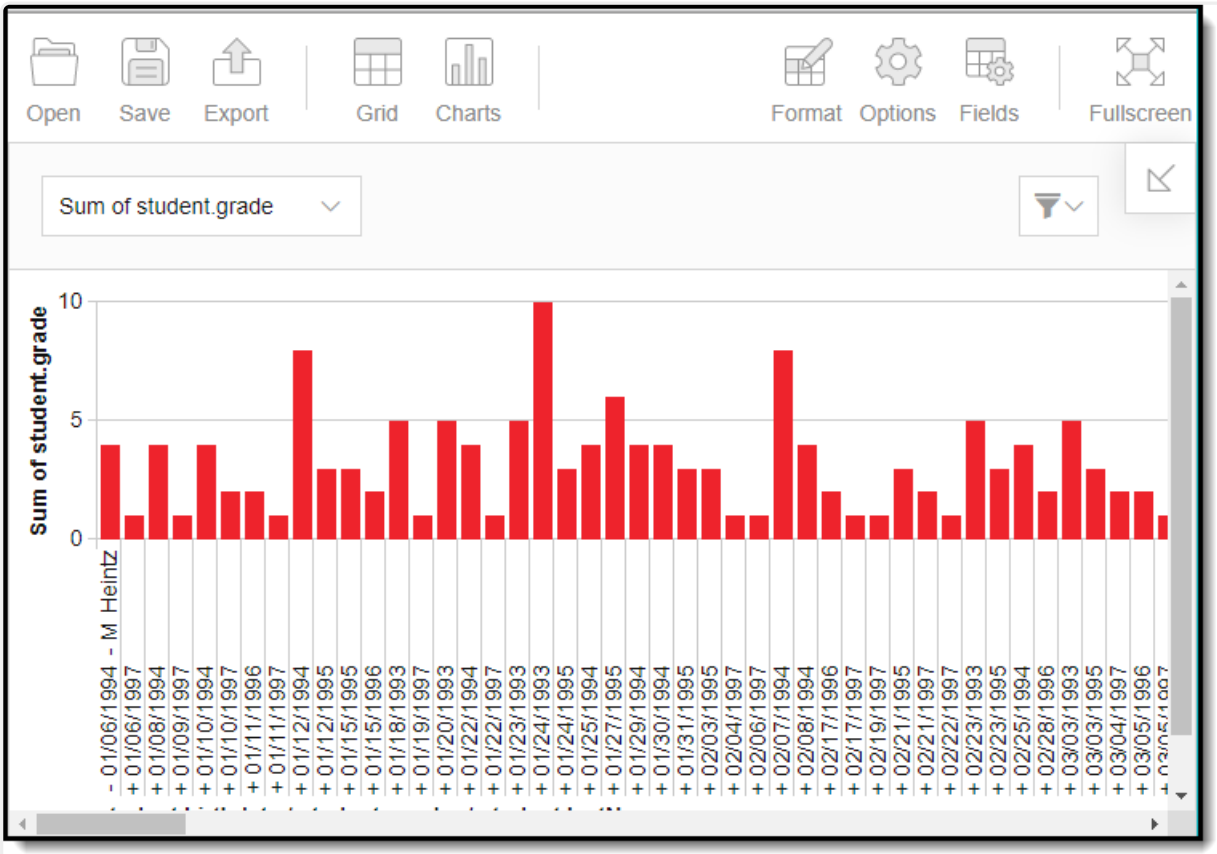
PDF Report - Grouped Fields within the Ad hoc Filter

11-12
Billy Lane Lauffer Middle School
Generated on 07/03/2012 10:53:46 AM Page 1 of 6

Report
Print field name only
Total Records: 674

personID	lastName	firstName	personID	lastName	firstName
123456	Student	Eric	111111	Student	John
456789	Student	Sam	222222	Student	Matt
123789	Student	Tom	333333	Student	Sue
654321	Student	Lisa	444444	Student	Jenny

PDF Report - No Grouped Fields within the Ad hoc Filter



Cube Analysis - Data Displayed in a Column Chart