

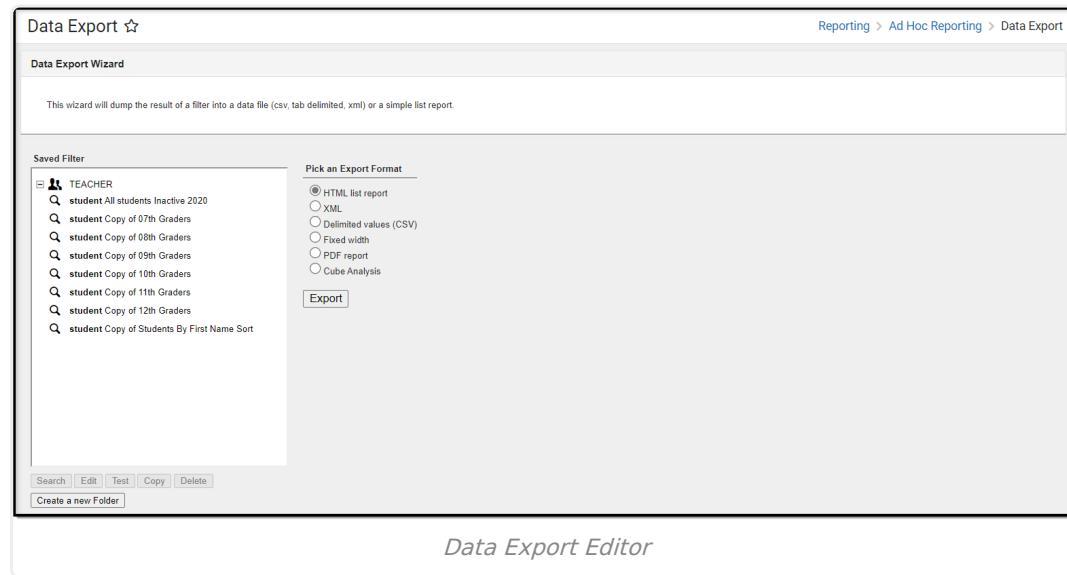
Data Export

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 ☆

Reporting > Ad Hoc Reporting > Data Export

Data Export Wizard

This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or a simple list report.

Saved Filter

- TEACHER
- student All students Inactive 2020
- student Copy of 07th Graders
- student Copy of 08th Graders
- student Copy of 09th Graders
- student Copy of 10th Graders
- student Copy of 11th Graders
- student Copy of 12th Graders
- student Copy of Students By First Name Sort

Pick an Export Format

HTML list report

XML

Delimited values (CSV)

Fixed width

PDF report

Cube Analysis

Export

Search | Edit | Test | Copy | Delete | Create a new Folder

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.

Saved Filter

- TEACHER
- student All students Inactive 2020
- student Copy of 07th Graders
- student Copy of 08th Graders
- student Copy of 09th Graders
- student Copy of 10th Graders
- student Copy of 11th Graders
- student Copy of 12th Graders
- student Copy of Students By First Name Sort

Copy of 09th Graders

Created *On Unknown* Last Updated *On 03/07/2022*
By *Unknown* By *Unknown*

Pick an Export Format

HTML list report
 XML
 Delimited values (CSV)
 Fixed width
 PDF report
 Cube Analysis

Export

Search **Edit** **Test** **Copy** **Delete**

Create a new Folder

Which calendar(s) would you like to include in the report?

active year
 list by school
 list by year

23-24

- 2024 - AA TEMPE - REGULAR
- 2024 - AAED - REGULAR
- 2024 - AAG - REGULAR
- 2024 - AAQC - REGULAR
- 2024 - ABAT - REGULAR
- 2024 - ABHSE - REGULAR
- 2024 - ACCE - REGULAR
- 2024 - ACCM - REGULAR
- 2024 - ACESG - REGULAR
- 2024 - ACESP - REGULAR
- 2024 - ACEST - REGULAR
- 2024 - ACPHS - CEC
- 2024 - ACPHS - CLC
- 2024 - ACPHS - EDGE
- 2024 - ACPHS - HILL
- 2024 - ACPHS - ICAN
- 2024 - ACPHS - ILRN
- 2024 - ACPHS - REGULAR
- 2024 - ACPMs - REGULAR

CTRL-click or SHIFT-click to select multiple

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.

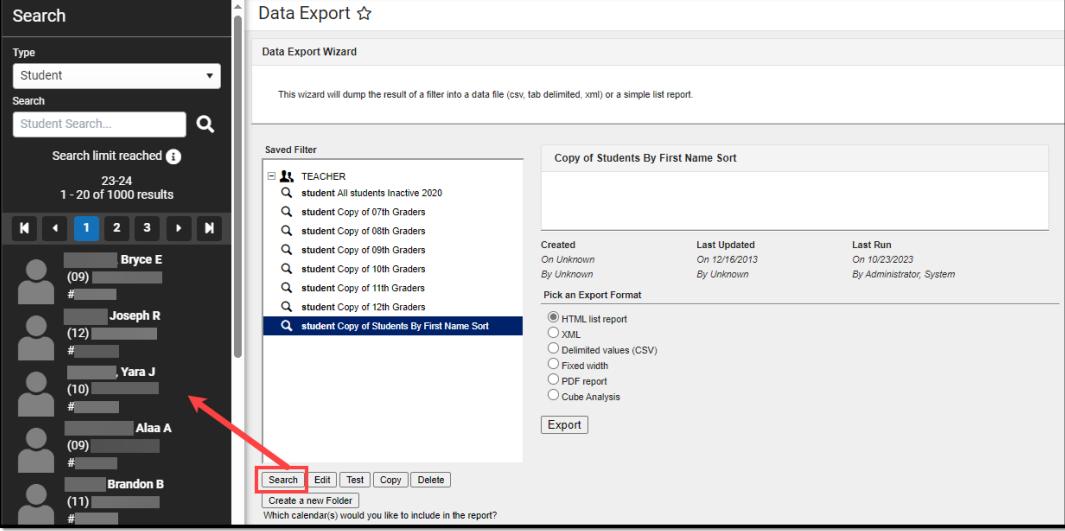
Field	Description
HTML list report	Exports the results of the Ad hoc filter in HTML format (See image 2).
XML	Exports the results of the Ad hoc filter in XML format (See image 3).

Field	Description
Delimited values (CSV)	<p>Exports the results of the Ad hoc filter in a number of Delimited values (CSV).</p> <p>Options include:</p> <p>Comma - Exports the Ad hoc filter in Comma delimited format (see image 4).</p> <p>Tab - Exports the Ad hoc filter in Tab delimited format (see images 5-6).</p> <p>Pipe - Exports the Ad hoc filter in Pipe delimited format (see image 7).</p> <p>Caret - Exports the Ad hoc filter in Caret delimited format (see images 8-9).</p> <p>The Include column display header checkbox allows users to control whether a header is displayed in the exported Ad hoc filter (see image 8).</p> <p>The Double quote data dropdown list allows users to determine when double quotations are added to exported Ad hoc filter data (see image 6).</p> <p>The Include Subtotals checkbox allows users to properly display aggregate totals that may be included in the filter.</p>
Fixed width	<p>Exports the results of the Ad hoc filter in Fixed Width format (see image 10).</p>
PDF report	<p>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>i.e.</i>, 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>i.e.</i>, student.grade is reported in the header for the student.grade database field (see image 12)).</p> <p>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.</p>

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.



The screenshot shows the 'Data Export Wizard' interface. On the left, a 'Search' sidebar is open with 'Type' set to 'Student'. The main area displays a 'Saved Filter' list. A red arrow points from the 'Search' button in the 'Saved Filter' list to the 'Search' button in the 'Copy of Students By First Name Sort' panel on the right. The 'Copy of Students By First Name Sort' panel shows student details: Bryce E, Joseph R, Yara J, Alaa A, and Brandon B. Below the list are buttons for 'Search', 'Edit', 'Test', 'Copy', and 'Delete'.

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.

Saved Filter

- TEACHER
 - student All students Inactive 2020
 - student Copy of 07th Graders
 - student Copy of 08th Graders
 - student Copy of 09th Graders
 - student Copy of 10th Graders
 - student Copy of 11th Graders
 - student Copy of 12th Graders
 - student Copy of Students By First Name Sort**

Search **Edit** Test Copy Delete

Create a new Folder

Which calendar(s) would you like to include in the report?

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.

Ad-Hoc Query Wizard

Query Name:

All Fields

- Person
- Demographics
- Census
- Staff
- Food Service
- Campus Usage

Selected Fields

- individual.personID
- individual.lastName
- individual.firstName
- fedRace.raceEthnicity
- fedRace.hispanicEthnicity
- fedRace.raceEthnicityFed
- fedRace.hispanicLatino
- fedRace.americanIndian
- fedRace.asian
- fedRace.blackOrAfricanAmerican
- fedRace.pacificIslander
- fedRace.white
- fedRace.mutiracial

Filter By Search Clear

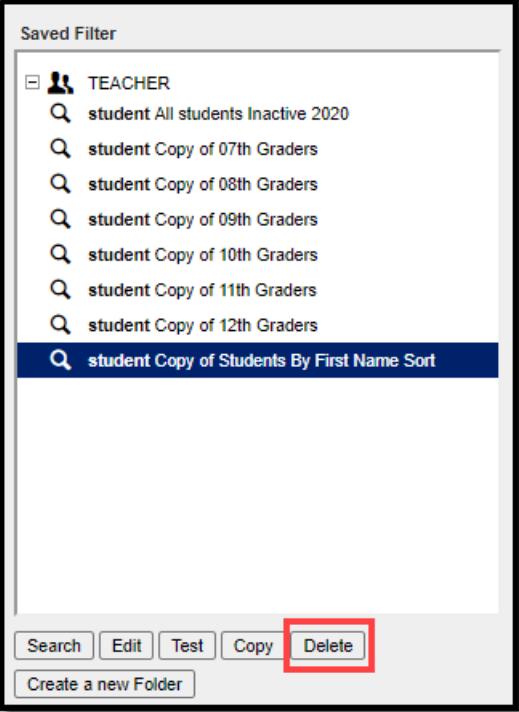
< Back **Next >**

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.

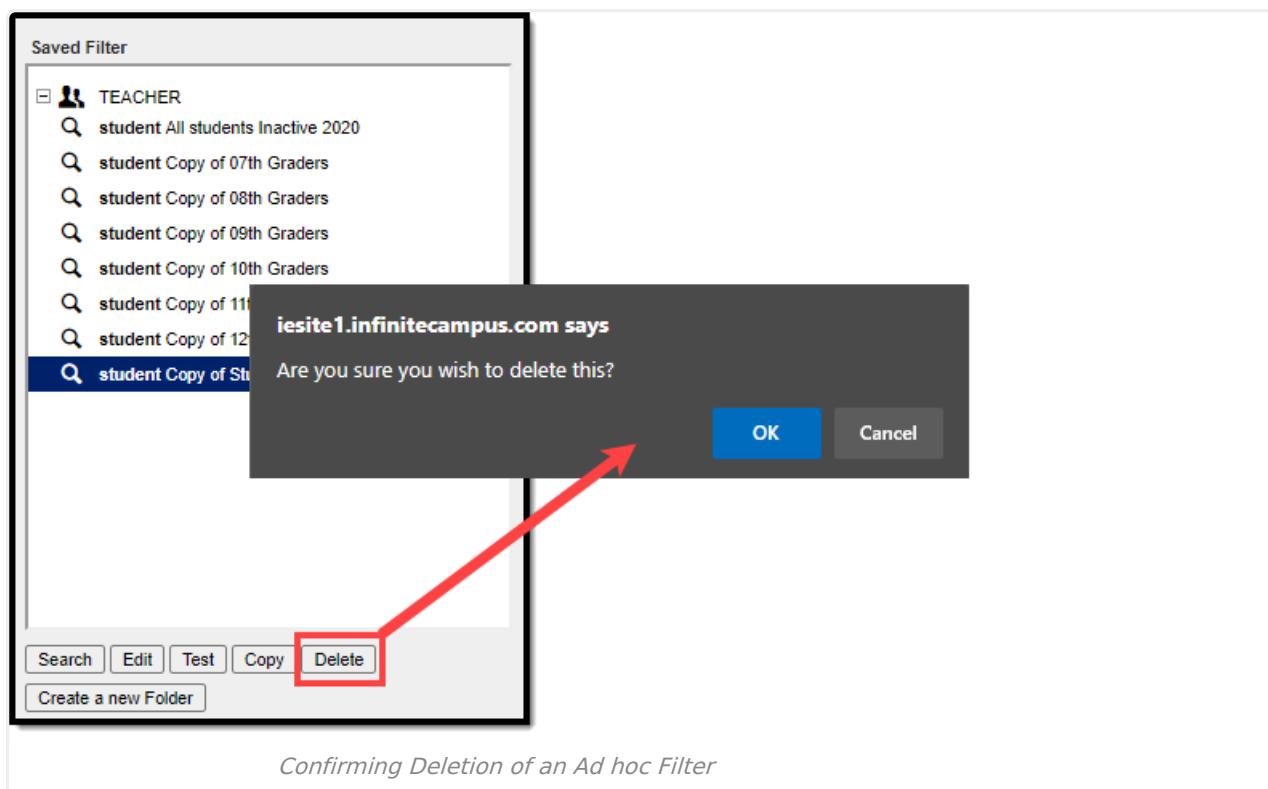
Delete Ad hoc Filters

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



The screenshot shows a 'Saved Filter' window. At the top, there is a folder icon and the text 'TEACHER'. Below this is a list of filters, with the last one, 'student Copy of Students By First Name Sort', highlighted with a dark blue background. At the bottom of the window, there are several buttons: 'Search', 'Edit', 'Test', 'Copy', and 'Delete'. The 'Delete' button is highlighted with a red box. Below the window, the text 'Deleting an Ad hoc Filter' is written in a smaller font.

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.



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.eventName
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
0000000000000000	TESTER	Dzifa	09/08/2009	12/25		
0000000000000000	TESTER	Alberto	09/08/2009	12/25		
0000000000000000	TESTER	Jesse	06/08/2009	12/25		
0000000000000000	TESTER	Rory	06/08/2009	12/25		
0000000000000000	TESTER	Joshua	09/16/2009	12/25		
0000000000000000	TESTER	Mark	06/08/2009	12/25		
0000000000000000	TESTER	Yessenia	09/08/2009	12/25		
0000000000000000	TESTER	Kaylee	06/08/2009	12/25		
0000000000000000	TESTER	Jesse	09/16/2009	12/25		
0000000000000000	TESTER	Amanda	06/08/2009	12/25		

Delimited Values (CSV) - Tab Delimited

StateID	LocalID	Last Name	First Name	Start Date	student.grade	student.schoolID
0000000000000000	TESTER	Dzifa	"09/08/2009"	"12""25"		
0000000000000000	TESTER	Alberto	"09/08/2009"	"12""25"		
0000000000000000	TESTER	Jesse	"06/08/2009"	"12""25"		
0000000000000000	TESTER	Rory	"06/08/2009"	"12""25"		
0000000000000000	TESTER	Joshua	"09/16/2009"	"11""25"		
0000000000000000	TESTER	Mark	"06/08/2009"	"12""25"		
0000000000000000	TESTER	Yessenia	"09/08/2009"	"12""25"		
0000000000000000	TESTER	Kaylee	"06/08/2009"	"12""25"		
0000000000000000	TESTER	Jesse	"09/16/2009"	"12""25"		
0000000000000000	TESTER	Amanda	"06/08/2009"	"12""25"		
0000000000000000	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
0000000000000000	TESTER	Dzifa	09/08/2009	12 25		
0000000000000000	TESTER	Alberto	09/08/2009	12 25		
0000000000000000	TESTER	Jesse	06/08/2009	12 25		
0000000000000000	TESTER	Rory	06/08/2009	12 25		
0000000000000000	TESTER	Joshua	09/16/2009	11 25		
0000000000000000	TESTER	Mark	06/08/2009	12 25		
0000000000000000	TESTER	Yessenia	09/08/2009	12 25		
0000000000000000	TESTER	Kaylee	06/08/2009	12 25		
0000000000000000	TESTER	Jesse	09/16/2009	12 25		
0000000000000000	TESTER	Amanda	06/08/2009	12 25		
0000000000000000	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	
00000000000000	TESTER^Dzifa^09/08/2009^12^25
00000000000000	TESTER^Alberto^09/08/2009^12^25
00000000000000	TESTER^Jesse^06/08/2009^12^25
00000000000000	TESTER^Rory^06/08/2009^12^25
00000000000000	TESTER^Joshua^09/16/2009^11^25
00000000000000	TESTER^Mark^06/08/2009^12^25
00000000000000	TESTER^Yessenia^09/08/2009^12^25
00000000000000	TESTER^Kaylee^06/08/2009^12^25
00000000000000	TESTER^Jesse^09/16/2009^12^25
00000000000000	TESTER^Amanda^06/08/2009^12^25
00000000000000	TESTER^Michael^06/08/2009^12^25

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

Column Display Header Not Included
00000000000000
TESTER^Dzifa^09/08/2009^12^25
00000000000000
TESTER^Alberto^09/08/2009^12^25
00000000000000
TESTER^Jesse^06/08/2009^12^25
00000000000000
TESTER^Rory^06/08/2009^12^25
00000000000000
TESTER^Joshua^09/16/2009^11^25
00000000000000
TESTER^Mark^06/08/2009^12^25
00000000000000
TESTER^Yessenia^09/08/2009^12^25
00000000000000
TESTER^Kaylee^06/08/2009^12^25
00000000000000
TESTER^Jesse^09/16/2009^12^25
00000000000000
TESTER^Amanda^06/08/2009^12^25
00000000000000
TESTER^Michael^06/08/2009^12^25

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

Reason	Brittney	09/23/2009	1225
00000000000000	TESTER	Angelica	06/08/2009
00000000000000	TESTER	Alexis	09/08/2009
00000000000000	TESTER	Mai	06/08/2009
00000000000000	TESTER	Connor	09/08/2009
00000000000000	TESTER	Marquis	06/08/2009
00000000000000	TESTER	Tyler	06/08/2009
00000000000000	TESTER	Michael	09/08/2009
00000000000000	TESTER	Eric	06/08/2009
00000000000000	TESTER	Dexter	09/08/2009
00000000000000	TESTER	Amanda	09/08/2009
00000000000000	TESTER	Andre	09/08/2009
00000000000000	TESTER	Novelle	06/08/2009
00000000000000	TESTER	Rory	06/08/2009
00000000000000	TESTER	Tyce	06/08/2009
00000000000000	TESTER	Dalicia	06/08/2009

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

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

Field Name Only

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

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

Table Name and Field Name

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

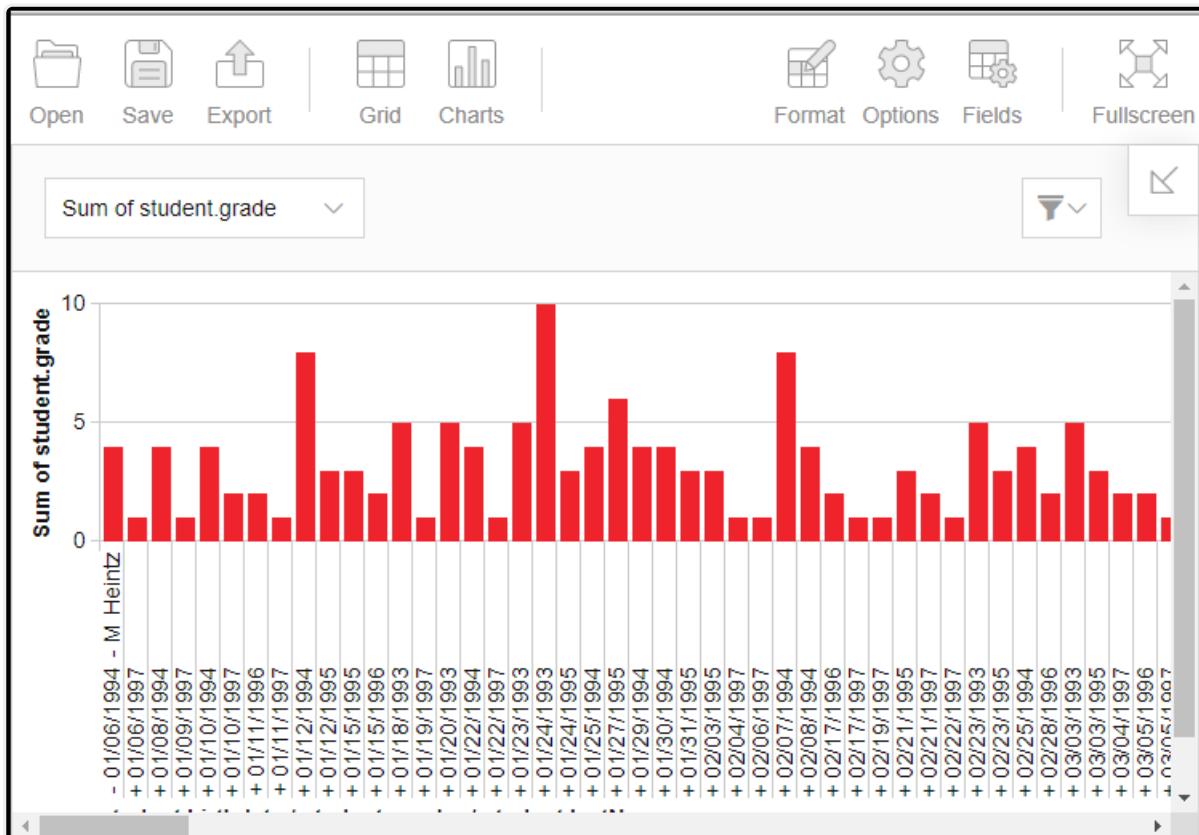
PDF Report - Grouped Fields within the Ad hoc Filter

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