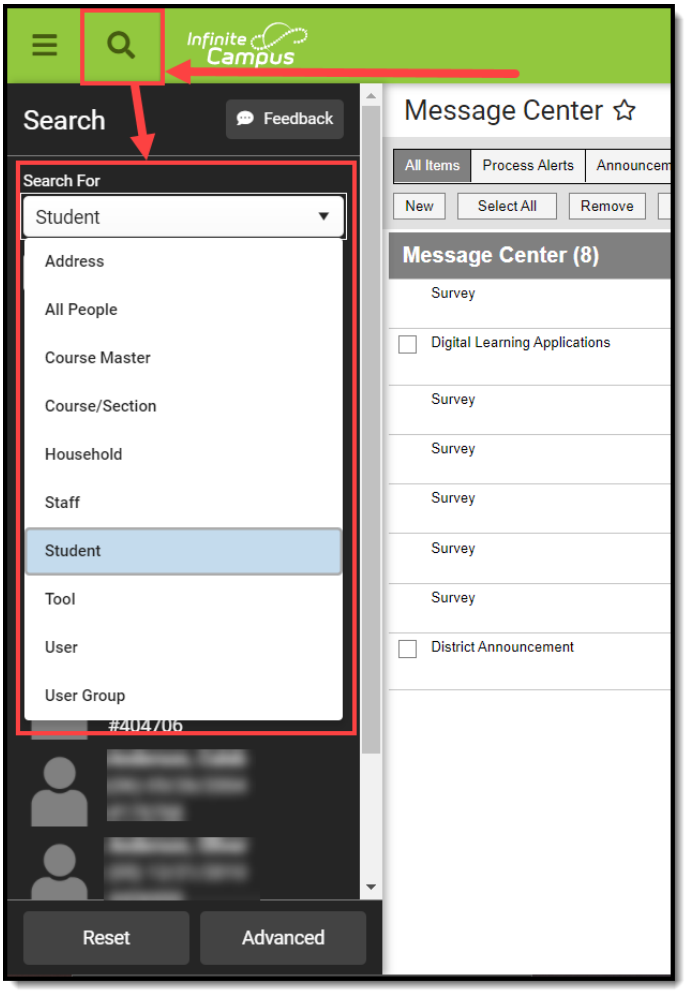
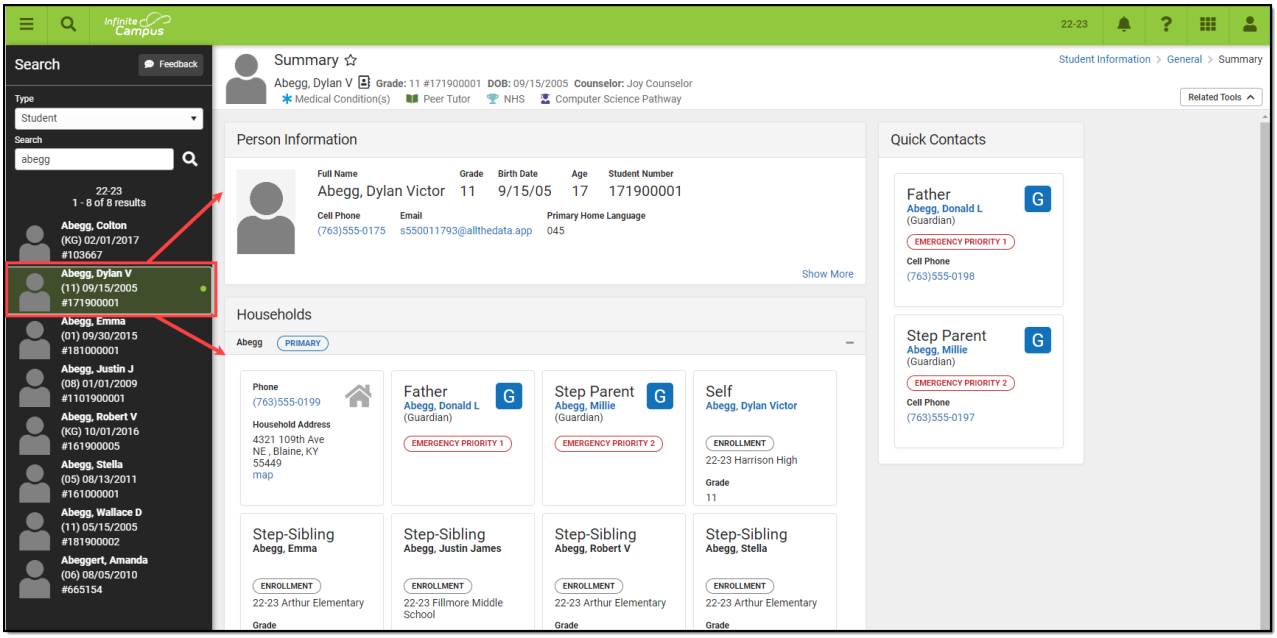
Searching in Infinite Campus

Last Modified on 10/27/2026 7:25 am CDT

Infinite Campus provides a unified search menu, allowing you to quickly and easily search a multitude of data. Simply click the magnifying glass icon , select the type of data you wish to search (i.e., Student, Household, Tool, etc), and enter your search criteria. Results will appear below the search box.



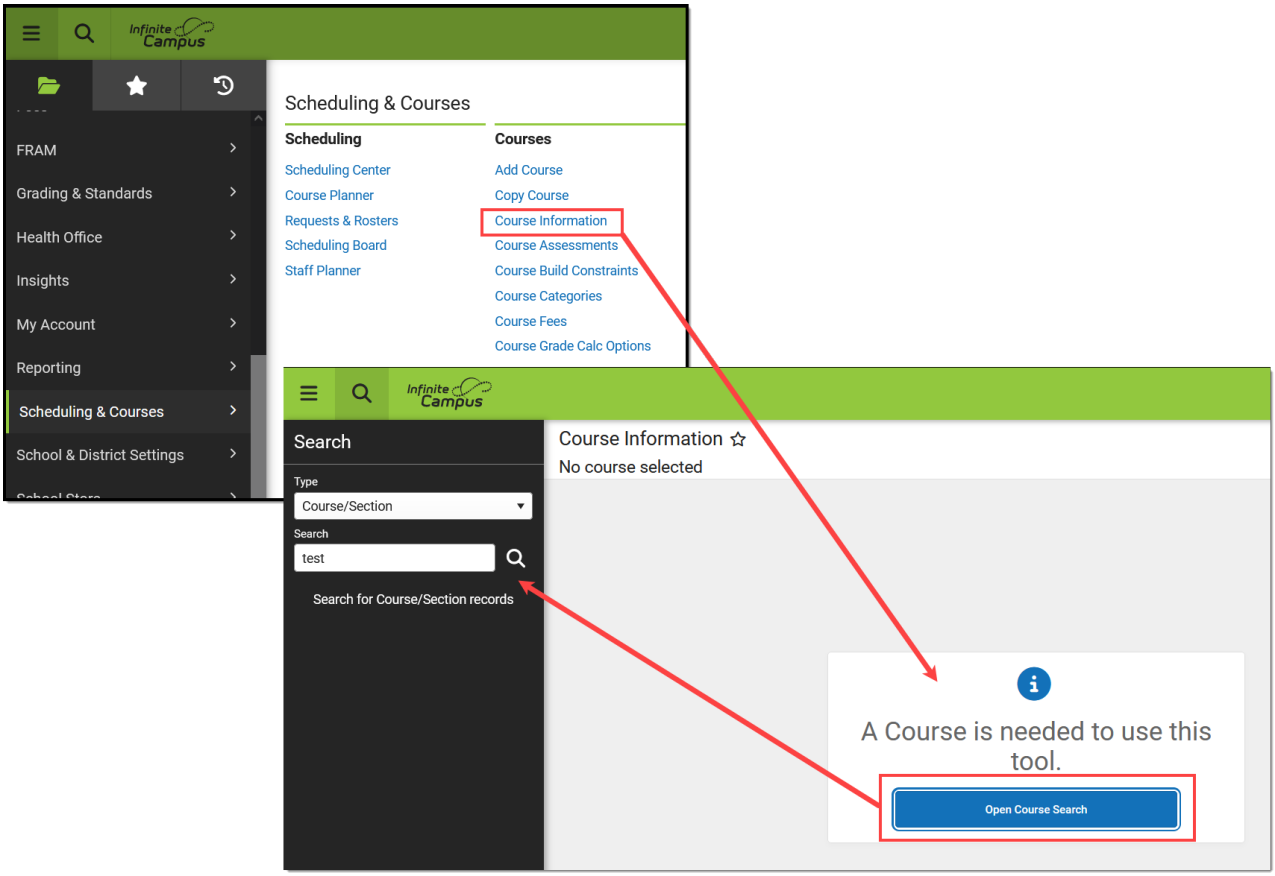
Selecting a search result will send you to the appropriate tool for that piece information.



The search menu also remembers your last search results, allowing you to quickly toggle back and forth between the list of tools within the Main Menu and search results without losing your place in either screen. Search results also remain visible within the left-hand panel while you interact within a tool you got to by selecting a search result.

Selecting a tool which requires context to be selected (such as a tool showing information for specific course or person) prompts the user to initiate a search to locate this contextual information.

For example, if a user selects Course Information, the user is asked open the Course Search and locate the course for which to show information about.



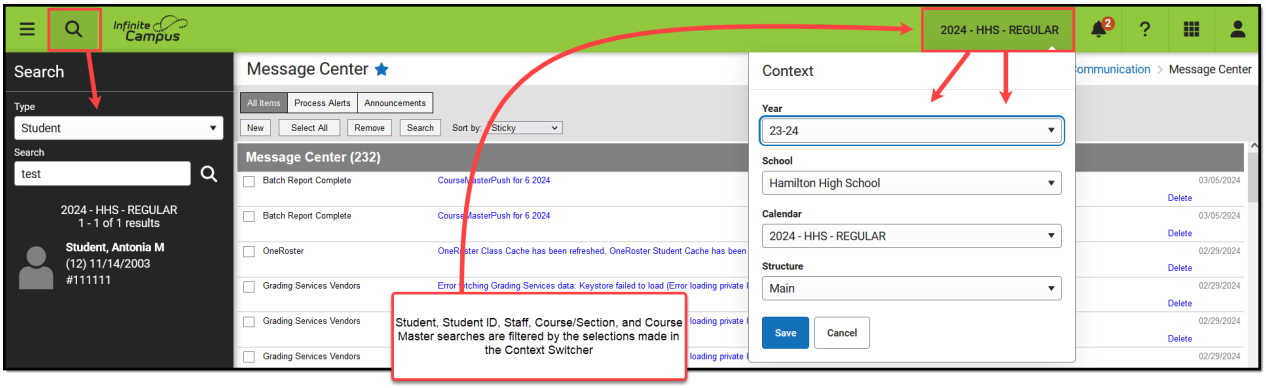
Search and the Context Switcher

Some search results are filtered to the selections made in the fields of the context switcher *(i.e.*, Year, School, Calendar, Schedule, Section).

- **Unfiltered searches (district-wide, NOT filtered by context switcher fields):** Address, Household, User, Group, Account, Help
- **Filtered Searches (specific to displayed context switcher criteria):** Student, StudentID, Staff, Course/Section, Course Master

A user's tool and calendar rights greatly affect the options available in the **Search** field, as well as the results returned by the search. For example, a teacher may only have rights to search for students currently scheduled in the course sections that he/she teaches -- but would not have rights to search options like All People, User, Address etc

Consider the following screenshot, which shows an example of a student search that is filtered to a teacher's specific course section:



The context switcher only displays schools that have calendars in the year selected. If no calendar exists for that school and year, no option is available.

Search Preferences

There are two System Preferences available for controlling search functionality and results.

- **Search Limit:** This limits the number of results returned in a search to 100, 500, 1000 or No Limit. Limiting search results may improve system and search performance.
- **Search Screen Field Order:** This determines whether the student name or student number appears first in a list of results generated by an Advanced Student Search.

Available Search Types

The Search icon allows the following types of searches, as selected from the Type field:

Item	Description
Address	Returns address information based on street number or street name. At least one character/criteria/value is required. Results return in numeric order (by house number).

Item	Description
All People	Returns staff, students and other people entered in Census. When the person is a current staff member but former student, the results display the staff member information. Inactive users display the words 'inactive' next to their staff/student ID in search results as well as a red box icon next to their picture. At least one character/criteria/value is required. This means a user can search for all last names beginning with the letter A and results return or the number 2 to return people who have an ID number that begins with the number 2. Accepts the following search criteria: Name, Student Number and Staff Number. Results display in alphabetical order by last name.
Course Master	Returns course masters created by the district. This search is district-wide and returns all course masters. Results return in numeric order (by course master number).
Course/Section	Returns course names or course numbers related to the school/calendar displayed in the context switcher. • A course/section search with no search criteria entered returns results, beginning with the first available course in the calendar/school/districts. • A course/section search with criteria entered returns results specific to the criteria, unless no matching results are found. Results return in numeric order (by course number). Active courses are listed first, then inactive courses.
Household	Returns names of households, persons with the name who are members of the household and street names. Inactive addresses associated with a household (either one that has been ended or one that begins in the future) display in red. At least one character/criteria/value is required. Results return in alphabetic order by household name.

Item	Description
Staff	Returns staff members based on the entered last name or last name/first name combination. A person must have both a District Employment and a District Assignment to be retuned in the Staff search results. Inactive users display the words 'inactive' next to their staff ID in search results as well as a red box icon next to their picture. Results are based on the following: • The current user's tool rights • A District Employment AND District Assignment record • The school/calendar selected in the context switcher • The Staff ID field on the Demographics tab being populated Results display in alphabetical order by last name.
Student	Returns students based on the entered last name or last name/first name combination. Results are based on the following: • The current user's tool rights • An enrollment record within the selected school year • The year/school/calendar/section selected in the context switcher Students displayed in black font are enrolled in an active calendar. Inactive users display the words 'inactive' next to their student ID in search results as well as a red box icon next to their picture. Results display in alphabetical order by last name. Students can be search by student number
Tool	Allows you to quickly search for and select a tool (searching by tool name).

Item	Description
User	Returns user accounts (in gray font, below person name) for the entered name or username. This search returns all existing user accounts, as well as the names of people within the Campus system for whom an account *could* be created. If a person has more than one user account, both are returned (*e.g.*, the person is a teacher within the district as well as a parent of a district-enrolled student, therefore having both a staff and Portal account). Infinite Campus recommends entering specific criteria, when possible. User searches have many results and can adversely affect system performance. Results return in alphabetic order (by last name).
User Group	Returns results based on user group information. Entering the exact user group name returns the exact group name if it exists. Results return in numeric order first (any group that has digits for the name), then alphabetic order.
Account	*(Food Service/POS customers only)* When numbers are entered, search results are based on account numbers matching the first digit of the account number searched and partial matches on any digits within the student number. Results return in numeric order (by account number).

Search Criteria

Searches are cross-referenced in Infinite Campus; that is, multiple types of criteria may be entered for the selected search option. To search for a person, his/her name may be entered, or, a State ID, Student Number or User number may be entered.

For example, a student can be located by searching for name in the Student Search option, by entering the name or student number in the All People Search option, or by searching for Household, User, Account or State ID.

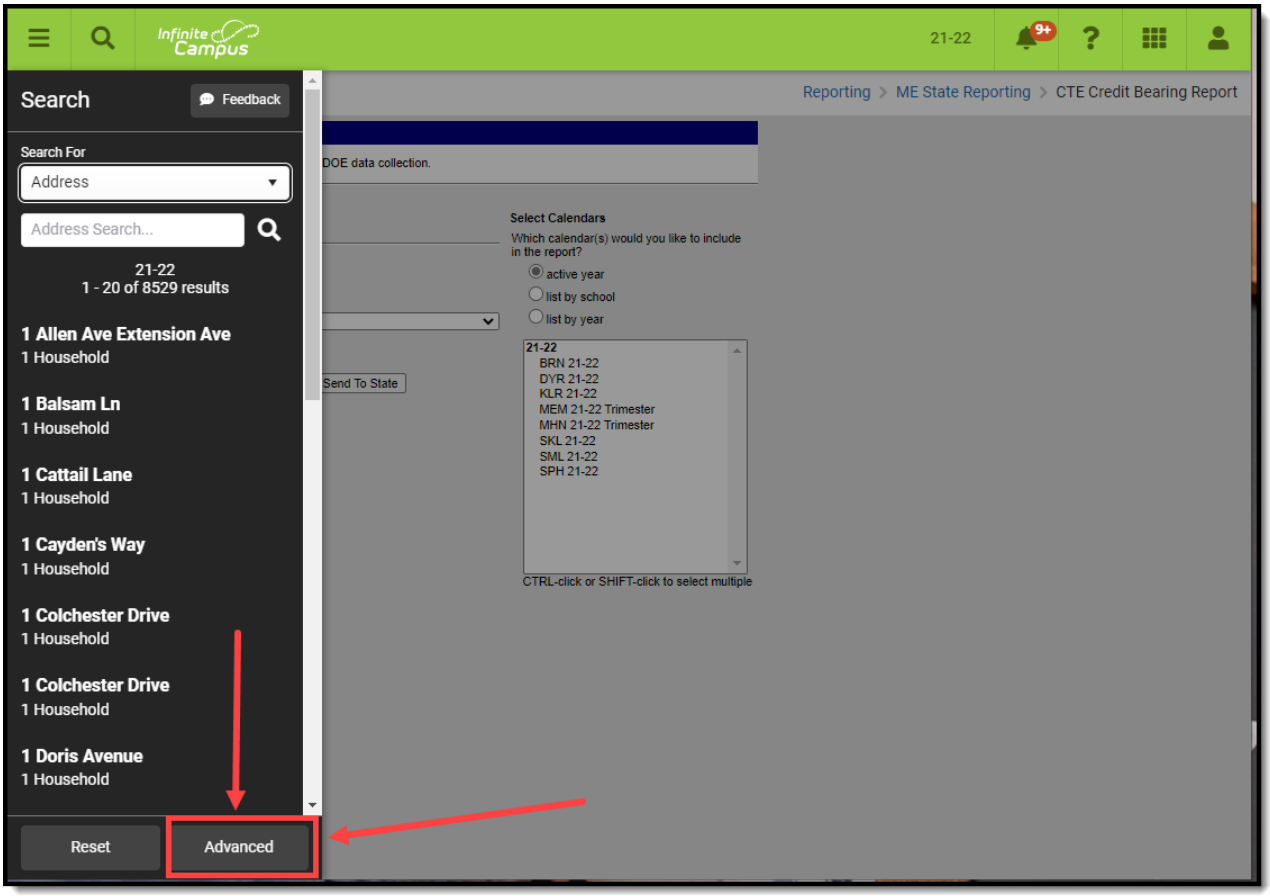
For best results, name searches should be conducted in one of the following formats:

- **Last Name**
- **Last Name , First Name**
- **, First Name** *or* **,First name** *(with or without space between comma and first letter)*

Advanced Search

Advanced Search functionality is found by selecting a search context and clicking the Advanced button (see image below).

Advanced searches within the New Look of Infinite Campus match the same functionality found in Classic Campus with the addition of a few enhancements to some contexts, such as improved Fuzzy Searches which allows users get results which include phonetic matches and synonyms.



Advanced Search Options

The following Advanced Search options are available.

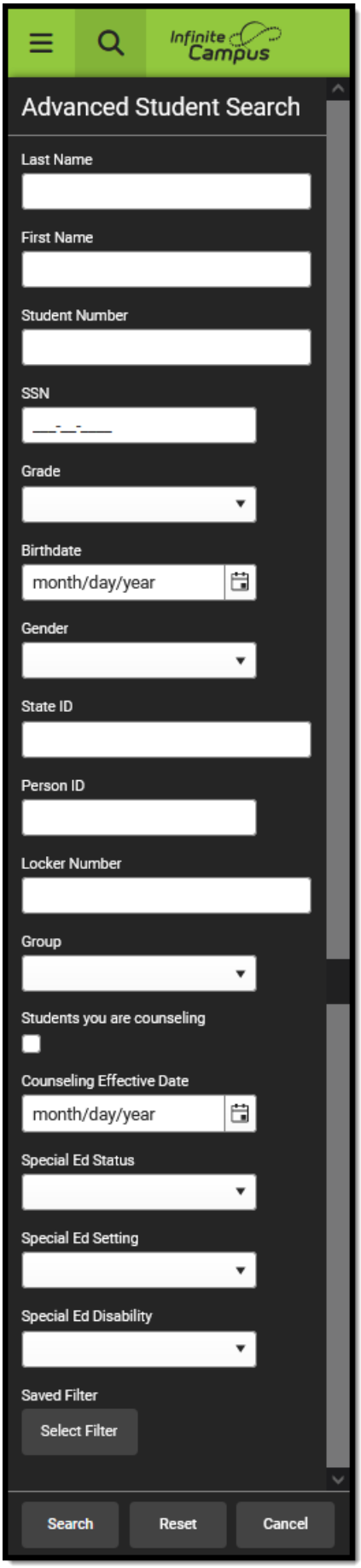
- Student Search
- Staff Search
- Personnel Master
- All People Search
- Course/Section Search
- Course Master Search
- Address Search
- Household Information Search
- User Search
- (Food Service) Account Search

- Help Search

A search type must first be made in the **Search** field (*e.g.*, Student, Course/Section, User). Advanced Search fields vary, depending on the option selected.

Student Search

The Advanced Student Search only returns people who have enrollment records (currently active or not) within the Year / School / Calendar / Schedule displayed in the context switcher. Ad hoc filters appearing in the Saved Filters editor are only those related to students.


Infinite Campus
Advanced Student Search
Last Name
First Name
Student Number
SSN
Grade
Birthdate
month/day/year
Gender
State ID
Person ID
Locker Number
Group
Students you are counseling
Counseling Effective Date
month/day/year
Special Ed Status
Special Ed Setting
Special Ed Disability
Saved Filter
Select Filter
Search
Reset
Cancel

All instances of a student's identity are taken into account when using the advanced student search. For example, an identity record (added when a new person is added) exists for a student, but with the incorrect Social Security number. A new identity record is entered for that same student with the correct Social Security number. The new identity record is active and that number is used in reports and other student data information. But searching for the old Social Security number is still possible because at one time, that number was associated with the student. This same logic applies to any demographic field (last name, first name, gender, etc.). Note that only one instance of that student returns in the search results, but searching for either the incorrect or correct Social Security number returns a result for the student.

Results matching the entered criteria return the following:

- Grade Level of Enrollment
- Student Last Name, First Name and Middle Initial
- Local Student Number
- Birth Date

Depending on the System Preference for Search Screen Field Order, either the **Last Name** or **Student Number** field displays at the top of the list of Student Search fields.

Field	Definition
Last Name	Student's last name.
First Name	Student's first name.
Student Number	Student's district-issued identification number.
SSN	Student's Social Security number.
Grade	Student's grade level, entered as two digits (*e.g.*, 02, KG, 12).
Birth Date	Student's birth date in *mm/dd/yyyy* format.
Gender	M (male) or F (female).
StateID	Student's state-issued identification number.
PersonID	Student's internal Campus identification number.
Locker Number	Student's locker number; only returns exact matches.
Students you are counseling	When marked, only students assigned to the current user are returned as of the date entered in the **Counseling Effective Date** field.
Counseling Effective Date	Date on which to search for counseled students; only applicable when the **Students that you are Counseling** checkbox is marked.

Field	Definition
Special Ed Status	Student's special education status. This looks to the Special Ed State Reporting tool, where applicable, the Enrollments tool, and the student's Special Ed Plans. See the Special Ed Advanced Search Logic section for additional information about the specific search logic and state-specific information.
Special Ed Setting	Student's special education setting. This looks to the Special Ed State Reporting tool, where applicable, the Enrollments tool, and the student's locked Special Ed Plans. See the Special Ed Advanced Search Logic section for additional information about the specific search logic and state-specific information.
Special Ed Disability	Student's special education disability. This looks to the Special Ed State Reporting tool, where applicable, the Enrollments tool, and the student's Special Ed Plans. See the Special Ed Advanced Search Logic section for additional information about the specific search logic and state-specific information.
Enrollment	Determines how cross-site enrollment records impact search results: • **Blank** - All enrollment records (meeting all other search result criteria) are considered when populating search results. • **Cross-site** - Only cross-site enrollment records are considered when populating search results. • **Exclude Cross-Site** - Cross-site enrollment records are excluded from search results.

Special Ed Advanced Search Logic and State-Specific Information

For the Special Ed Status, Special Ed Setting, and Special Ed Disability search fields:

- The logic first looks at the student's locked Special Ed Plan. Then the logic looks at the Special Education Summary tool, and then the student's Enrollment record.
- Deactivated values in the Attribute/Dictionary still display in the Advanced Search field options.

The Special Ed Setting only pulls from the Enrollment editor on the student's Special Ed Plan.

The Special Ed Disability field only pulls from Primary Disability or Disability 1, depending on the state. When looking at the plan, the advanced search logic only looks at Disability on the Enrollment or Student Information editors on the student's Special Ed Plan.

State	Logic
BIE	Advanced search logic looks to the Special Ed Enrollment fields saved in dbo.Enrollment and does not look at the fields saved in EnrollmentBIE. For state-specific BIE users, the Advanced Search logic uses the state's Special Ed attributes rather than the BIE attributes. This means that Advanced Search **will not work** unless the lists are identical.

State	Logic
Delaware	When a state does not have the Special Ed Status field on the Special Education Summary tool or a Plan, the advanced search field logic looks for an active plan where Disability is not null.
Ohio	Special Ed Setting fields are located on the Special Ed Dates tool, but the Advanced Search does NOT look to these fields.
Montana	When a state does not have the Special Ed Status field on the Special Education Summary tool or a Plan, the advanced search field logic looks for an active plan where Disability is not null.

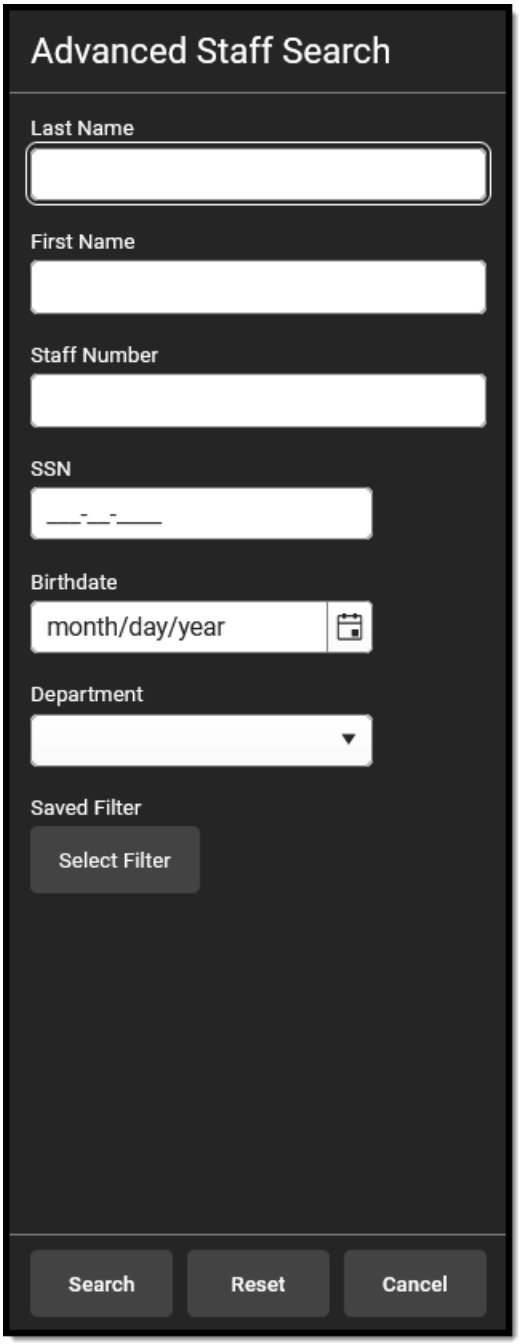
Nevada	Individual Education Plan and Data Plans:
	• The Special Ed Setting exists on the Placement editor, but this is NOT used in the Advanced Search logic.
	• A read-only Special Ed Setting field also displays on the Enrollment editor, but this field is not used in the Advanced Search logic.
	
	Service Plan:
	• Advanced Search logic looks to the Enrollment editor on Service Plans.
	• A read-only Special Ed Setting field displays on the Enrollments tool, and it works differently if the student has an IEP/Data Plan or a Service Plan:
	  ◦ For students with an IEP or Data Plan, the Enrollment tool looks to the Placement editor from the most recent, locked IEP and does NOT save in the Enrollment Setting field. The Advanced Search logic does not work in this scenario.
	  ◦ For students with a Service Plan, the value from the Service Plan is pushed to the Enrollment Setting field and saved on the Enrollment record. The Advanced Search logic works in this scenario.

New Mexico	In New Mexico, the list of options available in the Special Ed Setting field on the Enrollment tool does NOT match the list in the Special Ed Data Plan. Advanced Search logic looks to the Special Ed Data Plan instead of the Enrollment tool.
North Carolina	North Carolina has only a read-only Special Ed tool that uses attribute dictionaries in SpecialEdstate to populate the Special Ed Setting and Disability fields. The Advanced Search logic uses these dictionaries for search. When North Carolina users use the Campus Default Plan, the Advanced Search may not work, since the Campus Default Plan uses a different dictionary for those fields unless the user manually changes the Enrollment dictionary to match the SpecialEDState dictionary.

State	Logic
North Dakota	• **Special Ed Status**: Advanced search only looks to the Special Education Summary tool Status field. Options are Yes or No. • **Special Ed Setting**: Advanced search only looks to the Special Education Summary tool Special Ed Setting field. • **Special Ed Disability**: Advanced search looks first to the Special Education Summary tool, then to the North Dakota Individual Education Plan > Student Information editor.
Texas	Special Ed Status pulls from the Child Count Funding field on the Settings and Disabilities editor of the Special Ed Data Plan.

Staff Search

The Advanced Staff Search only returns staff members (defined as a person who has a district employment or assignment record, currently active or not, and a Staff ID) within the School/Calendar/Schedule fields displayed in the context switcher. Ad hoc filters appearing in the Saved Filters editor are only those related to census/staff.



Results matching the entered criteria display the staff person's Last Name, First Name.

Field	Definition
Last Name	Staff member's last name.
First Name	Staff member's first name.
Staff Number	Staff member's district-issued identification number.
SSN	Staff member's Social Security number.
Birth Date	Staff member's birth date in *mm/dd/yyyy* format.
Department	Staff member's department.

Personnel Master

The Personnel Master Advanced Search returns all employees that match the search criteria regardless of the Year / School / Calendar / Schedule fields selected in the context switcher.

Field	Definition
Personnel Master Search	
Last Name	Employee's last name.
First Name	Employee's first name.
Nickname	Employee's nickname.
Personnel Number	The unique identifier within HR for the person.
State Number	The unique staff identifier reported to the state.
HR General Information	
Work Assignments	
Position Group	Returns any employee with a Position Code that belongs to the selected Position Group(s).
Position Code/Description	Returns any employee with the selected Position Code.
Primary Work Location	Returns any employee who is assigned the selected location as their primary location.
Salary Schedule	Returns any employee who is assigned the selected Salary Schedule in their wage detail record.
Primary Only	When this checkbox is marked, the search only returns employees who have corresponding Work Assignments marked as Primary.
Active Only	When this checkbox is marked, the search only returns employees who have an active Work Assignment. Active is defined as follows. • Start Date ≤ Today's Date, AND • The End Date is not populated, OR • End Date > Today's Date

All People Search

The Advanced All People Search returns all people matching the search criteria, regardless of the Year/School/Calendar/Schedule fields displayed in the context switcher. Ad hoc filters appearing in the Saved Filters editor are only those related to census/staff.


Advanced Person Search
Last Name
First Name
Fuzzy
Student Number
SSN
___-__-____
Birthdate
month/day/year
Gender
Person ID
Phone
(___)___-____x_____
House Number
Street Name
Apt Number
City
Saved Filter
Select Filter
Search
Reset
Cancel

All instances of a person's identity are taken into account when using the advanced student search. For example, an identity record (added when a new person is added) exists for a person, but with the incorrect Social Security number. A new identity record is entered for that same person with the correct Social Security number. The new identity record is active and that number is used in reports and other student data information. But searching for the old Social Security number is still possible because at one time, that number was associated with the person. This same logic applies to any demographic field (last name, first name, gender, etc.). Note that only one instance of that person returns in the search results, but searching for either the incorrect or correct Social Security number returns a result for the person.

Results matching the entered criteria return the following:

- Students - Last Name, First Name, Student Number, Birth Date
- Person - Last Name, First Name
- Staff - Last Name, First Name, Staff Number

Users who perform a search for a student (defined as any person who has at least one enrollment, either active or inactive) enrolled in a calendar to which the user does not have calendar rights now receive a message that the person does not have rights to view the student's information.

- If a user has rights to the All People search, the user can search for a student enrolled in a calendar to which the user doesn't have rights.
- A warning message displays when viewing the student's information in the Student Information module, but not when viewing the student's information in the Census module.

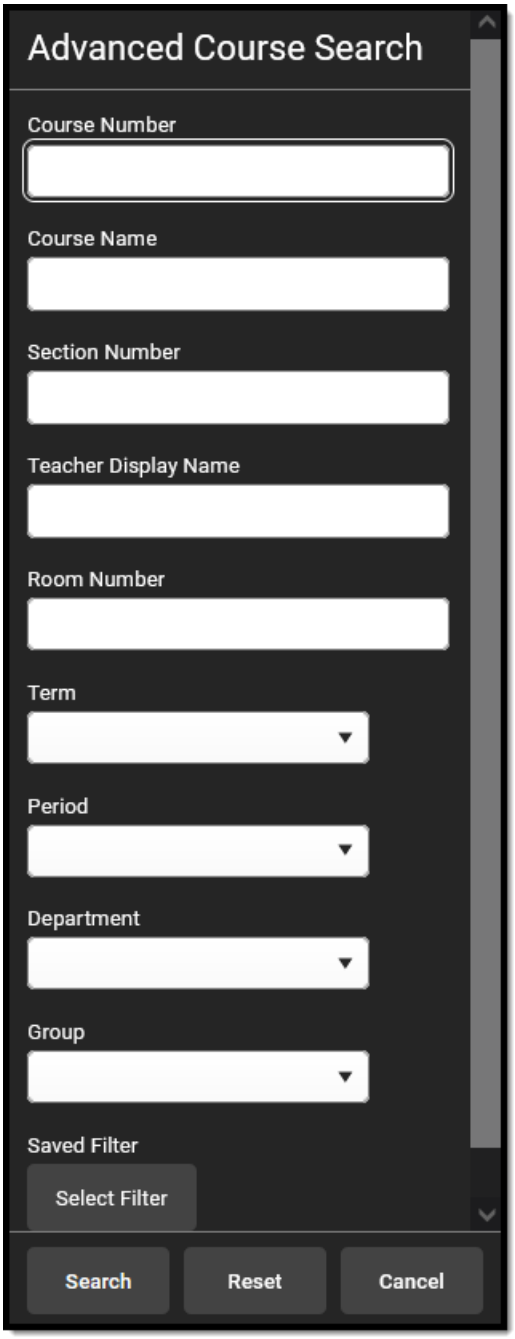
Field	Definition
Last Name	Person's last name.
First Name	Person's first name.
Fuzzy	For Wildcard Searching options.
Student Number	Student's local district identification number.
SSN	Person's Social Security Number.
Grade	Student's grade level (*e.g.*, KG, 09, 12).
Birth Date	Person's birth date in *mm/dd/yyyy* format.
Gender	M (male) or F (female).
Person ID	Person's internal Campus identification number.
Phone	Any phone number attached to the person, such as home, work or cell.
House Number	Person's house number.

Field	Definition
Street Name	Person's home street name. When entering a street tag, search generally. Entering "Dr" returns "Dr," "Dr." and "Drive," whereas, entering "Dr." only returns "Dr."
Apartment Number	Person's home apartment number.
City	Person's home city.

Course/Section Search

The Advanced Course/Section Search only returns courses/sections existing within the Year / School / Calendar / Schedule fields selected in the context switcher. Ad hoc filters appearing in the Saved Filters editor are only those related to courses.

Course search will not display sections in the results for non-responsive courses and does not support filtering by terms and periods if the course has 10k or more sections and section placements.



Inactive courses display in red text.

Results matching entered search criteria return the following:

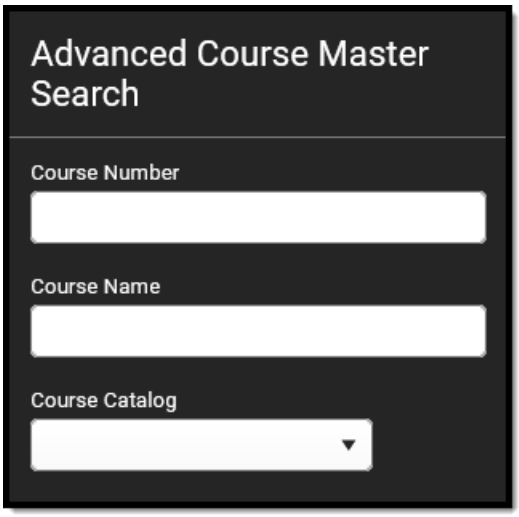
- Course Name and Number
- Course Sections
- Teachers assigned to the Course Sections
- Room Numbers

Field	Definition
Course Number	Course number.
Course Name	Course name.

Field	Definition
Section Number	Specific course section.
Teacher Display Name	The name of the teacher assigned to the course section.
Room Number	Location of course section.
Schedule Structure	Schedule structure to which the course applies.
Term	Term during which course/section occurs.
Period	Period during which the course section occurs.
Department	Department to which the course section belongs.
Group	Returns the scheduling group or team associated with the course.
Cross-Site	Determines how cross-site created courses impact search results: • **Blank** - All courses (meeting all other search result criteria) are considered when populating search results. • **Cross-siteCreated** - Only cross-site created courses are considered when populating search results. • **Exclude Cross-Site Created** - Cross-site created courses are excluded from search results.

Course Master Search

The Advanced Course Master Search returns all course masters existing within the district, regardless of the Year / School / Calendar / Schedule fields selected in the context switcher.

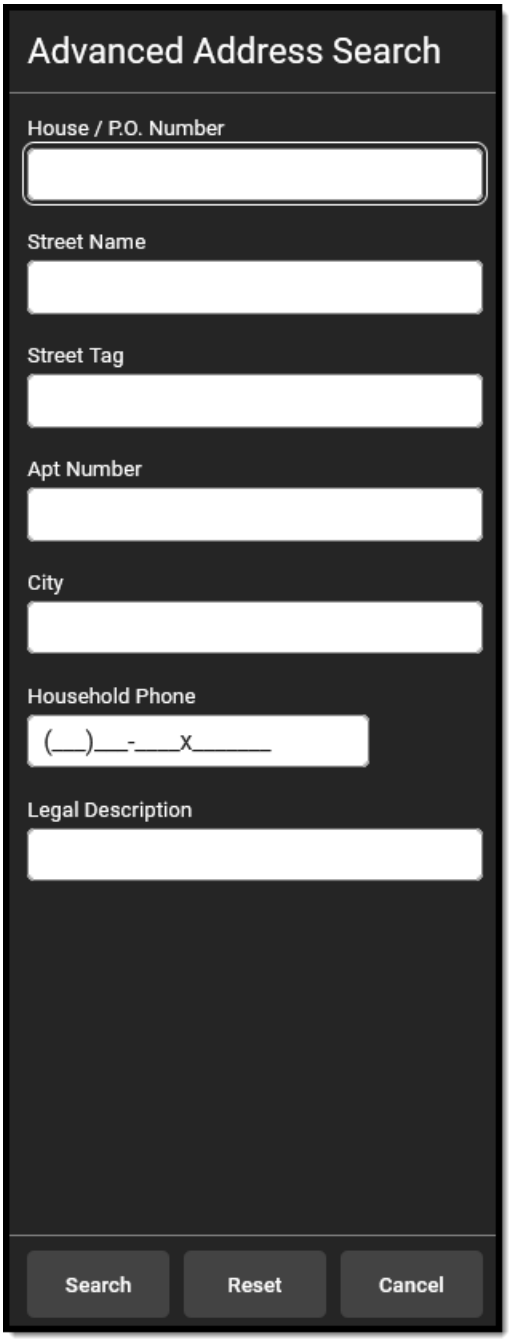


Field	Definition
Course Number	Course Master number.

Field	Definition
Course Name	Course Master name.
Course Catalog	Name of the course list catalog to which the Course Master is assigned.

Address Search

The Advanced Address Search returns all addresses existing within the district, regardless of the Year / School / Calendar / Schedule values selected in the context switcher.



Results include the complete street address and the total number of people (members) who are

associated with that address. When an address is not actively assigned to a household (the address has been ended for the household or the address belongs to a household but has a future start date), it displays in red.

Remember the following:

- When searching for a household by address or name, active is defined as having no End Date, no Start Date or End Date, or an End Date that is after the current date. Active records display in black text, with future records (Start Date after the current date) displaying in red text.
- Inactive addresses with an End Date before the current date do not display in search results, but future inactive addresses with a Start Date after the current date display in search results in red text.
- Household memberships are considered active if there is no Start Date or End Date, or only a Start Date. Inactive members do not display in search results if their End Date is before the current date. Active memberships display in black text in the search results, with future memberships (Start date after the current date) displaying in red text in the search results. All memberships (past, current and future) display under the household memberships tab.

Field	Definition
House/P.O. Number	Person's primary house number. Enter only the house number in this field (e.g., If the address is 12335 Main Street, enter only "12345" in this field. (Do not enter the street name, or the search does not work properly).
Street Name	Person's primary household street name.
Street Tag	Person's primary household street tag. When entering a street tag, search generally. Entering "Dr" returns "Dr," "Dr." and "Drive," whereas, entering "Dr." only returns "Dr."
Apt Number	Person's primary household apartment number.
City	Person's primary household city.
Household Phone	Phone number associated with the household that is attached to the address.

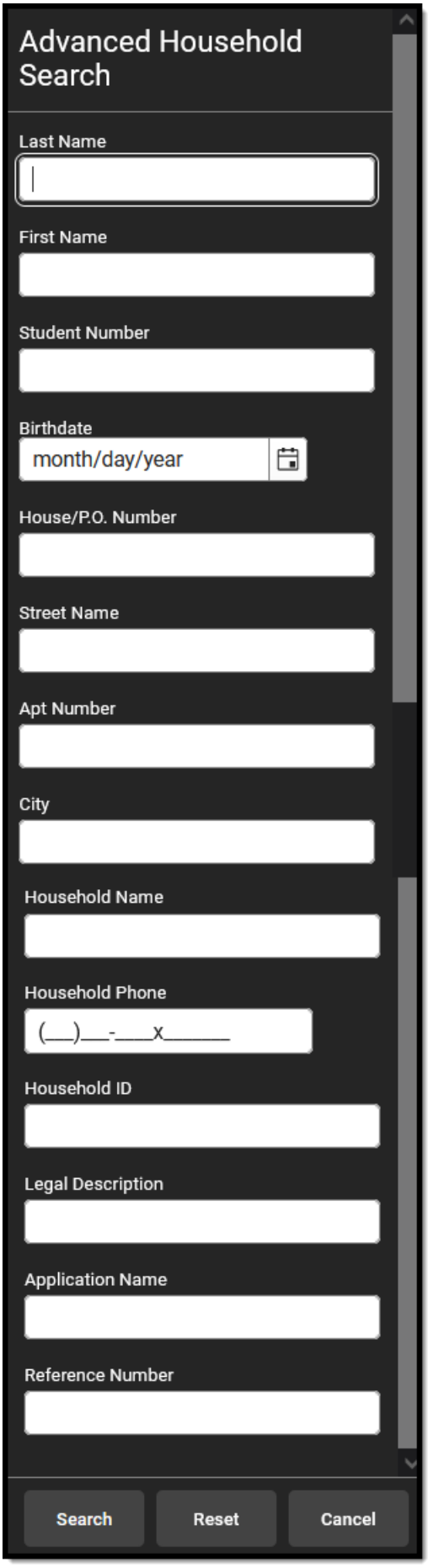
Field	Definition
Legal Description	Provides a definition of the address used in Impact Aid reporting when a street location is not available. Each county determines what a legal description is (lot and block data). See the Impact Aid section for more information.

Household Information Search

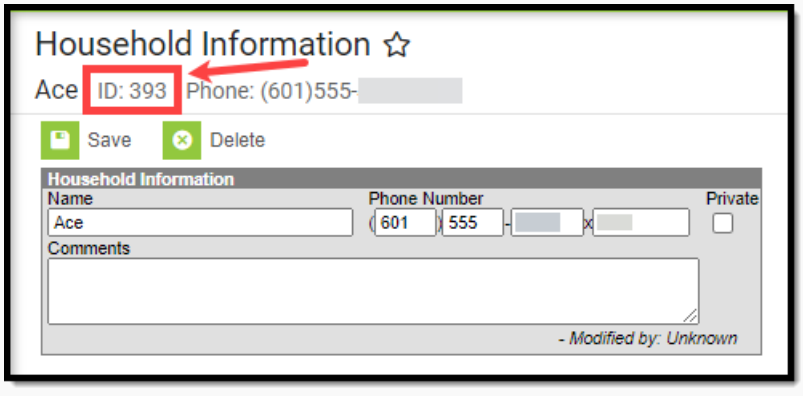
The Advanced Household Information Search returns all households existing within the district, regardless of the Year / School / Calendar / Schedule values selected in the context switcher.

Results include the following:

- Name of the Household
- Address
- Guardian Name
- Students associated with the household
- The start date of any future address for a household


Advanced Household Search
Last Name
First Name
Student Number
Birthdate
month/day/year
House/P.O. Number
Street Name
Apt Number
City
Household Name
Household Phone
(___)___-____x_____
Household ID
Legal Description
Application Name
Reference Number
Search
Reset
Cancel

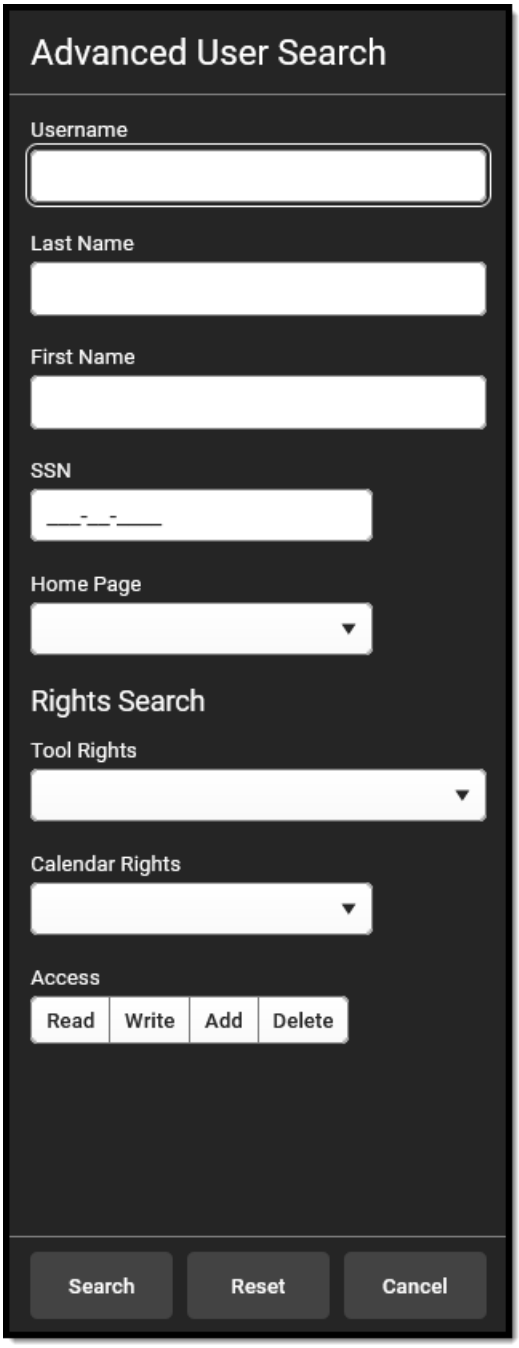
Addresses that are ended for a household or that begin in the future display in red.

Field	Definition
Last Name	Person's last name.
First Name	Person's first name.
Student Number	Student's local, district identification number.
Birth Date	Person's birth date in *mm/dd/yyyy* format.
House/P.O. Number	Person's primary household number.
Street Name	Person's primary household street name. When entering a street tag, search generally. Entering "Dr" returns "Dr," "Dr." and "Drive," whereas, entering "Dr." only returns "Dr."
Apartment Number	Person's primary household apartment number.
City	Person's primary household city.
Household Name	Person's household name.
Household Phone	Phone number associated with the household.
Household ID	A unique identifier assigned to each household. This is useful when searching for and identifying a specific household, particularly one with a common name. The household ID can be found to the right of a household's name in the Household Information title bar (see below). 
Legal Description	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 Impact Aid section for more information.
Application Name	Household's FRAM application name.

Field	Definition
Reference Number	Reference number of the household's FRAM application.

User Search

The Advanced User Search returns all existing users within the district, regardless of the Year/School/Calendar/Schedule values selected in the context switcher.

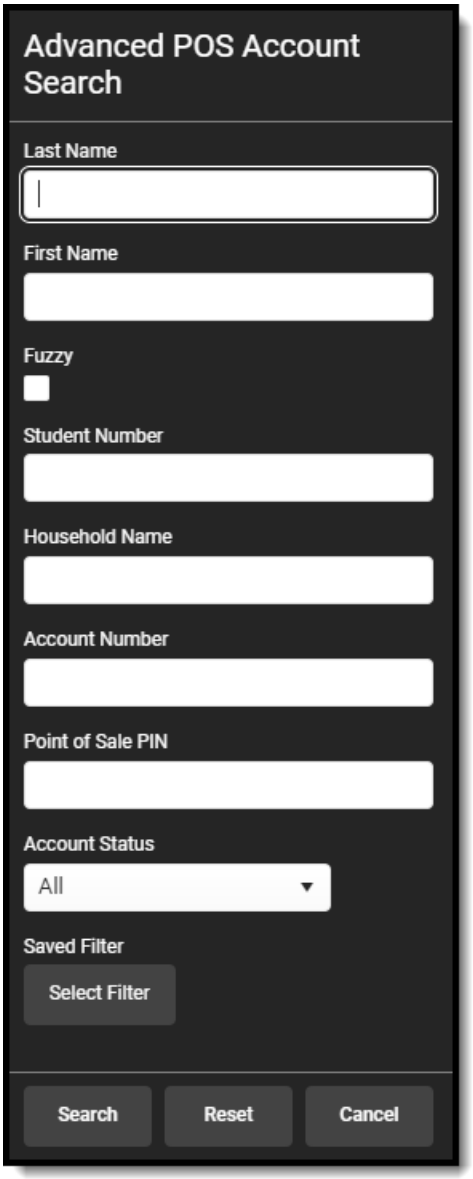


The user's username displays below the user's Census name for staff, parents and students. Users without assigned usernames are also returned.

Field	Definition
Username	Username of the person's user account.
Last Name	User's last name.
First Name	User's first name.
SSN	User's Social Security Number.
Home Page	Allows you to filter users by the homepage set on their account.
Tool Rights	Specific tool rights assigned to the user. **This field is NOT used to search for users based on Security Role Assignments.** Setting this field to 'Log in As User' searches for users with this tool right, not a Product Security Role of Log In as User.
Calendar Rights	Specific calendar rights assigned to the user.
Access	Level of access associated to the selected **Tool Rights**: R(ead), W(rite), A(dd) and/or D(elete).

(Food Service) Account Search

The Advanced Account Search returns all Food Service accounts existing within the district, regardless of the Year / School / Calendar / Schedule selected in the context switcher.



Field	Definition
Last Name	Searches patrons based on last name. Search results allow for partial matches.
First Name	Searches patrons based on first name. Search results allow for partial matches.
Student Number	Searches patrons based on local student number. This field only returns exact matches.
Grade	Searches patron accounts based on their grade level as of the Year selected in the context switcher.

Field	Definition
Household Name	Searches for patrons based on household name. This search returns a list of current household members with accounts who are associated with the household name entered. If no Name is entered for any household on the Household Info tab, users are not be allowed to search using this field. For Family Accounts, results use the patron with the earliest occurring last name alphabetically when sorting search results. Alphabetic sorting is based on the following criteria: Last Name, First Name, Household Name and Account Status and determines order based on patrons with a last name closest to A.
Account Number	Searches patron accounts based on account number. Search results return all account numbers matching the first digit of the account number searched.
Point of Sale PIN	Searches patron based on their personal identification number (PIN) for Point-of-Sale account transactions. This field only returns exact matches.
Account Status	Searches patrons based on their account status. Account Status-only searches list results alphabetically. • **All** - Searches all accounts regardless if whether or not the Active checkbox is marked on the Account Info tab. • **Active** - Only searches accounts where the Active checkbox is marked on the Account Info tab. • **Inactive** - Only searches accounts where the Active checkbox is unmarked on the Account Info tab.

Ad Hoc Filters in Advanced Searches

Ad hoc filters created in the Filter Designer display for the following types of Advanced Searches: Student, Staff, All People and Course/Section. The filters displayed on the Advanced Search screen are only those applicable to the selected method of searching (*e.g.*, an Advanced Student Search only shows Student Ad hoc filters).

Use Ad Hoc Filters Only

The Advanced Search allows users to choose an existing ad hoc filter to return results in the Search tab pane. These results are also based off of the selections in the context switcher (*i.e.*, Year, School, Calendar, Schedule Structure, Section). Searching an ad hoc filter generates a list of results within the Search tab results pane.

Selecting an Ad hoc filter and clicking the **Search** button located under the Saved Filters editor returns a list of results within the Search tab.

Use Ad Hoc Filters with Advanced Search Fields

The Advanced Search allows users to enter data in the advanced search fields while also applying

an existing ad hoc filter. These results are also based off of the selections selected in the context switcher (*i.e.*, Year, School, Calendar, Schedule Structure, Section). Searching an ad hoc filter generates a list of results within the Search results pane.

The results from the filter in the previous screenshot can continue to be filtered by entering additional criteria in the advanced search fields, as shown:

Results in the Search pane can be refined as many times as necessary by continuing to add criteria to the advanced search fields.

Wildcard Searching

Utilizing wildcard methods when searching may increase and improve search results. Wildcard searching can be used in the following areas of Infinite Campus:

- Search Tool
- Advanced Searches
- Ad hoc filters

Infinite Campus recommends using wildcard methods to search for courses.

When searching for teachers on the Advanced Search screen in the Scheduling module, teachers who have the same last name as another teacher's first name would appear in the search results. This search field is coded with a double wildcard search to account for the school's preference on entering teacher names. The double wildcard search returns all instances of any type of entry for a teacher's name. For example, a teacher's Display Name may appear as "Mr. Fox" on a high school's course Sections. The same teacher may also have be entered as "W. Fox" or "Fox, W" in the elementary school. All forms of the name are returned.

Wildcard searching may not work for all fields.

Wildcard or Pattern	Intended Usage	Standard Examples
%	Zero or more characters	***%* at the beginning of or surrounding a character string returns strings in which the criteria is contained:** *%06* and %06% returns both *11468***06***33* , ***06****2839* and *89***06** *%man* and *%man%* returns both *Good***man**, *Her***man***dson* and ***Man****sfield* *%Math* and *%Math%* returns both *100341 Elementary* ***Math***, *Exploratory* ***Math*** *Lab* , ***Math****ematics 1293* ***%* at the end of a character string returns the same results as entering the string by itself:** *Math%* returns **Math** *12345%* returns **12345**

Wildcard or Pattern	Intended Usage	Standard Examples
_ ***underscore***	One character	**__ at the end of a character string returns strings with the equivalent number of characters at the end of the string:** *X*__ (two underscores) returns *X***en**, *X***ao** *Ander__ (three underscores) returns Ander**son**, *Ander***sen** **___ before/between characters returns strings matching the criteria:** *_L_e_* returns results that start with *L* and have *e* as the third character, like ***L****e***e**, **L***u***e***strom* **___ between two character strings returns the same results as a space:** *Olson_Zierke* and *Olson Zierke* return the same results
[ ] ***brackets around values***	A range of possible characters	**[ ] around a character string returns strings containing any of the criteria specified within the brackets:** *A[ck]* returns results starting with A c and *Ak*, like **Ac***kerman*, **Ak***erman*, **Ac***kton* *1[123]* returns results starting with *11*, *12* and *13* like **11***053*, **12***949801*, **13** *(Adding % at the end of the string is not necessary)*
- ***hyphen***	Compound strings	**- between character strings return sthe combination of strings, regardless of whether they are linked by a space or hyphen:** *Van-Heusen* return *Van - Heusen* and *Van Heusen*
Name Name Name_Name Name%Name	Compound strings	**A space, _ or % returns compound strings with or without a space or hyphen**: *Van Heusen*, *Van_Heusen* and *Van%Heusen* returns *Van Heusen*, *VanHeusen*, *Van-Heusen* *Phy Ed*, *Phy_Ed* and *Phy%Ed* returns *Phy Ed*, *PhyEd* and *Phy-Ed.*
^	Negation of character/string	**^ omits strings that contain the specified criteria:** *A^[ck]* returns only results that do NOT start with *Ac* or *Ak,* like *Altman*, *Aber*, *Atkinson*
!	Negation of a value	**! omits a value within a range of another value.** *1___, !1003 returns a list of course numbers in the 1000 range, but does NOT return course number 1003.* This is often used when establishing course requirements where a student needs to take a set of courses from a range, but not a specific one, because it might be for a subset of students.