

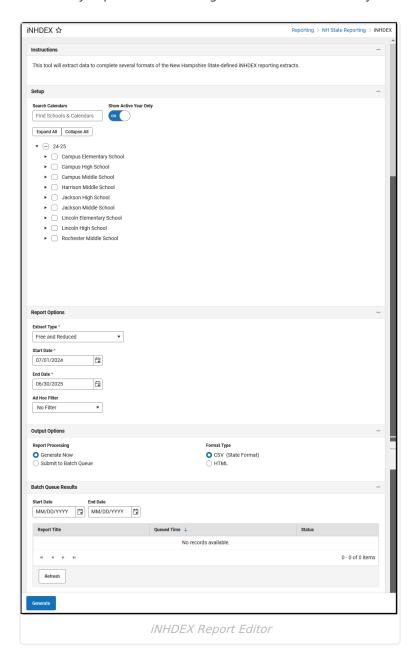
INHDEX

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Tool Search: iNHDEX

Report Editor | Generate the Extract

iNHDEX (Initiative for New Hampshire's Data Exchange) is the Statewide Student Information System being deployed and phased into all New Hampshire public schools and districts over the next three years (2023-2025). The New Hampshire Department of Education plans for iNHDEX to eventually replace the existing i4see data collection system.



Report Editor



Data Element	Description		
Set Up			
Search Calendars	Use the search field to narrow the list of calendars to select. Use the Expand All/Collapse All option. Place a checkbox next to the desired school and calendars.		
Show Active Year Only	Only calendars for the active school year are available for selection when set to ON.		
	When set to OFF, all calendars from selection based on the user's tool right	-	
Report Options			
Extract Type (required)	Determines which iNHDEX report generates. Click on the hyperlink for more information about the specific extract.		
	Extract	Campus Release	
	Charter Payment Verification @	Coming Soon	
	College and Career Readiness @	Coming Soon	
	Course Assignments	Coming Soon	
	Education Tax Credit @	Coming Soon	
	Enrollment @	Campus.2443	
	Extended Learning Opportunities @	Campus.2439	
	Free and Reduced @	Campus.2447	
	Home School Academic @	Coming Soon	
	Program Participation @	Coming Soon	
	Student Absence @	Coming Soon	
	Student Class	Coming Soon	
	Student Roster @	Coming Soon	
	Summer Graduates and Withdrawals	Coming Soon	
	Title I Academic @	Coming Soon	
Start Date / End Date (required)	Dates determine the time frame of the extract. Dates are entered in mmddyy format or can be chosen using the calendar icon.		



Data Element	Description	
Ad Hoc Filter	Allows for the selection of a previously created filter. Only students included in the selected filter return on the report.	
Output Options		
Report Processing	Generate Now: Select to generate the report immediately, Submit to Batch: Select when you want to determine when the report is generated. Submit to Batch is useful when generating reports for several calendars or larger amounts of reported data. See the Batch Queue article for more information.	
Format Type	Determines in which format the report is generated. • CSV (State Format) • HTML	
	CSV Format Best Practice The accepted state format for all iNHDEX extracts is Comma- Separated Value (CSV). If the Microsoft Excel application is installed on your computer, this file type usually defaults to opening with it. Microsoft Excel handles date-time values in a very specific way. The default handling of date values removes leading 0s, which will cause issues with your reporting. To avoid issues, make sure to perform edits to CSV files through a text editor application such as Notepad, Notepad++, or a similar text editor application. If you want to continue using Excel, ensure that all date fields are set to format MM/DD/YYYY with leading 0's (e.g., "8/4/2024" should display as "08/04/2024"). This article from Microsoft provides detailed instructions on how to change the format of dates within Excel: Format a date the way you want - Microsoft Support.	

Generate the Extract

- 1. Select the **School(s)/Calendar(s)** to include in the report.
- 2. Select the **Extract Type** from the droplist.
- 3. Enter a Start Date.
- 4. Enter an **End Date**.
- 5. Select an **Ad Hoc Filter** if desired.
- 6. Mark Generate Now or Submit to Batch.
- 7. Indicate the **Format** in which the report should be generated. Note the *CSV Format Best Practice* outlined above.
- 8. Click the **Generate** button to generate the report in the desired format.

