

# Bulk Renaming Files

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Sometimes, it can be useful to rename multiple files at once. For instance, when using the [Data Extract Zip Tool](#)'s Student Photo Extract feature, photo files are saved on Infinite Campus servers in the format [PersonID].jpg, and this is how they are exported. However, your district may prefer that the exported photo files be named using the format [Student Number].jpg instead of [PersonID].jpg.

There are several bulk rename tools available that can help with this process. These tools can rename files in bulk based on a CSV file that maps old filenames to new ones. Typically, they require a CSV file with two columns: the first column contains the old filenames, while the second column contains the desired new filenames. You can obtain this information from Filter Designer, export it as a CSV mapping, and then use that CSV file with the bulk rename tool of your choice.

## Bulk File Rename Tools

These are several bulk rename tools commonly suggested in online support communities that can rename files based on a CSV mapping (this list is not exhaustive):

Infinite Campus does not endorse or promote any specific resource from this list. Before proceeding, we encourage you to thoroughly review the content offered to ensure it meets your needs.

**Bulk renaming consultations are outside the scope of Campus Support.** Please utilize that tool's support team/documentation if in need of assistance.

- [NB Renamer](#) (Windows) - [Documentation](#)
- [F2](#) (Windows, Linux - command line tool) - [Documentation](#)
- [Transnominio](#) (macOS) - The "Conversion" feature accepts a CSV file.

## Other Options

Another common approach is a batch rename script written in PowerShell, Python, Perl, Bash script, etc. Scripting consultations are outside the scope of Campus Support, but various online support communities are available:

- [StackOverflow](#)
- [SuperUser](#)
- [Spiceworks](#)
- [r/SysAdmin](#)

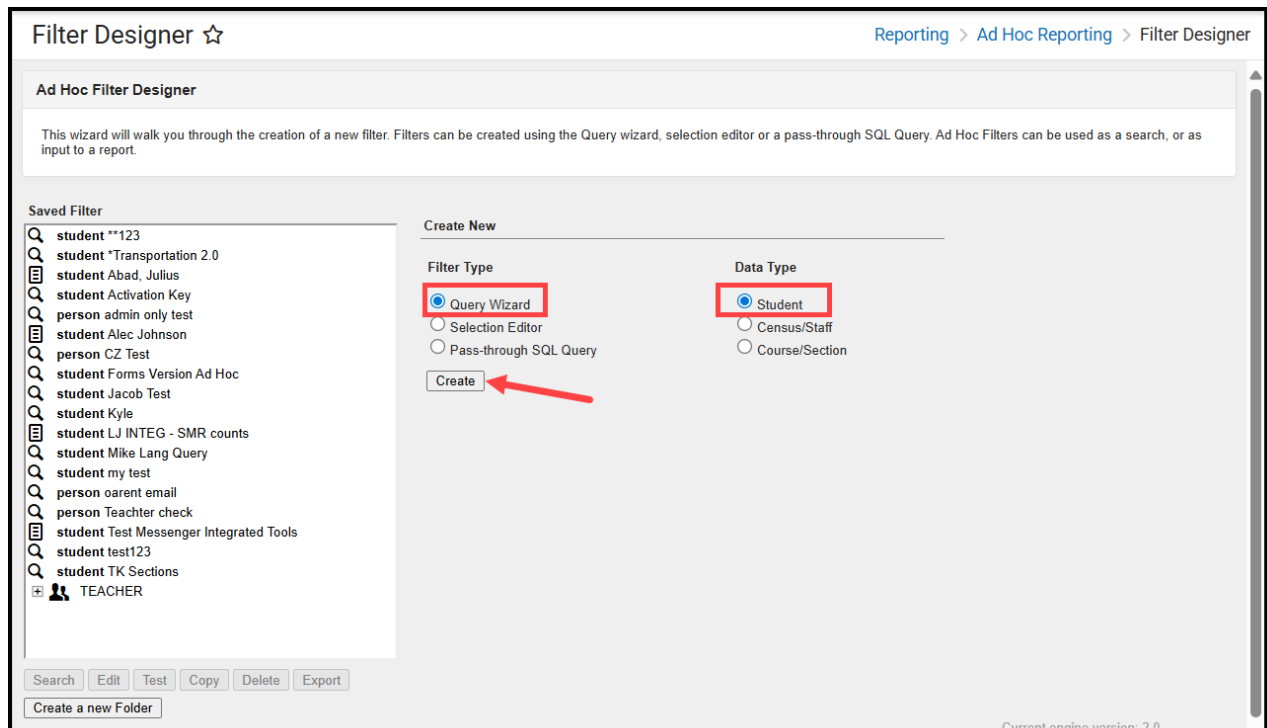
## Generate an Old-to-New Filename CSV Mapping

The following are steps on how to use Filter Designer to create an old-to-new filename mapping CSV.

For this example, we will be creating a [PersonID].jpg to [Student Number].jpg CSV mapping

## Create the Filter

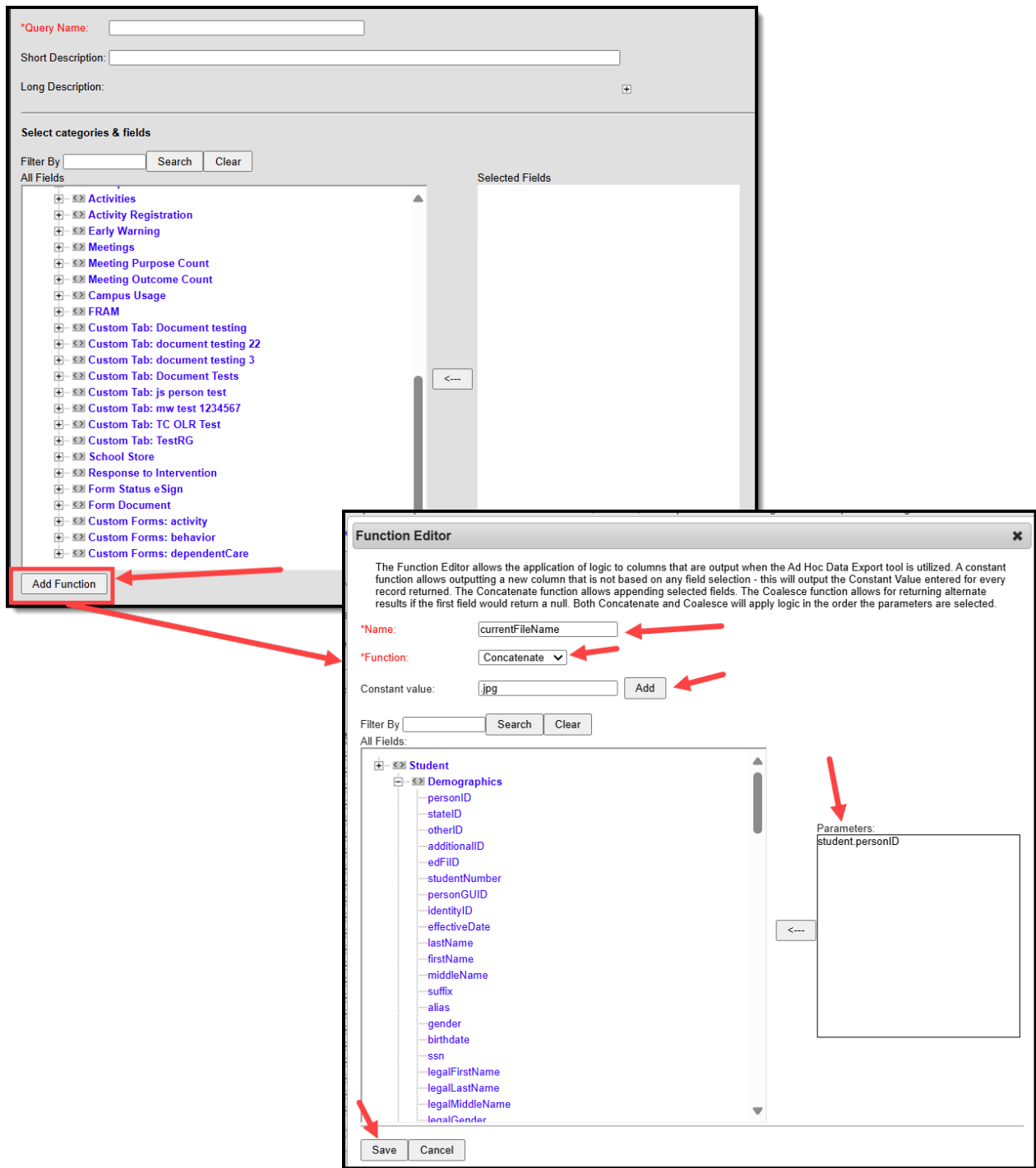
1. Navigate to [Filter Designer](#).
2. Select a Filter Type of **Query Wizard** and a Data Type of **Student**.
3. Click **Create**.



## Add a "current file name" Column

For our example, we are putting PersonID plus ".jpg" together in one field as a function:

1. Click **Add Function**
2. Give the function a **Name**: Can be anything.
  - For example, currentFileName
3. Select a **Function** of Concatenate
4. Select the database field.
  - For our example, we will add Student > Demographics > **PersonID**
5. Enter your **Constant Value** and click **Add**
  1. For our example, we will use .jpg. This means PersonID concatenated with .jpg.
6. **Save** the function



**\*Query Name:**

**Short Description:**

**Long Description:**

**Select categories & fields**

**Filter By**  **Search** **Clear**

**All Fields**

- Activities
- Activity Registration
- Early Warning
- Meetings
- Meeting Purpose Count
- Meeting Outcome Count
- Campus Usage
- FRAM
- Custom Tab: Document testing
- Custom Tab: document testing 22
- Custom Tab: document testing 3
- Custom Tab: Document Tests
- Custom Tab: js person test
- Custom Tab: mw test 1234567
- Custom Tab: TC OLR Test
- Custom Tab: TestRG
- School Store
- Response to Intervention
- Form Status eSign
- Form Document
- Custom Forms: activity
- Custom Forms: behavior
- Custom Forms: dependentCare

**Add Function**

**Function Editor**

The Function Editor allows the application of logic to columns that are output when the Ad Hoc Data Export tool is utilized. A constant function allows outputting a new column that is not based on any field selection - this will output the Constant Value entered for every record returned. The Concatenate function allows appending selected fields. The Coalesce function allows for returning alternate results if the first field would return a null. Both Concatenate and Coalesce will apply logic in the order the parameters are selected.

**\*Name:**

**\*Function:**

**Constant value:**  **Add**

**Filter By**  **Search** **Clear**

**All Fields:**

- Student
  - Demographics
    - personID
    - stateID
    - otherID
    - additionalID
    - edFIID
    - studentNumber
    - personGUID
    - identityID
    - effectiveDate
    - lastName
    - firstName
    - middleName
    - suffix
    - alias
    - gender
    - birthdate
    - ssn
    - legalFirstName
    - legalLastName
    - legalMiddleName
    - legalGender

**Parameters:**

student.personID

**Save** **Cancel**

## Add a "new file name" Column

You'll want whatever identifier you're renaming the files to, plus the extension as a function:

1. Select **Add Function**
2. Give it a **Name**.
  - Can be anything. For example, newFileName
3. Select a **Function** of Concatenate
4. Add whatever field you want the files named after.
  - For example, we want to replace the old files of PersonID with Student > Demographics

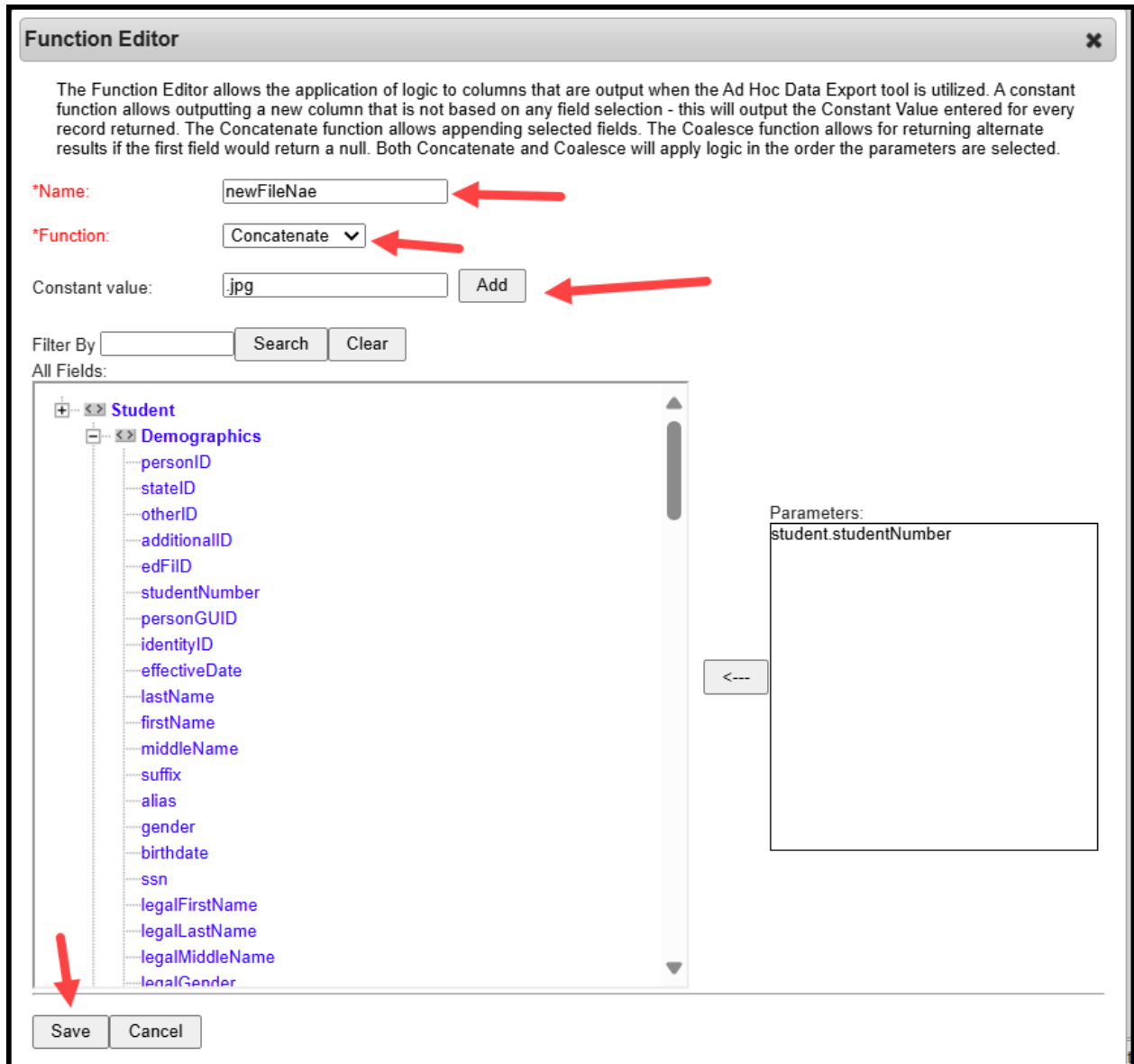
> StudentNumber

5. **Add a Constant Value** and click **Add**

◦ For our example, we want .jpg as the extension added to the Student Number

6. Select **Save**

7. Give the filter a **Query Name** and click **Save** to save the filter.



## Export the filter as a CSV file

Now you should export the filter

1. Navigate to [Data Export](#)
2. Select the filter you just created and saved.
3. Pick an Export Format of **Delimited values (CSV)**
4. Unmark the **Include column display header** checkbox.
5. Leave other settings at their default
6. Select **Export**

# 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

- student \*\*123
- student \*Transportation 2.0
- student Abad, Julius
- student Activation Key
- person admin only test
- student Alec Johnson
- person CZ Test
- student Forms Version Ad Hoc
- student Jacob Test
- student Kyle
- student LJ INTEG - SMR counts
- student Mike Lang Query
- student my test
- student Nate Test**
- person oarent email
- person Teacher check
- student Test Messenger Integrated Tools
- student test123
- student TK Sections
- TEACHER

Search Edit Test Copy Delete

Create a new Folder

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

☒ active year

### Nate Test

Created	Last Updated	Last Run
On 09/15/2025	On 09/15/2025	On Unknown
By Administrator, System	By Administrator, System	By Unknown

#### Pick an Export Format

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

Delimiter:

Include column display header ☐

Double quote data

Include subtotals ☐

Export

Use the resulting CSV file in the bulk file rename tool of your choice.