Data Extract Utilities

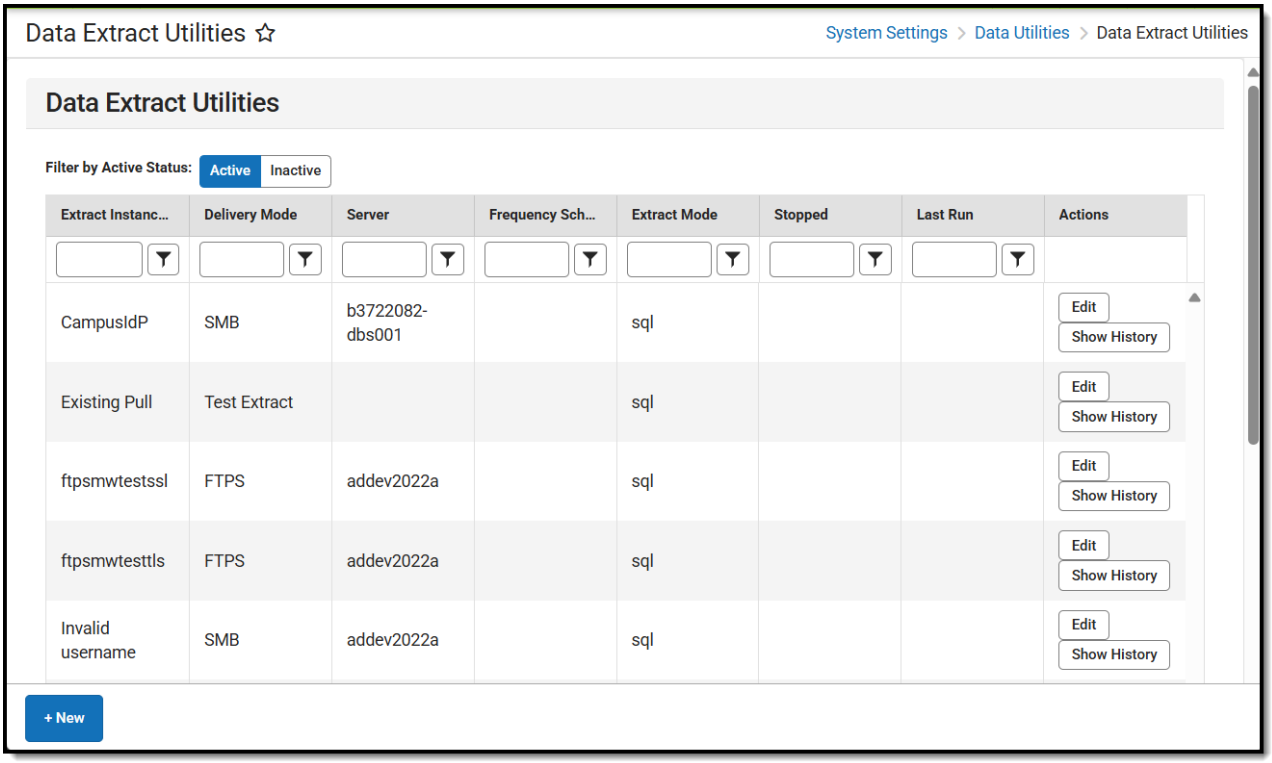
Last Modified on 08/06/2026 11:24 am CDT

Tool Search: Data Extract Utilities

The Data Extract Utilities tools provide an automated data extract tool for transferring data via a flat file from Infinite Campus servers. The tools can also upload Campus data into third-party software.

The following tools are available within the Data Extract Utilities:

- Data Extract
- Data Extract Zip
- Data Extract History



See the Data Extract Utilities Tool Rights article for information on available tool rights for the Data Extract Utilities.

Note: When the Date Extract Utility, Data Extract Zip, and Data Extract History tools were combined into one tool (Campus.2539), the previous tool rights did not automatically translate into the tool rights for the combined tool. Admins will have to re-grant tool rights to the Data Extract Utilities.

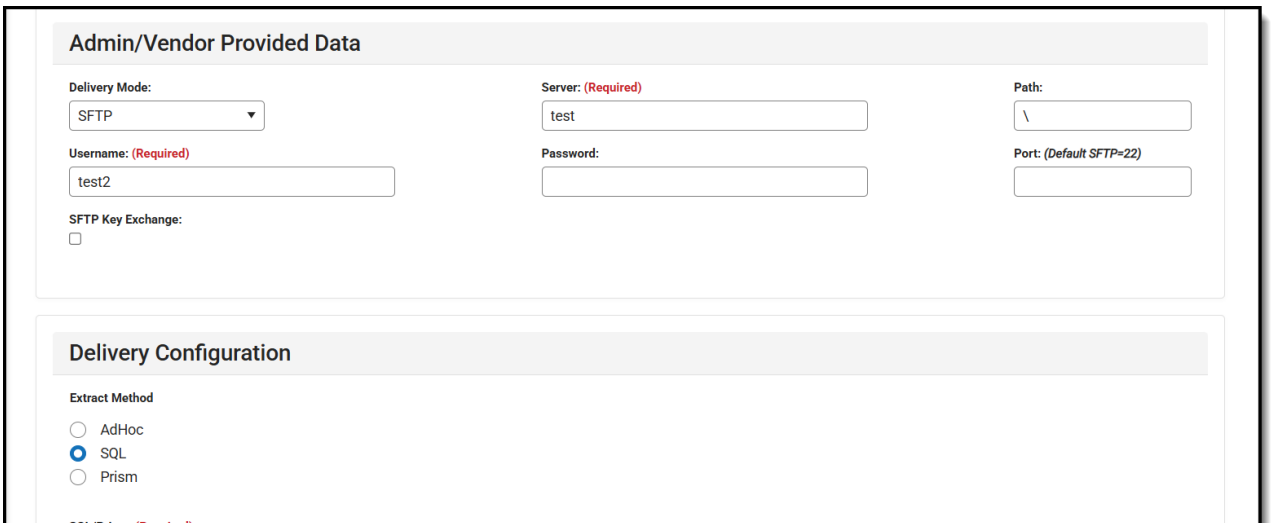
Data Extract Utilities Editor

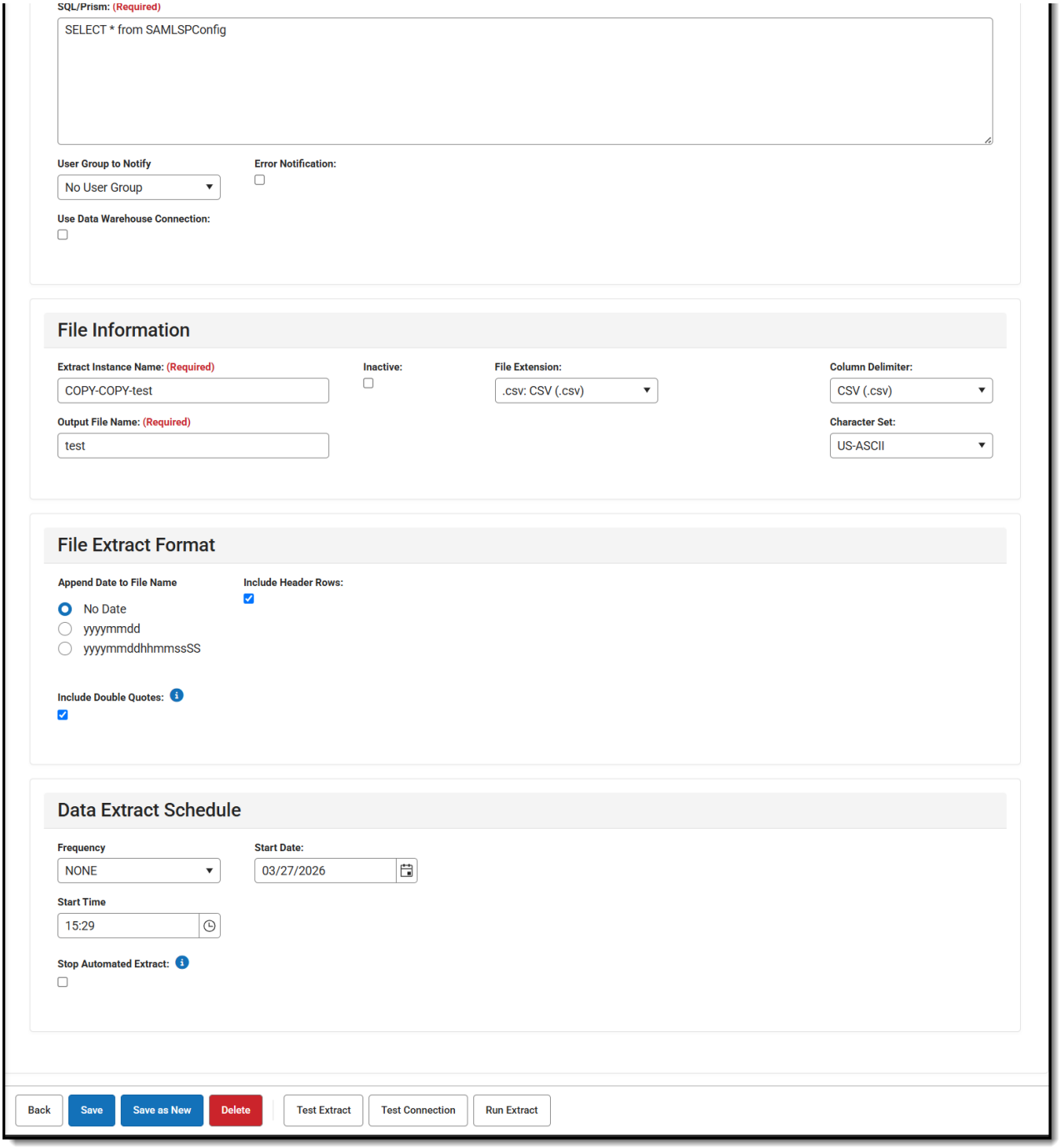
The following table provides definitions of the data elements available in the Data Extract Utilities Editor.

Field	Description
Extract Instance Name	The name of the Extract.
Delivery Mode	The mode in which the extract will be delivered. Options are: • SMB • SFTP Legacy (Being Deprecated) • SFTP • FTPS • POST (*Nevada only*)
Server	The IP Address of the server connecting to and uploading data from the Data Extract Utility.
Frequency Scheduled	Lists the frequency the extract runs.
Extract Mode	Displays how the data will be extracted. Options are: • Ad Hoc • SQL • Prism
Stopped	Indicates if the extract has been stopped from sending.
Last Run	Indicates if the extract was generated successfully the last time the extract was run.
Actions	Allows the user to edit an extract or show the history of the extract.

Data Extract Tool

The Data Extract tool provides an automated way to transfer data via a flat file from Infinite Campus servers. This tool can also upload Campus data into third-party software.





Data Extract Field Definitions

The following table provides definitions of the data elements available in the Data Extract Editor.

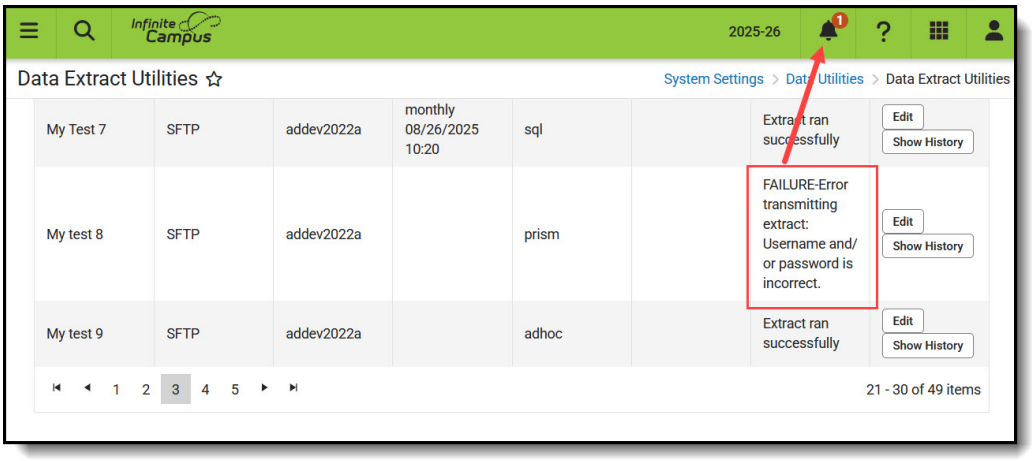
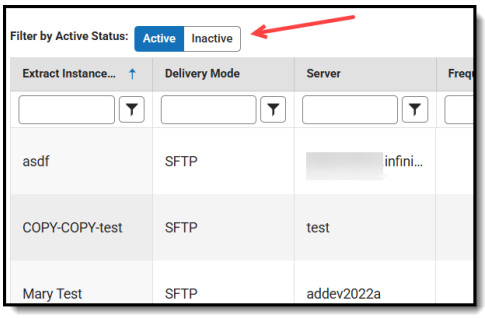
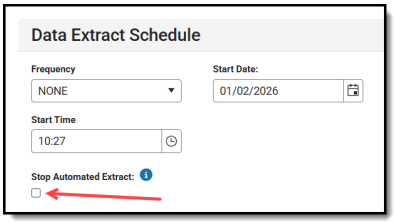
> You can remove Social Security Numbers from reporting in the 3 default extracts by setting the parameter @includeSSN bit = 0

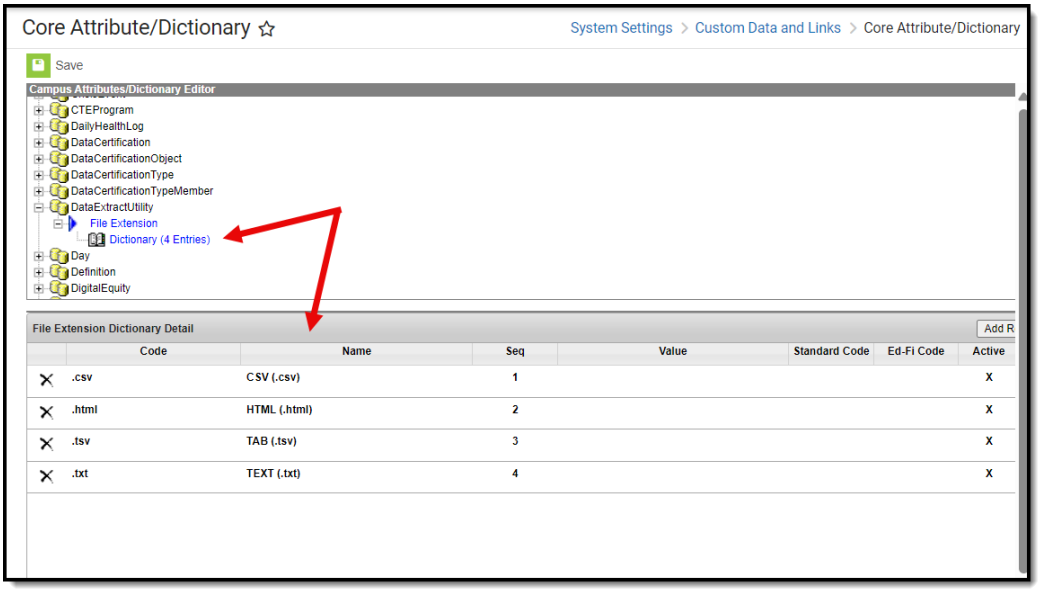
Your third-party SFTP server must allow list Campus IPs so traffic can pass. For more information, see this article.

Field	Description
Admin/Vendor Provided Data	
Delivery Mode	Indicates how the extract will be delivered. • **SMB** - *Server Message Block*. This works with an operating system higher than Windows XP; used in Windows networks to allow resources such as files on one machine to be shared on other machines as if they were local. • **SFTP Legacy (Being Deprecated)** - *Secure File Transfer Protocol*. This is an outdated SFTP implementation that does not support modern key exchange or cipher algorithms. Once this delivery mode is removed, users should transition to the other SFTP option as soon as possible to avoid disruptions. • **SFTP** - *Secure File Transfer Protocol*. An encrypted form of file transfer between a local system and any system on the network. This is an updated library that supports modern key exchange algorithms. • **FTPS** - *File Transfer Protocol Secured*. An encrypted form of file transfer between a local system and any system on the network. This option also allows different encryption methods: ◦ **Implicit** ◦ **Explicit** • **POST -** Sends the extract contents to an API endpoint via an HTTPS POST rather than sending the file to an SFTP server. *The POST Delivery Mode is only available in Nevada.*
Server	The IP Address of the server connecting to and uploading data from the Data Extract Utility. Your third-party SFTP server must allow list Campus IPs so traffic can pass. For more information, see this article. Limited to 100 characters
Path	The location on the destination server where the file will be written. This needs to be an absolute path and include the / upload indicator.
Username	The username used to access the destination server.
Password	Password used to access the destination server.

Field	Description
Port *(Default SFTP=22)*	Indicates the Port value required to connect to the server. • SFTP default = 22 • FTPS default = 990
SFTP Key Exchange	Only applicable if the SFTP Delivery Mode is selected. Indicates you want to use the SFTP Key Exchange for this extract. If you leave the Password field blank, your extract will authenticate exclusively via passwordless SFTP Key Exchange. If you leave the Password field filled in, your extract can fall back to username/password authentication if your SFTP Key Exchange authentication fails. See the Data Extract Utility SFTP Key Exchange Manager article for more information on this option and process.
SFTP Key Exchange Configuration	Only applicable if the SFTP Delivery Mode is selected and the SFTP Key Exchange checkbox is marked. If a key pair has been properly configured and tested within the Data Extract Utility SFTP Key Exchange Manager, select the key to be used for authenticating this extract. See the Data Extract Utility SFTP Key Exchange Manager article for more information on this option and process.
Delivery Configuration	

Field	Description
Extract Method	**Ad Hoc** - This method takes a saved Ad Hoc filter and automatically exports its results to a file (e.g., CSV), then sends the file to a remote server. You can run it on demand or schedule it to run automatically. How It Behaves When Run • The extract runs the Ad Hoc filter just like you would in the Ad Hoc Reporting tool, but scoped to all calendars and the active school year. The active school year is set in School Year Setup. • Permissions matter at save time, not run time. The extract uses the permissions of whoever last saved it. If that person later loses tool rights or calendar access, the extract may start failing or return incomplete data. If someone else needs to take over an extract, they should open it and re-save it under their own account. • The results are converted into a flat delimited file • That file is transmitted to your configured destination server • If transmission fails, it retries up to 3 times (for SFTP) • Every run is logged in the extract's history (success or failure with error details) • If you enable Error Notification, a notification is sent to the selected user group when a run fails Best practice is to save ad hoc queries used for data extracts in a shared user group that includes all users with access to the data extract tool. If an ad hoc is not assigned to a shared group, changes made to the extract by users who do not own the filter can cause scheduled extracts to fail. This also creates risk if the ad hoc owner leaves the district, as the extract may no longer run successfully. **SQL -** Provides a text area to enter a SQL query. If choosing SQL, enter the text of the query used to generate the file. **Prism -** Provides a text area to enter a Prism call. If choosing Prism, choose the Prism call for a PDF report and add the Prism information. This option requires a Firefox browser add-on of Convert Form Methods.
User Group to Notify	If an error occurs while using Data Extract Utilities, this group will be notified via a Notifications message. To utilize this functionality, you must have the **Error Notification** checkbox marked.

Field	Description
Error Notification	If marked, any errors that occur will send a notification to the Notifications area of Infinite Campus to all users within the user group selected in the User Group to Notify dropdown list. 
Use Data Warehouse	If the district has a Data Warehouse, use that database instead of the live database.
File Information	
Extract Instance Name	The name of the extract. This name cannot exceed 47 characters.
Inactive	When checked, the extract is moved from the Active to the Inactive list of extracts.  This checkbox **DOES NOT** delete the extract nor stop it from running. To stop an extract from running, mark the **Stop Automated Extract** checkbox. 

Field	Description
File Extension	Extension of the file. CSV, HTML, TAB, TXT, and custom file extensions can be added through the Core Attribute Dictionary. 
Column Delimiter	Indicates how data in the file will be divided. Options are: • **TAB** - Uses the tab character to separate each of the columns used for storing data. • **CSV** - Comma-separated values files are used for data structured as lists. • **Tilde** (~) - Uses the tilde character (~) to separate each of the columns in the file used for data storage. • **Vertical Bar** (|) - Uses the vertical bar character (|) to separate each of the columns in the file used for data storage.
Output File Name	The file name as it will appear in the destination folder. Often, a third-party tool needs/requires this file name.
Character Set	Select the character encoding standard used in the file. • **US-ASCII** - The American Standard Code for Information is a common character encoding standard for electronic communication. • **UTF-8** - The Unicode Transformation Format is a variable-width character encoding capable of encoding all valid code points in Unicode using one to four 8-bit bytes.
File Extract Format	
Append Date to Filename	When selected, it includes a date in the file name to prevent overwriting an existing file. Choose the format of the date, either the normal date format of *yyyymmdd* or the date and time format of *yyyymmddhhmmssSS.*
Include Header Rows?	When selected, a header row will be included as part of the file.

Field	Description
Include Double Quotes?	When selected, quotes around each piece of data in the column are included.
Data Extract Schedule	
Data Extract Schedule	Lists the frequency, date, time, and day of the week the extract runs.  Frequency options include: • None • Daily • Weekly • Monthly • Yearly If this needs to stop for any reason, mark the **Stop Automated Extract** checkbox.

Create a New Extract

> The creation of new extracts should be performed only by technical administrators.

1. Select the **New** icon.
2. Select **Extract** and click **Submit.** The Detail Information section will appear.
3. Enter the required fields.
4. Choose the other necessary items for adding the extract by populating and marking the appropriate fields, as defined above.
5. You should now test your connection to ensure it can successfully reach your server and test your extract to ensure it generates and that data is populated.
    - The **Test Extract** button generates the requested information using SQL or Ad hoc. Data is not written to the database or stored anywhere.
    - The **Test Connection** button checks the connection to the entered server by attempting to write a 1-byte file to the configured location. If it is successful, a success ribbon is displayed; if it is unsuccessful, a pop-up shows the reason the connection failed.
6. If both the connection and extract tests are successful, click the **Save** icon. You can modify the extract to determine when it should be generated.
7. If the extract should be run and stored now, click the **Run Extract** button. Otherwise, the

extract will be generated according to the schedule set.

Troubleshooting/Errors

Error	Explanation
Unable to negotiate key exchange (client: [list of supported algorithms] / server: diffie-hellman-group14-sha1,diffie-hellman-group-exchange-sha1)"	This error means the SFTP server your Campus site is trying to communicate with does not support the algorithms required by the Data Extract Utility's latest SFTP mode. The issue is that the SFTP server you're connecting to is only offering up these older key exchange algorithms when your Campus site's Data Extract Utility client tries to communicate with it: • diffie-hellman-group1-sha1 • diffie-hellman-group-exchange-sha1 SHA1 is now considered an insecure key exchange algorithm, so our latest SFTP implementation does not support it. You will need to contact the third parties/individuals who administer this SFTP server and request that they update their server/SFTP software to support at least one of the more modern and secure key exchange algorithms mentioned in the "client:" part of the error message. As soon as the SFTP server is updated to support any of the more secure key exchange algorithms, then you'll be able to use the latest SFTP mode for any connection currently receiving this error. Until this update occurs, you'll need to continue using the legacy SFTP mode.

Data Extract Zip Tool

The Data Extract Zip tool works like the Data Extract tool, allowing users to upload a file to export to a third-party system. Unlike the Data Extract tool, the Zip Tool allows users to upload multiple files to export to a third-party system.

Data Extract Zip Tool Definitions

The following table provides definitions of the data elements available in the Zip Tool Editor.

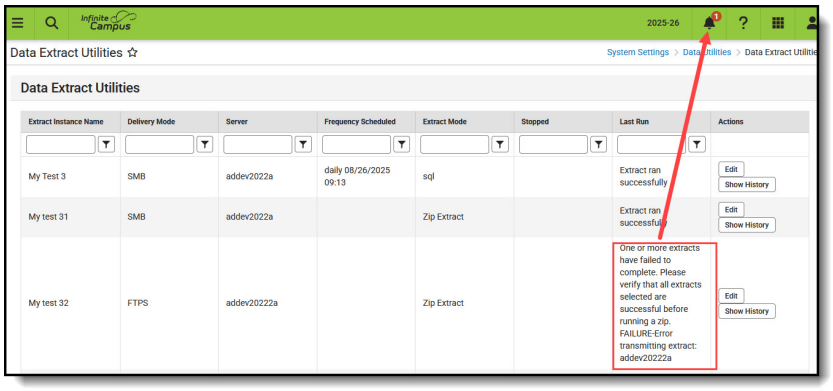
Field	Description

Field	Description

Delivery Mode	Indicates how the extract is delivered.
	• **SMB** - *Server Message Block*. This works with an operating system higher than Windows XP; used in Windows networks to allow resources such as files on one machine to be shared on other machines as if they were local.
	• **SFTP Legacy (Being Deprecated)** - This is an outdated version of SFTP, which will be deprecated in the future. Users should transition to the other SFTP option as soon as possible to avoid disruptions once this delivery mode is removed.
	• **SFTP** - *Secure File Transfer Protocol*. An encrypted form of file transfer between a local system and any system on the network.
	• **FTPS** - *File Transfer Protocol Secured*. An encrypted form of file transfer between a local system and any system on the network. This option also allows different encryption methods:
	  ◦ **Implicit**
	  ◦ **Explicit**
	• **POST -** Sends the extract contents to an API endpoint via an HTTPS POST rather than sending the file to an SFTP server. *The POST Delivery Mode is only available in Nevada.*

Server	A computer that provides client stations with access to files and printers as shared resources to a computer network. Can be an IP address or a server domain name.
Path	Indicates the navigation path the user takes to find the server or files. This needs to be an absolute path and include the / upload indicator.
Username	Username used to access the destination server.
Password	Password used to access the destination server.
Port: ***(Default=22)***	Indicates the value required to connect to the server. 1. SFTP default = 22 2. FTPS default = 990

Field	Description
SFTP Key Exchange	Only applicable if the SFTP Delivery Mode is selected. Indicates you want to use the SFTP Key Exchange for this extract. If you leave the Password field blank, your extract will exclusively authenticate through passwordless SFTP Key Exchange. If you leave the Password field filled in, your extract can fail over to authenticating with username/password authentication in the event your SFTP Key Exchange authentication has an issue. See the Data Extract Utility SFTP Key Exchange Manager article for more information on this option and process.
SFTP Key Exchange Configuration	Only applicable if the SFTP Delivery Mode is selected and the SFTP Key Exchange checkbox is marked. If a key pair has been properly configured and tested within the Data Extract Utility SFTP Key Exchange Manager, select the key to be used for authenticating this extract. See the Data Extract Utility SFTP Key Exchange Manager article for more information on this option and process.
Delivery Configuration	
Student Photo Extract	Creates a zip file of the picture directory. Only files for students with an enrollment record in the selected active school year are included. When this is marked, the following is not available: • Select Instance to Include section Note: Photos are generated with a **[personID].jpg** naming convention. This extract can run only between 10 PM and 4 AM, as it can affect system performance during peak hours. **This is NOT available in State Edition.**

Field	Description
Select Extracts To Include	Mark each extract that should be run (queries executed) and then bundled into a single zip file for delivery. For example, if you have 5 individual data extracts and mark 3 of them, when the zip extract runs, it will run the 3 selected extracts and then put them into a single zip file for delivery. These options display every instance of the previously created extracts. **This option is not available when the Student Photo Extract is selected.**
User Group to Notify	This group is notified via a Notifications message when an error occurs while using the Data Extract Utilities. You must have the Error Notification checkbox marked to utilize this functionality.
Error Notification	If marked, any errors that occur are sent to the Notifications area of Infinite Campus to all users within the user group selected in the User Group to Notify dropdown list. 
File Information	
Extract Instance Name	The name of the extract. This cannot exceed 47 characters.
Output File Name	File name associated with the extract being generated. Often a third-party tool needs this name.
File Extract Format	
Append Date to Filename	When selected, includes a date in the file, so as not to overwrite an existing file. Choose the format of the date, either the normal date format of *yyyymmdd* or date and time format of *yyyymmddhhmmssSS.*
Data Extract Schedule	

Field	Description
Data Extract Schedule	Lists the frequency, date, time and day of the week the extract runs.  Frequency options include: • None • Daily • Weekly • Monthly • Yearly **Note:** When Student Photo Extract is marked and the Frequency is set to Weekly or Monthly, the Start Time must be between 10:00 p.m. and 4:00 a.m. When this needs to stop for any reason, mark the **Stop Automated Extract** checkbox.

Create Zip Tool Extract

> The creation of new extracts should be done by technical administrators only.

1. Select **New**.
2. Select the **Zip Extract** option and click **Submit.**
3. Enter the required fields.
4. Choose the other necessary items for adding the extract by populating and marking the appropriate fields, as defined above.
5. Click **Save** when finished. Additional modifications may be made to the extract to determine when the extract should be generated.

At this time, a user can select the available buttons to test the server connection or run the extract.

1. The **Test Connection** button checks the connection to the entered server by attempting to write a 1-byte file to the configured location. If it is successful, a success ribbon is displayed; if it is unsuccessful, a pop-up with the reason the connection failed is displayed.
2. The **Run Extract** button runs the extract, sends and stores the file where needed (in case of an issue with an auto-run extract).

Create a Student Photo Extract Zip Tool

1. Select **New**.
2. Select the **Zip Extract** option and click **Submit.**
3. Enter the required fields.
4. Mark the **Student Photo Extract** checkbox.
5. Choose the other necessary items for adding the extract by populating and marking the appropriate fields, as defined above.
6. In the **Data Extract Schedule**, choose the desired **Frequency.**
7. Click **Save** when finished. Additional modifications may be made to the extract to determine when the extract should be generated.

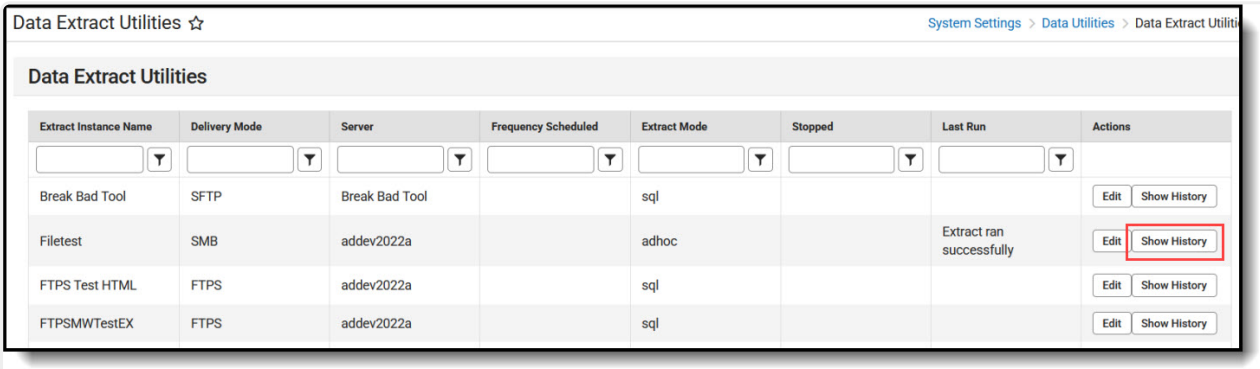
A user can select the available buttons to test the connection to the server or generate the extract.

1. The **Test Connection** button checks the connection to the entered server by attempting to write a 1-byte file to the configured location. If it is successful, a success ribbon is displayed; if it is unsuccessful, a pop-up shows the reason the connection failed.
2. The **Run Extract** button runs the extract, sends and stores the file where needed (in case of an issue with an auto-run extract).

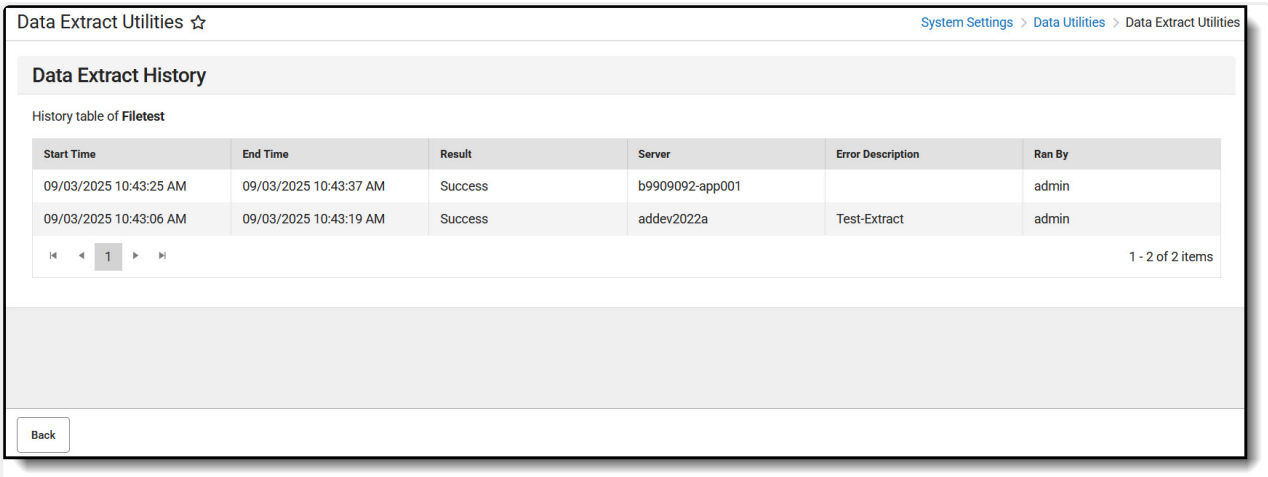
When the Student Photo Extract zip file has been successfully sent to the destination server, or when an error occurred generating the zip file, it is removed from the app server.

Data Extract History

The Data Extract History tool lists the available extracts that were run and whether they successfully completed or if there was an issue with completion. This is a read-only view and can be used for troubleshooting.



Show History



Data Extract History

Create an Extract for an Outside Vendor/System

See the links below for guidance on creating extracts for outside vendors/systems.

- Transportation vendor
- Third-party system
- Food service/Point of Sale systems