

# Send CCGI Information using the Data Extract Utility

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Tool Search: Data Extract Utilities

The Data Extract Utility tool can be used to send the results of the five CCGI (California College Guidance Initiative) extracts to CCGI. Use this tool to create an extract utility for each available CCGI extract and schedule the generation and submission of the extracts to CCGI.

Five extracts and a CCGI Manifest are available.

## Before you start

- The staff person responsible for CAASPP is the same person responsible for submitting this data.
- Review the [Data Extract Utilities](#) article for a general understanding of the tool.
- See the [Data Extract Utilities Tool Rights](#) article for details on available tool rights.
- The CCGI extracts have been added to the Data Extract Utility for you. The only modifications you need to make are:
  - Update your Admin/Vendor Provided Data provided by CCGI
  - (If applicable) Alter the calendars that are included by changing the SQL query. The queries currently pull in all active calendars.
  - Establish a schedule for running the CCGI Extracts. Best practice is to run these weekly.
- Your district does NOT need to use this functionality; it is provided to meet a new reporting requirement for the state of California.
  - If you have submitted data to CCGI through another means outside of Campus prior to this release, you do not need to change your process.
  - If your district will never use the tools in Campus to submit this data, the extracts can be marked as inactive or can be deleted.

## Locate the CCGI Extracts in the Data Extract Utilities list

When viewing the Data Extract Utilities tool, the CCGI extracts plus the Manifest are listed with your district name followed by the CCGI extract name.

Data Extract Utilities ☆

System Settings > Data Utilities > Data Extract Utilities

Data Extract Utilities

Filter by Active Status: Active Inactive

Extract Instance Name ↑	Delivery Mode	Server	Frequency Scheduled	Extract Mode	Stopped	Last Run	Actions
Unified School District Course Catalog	SFTP	b0700688-app001	daily 12/30/2025 11:30	sql		Extract ran successfully	<a href="#">Edit</a> <a href="#">Show History</a>
Unified School District Course Grade	SFTP	b0700688-app001	daily 12/30/2025 11:30	sql		Extract ran successfully	<a href="#">Edit</a> <a href="#">Show History</a>
Unified School District HG	SFTP	b0700688-app001	daily 12/30/2025 11:30	sql		Extract ran successfully	<a href="#">Edit</a> <a href="#">Show History</a>
Unified School District Manifest	SFTP	b0700688-app001	daily 12/30/2025 11:35	prism		Extract ran successfully	<a href="#">Edit</a> <a href="#">Show History</a>
Unified School District Student	SFTP	b0700688-app001	daily 12/30/2025 10:30	sql		Extract ran successfully	<a href="#">Edit</a> <a href="#">Show History</a>
Unified School District Test Grade	SFTP	b0700688-app001	daily 12/30/2025 10:30	sql		Extract ran successfully	<a href="#">Edit</a> <a href="#">Show History</a>

+ New

Data Extract Utility - CCGI Extracts

This screen currently shows the Active extracts; extracts marked as Inactive are removed from this view, but can still be viewed by toggling the Filter to Inactive. Extracts marked as Inactive can be reactivated at any time. Extracts can also be deleted, but if an extract is needed, an administrator must recreate it manually.

## Modify the CCGI Extracts

On the right-hand side of the tool, click **Edit** for any of the listed extracts. This opens the extract details. Changes can be made to the following:

- Admin/Vendor Provided Data
- Delivery Configuration
- File Information
- File Extract Format
- Data Extract Schedule

## Enter Credentials

CCGI provides credentials to school districts to connect to their import tool. Infinite Campus does not have access to this information. In the Admin/Vendor Provided Data section:

1. Enter the Username, Server and Password into the appropriate fields.
2. **DO NOT CHANGE** the Delivery Mode, Path, Port (if populated) or mark the SFTP Key Exchange checkbox.
3. Click **Test Connection** to verify that the entered Vendor Provided data connects to CCGI. If successful, a green banner displays across the top indicating the connection was successful.
4. **Save** the changes before moving on.

Data Extract Utilities ☆
System Settings > Data Utilities > Data Extract Utilities

Unified School District Course Catalog

Admin/Vendor Provided Data

Delivery Mode: SFTP
Server: (Required) 10099a-8860070b
Path: \CCGI\
Username: (Required) devtest\_deploy
Password:
Port: (Default SFTP=22)
SFTP Key Exchange:

Delivery Configuration

DEU Vendor Provided Data

## Set Parameters for the Query

Details of the query are defined in the SQL/Prism text box. In the example below, the query runs for all calendars in the active school year as of the current date.

Delivery Configuration

Extract Method

- AdHoc
- ☒ SQL
- Prism

SQL/Prism: (Required)

```

/*Setting the calendarXML query parameter to NULL will run for all calendars in the active school year. The procedure always runs for the current date. Example calendarXML input @calendarXML = '<IDs><ID>CalendarID1</ID><ID>CalendarID2</ID></IDs>*/ EXECUTE [dbo].[get_CA_CCGICourseCatalog] @calendarXML = '<IDs><ID>0</ID></IDs>', @excludeCrossSite = 0

```

User Group to Notify: No User Group
Error Notification:
Use Data Warehouse Connection:

Data Extract Utility Configuration

To change which calendars are included, enter the calendarIDs of those calendars.

## File Information

The File Information lists some identifying data for the extract. This information should not be modified as it tells CCGI what is being submitted. However, if an extract is no longer needed, it can be marked as Inactive, which moves that query to the Inactive status. If that query is needed in the future, edit that query and remove the checkbox from Inactive.

### File Information

Extract Instance Name: **(Required)** Inactive: ☒ File Extension: .csv: CSV (.csv) Column Delimiter: CSV (.csv)

Output File Name: **(Required)** Unified\_CourseCatalog\_ Character Set: US-ASCII

### Data Extract Utilities

Filter by Active Status: Active Inactive

Extract Inst... ↑	Delivery Mode	Server	Frequency Sche...	Extract Mode	Stopped	Last Run	Actions
Unified Course Catalog	SFTP	b0700688-app001	daily 12/30/2025 11:30	sql			<a href="#">Edit</a> <a href="#">Show History</a>

*Inactive Query Selection*

## File Extract Format

CCGI requires the date of submission to be included in the file name and for double questions to be included in the CSV file. **Do not make changes to this section.**

### File Extract Format

Append Date to File Name Include Header Rows: ☐

☐ No Date  
☒ yyyyymmdd  
☐ yyyyymmddhhmmssSS

Include Double Quotes: ☒

*File Extract Format*

## Data Extract Schedule

Set the Frequency for how often the extracts are generated and submitted. This can be done daily, weekly, or monthly. Depending on the selected Frequency, additional selections display. Populate all of the fields to meet your district's needs. **Best Practice is to submit these extracts weekly** and at the end of the school day.

### Data Extract Schedule

Frequency: WEEKLY

Day of The Week: Friday

Start Date: 12/30/2025

Start Time: 16:00

Stop Automated Extract: ☐

Data Extract Utility - Schedule

## Test Extract

Click **Save** to preserve any changes made in the previous steps.

Click **Test Extract** to view the query results. A CSV file containing the query results is downloaded, similar to the image below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
64	1003866142	88888888888888	11111111111111	High School	N		9 2025-26				11223344	Test Manual Transcript		Y		1	1	4
65	1003866142	5615640531509	531509	High School	Y		9 2025-26	Test 1	Test 1		7065	Freshman Z				0	0	WIP
66	1003866142	5615640531509	531509	High School	Y		9 2025-26	Test 2	Test 2		1025	Ceramics F				0	0	WIP
67	1003866142	5615640531509	531509	High School	Y		9 2025-26	Test 2	Test 2		2015	Sustainab D				0	0	WIP
68	1003866142	5615640531509	531509	High School	Y		9 2025-26	Test 2	Test 2		3005	English I B				0	0	WIP
69	1003866142	5615640531509	531509	High School	Y		9 2025-26	Test 2	Test 2		3070	Spanish I E				0	0	WIP
70	1003866142	5615640531509	531509	High School	Y		9 2025-26	Test 2	Test 2		4020	Algebra I C				0	0	WIP
71	1003866142	5615640531509	531509	High School	Y		9 2025-26	Test 2	Test 2		5005	Physical E Z				0	0	WIP
72	1003866142	5615640531509	531509	High School	Y		9 2025-26	Test 2	Test 2		7060	Ethnic Stu Z				0	0	WIP
73																		
74																		

Sample Query Results

## Run Extract

Click **Run Extract** to generate and submit the results. No confirmation displays on this screen. However, return to the main view of the Data Extract utilities tool and click **Show History**. This lists details of when the extract was last run and whether it was successful.

Data Extract Utilities ☆

System Settings > Data Utilities > Data Extract Utilities

Data Extract Utilities

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Unified School District Manifest	SFTP	b0700688-app001					
Unified School District Student	SFTP	b0700688-app001					
Unified School District Test Grade	SFTP	b0700688-app001					

+ New

Data Extract History

History table of Unified School District Course Grade

Start Time	End Time	Result	Server	Error Description	Ran By
01/21/2026 08:50:57 AM	01/21/2026 08:51:07 AM	Success	b3686671-app001		admin
01/21/2026 08:39:53 AM	01/21/2026 08:40:07 AM	Success	b0700688-app001	Test-Extract	admin
01/20/2026 11:30:00 AM	01/20/2026 11:30:14 AM	Success	b7185431-dis001		Scheduled Job Processor
01/19/2026 11:30:00 AM	01/19/2026 11:30:19 AM	Success	b7185431-dis001		Scheduled Job Processor
01/18/2026 11:30:00 AM	01/18/2026 11:30:15 AM	Success	b7185431-dis001		Scheduled Job Processor
01/17/2026 11:30:00 AM	01/17/2026 11:40:45 AM	Success	b7185431-dis001		Scheduled Job Processor

Extract History

## What's next

On a regular basis, review the extract history to ensure they are generating and submitting successfully.