Send CCGI Information using the Data Extract Utility

Last Modified on 09/17/2026 3:17 pm CDT

Path: System Settings > Data Utilities > 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.

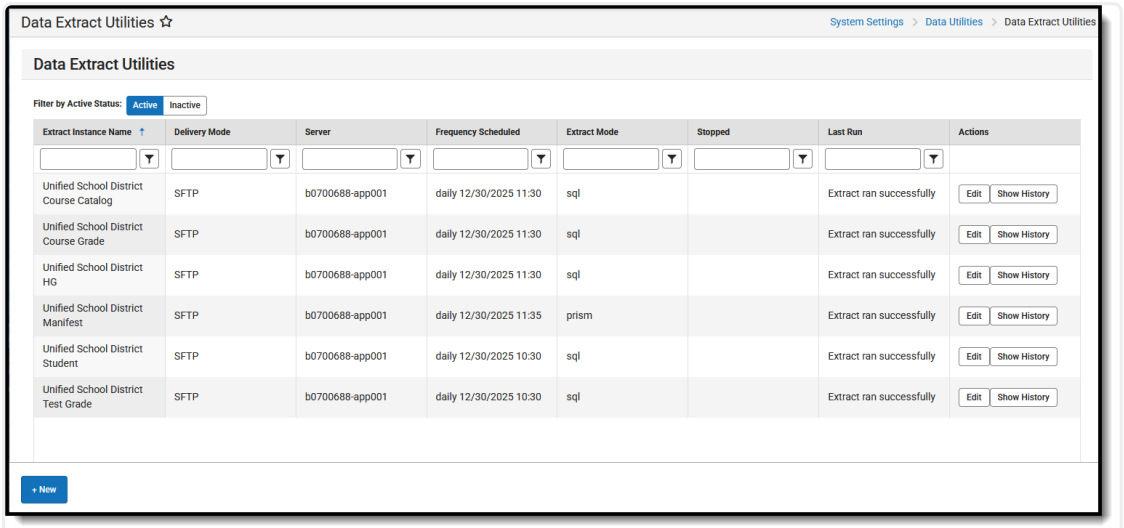
Five extracts and a CCGI Manifest are available.

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.

Step 1 - 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 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.

Step 2- Modify the CCGI Extracts

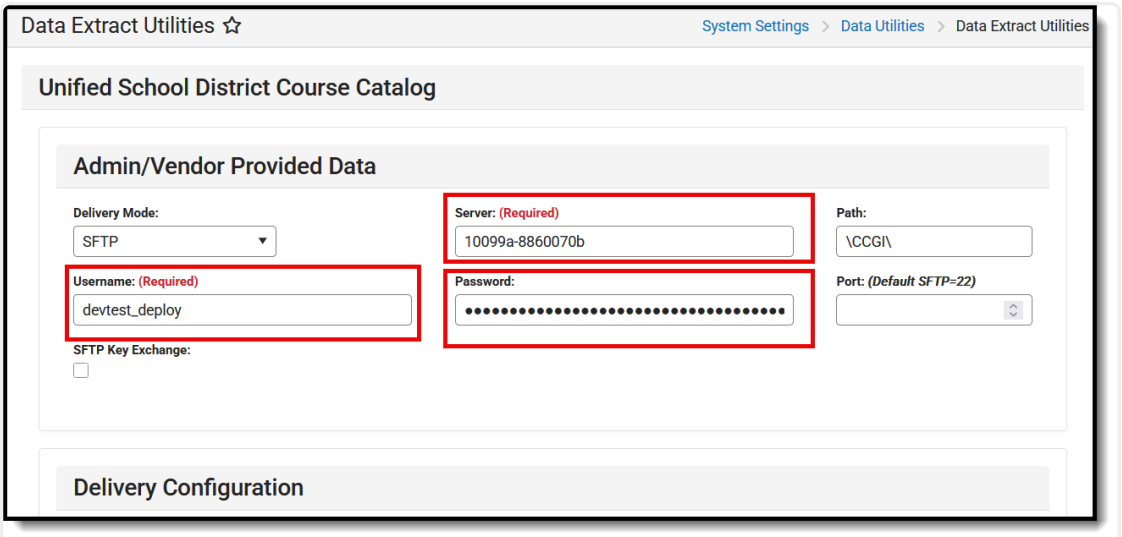
On the right-hand side of the tool, click **Edit** for any of the listed extracts. This opens the extract details. Changes can be made to the following:

- 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.



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.

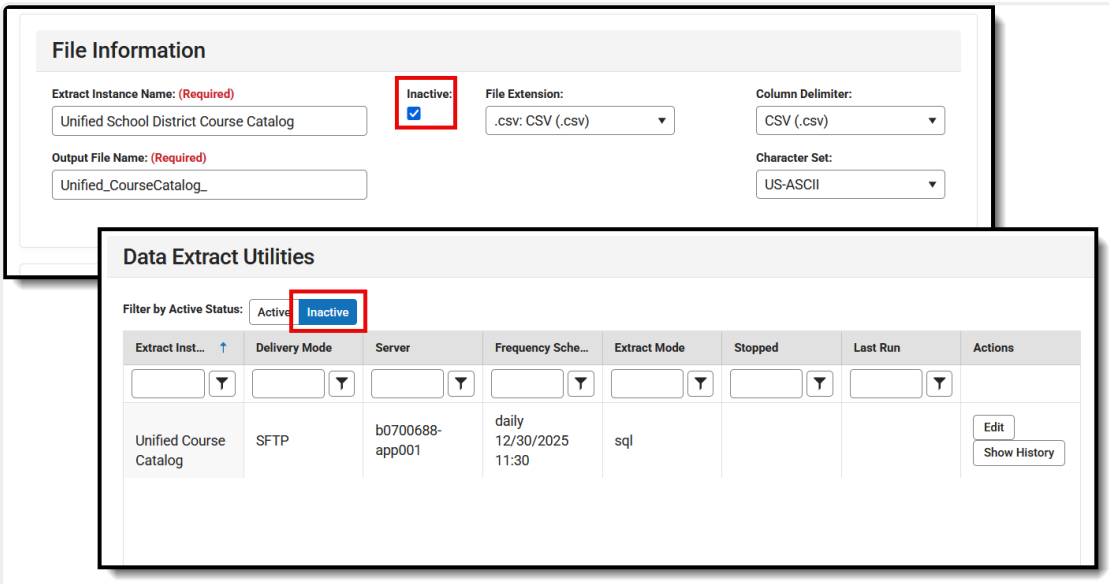


Data Extract Utility Configuration

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.



Inactive Query Selection

File Extract Format

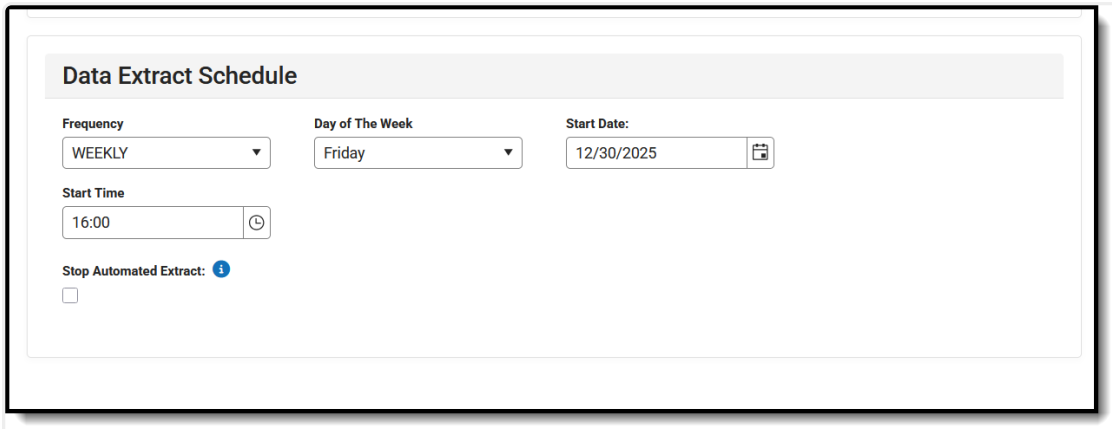
CCGI requires the date of submission to be included in the file name and for double questions to be included in the CSV file. **Do not make changes to this section.**



File Extract Format

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 Utility - Schedule

Test Extract

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

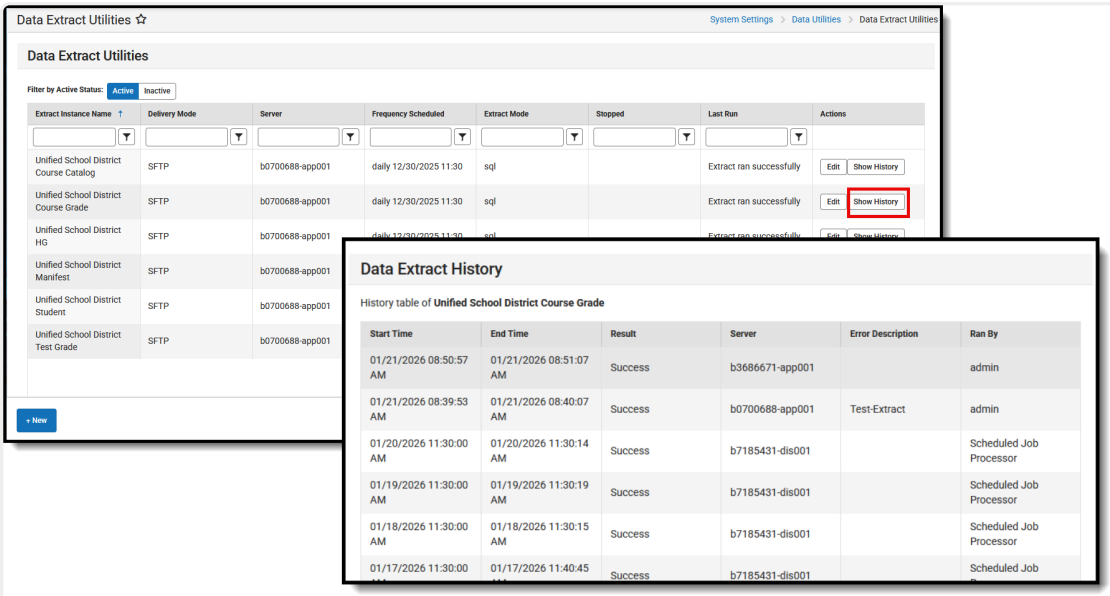
Click **Test Extract** to view the query results. A CSV file containing the query results is downloaded, similar to the image below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
64	1003866142	88888888888888	111111	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.



Extract History

What's next

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