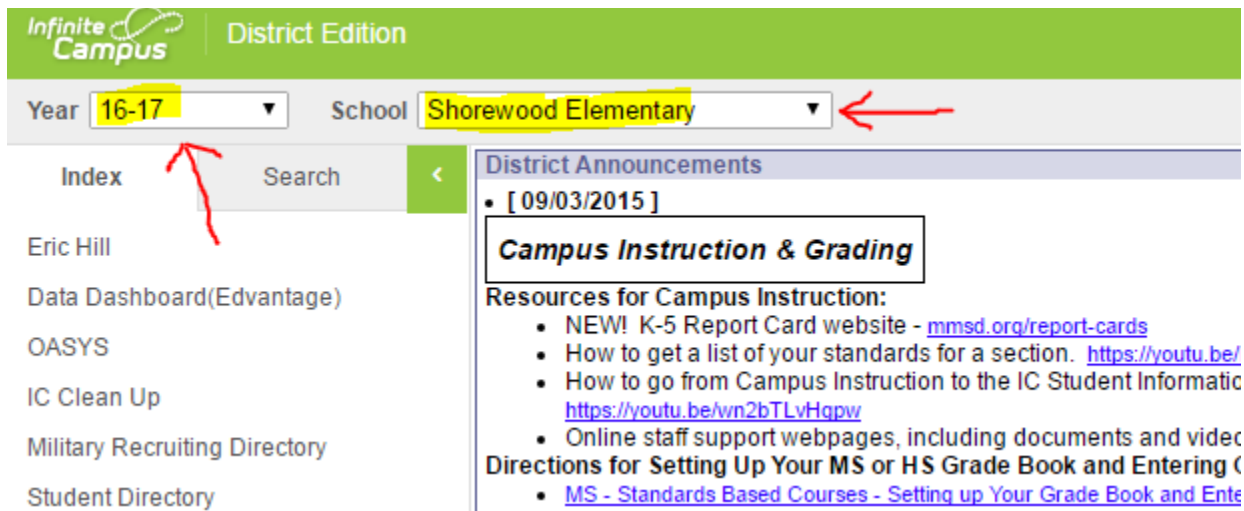


# Exporting an Ad Hoc report in IC – Digital Device Guidelines

First, make sure you have your school and the correct school year selected from the drop-down menus at the top of the page.



Infinite Campus District Edition

Year **16-17** School **Shorewood Elementary**

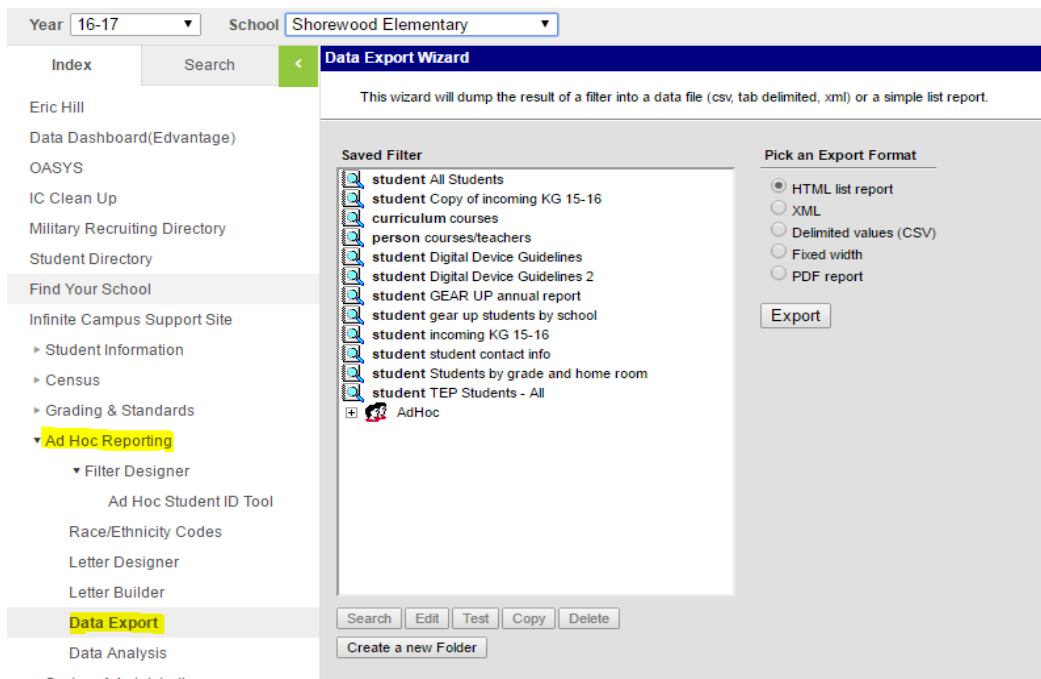
Index Search <

Eric Hill  
Data Dashboard(Edvantage)  
OASYS  
IC Clean Up  
Military Recruiting Directory  
Student Directory

**District Announcements**

- [ 09/03/2015 ]
- Campus Instruction & Grading**
- Resources for Campus Instruction:
  - NEW! K-5 Report Card website - [mmsd.org/report-cards](http://mmsd.org/report-cards)
  - How to get a list of your standards for a section. <https://youtu.be/>
  - How to go from Campus Instruction to the IC Student Informatic <https://youtu.be/wn2bTLvHgpw>
  - Online staff support webpages, including documents and video
- Directions for Setting Up Your MS or HS Grade Book and Entering (**
  - [MS - Standards Based Courses - Setting up Your Grade Book and Ente](#)

Next we will locate the Ad Hoc report we need to export. To do this, locate “Ad Hoc Reporting” from the side bar and select “Data Export”



Year **16-17** School **Shorewood Elementary**

Index Search < **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 All Students
- student Copy of incoming KG 15-16
- curriculum courses
- person courses/teachers
- student Digital Device Guidelines
- student Digital Device Guidelines 2
- student GEAR UP annual report
- student gear up students by school
- student incoming KG 15-16
- student student contact info
- student Students by grade and home room
- student TEP Students - All
- AdHoc**

**Pick an Export Format**

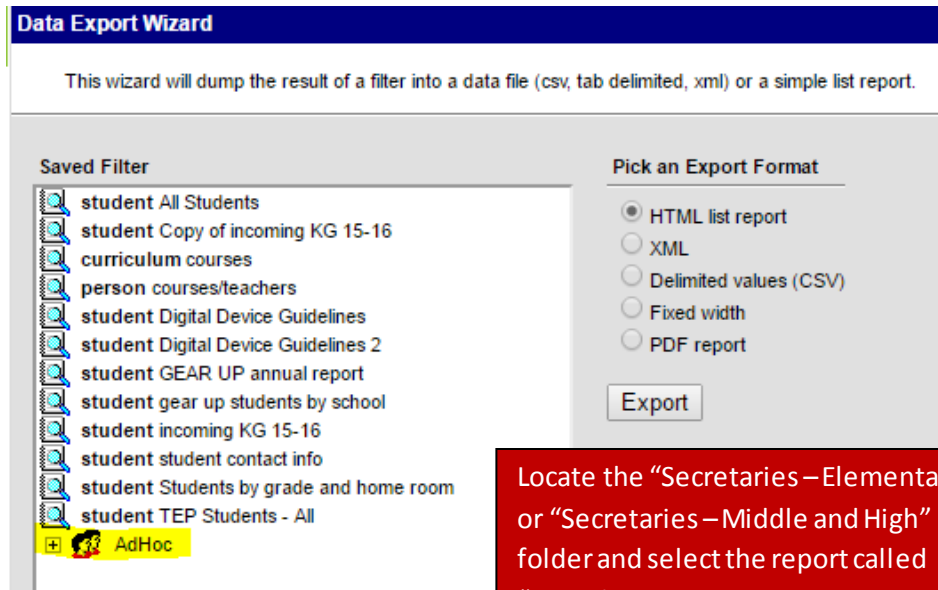
- HTML list report
- XML
- Delimited values (CSV)
- Fixed width
- PDF report

Export

Search Edit Test Copy Delete

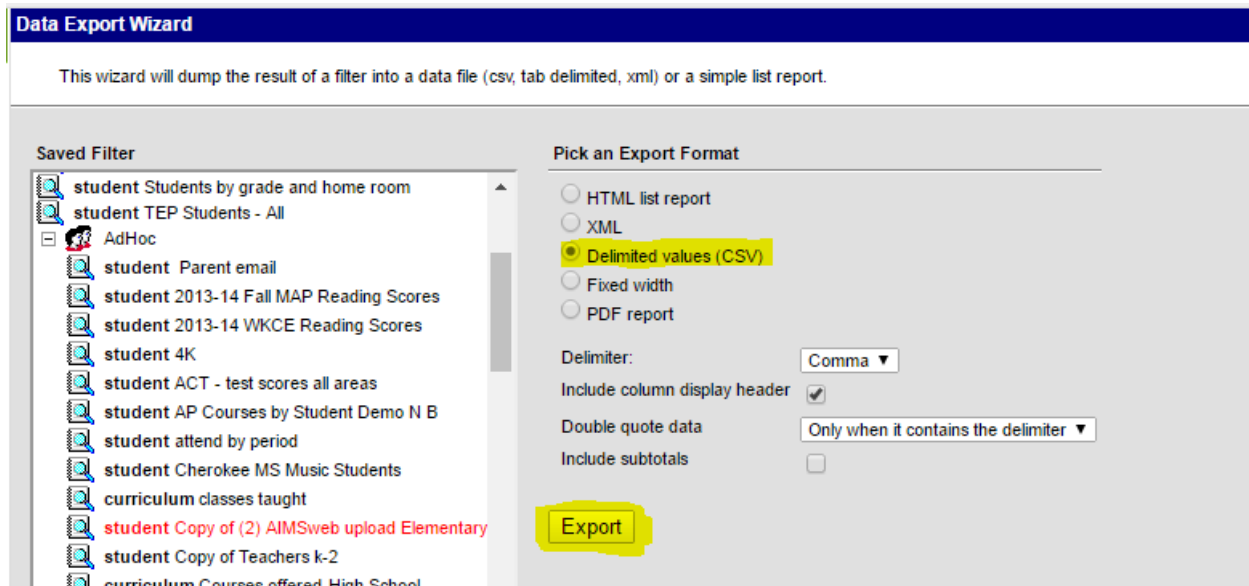
Create a new Folder

Find the pre-made Ad Hoc you need by navigating through the folders. For the Digital Device Guidelines data, you will need to locate the report titled “Digital Device Agreement Response” located in the “Secretaries” folder.

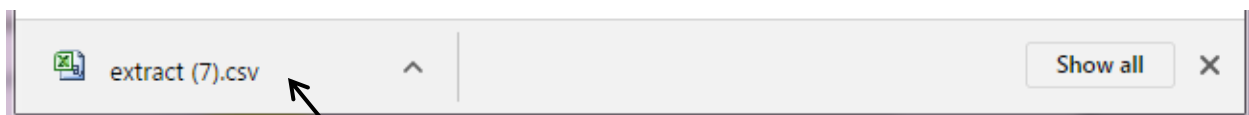


Locate the “Secretaries – Elementary” or “Secretaries – Middle and High” folder and select the report called “Digital Device Agreement Response”

Once you’ve located the correct Ad Hoc, select “Delimited values (CSV)” from the right-hand side and press the “Export” button.



Your report will now be downloaded as a Microsoft Excel file that you can use and alter to your liking.



Click here to open the report