



The Division of Information Technology

Infinite Campus Export for Clickers –

This filter is used to export student names by class into an Excel document .

Step 1 Select Desired Class

Year: 07-08 School: Broomfield Heights Middle School Section: 03) M15-30 MATH 2 S

District Notices

- [07/24/2007]

School Notices

No school notices at this time.

Term 1

- 01) B08-10 KEYBOARDINGML
- 02) D06-1 EXPL. COMPUT.
- 03) M15-30 MATH 2 S
- 04) M15-40 MATH 2 S
- 05) B08-50 KEYBOARDINGML

Term 2

- 01) B08-10 KEYBOARDINGML
- 02) D06-2 EXPL. COMPUT.
- 03) M15-30 MATH 2 S
- 04) M15-40 MATH 2 S
- 05) B08-50 KEYBOARDINGML

1. Log onto Infinite Campus.
2. To be able to export, you have to make sure that you have at least one assignment in IC for your classes
3. In the Section Drop Down Menu, **Select the appropriate class and term.**

Step 2

Index Search Help

- Student Information
- Instruction **←**
- Select Sections for Messe
- Attendance
- Gradebook
- Grading By Task
- Grading By Student
- Roster
- Daily Planner
- Lesson Planner
- Admin
- Reports **←**
- Attendance Register
- Attendance Summary
- Blank Spreadsheet
- Gradebook Export**
- Portal Usage Roster
- Roster Label
- Section Summary
- Student Summary
- Teacher Schedule

1. Click on Instruction. This folder should open.
2. Click on Reports. This folder should open.
3. Select **Gradebook Export**.

Step 3

Grade Book Export Report

This report allows you to export some/all of the scores in your Grade Book to other applications.

Please remember that any changes you make to the data you export will NOT be reflected within your actual Infinite Campus Grade Book.

File Format

Comma Separated (recommended) **←**

Generate Report

Select Students

Toggle Students

Select Assignments

Select Assignments

Term 1

Progress Report 1

Term 2

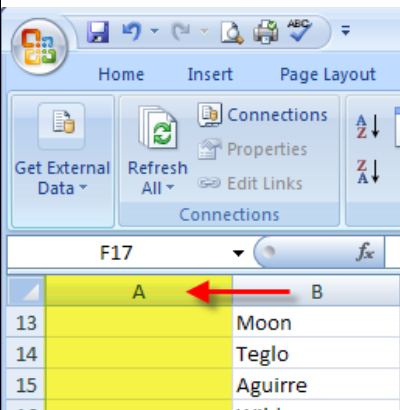
Final

Assessment

Assignment #1-Civil War **←**

1. Under **File Format**, select **Comma Separated (recommended)**.
2. Select all active students by checking the box next to the students' name
3. Select only one assignment. (This is necessary in order to be able to export student names.)
4. Click on **Generate Report**.
5. Save your file to your computer

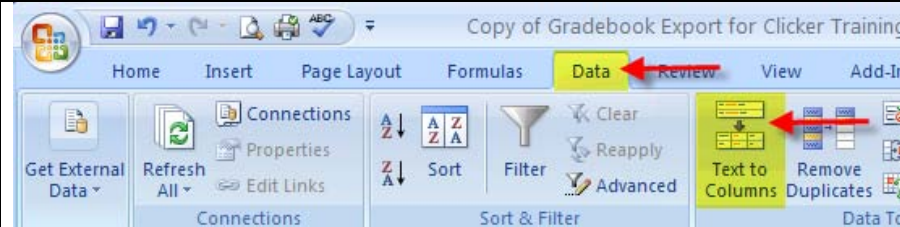
Step 4



[The next few steps may seem confusing. Just follow the steps, and you will be fine 😊]

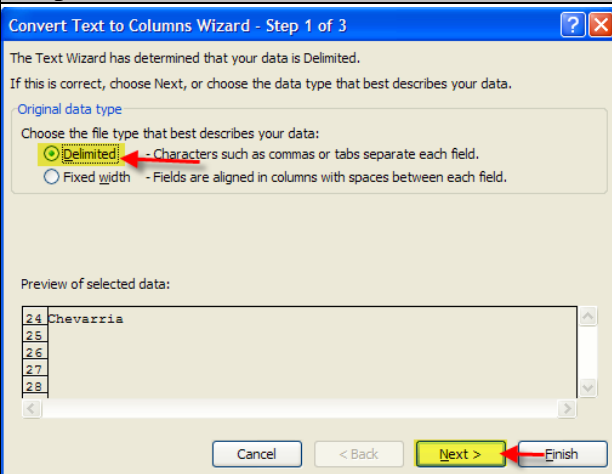
1. Double click on your saved .csv file and it should open in Microsoft Excel.
2. Click on **Column A** to select the entire column

Step 5



1. Click on **Data** tab
2. Select **Text to Columns**.

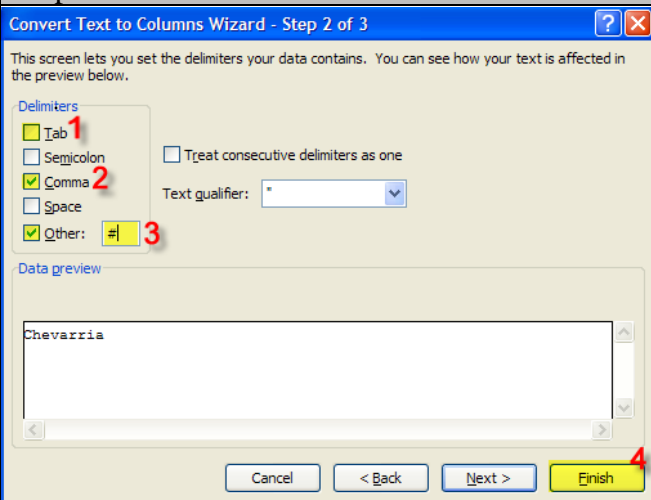
Step 6



A 3 step wizard will begin:

1. Leave **Delimited** selected
2. Click **Next**

Step 7



Do the following on step 2 to get the first name, last name and student ID into their own columns:

1. **Deselect Tab**
2. Select **Comma**
3. Select **Other** and Type **#** in the box
4. Click **Finish**
You may be prompted with a question "Do you want to replace the contents...." Click **OK**

Step 8

CPS Version 5 and below:

	A	B	C
1			
2	last	first	studentid

CPS Version 6:

	A	B	C
1	lastname	firstname	studentid
2			

Your data should be in three different columns.

To prepare the spreadsheet for CPS software, please enter the following information in the top column above your student data:

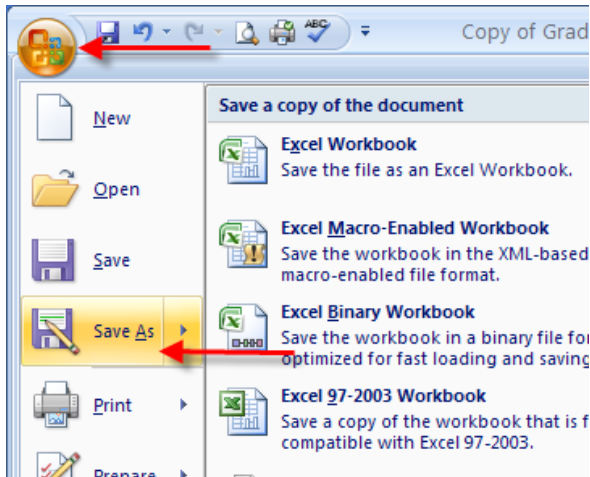
In CPS versions 5 and below:

- In cell A2, type **last**
- In cell B2, type **first**
- In cell C2, type **studentid**

In CPS versions 6:

- In cell A2, type **lastname**
- In cell B2, type **firstname**
- In cell C2, type **studentid**

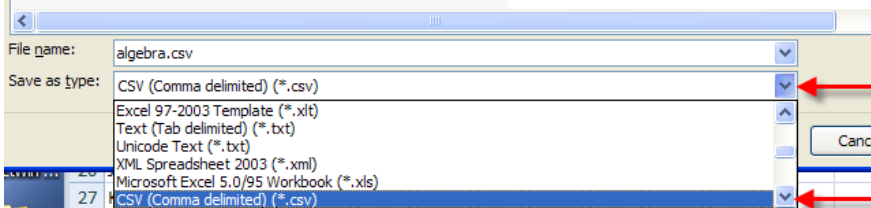
Step 9



Save the file:

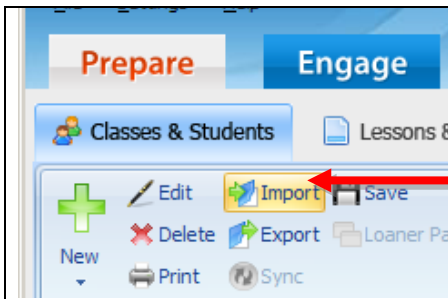
1. Click on the Office Button
2. Click Save As

Step 10



1. Select **CSV (Comma delimited)** for the file type by clicking on the drop down menu next to "Save as type"
2. Click **Save**
3. A warning may appear, click **Yes**
4. Follow these steps for all class periods that you wish to import to CPS.
5. You have to close your file in Excel before importing them into CPS.

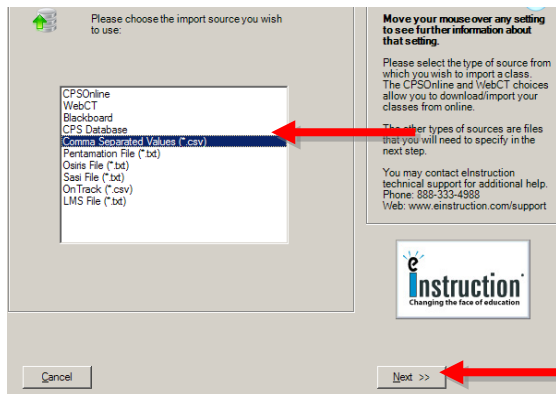
Step 11



The following steps will be done in CPS 5.0

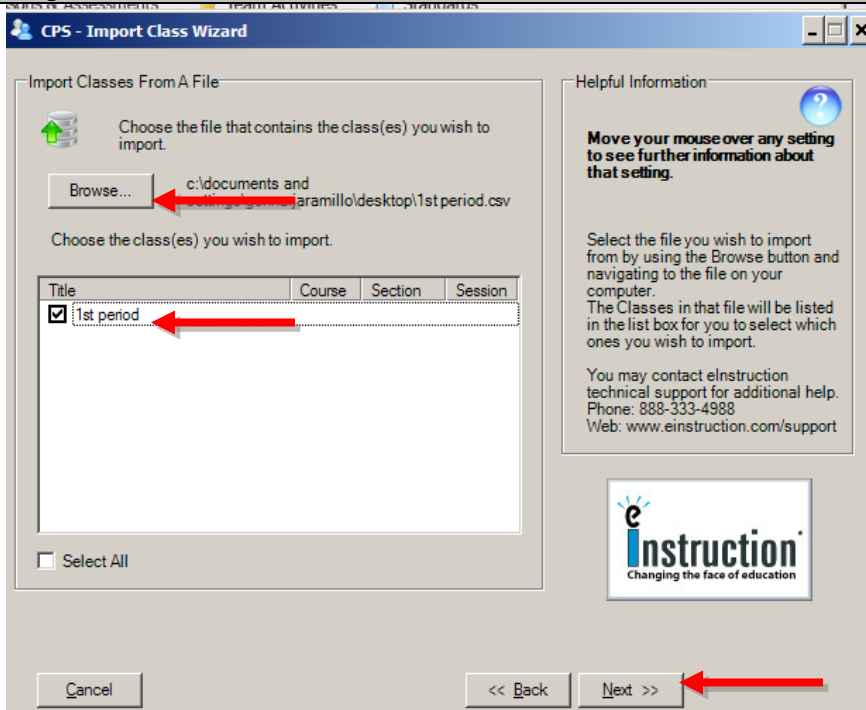
1. Open CPS 5.0
2. Under the Prepare tab, click on Classes and Students
3. Click **Import**

Step 11



1. Select **Comma Separated Value** (*.csv),
2. Click **Next**

Step 12



1. Click **Browse**, and locate your saved .csv file
2. You may have to type in your **first name, last name and email** address (required fields) and then click **OK**.
3. If 'select an instructor menu' appears, click your name, select **OK**
4. Check off the class title that is now listed, click **Next**
5. Click **Done** to imported message

You class should be listed in CPS. You can double click on your class name to modify any class settings.