

Searching Campus

Support References

Search Basics

Quick Search

Select the data type, and then enter the criteria to narrow down your search.

Advanced Search

Click the blue Advanced Search link under the search field to go to Advanced Search for the data type selected. Additional options to search by are offered, including Ad hoc filters for related searches. Please see the User Reference - [Searching Infinite Campus](#) for more information on specific search(es)

User Rights

The types of data that will display in the dropdown menu for Search are dependent on your user rights. You may only search for the types that you have rights to view.

For example:

- You must have rights to the Census Module, to search All People
- Teachers may only be able to search for students that are in their classes

Blue (active) vs. Red (inactive)

Student

- **Blue** – Students who are actively enrolled today
- **Red** – Students who have dropped or who have not yet started

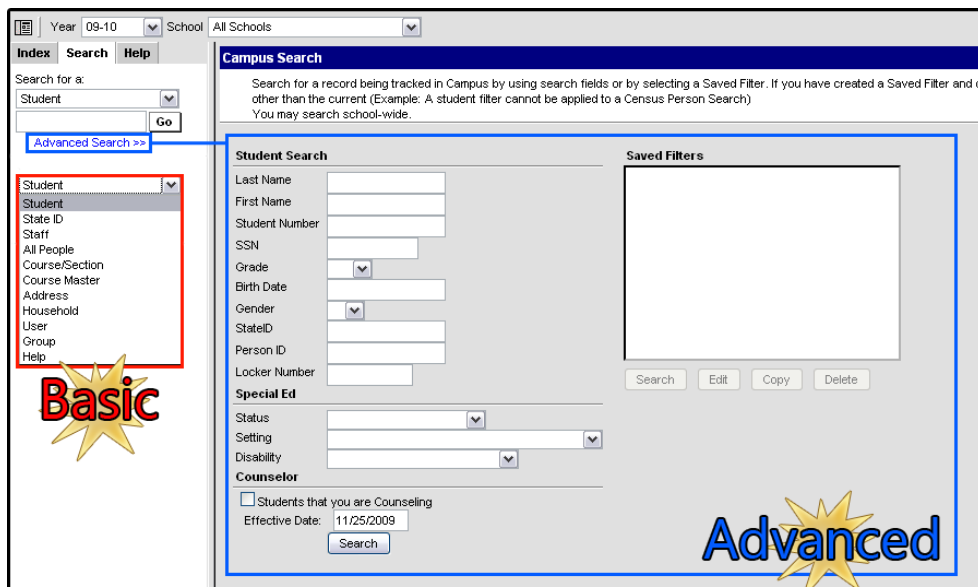
Course

- Active courses are flagged via the Active checkbox on the Course tab
- Inactive courses cannot have sections added

General Search Logistics

- Hovering over the search result will often times show a pop-up or tooltip with additional information
- Search results that appear blue are hyperlinks to that specific section of the application
- You will often find data via many ways when searching. Ex: Household search will also show you addresses and people who are members of that household
- Use the icons to differentiate results

Search Results & Returns



Search Types

In the search dropdown menu, you'll have a few different options – each will filter the results in a specific manner. Choose the filter that matches the results you expect to get.

- **Student** – filter by the “last name, first name” of students enrolled in this calendar year for the school selected or all schools in the toolbar
- **State ID** – filter by the State Student Identification Number
- **Staff** – filter by “last name, first name” of staff for that particular school
- **All People** – filter by “last name, first name” of all person records in the district database
- **Course/Section** - filter by course name and/or number specific to this school/calendar combination
- **Course Master** - filter by course name and/or number for master courses setup by the district
- **Address** – filter by house number and/ or street name
- **Household** – filter by “last name, first name” of any household member -or- student number -or- house number -or- street name -or- household name
- **User** – filter by user accounts that are tied to a person record as well as all matches for the criteria entered. All person record matches will display regardless of the taskbar entries so as to allow an account to be created if need be
- **Group** – filter by user groups (user groups, account/security setting as a group) always displays full list as well as a link to create a new User Group
- **Account** – filter by “last name, first name” as well as student number and POS account numbers
- **Help** – filter by articles from the “Help Tab” This acts as a keyword search. **Note:** this is an “or” search, so all results will be returned for any entry selected. Ex: “Adding a Student” is seen as “Adding OR Student” rather than “Adding + Student”

Search Results & Returns *(continued)*

- House
- Heads + House
- Green House
- Head
- Two Heads
- Head + Book
- Head + Key
- Head + Briefcase
- Purple / Question Book
- Open Book
- Page

Search Icons – Most of the results you will receive will also be accompanied by an identifying icon. Use these icons to help determine if you have found the right information. Please note that the icon itself is NOT a link. Please click on the blue hyperlinked result that follows the icon to go to that selected location/file.

- **House** – identifies the result as an address that has a household associated with it
- **Heads + House** – identifies the result as a household (Address + People)
- **Green House** – identifies the result as an address. This is different than the house icon, as this simply indicates a physical address exists in the system
- **Head** – identifies the result as person or a single user
- **Two Heads** – identifies the result as a user group. The top choice will always be a **RED** version used to create a new user group
- **Head + Book** – identifies the result as a student. In order for a person to be a student they need a student number and an enrollment
- **Head + Key** – identifies the result as a guardian. In order for a person to be a guardian they need to have a defined relationship and have their guardian checkbox checked
- **Head + Briefcase** – identifies the result as a staff member. In order for a person to be a staff member they need a staff ID, district assignment and district employment record
- **Purple / Question Book** – identifies the result as a help article
- **Open Book** – identifies the result as a course or a course master
- **Page** – identifies the result as a section of a course or a course master

Course Number	Course Title / Name
1100	Macro/Micro Economics
1200	World Geography
1300	Anthropology
1400	US History
1500	Sociology
1) Professor, KMG	Rm. 210
5) Professor, KMG	Rm. 210
9) Durkheim, Emil	Rm. 300
13) Marx, Karl	Rm. 472

Section Room

Teacher

Student Search

Course/Section Search

Grade Student Number

10 Superstar, Ima #0719020550001 01/01/1991

Name Birthdate

(Last, First)

Search Limits & Parameters

- Search limits are set under - **System Administration > Preferences > System Preferences > Search Limits**
- Search Limits for Course/Section count each course and section
- A null (blank) search will pull up all possible matches when applicable
- At least 3 characters must be entered to run a household search
- For Student Data – the Calendar Year and School narrow down the search parameters
- Census data ignores the Calendar and searches the entire district database regardless of the school selected in the toolbar. It is recommended to attempt to narrow searches down when possible
- Help search is an “or” search. It will pull all matches for any words

Search Tips & Tricks

Wildcard Searches

- **Default Search:** all searches contain the % wildcard at the end of the term entered
- **Single Character Wildcard:** (_) Place an underscore in the location of the “wildcard letter” to find all results that sound like what you’re looking for. Ex: **Pe_er** will find “Peter”, “Peder”, “Peterson”, “Pederson” and “Pelerton”
- **Multiple Character Wildcard:** (%) Use a percent sign to cover large gaps. Ex: **P%n** will find anything that starts in “P” and ends in “n” such as “Peterson.” You can also use this at the front or back to find all things that start with or end with your search term entered. Ex: using **%son** to find “Anderson” and “Johnson” OR using **Ander%** to find “Anderson”, “Andersen” and “Andersan”
- **Token Search:** ([]) Using “square” brackets will only find results that include the letters INSIDE the brackets. Ex: **A[In]** will return “Allen”, “Alberg”, “Anderson” and “Andrews” but NOT “Ambrose”
- **Negation of Token Search:** ([^]) Using a caret inside of “square” brackets will only find results that DO NOT include the letters INSIDE the brackets. Ex: **A[^In]** will return “Abegg”, “Ambrose” and “Askew” but NOT “Anderson” or “Allen”

NOTE: Search fields with the exception of “teacher Name” are coded to only utilize one wildcard option. This means you can only utilize ONE of the above mentioned tools at a time (unless you’re searching for a Teacher’s name)

Ad hoc Filters In **Ad hoc Reporting** → **Filter Designer** there are three types of filters that can be created.

- **Query Wizard** – a dynamic search using filter options. The creator of this filter accesses the various tables within the Campus database to dynamically pull the data that is listed in these fields/tables
- **Selection Editor** – a static list of selected students. The creator of this filter chooses students to be included manually
- **Pass-through SQL Query** - A calendar specific dynamic search. Requires a basic knowledge of the Campus database, schema and SQL terminology. Because the creator of this filter is writing their own queries, they have a lot of control over the data as long as they know what they are doing
- **Data Types Available - Student** (Student Data Filters) --- **Staff** (Census/Staff Data Filters) --- **All People** (Census/Staff Data Filters) --- **Course/Section** (Course/Section Data Filters). Choosing the right filter type to start will help a lot
- **Using the ‘Like’ Operator** – when you use the “like” operator you can use the same wildcard search tools as the rest of the application (_ % [] [^]) when typing in your criteria into the “value” field