



DSL's Manual Extracts Bridge for Infinite Campus
Installation and User Guide
September 4, 2014

<http://apps.discoverysoftware.com/support/bridges/infinitecampus.html>

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Chapter 1 – Bridge Setup

By this point you should have already downloaded and extracted DLS's Infinite Campus Manual Extract bridge (.zip) which contained these instructions. The Discovery Manual Extracts Bridge for Infinite Campus uses the Ad-Hoc Reporting Writing Tool Built into Infinite Campus.

The instructions found in Chapter 1 will only need to be done once. Perform the steps in Chapter 2 each time you wish to update your school information.

Creating the Ad-Hoc Extracts

You will need to manually generate data extracts to be used in SIS Liberty. Instructions on setting up and configuring SIS Liberty can be found in the Provider Package you will be using with these datasets.

Student Demographic Information

1. In the Index Menu, choose AdHoc Reporting.
2. Choose Filter Designer
3. Click the button next to “Create a new Filter using the Query Wizard”
4. Click the button next to “Student”
5. Click “Create”
6. For Student Information do the following:

The screenshot displays the 'Filter Designer' interface. On the left, the 'Index' menu is visible, with 'Ad Hoc Reporting' expanded to show 'Filter Designer'. The main workspace shows a query named 'Discovery Students'. Below the query name, there are fields for 'Short Description' and 'Long Description'. A section titled 'Select categories & fields' contains a 'Filter By' dropdown set to 'All Fields' and 'Search' and 'Clear' buttons. A large empty box is provided for selecting fields. On the right, a 'Selected Fields' list is shown, containing the following fields: student.studentNumber, student.firstName, student.middleName, student.lastName, student.birthdate, student.gender, student.grade, student.homeroomTeacher, student.startDate, and student.endDate.

5. Click on the + to the left of Demographics
 - Click on “studentNumber”
 - Click on “personID”

-
- Click on “firstName”
 - Click on “middleName”
 - Click on “lastName”
 - Click on “grade”
 - Click on “birthdate”
 - Click on “gender”
 - Click on “homeroomTeacher”
 - Click on “startDate”
 - Click on “endDate”
 - Click on the + to the left of Locker (optional)
 - Click on the + to the left of Locker Detail
 - Click on “lockerNumber”
 - Click on “Combo”
7. In the Query Name field at the top type the name of your filter, “Discovery Students”
 8. Click **Save** to save your filter. You may also choose **Test** to see a preview of the data extracted by the filter.

Student Contact Information

1. In the Index Menu, choose Ad Hoc Reporting.
2. Choose Filter Designer. (**Note – You must create a new filter from scratch. You can not use the filter created for Student Information and edit it.)
3. Click the button next to “Create a new Filter using the Query Wizard”
4. Click the button next to “Student”
5. Click “Create”
6. For Student Information do the following:
 - a. Click on the + to the left of Demographics
 - i. Click on “studentNumber”
 - ii. Click on “personID”
 - iii. Click on “firstName”
 - iv. Click on “lastName”
 - b. Click on the + to the left of Census
 - c. Click on the + to the left of Mailing Address
 - i. Click on “phone”
 - ii. Click on “addressLine1”
 - iii. Click on “addressLine2”
 - d. Click on the + to the left of Household Contact Summary
 - i. Click on “firstName”
 - ii. Click on “lastName”
 - iii. Click on “relationship”
 - iv. Click on “homePhone”
 - v. Click on “workPhone”
 - vi. Click on “cellPhone”
 - vii. Click on “email”
 - viii. Click on “addressLine1”
 - ix. Click on “addressLine2”
 - x. Click on “Guardian”
7. In the Query Names field at the top type the name of your filter, “Discovery Contacts”
8. Click Save to save your filter. You may also choose Test to see a preview of the data extracted by your filter.

Student Schedule Information

1. In the Index Menu, choose Ad Hoc Reporting.
2. Choose Filter Designer. (**Note – You must create a new filter from scratch. You cannot use the filter for Student or Contact Information and edit it.)
3. Click the button next to “Create a new Filter using the Query Wizard”
4. Click the button next to “Student”
5. Click “Create”
6. For Student Information do the following:
 - a. Click on the + to the left of Demographics
 - i. Click on “studentNumber”
 - ii. Click on “personID”
 - b. Click on the + to the left of Learner
 - c. Click on the + to the left of Schedule
 - d. Click on the + to the left of Course/Section
 - i. Click on “sectionID”
 - ii. Click on “courseNumber”
 - iii. Click on “courseName”
 - iv. Click on “sectionNumber”
 - v. Click on “teacherDisplay”
 - vi. Click on “roomName”
 - e. Click on the + to the left of Section Schedule
 - i. Click on “periodStart”
Click on “termStart”
7. In the Query Name field at the top type the name of your filter, “Discovery Schedules”
8. Click Save to save your filter. You may also choose Test to see a preview of the data extracted by the filter.

Student Grade Information

This extract is optional. If you do not wish to import Grades, skip this section and proceed to the next one.

1. In the Index Menu, choose Ad Hoc Reporting.
2. Choose Filter Designer. (**Note – You must create a new filter from scratch. You can not use the filter created for Student Information and edit it.)
3. Click the button next to “Create a new Filter using the Query Wizard”
4. Click the button next to “Student”
5. Click “Create”
6. For Student Information do the following:
 - a. Click on the + to the left of Demographics
 - i. Click on “studentNumber”
 - ii. Click on “personID”
 - b. Click on the + to the left of Grading
 - c. Click on the + to the left of Grading Detail
 - i. Click on “sectionID”
 - ii. Click on “courseNumber”
 - iii. Click on “sectionNumber”
 - iv. Click on “taskID”
 - v. Click on “task”
 - vi. Click on “score”
 - vii. Click on “percent”
7. In the Query Names field at the top type the name of your filter, “Discovery Grades”
8. Click Save to save your filter. You may also choose Test to see a preview of the data extracted by your filter.

Student Parking Information

This extract is optional. If you do not wish to import Student Parking, skip this section and proceed to the next one.

1. In the Index Menu, choose Ad Hoc Reporting.
2. Choose Filter Designer. (**Note – You must create a new filter from scratch. You can not use the filter created for Student Information and edit it.)
3. Click the button next to “Create a new Filter using the Query Wizard”
4. Click the button next to “Student”
5. Click “Create”
6. For Student Information do the following:
 - a. Click on the + to the left of Demographics
 - i. Click on “studentNumber”
 - ii. Click on “personID”
 - iii. Click on “lastName”
 - iv. Click on “firstName”
 - b. Click on the + to the left of Transportation and then click on the + to the left of Parking Info
 - i. Click on “parkingID”
 - ii. Click on “personID”
 - iii. Click on “make”
 - iv. Click on “model”
 - v. Click on “color”
 - vi. Click on “plateNumber”
 - vii. Click on “parkingPermit”
7. In the Query Names field at the top type the name of your filter, “Discovery Parking”
8. Click Save to save your filter. You may also choose Test to see a preview of the data extracted by your filter.

Student Health Information

This extract is optional. If you do not wish to import Student Health, skip this section and proceed to the next one.

1. In the Index Menu, choose Ad Hoc Reporting.
2. Choose Filter Designer. (**Note – You must create a new filter from scratch. You can not use the filter created for Student Information and edit it.)
3. Click the button next to “Create a new Filter using the Query Wizard”
4. Click the button next to “Student”
5. Click “Create”
6. For Student Information do the following:
 - a. Click on the + to the left of Demographics
 - i. Click on “studentNumber”
 - ii. Click on “personID”
 - iii. Click on “lastName”
 - iv. Click on “firstName”
 - b. Click on the + to the left of healthCondition
 - i. Click on “conditionCodeDesc”
 - ii. Click on “conditionID”
 - iii. Click on “conditionStart”
 - iv. Click on “conditionEnd”
 - v. Click on “conditionComments”
 - vi. Click on “treatmentCodeDesc”
 - vii. Click on “treatmentStart”
 - viii. Click on “treatmentComments”
7. In the Query Names field at the top type the name of your filter, “Discovery Health”
8. Click Save to save your filter. You may also choose Test to see a preview of the data extracted by your filter

Student Behavior Information

This extract is optional. If you do not wish to import Student Behavior, skip this section and proceed to the next one.

1. In the Index Menu, choose Ad Hoc Reporting.
2. Choose Filter Designer. (**Note – You must create a new filter from scratch. You can not use the filter created for Student Information and edit it.)
3. Click the button next to “Create a new Filter using the Query Wizard”
4. Click the button next to “Student”
5. Click “Create”
6. For Student Information do the following:
 - a. Click on the + to the left of Demographics
 - i. Click on “studentNumber”
 - ii. Click on “personID”
 - iii. Click on “lastName”
 - iv. Click on “firstName”
 - b. Click on the + to the left of behaviorDetail or behaviorEvent
 - i. Click on “eventID”
 - ii. Click on “eventName”
 - iii. Click on “eventDate”
 - c. Click on the + to the left of behaviorRole
 - i. Click on “roleComments”
 - d. Click on the + to the left of behaviorIncident
 - i. Click on “incidentID”
 - ii. Click on “incidentDate”
 - iii. Click on “submittedBy”
 - iv. Click on “submittedDate”
 - v. Click on “location”
 - e. Click on the + to the left of behaviorResolution
 - i. Click on “resolutionID”
 - ii. Click on “resolutionName”
 - iii. Click on “resolutionStartDate”
 - iv. Click on “resolutionEndDate”
 - v. Click on “resolutionLength”
 - vi. Click on “resolutionLengthSchoolDays”Click on “resolutionComments”
7. In the Query Names field at the top type the name of your filter, “Discovery Behavior”
8. Click Save to save your filter. You may also choose Test to see a preview of the data extracted by your filter.

Student Attendance Information

This extract is optional. If you do not wish to import Student Attendance, skip this section and proceed to the next one. Please note that the Attendance Class view will not be populated using this extract.

1. In the Index Menu, choose Ad Hoc Reporting.
2. Choose Filter Designer. (**Note – You must create a new filter from scratch. You can not use the filter created for Student Information and edit it.)
3. Click the button next to “Create a new Filter using the Query Wizard”
4. Click the button next to “Student”
5. Click “Create”
6. For Student Information do the following:
 - a. Click on the + to the left of Demographics
 - i. Click on “studentNumber”
 - ii. Click on “personID”
 - iii. Click on “lastName”
 - iv. Click on “firstName”
 - b. Click on the + to the left of attendanceDetail or Attendance
 - c. Click on the + to the left of Period Mark Detail
 - i. Click on “periodName”
 - ii. Click on “date”
 - iii. Click on “status”
 - iv. Click on “excuse”
 - v. Click on “code”
 - vi. Click on “description”
 - vii. Click on “comments”
7. In the Query Names field at the top type the name of your filter, “Discovery Attendance”
8. Click Save to save your filter. You may also choose Test to see a preview of the data extracted by your filter.

Staff Information

This extract is optional. If you do not wish to import Staff, skip this section and proceed to the next one.

1. In the Index Menu, choose Ad Hoc Reporting.
2. Choose Filter Designer. (**Note – You must create a new filter from scratch. You can not use the filter created for Student Information and edit it.)
3. Click the button next to “Create a new Filter using the Query Wizard”
4. Click the button next to “Census/Staff”
5. Click “Create”
6. For Staff Information do the following:
 - a. Click on the + to the left of demographics
 - i. Click on “staff number”
 - ii. Click on “firstName”
 - iii. Click on “lastName”
 - iv. Click on “birthdate”
 - v. Click on “gender”
 - b. Click on the + to the left of census
 - c. Click on the + to the left of Mailing Address
 - i. Click on “phone”
 - ii. Click on “address 1”
 - iii. Click on “address 2”
 - iv. Click on “city”
 - v. Click on “state”
 - vi. Click on “zip”
 - vii. Click on “County”
7. In the Query Name field at the top type the name of your filter “Discovery Staff”
8. Click Save to save your filter. You may also choose Test to see a preview of the data extracted by this filter.

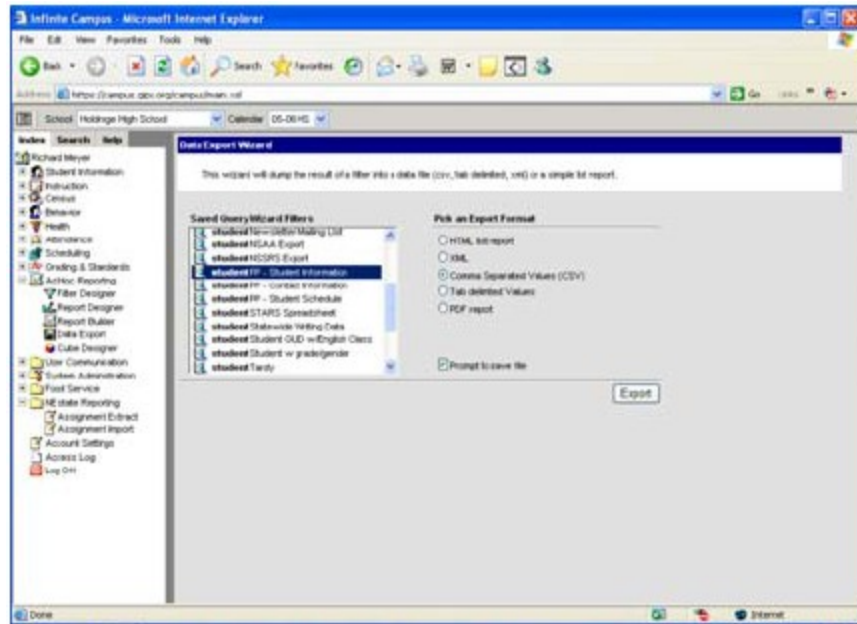
System Setup

Now that you have configured your queries in Infinite Campus, you are ready to export the information. Choose the folder created in Chapter 1, where the Infinite Campus Manual Extract bridge (.zip) was extracted to. This will contain the “Infinite Campus.PDE” file packaged with the bridge, which is the configuration file used to read these AdHoc reports

Chapter 2 – Exporting Data from Infinite Campus

To extract data from Infinite Campus for Connect, follow these steps:

1. To run the “DSL_Students” extract created in Chapter 1:
 - a. Choose Ad Hoc Reporting
 - b. Choose Data Export
 - c. Highlight your filter, “Discovery Students” by clicking on its name in the list under “Saved Query Wizards Filters”.
 - d. Click in the buttons next to “Comma Separated Values (CSV)” and “Prompt to save file”
 - e. Click on “Export”



- f. When the File Download box appears, click on “Save”



- g. Save the file as **DSL_Students.csv** in your import folder.

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2. Run the “Discovery Contacts” extract created in Chapter 1:
 - Repeat the steps above for the Contact information export and use the “Discovery Contacts” report. The file should be saved as **DSL_Contacts.csv**
 3. Run the “Discovery Schedules” extract created in Chapter 1:
 - Repeat the steps above for the Schedule information export and use the “Discovery Schedules” report. The file should be saved as **DSL_Schedules.csv**
 4. Optional: Run the “Discovery Grades” extract created in Chapter 1:
 - Repeat the steps above for the Grades information export and use the “Discovery Grades” report. The file should be saved as **DSL_Grades.csv**
 5. Optional: Run the “Discovery Parking” extract created in Chapter 1:
 - Repeat the steps above for the Parking information export and use the “Discovery Parking” report. The file should be saved as **DSL_Parking.csv**
 6. Optional: Run the “Discovery Health” extract created in Chapter 1:
 - Repeat the steps above for the Health information export and use the “Discovery Health” report. The file should be saved as **DSL_Health.csv**
 7. Optional: Run the “Discovery Behavior” extract created in Chapter 1:
 - Repeat the steps above for the Conduct information export and use the “Discovery Behavior” report. The file should be saved as **DSL_Behavior.csv**
 8. Optional: Run the “Discovery Attendance” extract created in Chapter 1:
 - Repeat the steps above for the Attendance information export and use the “Discovery Attendance” report. The file should be saved as **DSL_Attendance.csv**

SIS Liberty

SIS Liberty is the graphical user interface (GUI) that allows you to configure and manually extract data to be used by a Provider/Product of your choice (ie: Principalm, Teacherpalm, Third-Party product). For more information on importing photos, setting up datasets and recipients to be delivered to your Provider/Product, as well as troubleshooting/support, please refer to

DSL's SIS Liberty User Guide packaged with your provider installation:
<http://apps.discoverysoftware.com/>

Manual Extract Bridge

To copy the Infinite Campus AdHoc reports over to SIS Liberty you will also need to download **DSL's ManualExtractBridge**. The purpose of running SIS Liberty updates with the DSL's Manual Extract Bridge is to make your datasets available to the products that will be using that dataset. Locate and download the Manual Extractor Bridge from: <http://apps.discoverysoftware.com/support/bridges/manualextract.html>

Photo Export

You will need to have access to the photo images provided by your photo vendor to import photos. Consult the SIS Liberty User Guide for more information.

The bridge uses the following Infinite Campus fields to link students to their photos:

"Photos are identified by" setting in Connect	Infinite Campus field name
Student Number	student.studentNumber or student.personID
State ID	Not supported
Photo ID	Not supported
SSN	No longer supported

The extractor uses the following Infinite Campus fields to link staff to their photos:

"Photos are identified by"	Infinite Campus field name
Staff Number	courseSection.teacherDisplay
State ID	Not supported
Photo ID	Not supported
SSN	No longer supported

The photos must be in jpg format and the value found in the Infinite Campus field should be the file name (or the value should be referenced using a mapping file).

What Can I Customize?

If you would like additional fields imported, please contact Discovery Support at support@discoverysoftware.com.