FRYSC
Tips and Tricks

Table of Contents

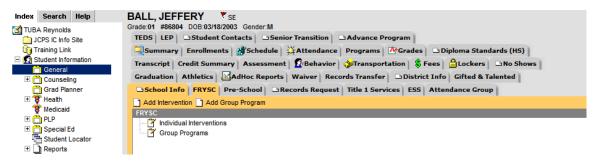# FRYSC Information Tracked in Infinite *Campus*

Student Records

The records of interventions for each student are found on the FRYSC tab located in the General Information area of *Campus*.
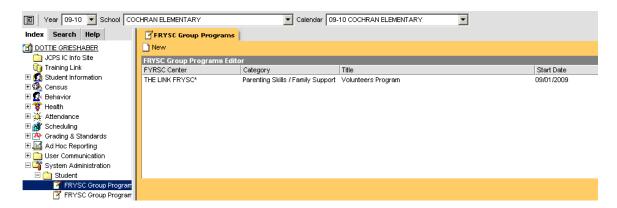
Index | Student Information | General | FRYSC tab

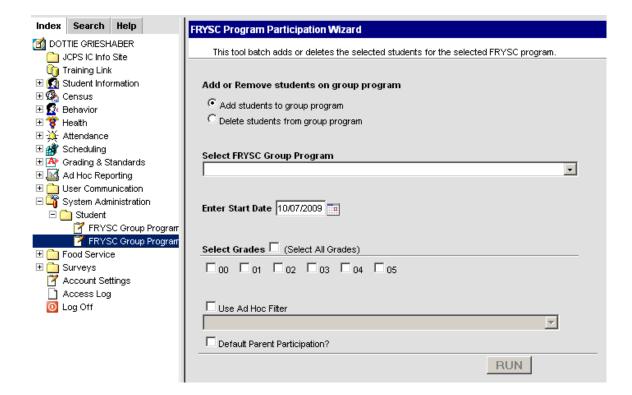

Group Operations

Programs that affect groups of students are set up in System Administration. This is also where you can assign multiple students to the same program.

Index | System Administration | Student (folder) | FRYSC Group Program

Index | System Administration | Student (folder) | FRYSC Group Participation Wizard

Individual Interventions

Use this option to document a single intervention for a single student.

1. Be sure you have selected the correct calendar at the top of the *Infinite Campus* window. Preschool students will only pull when the Early Childhood calendar is selected and regular students will only pull when the current calendar for the school is selected.
2. Find the **student** using a search option on the Search tab.
3. Click the student's **name**.
4. Click the **FRYSC tab.** (If you are in the Census area, showing a Demographics tab, navigate to General Information by clicking *Index | Student Information | General*.)
5. Click **Add Intervention**.

The following fields are required fields:

a. **Enrollment**: This will default to the student's current enrollment. Sometimes the student will have multiple enrollments at your school. It might be necessary to select a previous enrollment so that the date of the intervention will fall within the time frame of the enrollment.

b. **Start Date**: This is the date of the intervention.

c. **Intervention is for**: Is the intervention for a student or a parent or both? When a selection box is a square you can make multiple checkmarks. When it's a circle, you can only choose one. The field is a square so you can choose more than one option.

d. **Referred By**: Select the person from the drop down list that referred the student to you.

e. **Mode of Intervention**: You should check all of the boxes that apply to the intervention. [If you wish to document e-mail check Letter for one-way contact or Phone if two-way contact]

> *Remember: The more data you enter, the more data you can pull for reports later.*

The following fields are optional:
  a. **End Date**: This field can be left empty. You can use it when an intervention spans a number of days, to document when the intervention ended.
  b. **Result of a behavior issue:** Enter a checkmark when appropriate.
  c. **Parent/Guardian contacted:** Enter a checkmark if you contacted the parent or guardian as a result of this referral.
  d. **Referral Location 1 and Referral Location 2:** A list of agencies or programs that might accept a referral for the student. This list will continue to grow.
       i. **IHR** refers to In House Resources
      ii. **CA** refers to Community Agencies

Multiple categories are displayed under the basic information screen. Reports can be generated to pull data from any of these fields.

List of Categories

- ❑ **Academic Support**
- ❑ **Attendance**
- ❑ **Basic Needs**
- ❑ **Career Development & Exploration**
- ❑ **Childcare**
- ❑ **Health**
- ❑ **Legal**
- ❑ **Mental Health/Counseling**
- ❑ **Transportation**

Each of the categories begins with a plus sign [+]. Click the [+] to see the items that can be tracked for your interventions. Click the checkbox that covers the kind of intervention you provided. Multiple interventions may be checked in one category or you may check interventions in multiple categories.
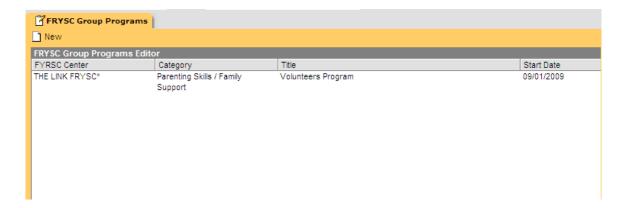
Attendance

Attendance
- ☐ 0-5 Days Absent ☐ 6-10 Days Absent ☐ 10+ Days Absent
- ☐ Tardies

Basic Needs

Basic Needs
- ☐ Clothing - Regular ☐ Clothing - Uniforms ☐ Free / Reduced Lunch Assistance
- ☐ Food Assistance ☐ Food Stamps Assistance ☐ Rent / Mortgage
- ☐ Utilities ☐ Emergency Housing / Shelter ☐ Holiday Assistance
- ☐ Other Emergency Financial Assistance

Career Development & Exploration

Career Development & Exploration
- ☐ Summer / Part Time Jobs ☐ Employment Opportunity ☐ Other

Childcare

Childcare
- ☐ Birth to 3 ☐ Before / After School ☐ Summer

Health

Health
- ☐ Dental ☐ Head Lice ☐ Hearing
- ☐ Hygiene ☐ Immunizations ☐ Insurance Assistance
- ☐ Medication Assistance ☐ School Physical ☐ Vision / Eyeglasses
- ☐ Obesity / Nutrition ☐ Other Health

Legal

Legal
- ☐ Child Protective Services ☐ Adult Protective Services ☐ Court Case and Support
- ☐ Guardianship Assistance ☐ Beyond Control Order ☐ Emergency Protection Order/Domestic Violence Order
- ☐ Other Legal

Mental Health / Counseling

Mental Health / Counseling
- ☐ Abuse ☐ Anger Management ☐ Dating Issues
- ☐ Divorce ☐ Eating Disorder ☐ Grief
- ☐ Parent / Child Conflict ☐ Peer Relations ☐ Pregnancy
- ☐ Self-Esteem ☐ Self-Mutilation ☐ Substance Abuse
- ☐ Suicide Risk ☐ Transition Issues ☐ Other Mental Health / Counseling
- ☐ GAIN-SS

Transportation

Transportation
- ☐ Bus Token ☐ Cab Voucher ☐ Provided Transportation in Personal Vehicle by FRYSC Staff
- ☐ Public Transportation Information ☐ School Bus Information

Group **Program** Interventions

Group programs are defined as being pre-planned, scheduled events (as opposed to Individual Interventions which are re-active in nature.) As a general rule, Group Programs are not to be used as a "catch-all" for multiple personal interventions. On the other hand if only one person attends a pre-planned event, it is still considered a Group Program.

Group Program Interventions must be set up before you can post the intervention to a student. Set up begins by using the option FRYSC Group Program under the Index menu in the Student folder. All programs you have set up for the FRYSC program will display in the window that opens.

Index | System Administration | Student (folder) | FRYSC Group Programs

FYRSC Center	Category	Title	Start Date
THE LINK FRYSC*	Parenting Skills / Family Support	Volunteers Program	09/01/2009

To add a new group:
1. Click the **New** button

The following fields are required:

    a. **Program Title:** Give the program a name (no rules—whatever you would like to name it, is ok.)

    b. **Program Category:** Select from the list of categories and program types the purpose of the group.

    c. **Program is for:** Click Students, Parents, or click both boxes

    d. **Time Frame:** Select from the list to document when the program will occur

    e. **Start Date:** Enter the date the program will start.

> *NOTE:*
> ** If the program will last all year, use the date for the first day the program occurred.*
> ** Use the first day of school for those programs that were offered during the summer.*

The following fields are optional:

    a. **End Date:** optional

    b. **Partner Agency:** This drop down list is the same one that displays on an Individual Intervention in the fields Referral Location 1 and Referral Location 2.

    c. **Total Volunteer Hours:** Enter the total number of hours all volunteers dedicated to this program.

    d. **Volunteer Count:** Enter the total number of volunteers who will participate in the program.

    e. **Total Program Hours:** Enter the total number of hours for the entire program.

> *NOTE:*
> *At this time the program will not permit partial hour increments. You have to enter whole numbers. It's suggested that until this is changed, you coordinate the number of meetings with total hours to come up with an accurate number. Otherwise just enter the number 1.*

    f. **# Meetings:** Enter the number of sessions students will meet when they participate in the program.

    g. **Comments:** Enter an explanation or other information for the program that will help explain its purpose or contact information that will help you in the future.

Once the program has been set up, you can assign students individually to the program.

1. Locate the student's **FRYSC** tab.
2. Click **Add Group Program**
3. Select one of the programs you have created
4. Enter the date the student participated in the **Start Date** field.
5. Optional: enter an End Date.
6. Optional: enter a checkmark if the **Parent Participated**
7. Optional: enter **Comments**

The bottom of the screen shows the information you entered when you set up the program. The fields are gray indicating that you cannot edit them from this point. These fields are for information only. You can change the information by going to the set up screens under Index … FRYSC Group Programs.
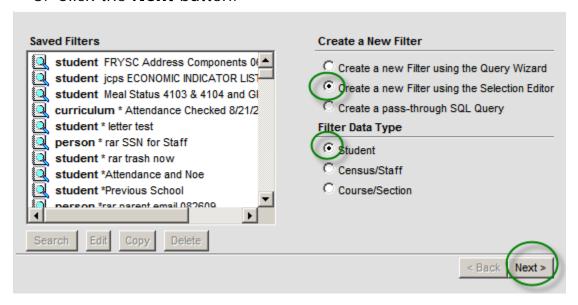
You can also assign student participation in a group to multiple students at one time.

Creating Filters to Assign Multiple Students to FRYSC groups.

Filters are created using the Infinite *Campus* feature called Ad Hoc Reporting. You create **Selection Editor Filters** by selecting the students who participated in the group and giving each set of students a special name. Once a Selection Editor filter has been created, you can use the filter to run reports, examine data, as well as populate FRYSC group interventions for just those students.

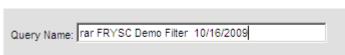*Index | Ad Hoc Reporting | Filter Designer*

1. Under the section called *Create a New Filter*, click the option called **Create a New Filter using Selection Editor.**
2. Under the section called *Filter Data Type*, click the option called **Student.**
3. Click the **Next** button.

4. **Name the filter**.
   Filter names have three parts:
   your initials
   a title
   the date
5. **Select the students** who belong to the list of students for this intervention. The list in the left box is sorted alphabetically by grade. It contains the names of all students who have attended your school this year – even if they have withdrawn.
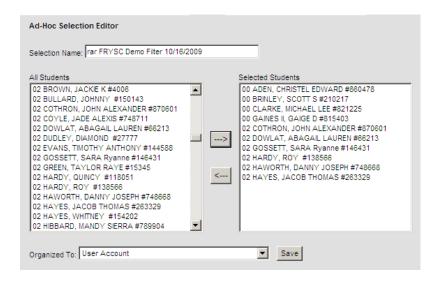   a. Click the first student

b. Click the arrow going toward the *Selected Students* box.

c. Continue selecting students until all students have been selected.

NOTE:
You can speed the process by using either of two shortcut keys.
*Hold down the CTRL key while selecting students and the system will remember each student you click until you click the arrow button.
*Hold down the SHIFT key after you select a student and then click the next student in a range. The system will select every student between the first click and the second click.

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6. **Organize** the filter. YOU MAY <u>ONLY</u> ORGANIZE THE FILTER TO USER ACCOUNT OR YOUR SCHOOL.
   - ♦ User Account means that you are the only person who can see the filter and use it.
   - ♦ Your School means that anyone in your school can use the filter. **Warning:** this also means they can change it and delete it.

7. **Save** the filter.

Uses for Selection Editor Filters

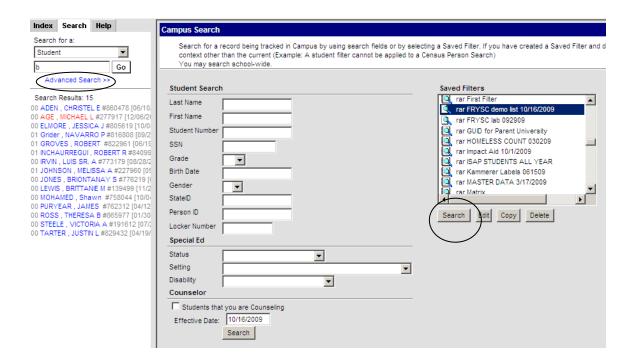Once you have a filter set up for a group of students, you can use this tool several ways.

Restrict the student list in the Search panel to your group only

Search (tab) | Student | Advanced Search

Two search options appear when you use the *Advanced Search* link. The box on the right side (called the *Saved Filter* box) has a list of filters available for your use. Filters that you have organized to the *User Account* will appear at the top of the box.

1. Click a filter.
2. Click the **Search** button under the *Saved Filter*s box.

Once the students display in the left panel, click a tab. As you click each student the information from the tab will refresh for each student.

Use the filter when running reports

Most reports in *Infinite Campus* offer an Ad Hoc option so that the report can be run against student filters. Two samples are described below because the FRYSC centers frequently need this kind of information. They are Mailing Labels and the Census Verification form. However, you can use the filter on any report that includes the Ad Hoc filter option.

Mailing Labels
Index | Census | Reports | Mailing Labels
Mailing Labels are for Avery 5160 labels or their equivalent.

1. Click **Grade/Adhoc**

2. Select **Ad Hoc Filter** button.

3. This activates the drop down list. **Select the filter you have created.**

4. **Enrollment Effect Date** is almost always the current date.

5. Choose **Include the Guardian's name** (or not).

6. If you choose to **Include the Salutation** you can accept the defaulted salutation or you can type a message of your choice.

7. Print the labels for the **Student**

8. The sorting option for a small group of students doesn't really matter. You can leave it on **Name**.

9. Click the **Generate Report** button.

EXCELLENT WORK!
CHRISTEL EDWARD ADEN
1611 TUCKER STATION AVE
LOUISVILLE KY 40215

EXCELLENT WORK!
JAMES PURYEAR
1508 CYPRESS ST
LOUISVILLE KY 40210

EXCELLENT WORK!
JESSICA JADE ELMORE
9912 BROADWAY ST
LOUISVILLE KY 40217

EXCELLENT WORK!
THERESA BROOKE ROSS
4307 S CAMBRIE ST #R
LOUISVILLE KY 40208

EXCELLENT WORK!
NAVARRO P GRIDER
643 ATWOOD ST
LOUISVILLE KY 40217

EXCELLENT WORK!
VICTORIA A STEELE
1500 MARKLEHAM AVE
LOUISVILLE KY 40217

EXCELLENT WORK!
ROBERT GROVES
9404 GARRS CIR
LOUISVILLE KY 40210

EXCELLENT WORK!
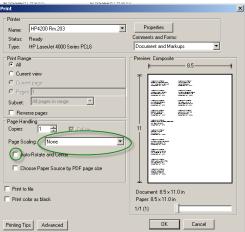JUSTIN LEE TARTER
8710 S DAWN ST
LOUISVILLE KY 40208

EXCELLENT WORK!
ROBERT RAJESH INCHAURREGUI
222 CHEFFIELD CT
LOUISVILLE KY 40217

EXCELLENT WORK!
LUIS SR. A IRVIN
916 EMIL ALY
LOUISVILLE KY 40203

> **NOTE:**
> **Once you click Generate Report you cannot click the button again until you refresh the screen. Click "Mailing Labels" on the side so that you can set up the report again.**

Some people have trouble printing labels. They complain that the labels creep up the page and don't align properly. There are two changes you should make in Print Setup to correct this problem.
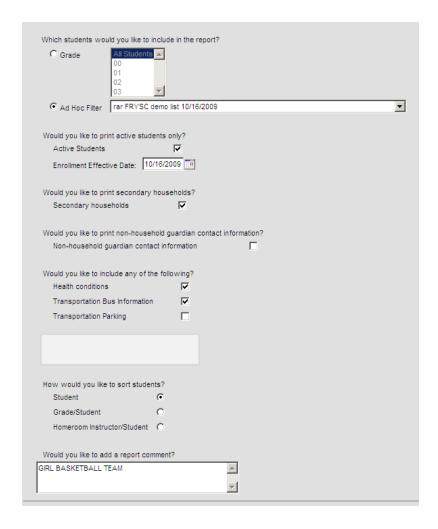
1. **Page Scaling** should be set to **None**
2. **Auto-Rotate** and **Center** should be empty

Print household information for each student in a filter

The options provided by this report allow the user to select multiple fields. It's a one-page document that will give you the student's address, family information, contact phone numbers, bus numbers, and health conditions.

Index | Census | Census Reports | Census Verification

1. Choose **Ad Hoc Filter**. This will activate the drop down list of filters. Those saved to the User Account will appear at the top of the list.
2. Choose the **Ad Hoc filter** you want to use.
3. A check mark in **Active Students** will prevent information for withdrawn students from printing.

      a. This activates an additional set up field called the **Enrollment Effective Date**. The default is today's date. You will almost never change this.

4. Some children live with mom part of the time and dad part of the time. Place a check mark in the **Secondary Households** checkbox if you want information for both parents to print.

5. At this time JCPS does not maintain non-household information. Leave this blank.

6. You can also print information like allergies and other health conditions if you place a checkmark in **Health Conditions**, as well as print bus numbers if you check **Transportation Bus Information**.

7. The sort order is not that significant when you are only printing for a small filter. It defaults to a student alphabetical sort.

8. The information in the **Comments** prints at the bottom of the report.

9. Click **Generate Report**

09-10 COCHRAN ELEMENTARY 500 WEST GAULBERT AVENUE, LOUISVILLE KY 40208 Generated on 10/16/2009 04:00:46 PM Page 1 of 1	Census Verification Report For STEELE, VICTORIA A

Student Demographic Information

Student's Legal Name	Grade	SSN	Birthdate	Gender	Race/Ethnicity
STEELE, VICTORIA A	00	Not Shown	07/28/2004	F	02

Race/Ethnicity Codes: 01: White 02: Black 03: Hispanic 04: Asian/Pacific Islander 05: American Indian/Alaska Native 06: Other

Household Contact Information

Household:
Household Address: 1500 MARKLEHAM AVE LOUISVILLE, KY 40217
Household Phone: (555)377-0027

Relationship	Name of Contact	Email	Other Phone	Work Phone	Cell Phone
Self	STEELE, VICTORIA A				
Mother	STEELE, MIA		(502)485-9999		

Relationship Contact Information

Relationship	Name of Contact	Home Phone	Other Phone	Work Phone	Cell Phone

Medical Condition and Comments

1. Allergy, unspecified, Allergies: Dairy Products, Penicillin & Amoxicillin.
   See signed PCP Authorization Form.
   Call 9-911 if signs of distress.

Transportation Bus Information

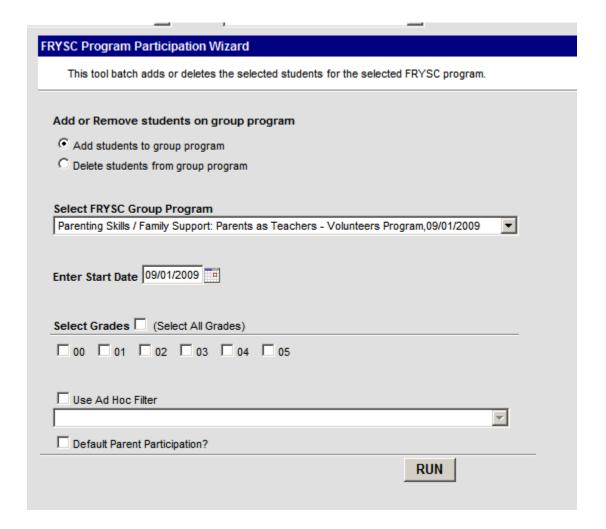| AM Bus	PM Bus	Late Bus	Arrive Time	Depart Time
123	123			

Report Comment

GIRLS BASKETBALL TEAM

FRYSC Group Program Participation Wizard

Group interventions can be added one at a time by going to a student's FRYSC tab or they can be added (or deleted) for multiple students at once by using the **FRYSC Group Program Participation Wizard.**

Index | System Administration | Student (folder) | FRYSC Group Program Participation Wizard

FRYSC Program Participation Wizard

This tool batch adds or deletes the selected students for the selected FRYSC program.

Add or Remove students on group program

○ Add students to group program

○ Delete students from group program

Select FRYSC Group Program

Parenting Skills / Family Support: Parents as Teachers - Volunteers Program,09/01/2009

Enter Start Date 09/01/2009

Select Grades ☐ (Select All Grades)

☐ 00 ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05

☐ Use Ad Hoc Filter

☐ Default Parent Participation?

RUN

1. Choose whether you want to add or delete a group of students to a FRYSC Program.
2. Select the FRYSC Group Program you want to populate.
3. The Enter Start Date defaults to the Start Date you entered when you set up the program. You can leave the date as it is or

you can change the date. This gives you the opportunity to document that the program met on several occasions.

4. The next part of the screen allows you to select groups of students.

   a. You can apply the program to all students (active students as of the date selected) if you place a checkmark in the **Select All Grades** checkbox.
   b. There are also checkboxes in **front of each grade** level taught at your school. Check one or many of these levels to assign the program to all students in the selected grades.
   c. You can use **Ad Hoc Filters** to assign the program to students in the Selection Filter you created or any filter in the FRYSC User Group.
      i. Activate the filter list by clicking the box called **Use Ad Hoc Filter.**
      ii. Choose the filter from the drop down list. (It won't work until you've clicked the check box above it.)

5. Indicate by a check mark in the box called **Default Parent Participation** if parents participated in this program.
6. Click the **RUN** button.

This will add a record to each student's FRYSC tab indicating s/he participated in the program you specified.

You can delete students from a program using the same process except you would select Delete from Program instead of Add to Program in step one. Be careful when you try to delete only one grade. You can delete all students from the group if you check grades incorrectly.

Report Designer

The Ad Hoc Report Builder allows you to create letters that can be personalized with student data. It's a mail merge option within *Campus*.

Index | Ad Hoc Reporting | Report Designer

1. Choose either a **Blank form letter or an Addressed form letter** under the category called *Create a New Report Format*
   a. Blank forms are blank at the top so that school letter head can be used. The system has a bug in this feature. If you

decide you want to create a blank form letter you might want to contact Computer Ed Support for help (3010)

b. Address form letters have a heading at the top which includes on the left the school's name and address, the student's name and address, and on the right the student's date of birth, JCPS #, and grade level.

2. Click **New Format**.
3. Type a title in the **Name** field for the letter.
4. Type your letter. Each time you come to a place where information is stored in *Campus* enter a place holder so that when the letter prints, it will automatically print, for example, the student's name or grade or age or the school's name or any field you request that is stored in *Campus*.

   a. Position the cursor where the *Campus* data should print
   b. Click the box in the tool bar that has a **blue dotted border**
   c. Open the category that holds the field you want to insert in the letter. (Click the [+] in front of each category.)
   d. Click the **field name**
   e. Click the **Cancel** button.
   f. Repeat the process until you get to the end of the letter and have selected all the fields you need.

   > Note: there is a bug in *Campus* that will not let you select more than one field at a time. Click the Cancel each time you select a field and return to the category fields as you need them.

5. Organize the document to your own **User Account** or you can share it with your school.
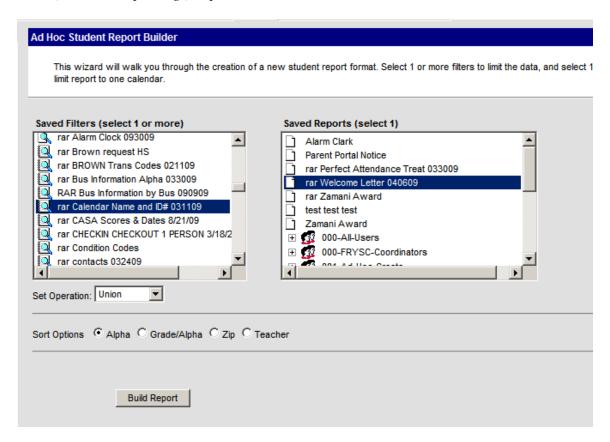6. Click the **Save Format** button.

The letter is now ready for you to use.
1. Search for any student in your school.
2. *Index | Student Information | General*
3. Click the Ad Hoc Reports tab
4. **Select the letter**
5. Click the **Print** button. (This button will not show unless you select a letter first.)
6. The letter will print to the screen. Wherever you used a place holder it will print the *Campus* data referenced by the placeholder.

Report Builder

Ad Hoc letters can also be printed in bulk. Report Builder combines filters you have created with letters you have created.

Index | Ad Hoc Reporting | Report Builder

1. Select the **filter** on the left side that holds the students who should get the letter
2. Select the **letter** on the right side
3. Click the **Build Report** button
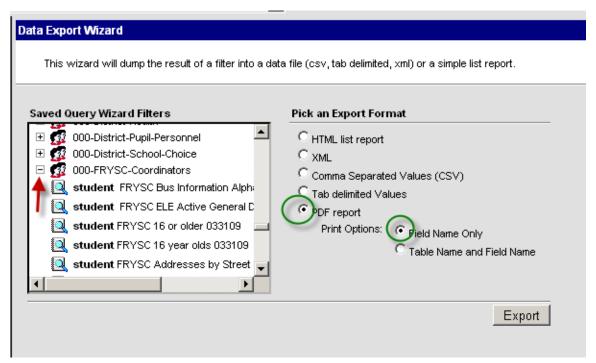4. Print the letters from the Adobe .pdf file that appears

There are other ways you can build reports using this feature. Register for the Ad Hoc Create course on pdCentral if you would like to learn more about this or download the Ad Hoc Create manual from the JCPS IC Info Site.
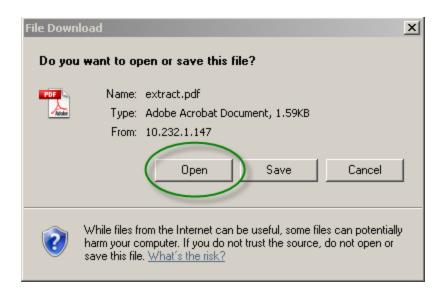
Data Export

You can export Query Wizard filters in several ways. The most common exports are to PDF files or CSV files. The PDF format provides a professional looking, printable report that includes a summary at the top. CSV files can be converted to Microsoft Excel files. Once the data is in an Excel format, you can sort, subtotal, filter, and mail merge.
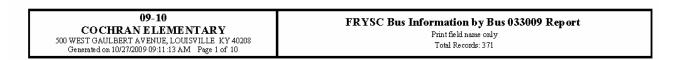
PDF Data Export

Index | Ad Hoc Reporting | Data Export

1. Click the **[+]** sign in front of the category called **000-FRYSC-Coordinators**
2. **Select the filter** you want to use for the report
3. Select **PDF report**
4. Leave the **Print Options** at **Field Name Only**
5. Click the **Export** button

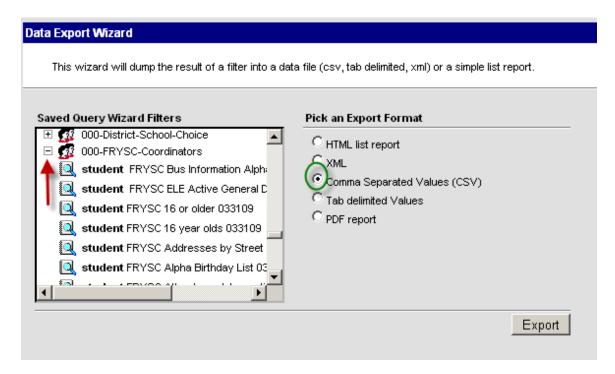6. Always click the Open button. (Sometimes the Save option prevents all features from working.)

09-10 COCHRAN ELEMENTARY 500 WEST GAULBERT AVENUE, LOUISVILLE KY 40208 Generated on 10/27/2009 09:11:13 AM Page 1 of 10	FRYSC Bus Information by Bus 033009 Report Print field name only Total Records: 371

studentNumber	lastName	firstName	gender	grade	transportationCode	inBusNumber	outBusNumber	Alternate Transportation
431401	AI	DARIUS	M	02	NT			012
426746	AI	ADRIAN	M	04	NT			SOUTHSIDE CHRISTIAN
230839	BE S E	ASHAM N	M	03	NT			011 & 012/W DARIUS ARMSTRONG
498357	BL		M	00	NT			
438878	BI		F	01	NT			WALKER 104
496858	BE	T	M	00	NT			
223956	B'		M	03	NT			WALKER
438485	B'	il.	M	02	NT			017
518205	B / NE	F	M	01	T3		9977	BLUE
427081	B. C	M	01	NT			
420530	BF I		F	02	NT			WALKER
190755	B' I ?		F	01	NT			walker 200
439591	BI I F	KY	M	00	NT			
490220	Br D		M	02	NT			057
536439	B :OUF	VA NA	F	00	NT			
531013	B.. WN	NICHOLAS	M	00	NT			

The column headings on the PDF report cannot be adjusted so they sometimes blend into each other. That's why some people prefer to print reports after exporting to Excel.
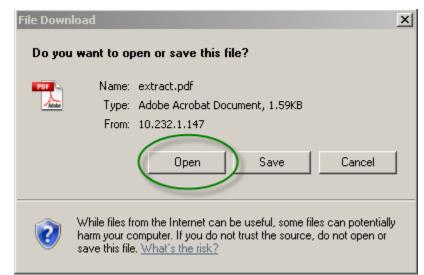
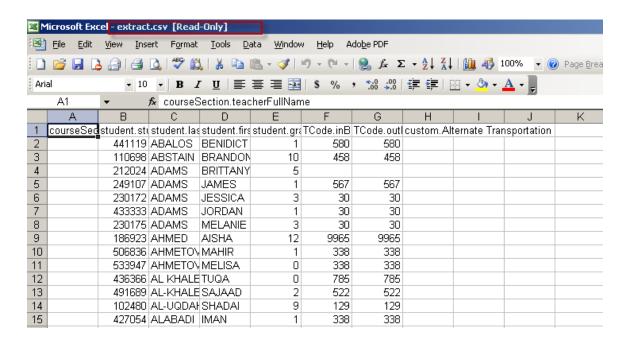## CSV Data Export

Index | Ad Hoc Reporting | Data Export

1. Click the **[+]** sign in front of the category called 000-FRYSC-Coordinators

2. **Select the filter** you want to use for the report

3. Select **Comma Separated Values (CSV)** report
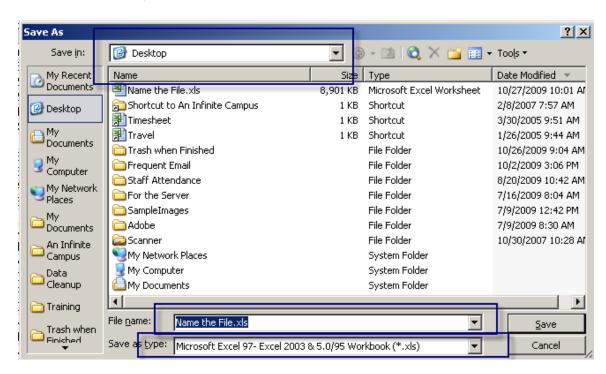
4. Click the **Export** button

5. Always click the **Open** button. (Sometimes the Save option prevents all features from working.)

The file created as a CSV file looks like Excel but it is **not** Excel.

1. **Step One: Save the file as an Excel file!**
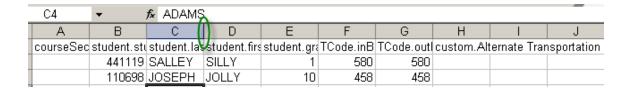   a. *File | Save As*

Be sure that you complete all three parts of the **Save As** screen.
    b. **Save In**: store the file in the place where you want it
    c. **File Name**: give the file a title

      d. **Save as** the newest Excel version on your computer.

2. Adjust the columns in your new Excel sheet

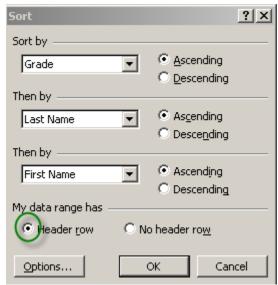|	C4		▼		*fx* ADAMS				
A	B	C	D	E	F	G	H	I	J
courseSec	student.stu	student.la	student.firs	student.gra	TCode.inB	TCode.outl	custom.Alternate Transportation		
	441119	SALLEY	SILLY	1	580	580			
	110698	JOSEPH	JOLLY	10	458	458			

      a. Select the boundary at the right side of the column you want to widen or shrink

      b. Hold down the mouse key

      c. Drag the boundary to the right to widen it and to the left to shrink it

3. Change Field Names

      a. Click a cell in the top row where the names of the column appear.

      b. Edit the name to say what you want

4. Sort Data

      a. Hold the **Control key** and click the letter **A [CTRL A]**

      b. Click **Data** in the Standard tool bar

      c. Select **Sort**

      d. Be sure **Header** row is selected

      e. Start at the top selecting the most important way to sort, followed in the next row by the next sort order, etc
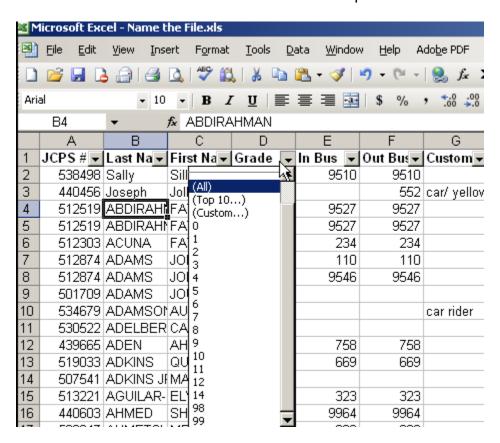
      f. Click the **OK** butto

5. Filter Data
   a. Select a cell that contains data
   b. Click **Data** in the Standard tool bar
   c. Select **Filter**
   d. Select **Auto Filter**

You will see drop down arrows at the top of each column. These are your filter handles.
   e. Click the **drop down arrow** to see the filter choices. Each column will have choices that pertain to it.
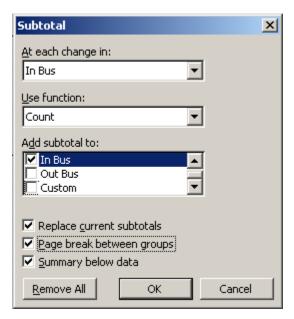

   f. Choose multiple filters if you'd like.

The spreadsheet displays the selected data but holds the rest of the data in the background until you are ready to turn Auto Filter off. (Turn the filter off by going to the Data menu, Filter, Auto Filter again.)

6. Sub-total Data
   a. **Be sure the data is sorted the way you want to sub-total it**

b. **Select a cell** that contains data
c. Click **Data** in the Standard tool bar
d. Select **Sub-Totals**

Select the options in the dialog box that will give you the data you seek.

For example, if you want a list of buses indicate the column that holds bus information in the top box called **"At each change in:"**

Usually, you will want the system to **count** the number of items in each sub-total but there are other options.

Indicate where you want the sub-total to appear on the spreadsheet.

Usually, you will check **"Replace current subtotals"** and you will check **"Summary below data."** If you want a new page for each subtotal, check the box for **"Page break between groups."**

Filters for FRYSC

We have created several filters for you that can be exported and used during any of the processes covered in this manual. The filters are named and described below. These filters are open for everyone who has taken the FRYSC course. All of the filters begin with the letters FRYSC. They are found under the User Group called 000-FRYSC-Coordinators. NEVER SAVE THESE FILTERS! That will take them away from all the other FRYSC centers. You can copy them. Copy directions will follow this section.

♦ **FRYSC Bus Information Alpha**
An alphabetical list of all students in the school giving their bus information
♦ **FRYSC ELE Active General Data by Homeroom**
A Homeroom teacher list that gives general data for all students currently enrolled

- **FRYSC 16 or Older**
  A list of all students 16 years of age or older. This is a dynamic list that updates itself each time you run it.
- **FRYSC 16 year olds**
  A list of all 16 year old students. This is a dynamic list that updates itself each time you run it.
- **FRYSC Addresses by Street**
  This was requested by users who want to find all students who live on the same street.
- **FRYSC Alpha Birthday List**
  This report is an alphabetical list that includes each student's birthday.
- **FRYSC Attendance Interventions 0-5**
  This report provides a list of students who have a checkmark in 0-5 attendance interventions in a FRYSC individual intervention record
- **FRYSC Attendance Interventions 6-10**
  This report provides a list of students who have a checkmark in 6-10 attendance interventions in a FRYSC individual intervention record
- **FRYSC Attendance Interventions >10**
  This report provides a list of students who have a checkmark in >10 attendance interventions in a FRYSC individual intervention record
- **FRYSC Bus Depot Info**
  This report gives a list of all students whose transportation includes a stop at a depot. Some schools list the depot name. Others list the other bus the student rides.
- **FRYSC Bus Information by Bus Number**
  This report gives a list of all buses and the students who ride them. It is sorted by bus number. If you export this list to Excel (as explained earlier) you can use the Sub-Total feature of Excel to print a page for each bus list
- **FRYSC Census Data**
  The information in this report includes things like addresses and phone numbers. It can be used to mail merge labels.
- **FRYSC ELE All General Data by Homeroom**
  This is an alphabetical list that includes the student's JCPS number, gender, grade, birth date, and teacher
- **FRYSC ELE Meal Status All by teacher**
  This is a teacher list that gives the student's in each homeroom and the lunch number

- ♦ **FRYSC ELE Teacher Bus List**
  This is a teacher list of students sorted alphabetically that includes the bus each bus rider rides
- ♦ **FRYSC Interventions Behavior (All)**
  This report provides a list of students who have a checkmark in the behavior checkbox in a FRYSC individual intervention record. It includes students who have withdrawn.
- ♦ **FRYSC Interventions Parent (All**)
  This report provides a list of students who have a checkmark in the parent checkbox in a FRYSC individual intervention record. It includes students who have withdrawn.
- ♦ **FRYSC Meal Status 4103 & 4104**
  This list only includes those students who are on free or reduced lunch.
- ♦ **FRYSC Meal Status 4103**
  This list only includes those students who are on free lunch.
- ♦ **FRYSC Meal Status Alpha**
  This is an alphabetical list of all students in the school with their assigned lunch number.
- ♦ **FRYSC MSHS Active General Data by Period 1**
  This is an alphabetical list for all students that includes the student's JCPS number, gender, grade, birth date, and teacher. This report is run against first period data.
- ♦ **FRYSC MSHS All General Data by Period 1**
  This is an alphabetical list for all students that includes the student's JCPS number, gender, grade, birth date, and teacher. This report is run against first period data. The report also includes withdrawn students.
- ♦ **FRYSC zProgram Participants**
  <u>This report doesn't give us workable information yet.</u> It lists all students who have been posted as participants in a group intervention program and it gives the code *Infinite Campus* assigned to the group when it was created. The problem is that we have no way of knowing which code applies to which group. *Campus* will fix this in the future.
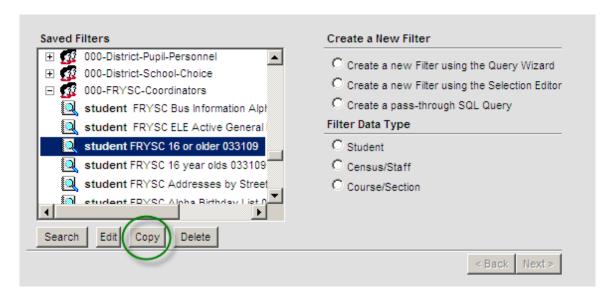
Copying Filters

As mentioned previously, you should never save a FRYSC filter. It might end up in your user account and then none of the other FRYSC's could use it. You **can** copy a filter, though. Then you can change the name of the **copy** and save it to your user account.

When you click the Filter Designer link the work page that appears includes a box of filters already saved. Three buttons appear under the box: **Search, Edit,** and **Copy**. The Copy button leaves the original filter as is but it makes a copy and names it "Copy of…." The **copy** can be changed and saved to your personal user account.
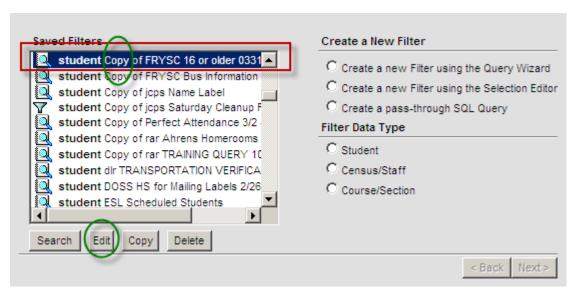
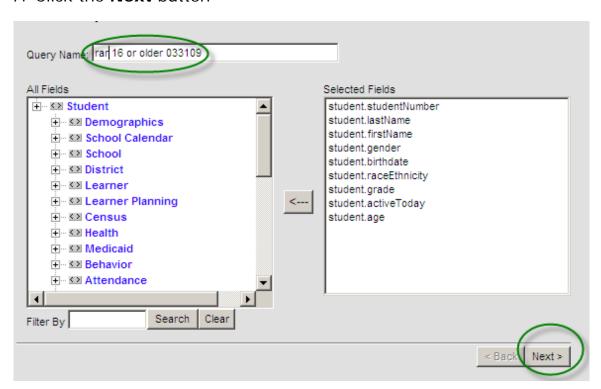1. **Select** the filter you want to copy
2. Click the **Copy** button

3. When the message screen appears, telling you that the system made a copy, click **OK**
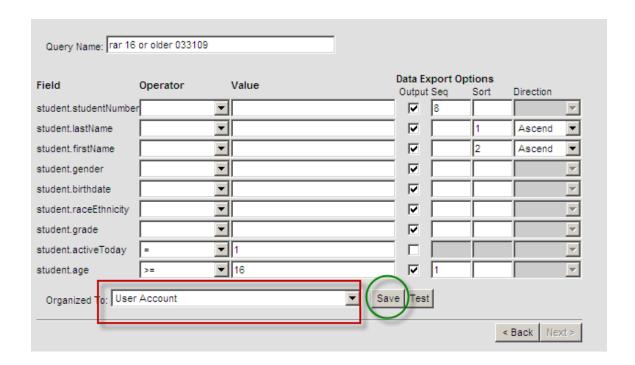
4. Select the filter called "**Copy of**…."
5. Click the **Edit** button

6. Change the name of the filter
7. Click the **Next** button

8. Select **User Account** in the **Organize to** drop down list.
9. Click Save.

Once the filter is saved, the newly named filter will appear in alphabetical order at the top of the list of filters. This filter belongs to you. The original filter is still in the FRYSC User group. You can do anything you want with your own filter.
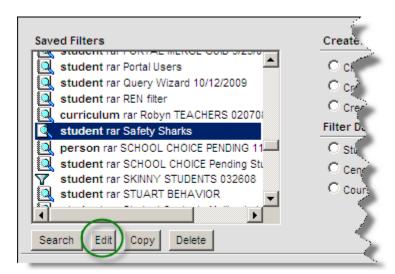
Recycling Filters

You might have noticed that you have no Delete button. Ad Hoc "users" do not have the right to delete filters. You are invited to take the Ad Hoc Create class where you will learn the safe way to delete as well as how to use Operators and Values when creating filters. What should you do if you have an obsolete filter that you want to get rid of? If you created the filter using Selection Editor, you can "recycle" it.
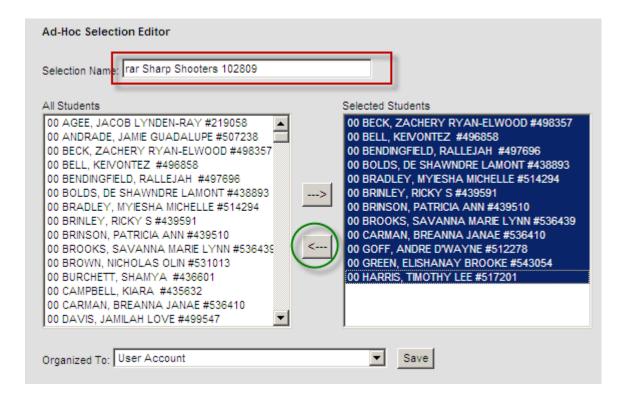
Index | Ad Hoc Reporting | Filter Designer
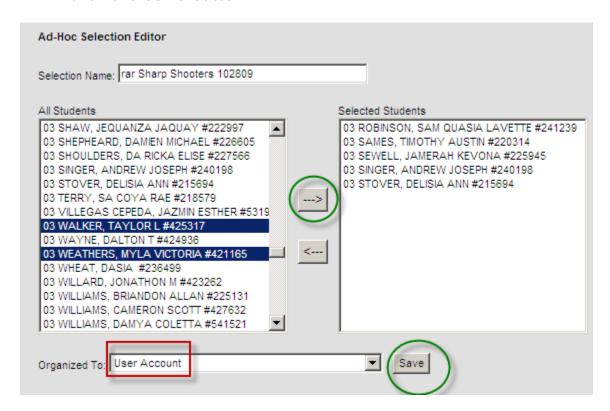
1. **Select** the filter that you no longer use

2. Click the **Edit** button

3. **Rename** the filter
4. Select the first student in the box called "**Selected Students**"
5. Hold down the **Shift key** and select the last student in the list
6. Click the arrow pointing to the **left** to remove all students from the former filter.

7. **Select** the **new** students who belong to the newly named filter.
8. Organize to your User Account
9. Click the **Save** button

If you find that filters no longer work properly, please contact the FRYSC office. Usually the old filter can be restored. If you think of a new filter you would like to see in the FRYSC User Group please contact Ruth Ann or Amy at Computer Education Support. (3010)

We hope you enjoy using the FRYSC tools prepared for you. *Infinite Campus* has worked hard to provide a product that will help you document the many things you do to help students and their families. If we can help you help them, please let us know.