



Advanced Search

Advanced search provides the user with more flexibility in conducting a search. Select a criterion from the drop-down box then click on the **Advanced Search** link under the Search tab of the Navigation Pane. This produces the advanced search screen pictured below. The screen has multiple fields, any combination of which can be used to specify search criteria. The example below is the search by student screen:

A screenshot of a web-based "Student Search" form. The form is titled "Student Search" and contains several input fields and dropdown menus. The fields are: "Student Number" (text box), "Last Name" (text box), "First Name" (text box), "SSN" (text box), "Grade" (dropdown menu), "Birth Date" (text box), "Gender" (dropdown menu), "StateID" (text box), and "Person ID" (text box). Below these is a section for "Special Ed" with a "Status" dropdown menu, a "Setting" dropdown menu, and a "Disability" dropdown menu. Underneath is a "Counselor" section with a checkbox labeled "Students that you are Counseling" and an "Effective Date" field containing the date "05/28/2008". A "Search" button is located at the bottom of the form.

Enter your search criteria then click on the **Search** button. The results will be returned under the Search tab in the Navigation Pane.

Use caution in entering search criteria. Misspellings and/or incorrect data may exclude the value(s) you are seeking to return.

The Advanced Search screens allow you to search any of the standard search criteria – Staff, All People, Class, Address and Household. Selecting one criterion from the drop-down box then clicking on **Advanced Search** returns a search screen specific to that field.

Available Advanced Search Fields by criteria include:

Student Search

- Last Name – student's last name
- First Name – student's first name

- Student Number – individualized number that each student is given upon enrollment
- SSN – student’s social security number
- Grade – grade level (KG, 09, 12, etc.) that is on the student’s enrollment record
- Birth Date – student’s birth date in mm/dd/yyyy format
- Gender – M/F
- State ID – student’s state issued identification number
- Person ID – person identification number created when they are added to the database
- Team – certain schools schedule students by teams. This field is located on the student’s schedule.
- Special Ed Status/Special Ed Setting/Special Ed Disability – these settings are state-mandated options that might be assigned to a student when enrolling
- Counselor – counselors can click on this checkbox to search for all the student’s in their caseload
- Effective Date –defaults to today’s date and will display all active students only

Staff Search

- Last Name – staff’s last name
- First Name – staff’s first name
- Staff Number – this number is associated with the staff person’s district assignment
- SSN- Social Security Number
- Birth Date – staff person’s birth date in mm/dd/yyyy format
- Department – if the staff member was assigned to a department, this search criterion will return the names of all the people in the department.

All People Search

- Last Name – Person’s last name
- First Name – Person’s first name
- Student Number – individualized number that each student is given upon enrollment.
- SSN – Social Security Number
- Birth Date – birth date in mm/dd/yyyy format
- Gender – M/F
- Person ID – person identification number created when they are added to the Database
- Home/Other Phone – the recorded home phone number that is attached to the household
- House Number – this field looks for the street number on the house. If the address is 1005 E 31st Street, the house number is 1005.
- Street Name – this field looks for the name of the street. If the address is 1005 E 31st Street, the street name is E 31st
- Apt Number – apartment number
- City – the town/city/township where the household is located

- Fuzzy Search – The fuzzy searching option will increase results for people with common last names where the name may sound common but is in fact spelled differently (Smith vs. Smythe). When the fuzzy search option is checked, the system will search all possible sounds like entries.

Course/Section

- Course # – number of the course
- Course Name – name of the course
- Section # – specific section of a course
- Teacher Last Name – last name of the teacher assigned to the section of the course. This field will search for the teacher’s last name (not the Teacher Display Name) assigned to the section.
- Room # – location of where the section takes place
- Term – terms are created in the calendar structure and each active course has sections that meet in a specific term. This is a dropdown list of those terms.
- Period – this is a dropdown list of all the periods in the specific calendar
- Department – courses can be assigned to departments to aid in the scheduling process or to more easily sort classes.
- Group – this field is a team name. Teams are assigned on the Section tab.

Household Search

- Last Name – student’s last name
- First Name – student’s first name
- Student Number – individualized number that each student is given upon enrollment
- Birth Date – birth date in mm/dd/yyyy format
- House/P.O. Number – this field looks for the street number on the house. If the address is 1005 E 31st Street, the house number is 1005
- Street Name – this field looks for the name of the street. If the address is 1005 E 31st Street, the street name is E 31st
- Apt Number – apartment number
- City – the town/city/township where the household is located
- Household Name – looks at the Name Field Household Information tab
- Home/Other Phone – the recorded home phone number that is attached to the household.

User Search

- Username – username is entered on the person’s user account
- Last Name/First Name – user’s last name/first name
- SSN – Social Security
- Type – searches the type of account: all people, all users, staff accounts, student accounts or portal accounts.
- Tool Rights – searches for all users who have access to specific user tool rights (i.e., everyone who has access to the Health Module). It can be used in conjunction with ‘Access’ – see below.

- Calendar Rights – searches for all users who have rights to a specific calendar
- Access – this is used in conjunction with Tool Rights – it is used to search for users who have access to Read, Write, Add, or Delete rights within a tool.

Help Search

- Search – choose the Help option from the dropdown list:
 - All of Help – searches for all articles
 - Help Articles – searches for Infinite Campus help articles
 - Documentation/Tutorials – searches for articles that have ‘documents’ or ‘tutorials’ attached
 - Custom Articles – searches for articles marked as ‘custom’
- For – searches for the module help is required for (i.e., Gradebook, Attendance Letters).
- Start Date – searches for Help documentation created or modified after this date.
- End Date – searches for Help documentation created or modified before this date.