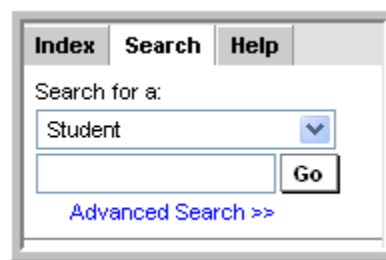


Simple Search

Information is accessed, entered, updated, or shared through Infinite Campus by navigating to the appropriate sub-module tool and searching for the student, class, staff member, household, or address of interest. Through these steps, Infinite Campus knows which function needs to be performed upon which student, person, class, household, or user.

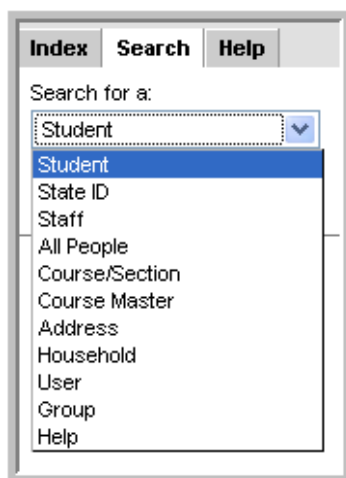
There are three ways to search in Infinite Campus - Simple Search, Advanced Search, and Saved Filters. All are accessed via the **Search Tab** on the Navigation Pane.

A screenshot of the Infinite Campus search interface. At the top, there are three tabs: "Index", "Search", and "Help". Below the tabs, the text "Search for a:" is followed by a dropdown menu currently showing "Student". Below the dropdown is a text input field and a "Go" button. At the bottom of the search area, there is a link that says "Advanced Search >>".

This section deals with simple searches.

A Simple Search is performed by choosing the record to search for (i.e., Student, Course/Section, Staff), then entering search criteria into the textbox, and clicking on the Go Button. The names that meet the search criteria will appear in the left panel under the Search Tab.

The users can enter all or just part of the name, course number, etc they are searching for. For example, when searching for a student, the user can enter 'will' to search for James Williams by last name.

A screenshot of the search dropdown menu. The menu is open, showing a list of search criteria: "Student", "State ID", "Staff", "All People", "Course/Section", "Course Master", "Address", "Household", "User", "Group", and "Help". The "Student" option is currently selected and highlighted in blue.

By default, searches are set to Student-based searches. Using the drop-down, the Simple Search could also target any of the criteria listed to the left. Not all users will have access to search using all these fields.

If the search criteria textbox is left blank, clicking on the Go button will return all values. Searching is a filtering process, narrowing the results from all data to some subset of all of the data. Therefore, the more information that is provided, the more precise will be the returned dataset.

Data Types for Simple Searches

- **Student, Staff, or All People:** People searches can be executed by the following criteria:
 - Last Name
 - Last Name, First Name (note the comma ‘,’)
 - First Name only. If entering first name only, enter a comma ‘,’ before the name
- **Course/Section:** Course Number or any part of it
- **Course Master:** Course Master Number or any part of it
- **Address:** Number and/or Street
- **Household:**
 - Household Name or any part of it
 - Last Name of any member of the household or any part of it
 - First Name of any member of the household or any part of it. If entering first name only, enter a comma ‘,’ before the name
 - Street Name or any part of it
- **User:**
 - Person’s Last Name or the first letter(s) of it
 - Username or the first letter(s) of it
- **Group:** This search will list all the Security Groups automatically. No additional searches are available.
- **Help:** Any word in the title of the Help file or the first letter(s) of it