Digital Academy End and Start Dates Report

- 1. Go to the CCS Digital Academy in Infinite Campus.
- 2. Click on Index
- 3. Click on Ad Hoc Reporting
- 4. Click on Data Export
- 5. Click the + next to Demographics/Enrollment



- 6. Next scroll down until you get to the report ENR-CCS Digital Academy End & Start Dates and select this report
- 7. Click Delimited values (CSV)
- 8. Click Export



- 9. Open the download if it does not automatically open for you.
- 10. In the Excel document click column H. This will highlight the column.
- 11. Click the Data tab
- 12. Then click the ZA
- 13. You may get a Sort Warning pop up that will have Expand the selection selected. Click Sort.

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12	CONTRACT No.	-	100	20-21 ~~~0	12	2021	7/1/2020	#########	will r	iot be sorted								
13	100.00	-	Charles	20-21 ~~~0	12	2021	7/1/2020		What	t do you war	nt to do?						-	
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17	CONTRACTOR OF		- seconds	20-21 ~Al	5		7/1/2020	7/1/2020						3	Sort	Cancel		
18	contract in	-	-	20-21 ~Bi	s 11	2022	7/1/2020	9/1/2020				-	_			-		
19	constitute the	-		20-21 ~Ct	3		7/1/2020	*****										
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24		-	-	20-21 ~Ck) 3													

- 14. Now select column D and click Filter
- 15. You will now notice an arrow in column D indicating a drop box is available. Click the arrow.
- 16. A box will pop up.
- 17. In the search bar type in your school name.
- 18. Click ok.

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1 S	tudent # Last Na	ime First Na	m(Primary 10	ade	Cohort NO	Student's S	tudent's E	nd Date a	t Digital	Academy		
2 <u>2</u>	Sort A to Z			4		#########				1/20/2021		
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⁹ 1/	southwood	Т	×	2	2023	9/4/2020				/19/2021		
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12	Add currents	selection to filt	er	5	2024	9/4/2020				/10/2021		
13	✓ 20-21 South	wood ES		5		9/2/2020				/19/2021		
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19		OK	Cancel			7/1/2020				/19/2021		
20			20-21 ~St.	1		7/1/2020				/19/2021		
21	services income		20-21 Alpi	1		7/1/2020				/19/2021		
22	STREET SHARE	in the state of	20-21 Alpi	3		7/1/2020						
23	Distance in the state	in succession of the successio	20-21 Arts	6		7/1/2020						
24	REAL PROPERTY.	Name of Street, or other	20-21 Arts	6		7/1/2020			:	/19/2021		
25	ACCRECT VALUE	Land	20-21 Arts	6		7/1/2020				/19/2021		
26	strate in the second	1000	20-21 Arts	7		7/1/2020				/19/2021		
27	COURSE NAME	in the	20-21 Arts	7		7/1/2020			:	1/19/2021		
28	CHICK Reports	in lare	20-21 Arts	7		7/1/2020				/19/2021		
29	CORDER Same		20-21 Arts	8	2025	7/1/2020				/19/2021		
30	CHIEFE MARKS	Pa Barris	20-21 Arts	8	2025	7/1/2020				/19/2021		
31	COURSE OFFICE	(hg/has	20-21 Arts	8	2025	7/1/2020				/19/2021		
32	COLUMN Rawwood	In Burla	20-21 Ava	1		7/1/2020				1/19/2021		
33	MRC 128 Annual	the Name	20-21 Ava	2		7/1/2020				1/19/2021		
24 .			20.21 4	2		7/1/2020				/10/2021		

You now have the students with the most recent end date from Digital Academy at the top of the list. Review these students to ensure that you have end dated the blocker and start the schedule at the primary school.

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1 S	tudent # Last	t Name F	irst Name	Primary -	Grade	Cohort NG	Student's	Student's	End Date	at Digita	al Acader	ny			
270		-		20-21 Sou	5		7/1/2020				1/19/20	021			
271	and the second second		-	20-21 Sou	6		7/1/2020				1/19/20	021			
566	CONTRACT CAR	han 1	and the second	20-21 Sou	1		7/1/2020				10/13/20	020			
622			in the second	20-21 Sou	KG		7/1/2020				10/5/20	020			
767		n., 1		20-21 Sou	4		7/1/2020				9/18/20	020			
1155	COLUMN TWO IS NOT		-	20-21 Sou	2		7/1/2020				9/10/20	020			
1324	PROPERTY CAN	-	1	20-21 Sou	2		7/1/2020				9/9/20	020			
1325	1000 C		1000	20-21 Sou	2		7/1/2020				9/9/20	020			
1326	provide the			20-21 Sou	4		7/1/2020				9/9/20	020			
1327	CONTRACTOR NAME	-	the local diversion of	20-21 Sou	5		7/1/2020				9/9/20	020			
1328	second de la second		in the second	20-21 Sou	6		7/1/2020				9/9/20	020			
1329	Designation of the second		and the	20-21 Sou	KG		7/1/2020				9/9/20	020			
1330	second to be		-	20-21 Sou	KG		7/1/2020				9/9/20	020			
1496	CONTRACTOR NAME		-	20-21 Sou	2		7/1/2020				9/8/20	020			
1497	Included in such			20-21 Sou	3		7/1/2020				9/8/20	020			
1498	COMPANY AND		3	20-21 Sou	5		7/1/2020				9/8/20	020			
1499	STATISTICS. No.			20-21 Sou	6		7/1/2020				9/8/20	020			
2142	service and		and the second	20-21 Sou	1		7/1/2020				9/3/20	020			
2143	second in the second		in the second	20-21 Sou	3		7/1/2020				9/3/20	020			
2144	second from		э	20-21 Sou	5		7/1/2020				9/3/20	020			
2145		-		20.21.0			7/1/2020				0/0/00	200			

To see the students with the most recent start date to Digital Academy use the following steps.

- 19. Click column G. This will highlight the column.
- 20. Then click the ZA
- 21. You may get a Sort Warning pop up that will have Expand the selection selected. Click Sort.

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270	second to the local data		-	20-21 Sou		5	7/1/2020				1/19/2	021					
271	STATISTICS.		-	20-21 Sou		6	7/1/2020				1/19/2	021					
566	And in cases		-	20-21 Sou		1	7/1/2020				10/13/2						
622	second laws		-	20-21 Sou	KG		7/1/2020				10/5/2						
767	second care			20-21 Sou		4	7/1/2020				9/18/2						
1155	contract in such		-	20-21 Sou		2	7/1/2020										
1324	Statistic Laws			20-21 Sou		2	7/1/2020				9/9/2	020					
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1328	And in case of the local division of the loc			20-21 Sou		6	7/1/2020	/2020 Will not be sorted.									
1329	COMPANY CAN		1 a	20-21 Sou	KG		7/1/2020		What	do you wa	int to do?						
1330	second to be a second	-		20-21 Sou	KG		7/1/2020		۲	Expand the	e selection						
1496	CONTRACTOR NAME		-	20-21 Sou		2	7/1/2020		0	Continue	with the cu	rrent selecti	on				
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1498	COMMENT Autor			20-21 Sou		5	7/1/2020							-	ort_	Can	oel
1499	and the second			20-21 Sou		6	7/1/2020							_			
2142	ACCR. 1		-	20-21 Sou		1	7/1/2020				9/3/2	020					
2143	strengt i have		-	20-21 Sou		3	7/1/2020				9/3/2	020					
2144	And all the owner where the owner of the owner		1	20-21 Sou		5	7/1/2020				9/3/2	020					
2145	CONTRACTOR OF A	-	-	20-21 Sou		6	7/1/2020				9/3/2	020					
2262	statute and	and the	-	20-21 Sou		1	7/1/2020				9/2/2	020					
2263	COMPANY NAMES		-	20-21 Sou		6	7/1/2020				9/2/2	020					
2358	And in case of	-		20-21 Sou		2	7/1/2020				9/1/2	020					
2359	summer in the second		P.	20-21 Sou		3	7/1/2020				9/1/2	020					
2360	second labor		-	20-21 Sou		6	7/1/2020				9/1/2	020					
3365	second range		-	20-21 Sou		1	*****										

You will now see students with the most recent start date to Digital Academy. These are student's that need the Digital Academy blocker on their schedule at the primary school of enrollment.

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1 St	tudent # Last	Name Fir	st NamePri	mary 🖛	Grade	Cohort NO	Student's S	Student's	End Date a	t Digital Acad	emy		
270	survey and		20	-21 Sou	1		1/20/2021						
271	COLUMN TWO IS NOT	-	20	-21 Sou	1		1/20/2021						
566	Internet in the second		20	-21 Sou	1		1/20/2021						
622	press of the second		20	-21 Sou	1		1/20/2021						
767	Accession in the local division of the local	- 14	20	-21 Sou	2		1/20/2021						
1155	Statistics in the second		(20	-21 Sou	2		1/20/2021						
1324	second to be a	Be	20	-21 Sou	3		1/20/2021						
1325	100 mar 100.0	-	20	-21 Sou	6		1/20/2021						
1326	second bag	Press, 744	20	-21 Sou	KG		1/20/2021						
1327	pression card		20	-21 Sou	5		7/1/2020			1/19/	2021		
1328	Distance in such		20	-21 Sou	6		7/1/2020			1/19/	2021		
1329	Description of the second		20	-21 Sou	1		7/1/2020			10/13/	2020		
1330			20	-21 Sou	KG		7/1/2020			10/5/	2020		
1496	proventing the second	-	20	-21 Sou	4		7/1/2020			9/18/	2020		
1497	Design of the second		20	-21 Sou	2		7/1/2020			9/10/	2020		
1498	PROPERTY CAN	-	(20	-21 Sou	2		7/1/2020			9/9/	2020		
1499	PROPERTY AND		20	-21 Sou	2		7/1/2020			9/9/	2020		
2142	man and		20	-21 Sou	4		7/1/2020			9/9/	2020		
2143	Designation in the other	-	20	-21 Sou	5		7/1/2020			9/9/	2020		
2144	Statements in which the real of the local division of the local di		20	-21 Sou	6		7/1/2020			9/9/	2020		
2145	COMPANY'S CAMP		20	-21 Sou	KG		7/1/2020			9/9/	2020		
2262	and the second second	-	20	-21 Sou	KG		7/1/2020			9/9/	2020		