

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

Year: 20-21 School: CCS Digital Academy

Index Search Data Export Wizard

Search Campus Tools

This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or a simple list report.

Saved Filter

- student unsure of which blended report this is
- _All CCS Reports
- _Attendance
- _Behavior
- _Demographics/Enrollment**
- _Graduation
- _Marks/Grades
- _Messenger
- _Other (i.e. Parent Portal)
- _Placeholder1 (add new teachers)
- _Programs
- _Scheduling
- _SPED
- _Staff/Employees
- _Summer Schl Rpts
- _Test/Assess
- G-Central Enrollment - Registrars
- G-Secretaries - ES
- G-Secretaries - HS
- G-Student Data Specialists

ENR - CCS Digital Acad with

Shows students with an active Academy selected as the school at the top of the screen. Created 8/11/2020 - jvance. Recently added startdate and changed histcal.calname -> CCS Digital Academy

Pick an Export Format

- HTML list report
- XML
- Delimited values (CSV)
- Fixed width
- PDF report
- Cube Analysis

Delimiter: Comma

Include column display header

Double quote data Only when it contains the delimiter

Include subtotals

Export

Search Edit Test Copy

Create a new Folder

Which calendar(s) would you like to include in the report?

active year

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

Year: 20-21 School: CCS Digital Academy

Index Search Data Export Wizard

Search Campus Tools

This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or a simple list report.

Saved Filter

- student unsure of which blended report this is
- student DEM Student Homeroom Assignment
- student Email Trace
- student ENR - Admit/Withdraw
- student ENR - Bidg List of Active Stdnts by Grde
- student ENR - Bidg List of Active Stdnts w/HR, Grd
- student ENR - CCS Digital Acad. Cross Enrolled Student
- student ENR - CCS Digital Acad. PRIMARY ENR**
- student ENR - CCS Digital Academy End & Start Dates**
- student ENR - Cross Enrolled CTE Students
- student ENR - Cross Enrolled Students
- student ENR - School Choice Student List 16-17
- student ENR - Withdrawn Students
- student ENR Race/Ethnicity Identified
- student FEE - Instructional Fee Waiver
- student Grade: 01 (with District email)
- student Grade: 02 (with District email)
- student Grade: 03 and RD (with District email)
- student Grade: 04 (with District email)

ENR - CCS Digital Academy End & Start Dates

Shows students with an active enrollment at CCS Digital Academy - run this report with Academy selected as the school at the top of the screen. Created 8/11/2020 - jvance. Recently added startdate and changed histcal.calname -> CCS Digital Academy

Pick an Export Format

- HTML list report
- XML
- Delimited values (CSV)
- Fixed width
- PDF report
- Cube Analysis

Delimiter: Comma

Include column display header

Double quote data Only when it contains the delimiter

Include subtotals

Export

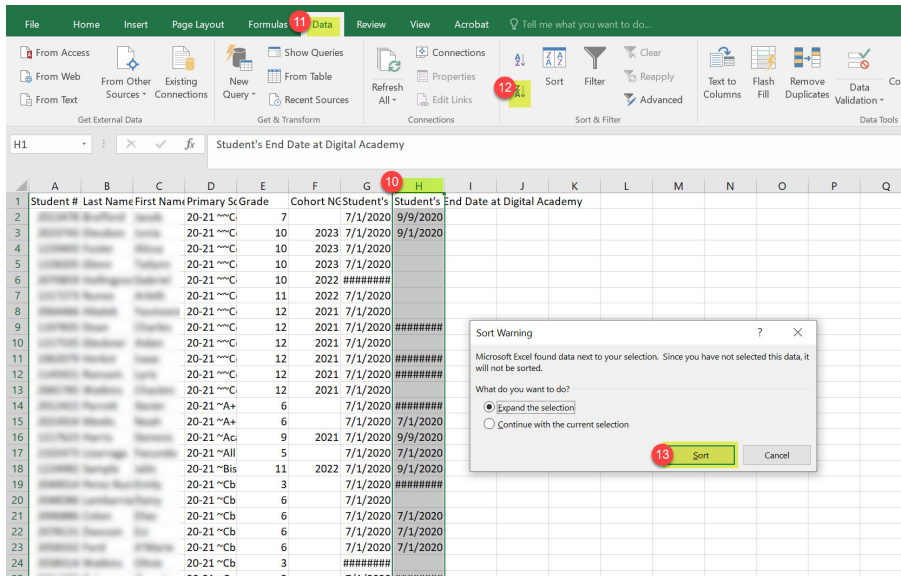
Search Edit Test Copy Delete

Create a new Folder

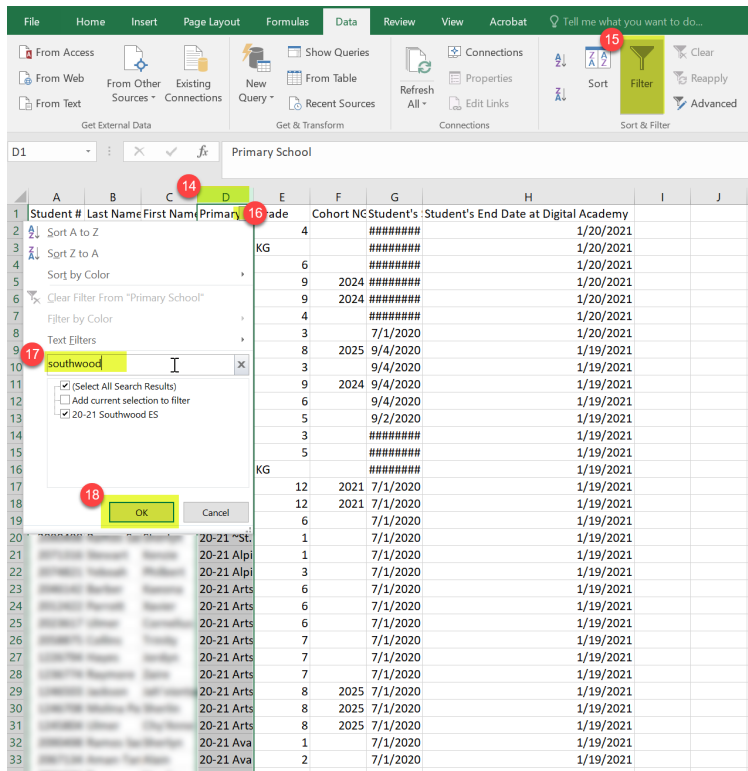
Which calendar(s) would you like to include in the report?

active year

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.



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.



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.

Student #	Last Name	First Name	Primary School	Grade	Cohort	NC Student's	Student's End Date at Digital Academy
270			20-21 Sou	5			1/19/2021
271			20-21 Sou	6			1/19/2021
566			20-21 Sou	1			10/13/2020
622			20-21 Sou	KG			10/5/2020
767			20-21 Sou	4			9/18/2020
1155			20-21 Sou	2			9/10/2020
1324			20-21 Sou	2			9/9/2020
1325			20-21 Sou	2			9/9/2020
1326			20-21 Sou	4			9/9/2020
1327			20-21 Sou	5			9/9/2020
1328			20-21 Sou	6			9/9/2020
1328			20-21 Sou	KG			9/9/2020
1330			20-21 Sou	KG			9/9/2020
1496			20-21 Sou	2			9/8/2020
1497			20-21 Sou	3			9/8/2020
1498			20-21 Sou	5			9/8/2020
1499			20-21 Sou	6			9/8/2020
2142			20-21 Sou	1			9/3/2020
2143			20-21 Sou	3			9/3/2020
2144			20-21 Sou	5			9/3/2020

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.

Student #	Last Name	First Name	Primary School	Grade	Cohort	NC Student's	Student's End Date at Digital Academy
270			20-21 Sou	5			1/19/2021
271			20-21 Sou	6			1/19/2021
566			20-21 Sou	1			10/13/2020
622			20-21 Sou	KG			10/5/2020
767			20-21 Sou	4			9/18/2020
1155			20-21 Sou	2			9/10/2020
1324			20-21 Sou	2			9/9/2020
1325			20-21 Sou	2			9/9/2020
1326			20-21 Sou	4			9/9/2020
1327			20-21 Sou	5			9/9/2020
1328			20-21 Sou	6			9/9/2020
1328			20-21 Sou	KG			9/9/2020
1330			20-21 Sou	KG			9/9/2020
1496			20-21 Sou	2			9/8/2020
1497			20-21 Sou	3			9/8/2020
1498			20-21 Sou	5			9/8/2020
1499			20-21 Sou	6			9/8/2020
2142			20-21 Sou	1			9/3/2020
2143			20-21 Sou	3			9/3/2020
2144			20-21 Sou	5			9/3/2020
2145			20-21 Sou	6			9/3/2020
2262			20-21 Sou	1			9/2/2020
2263			20-21 Sou	6			9/2/2020
2354			20-21 Sou	2			9/1/2020
2355			20-21 Sou	3			9/1/2020
2360			20-21 Sou	6			9/1/2020
2365			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.

Student #	Last Name	First Name	Primary School	Grade	Cohort	NC Student's	Student's End Date at Digital Academy
270			20-21 Sou	1			1/20/2021
271			20-21 Sou	1			1/20/2021
566			20-21 Sou	1			1/20/2021
622			20-21 Sou	1			1/20/2021
767			20-21 Sou	2			1/20/2021
1155			20-21 Sou	2			1/20/2021
1324			20-21 Sou	3			1/20/2021
1325			20-21 Sou	6			1/20/2021
1326			20-21 Sou	KG			1/20/2021
1327			20-21 Sou	5			1/20/2021
1328			20-21 Sou	6			1/19/2021
1329			20-21 Sou	1			10/13/2020
1330			20-21 Sou	KG			10/5/2020
1496			20-21 Sou	4			9/18/2020
1497			20-21 Sou	2			9/10/2020
1498			20-21 Sou	2			9/9/2020
1499			20-21 Sou	2			9/9/2020
2142			20-21 Sou	4			9/9/2020
2143			20-21 Sou	5			9/9/2020
2144			20-21 Sou	6			9/9/2020
2145			20-21 Sou	KG			9/9/2020
2262			20-21 Sou	KG			9/9/2020