

How to Run the "Health Conditions by Teacher" Filter/Report

1. Click on the "+" in front of "Adhoc Reporting"
2. Click on "Filter Designer"
3. Click on the "+" in front of "Health Staff"

The screenshot shows the 'Ad Hoc Filter Designer' window. On the left is a navigation tree with 'Filter Designer' selected. The main pane displays a list of saved filters. The filter 'Health Staff' is circled in red. Below the list are buttons for 'Search', 'Edit', 'Copy', 'Delete', 'Export', and 'Create a new Folder'.

Filter Name
student Students without addresses
student t5est
student Team roster
student test
student test 23
+Hums
+MHS
0MHS
Ad Center Secretaries
All Campus Users
Attendance
Counselors - John Young
Counselors - MHS
Dave and Alison
Disciplinary/Behavior Staff
Elementary Secretaries
Food Services
Health Staff
Tech Assist. & Media Personnel
Young Secretaries

4. Click on "student Health Conditions by teacher"
5. Click "Edit"

This is a close-up of the 'Saved Filters' list. The filter 'student Health conditions by teacher' is highlighted with a blue background and circled in red. Below the list are buttons for 'Search', 'Edit', 'Copy', 'Delete', and 'Export'.

Filter Name
Dave and Alison
Disciplinary/Behavior Staff
Elementary Secretaries
Food Services
Health Staff
student Health Condition Alerts
student health condition mailing
student Health Conditions
student Health conditions by teacher
Tech Assist. & Media Personnel
Young Secretaries

6. The screen showing the fields selected for this filter appears.

7. Click "Next"

Short Description: conditions

Long Description: +

Select categories & fields

Filter By Search Clear

All Fields

- School Calendar
- School
- District
- Learner
- Counselor
- Learner Planning
- Census
- Health
- Medicaid
- Behavior
- Attendance
- Assessment
- Grading
- Learner Portfolio
- Locker
- Fee
- Transportation
- Activities
- Campus Usage
- Food Service
- Custom Tab: CHIRP
- Custom Tab: Extra Curricular Activities
- Custom Tab: Hospital Info
- Custom Tab: Locker Serial Number

Selected Fields

- student.lastName
- student.firstName
- student.homeromTeacher
- healthCondition.conditionCodeDesc
- healthCondition.conditionComments

Add Function Edit Function

< Back Next >

8. At this screen, click on the dropdown menu beside "student.homeromTeacher" and choose "Contains"

9. In the "Value" row, type in the teacher's last name

Filter the data

Field	Operator	Value
student.lastName		
student.firstName		
student.homeromTeacher	CONTAINS	sulkowski
healthCondition.conditionCodeDesc		
healthCondition.conditionComments		

Save To: User Account User Groups

IN
NOT IN
BETWEEN
LIKE
NOT LIKE
SOUNDS LIKE
CONTAINS
STARTS WITH
ENDS WITH

< Back Next >

10. Click "Next"

- You can leave everything “as is” on this screen
- Click “Save and Test”

Format the output file/report.

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.lastName	<input checked="" type="checkbox"/>						
student.firstName	<input checked="" type="checkbox"/>						
student.homeroomTeacher	<input checked="" type="checkbox"/>						
healthCondition.conditionCodeDesc	<input checked="" type="checkbox"/>						
healthCondition.conditionComments	<input checked="" type="checkbox"/>						

Save To: User Account User Groups

- 0Liberty
- 0MHS
- 0Twin Branch
- Ad Center Administrators
- Ad Center Secretaries
- All Campus Users
- Athletic Department
- Attendance
- Counselors - John Young
- Counselors - MHS
- Dave and Alison
- Disciplinary/Behavior Staff
- Elementary Secretaries
- Food Services
- Health Staff

- The report appears with the student names, teacher, condition(s), and any comments that might have been added in Infinite Campus.
- Click on “Print” and give the list to the teacher

Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://infocampus.mishawaka.k12.in.us/campus/extract/adhocHTML.xsl?x=adhoc.AdHocFilter-listAdhocData&filterID=582&calendarID=calendarCookie&source=live

Teacher Total Records:20

student.firstName	student.lastName	student.homeroomTeacher	healthCondition.conditionCodeDesc	healthCondition.conditionComments
na	na	Mrs. Sulkowski	{ASTHMA}	ASTHMA
na	na	Mrs. Sulkowski	{VISION/GLASSES}	VISION/GLASSES
na	na	Mrs. Sulkowski	{ADD/ADHD}	ADD/ADHD ADDERALL XR AT HOME, Seroquel at home
		Mrs. Sulkowski	ADHD/Attention deficit disorder with hyperactivity	Added condition per census verification letter - parent comment 6/9/11 AK
		Mrs. Sulkowski	{VISION/GLASSES}	VISION/GLASSES
Cotton	James	Mrs. Sulkowski	{BLANK}	bathroom privileges during school /DRS NOTE
Cotton	James	Mrs. Sulkowski	{BLANK}	must be directed to go to the bathroom every 2 hrs
Cotton	James	Mrs. Sulkowski	{VISION/GLASSES}	VISION/GLASSES
Evans	Isaiah	Mrs. Sulkowski	{VISION/GLASSES}	VISION/GLASSES
Holaway	Kaylee	Mrs. Sulkowski	{VISION/GLASSES}	VISION/GLASSES
Holaway	Kaylee	Mrs. Sulkowski	{ADD/ADHD}	ADD/ADHD Adderall 10 mg
Hufkens	Chaz	Mrs. Sulkowski	{ADD/ADHD}	ADD/ADHD
Hufkens	Chaz	Mrs. Sulkowski	{EMOTIONAL/PSYCHOLOGICAL}	EMOTIONAL/PSYCHOLOGICAL
Maure	Nicklas	Mrs. Sulkowski	{ADD/ADHD}	ADD/ADHD
Patrick	Noel	Mrs. Sulkowski	{HEART CONDITION}	HEART CONDITION heart murmur
Ramirez	John	Mrs. Sulkowski	{VISION/GLASSES}	
Ramirez	John	Mrs. Sulkowski	{ALLERGIES: MEDICATION}	

- After printing, close the report – the program will go back to the screen where you typed the teacher name.
- Type in the next teacher’s name and repeat steps 11 through 14
- When done printing for all teachers, you can click anywhere on the “Index” to go into another area.