

Search for Students without a Transportation Code in Infinite Campus

(For Attendance Secretaries)

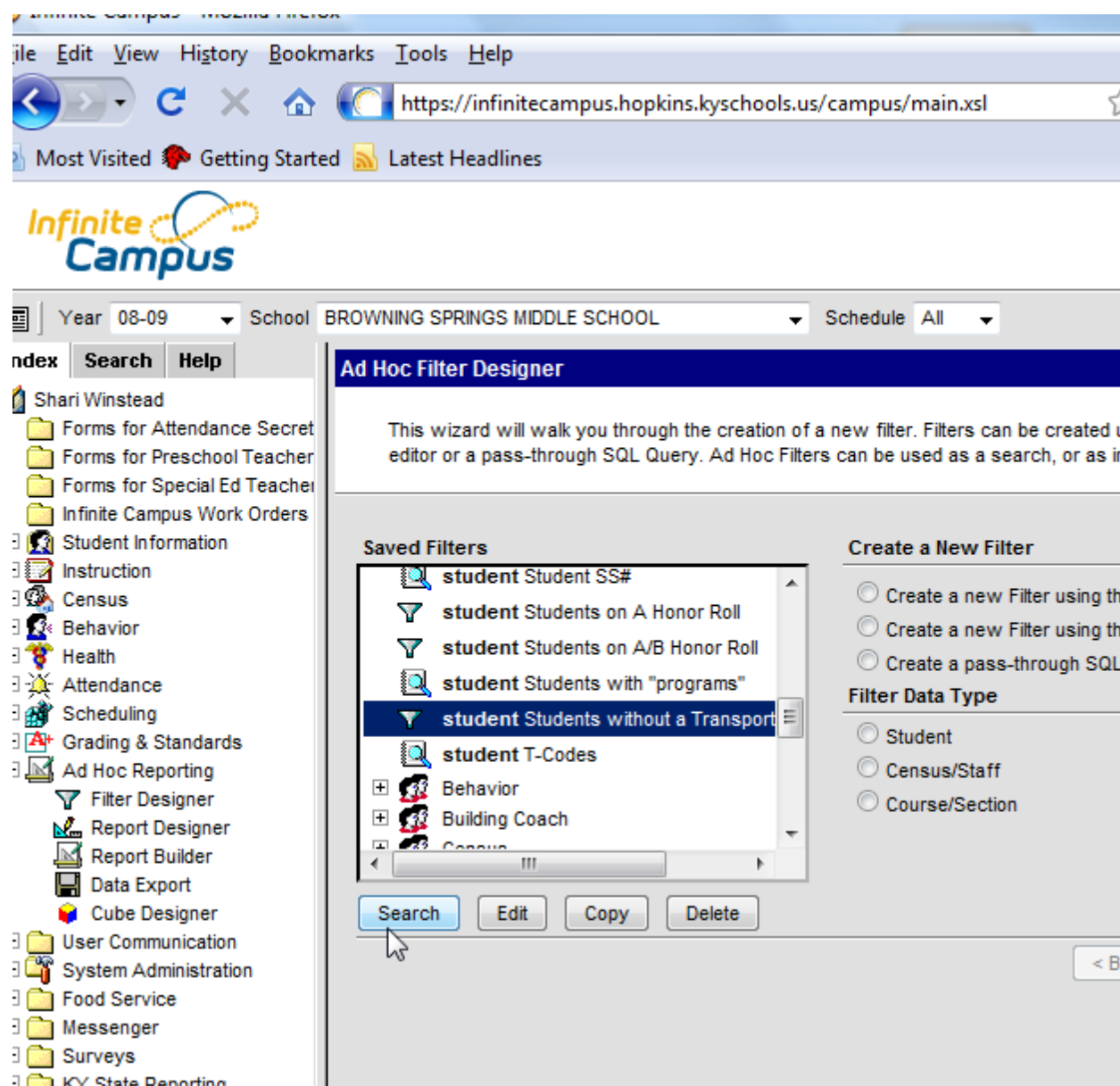
Log on to Infinite Campus.

Expand **Ad Hoc Reporting**.

Click on the **Filter Designer**.

In the Saved Filters box on the right, expand Attendance and select “**student Students without a Transportation Code**”.

Click Search, and the names of students who do not have codes will populate in the Search pane on the left.



The screenshot shows the Infinite Campus web application interface. At the top, the browser address bar displays the URL: `https://infinitecampus.hopkins.kyschools.us/campus/main.xml`. Below the browser, the Infinite Campus logo is visible. The main navigation pane on the left includes a tree view with categories like 'Student Information', 'Attendance', and 'Ad Hoc Reporting'. The 'Ad Hoc Reporting' category is expanded, showing the 'Filter Designer' option. The main content area is titled 'Ad Hoc Filter Designer' and contains a wizard introduction. Below this is a 'Saved Filters' list with a search bar and buttons for 'Search', 'Edit', 'Copy', and 'Delete'. The filter 'student Students without a Transportation Code' is selected. To the right, there are options for 'Create a New Filter' and 'Filter Data Type'.

To correct this, click on the student name.

Click the Transportation tab.

Click New and enter the transportation information. Click Save.

New Save

Transportation detail

| | |
|-------------------------------|----------------------|
| *Calendar | Transportation Code |
| 08-09 BROWNING SPRINGS MIDDLE | NT: Not Transported |
| *Start Date | End Date |
| <input type="text"/> | <input type="text"/> |
| In Bus | Out Bus |
| <input type="text"/> | <input type="text"/> |
| In Time | Out Time |
| <input type="text"/> | <input type="text"/> |
| In Bus Stop | Out Bus Stop |
| <input type="text"/> | <input type="text"/> |
| Late Bus | Miles Transported |
| <input type="text"/> | <input type="text"/> |

