

V1.0 Release Notes:

Release Date: 12/20/2007

1. No known compatibility issues at release date

- - - End v1.0 Notes - - -

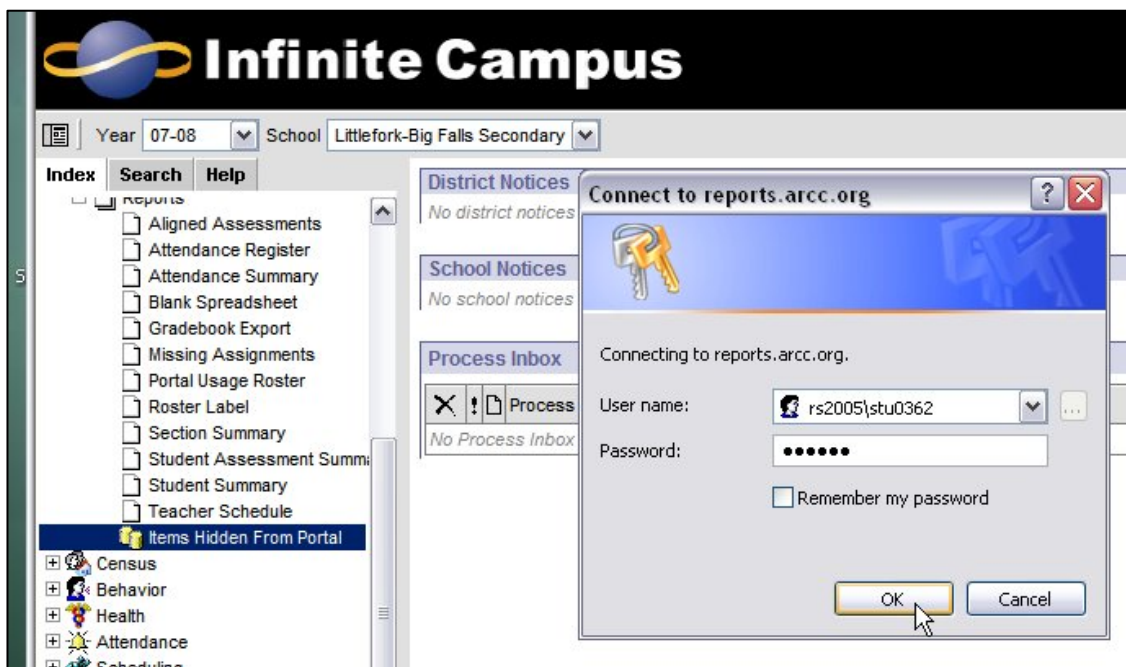
Description:

This report is used by teachers to quickly reference gradebook items that they've hidden from the Parent Portal. Lists teacher's info (name), gradebook item, section ID, due date and portal setting (true for hidden)

Instructions:

Navigate To The Report: This report can be found in the Campus Index at: Instruction>Reports>Items Hidden From Portal.

(Note: If you can't navigate to that location you'll need to see your district Campus contact to get Tool Rights granted.)



User Login:

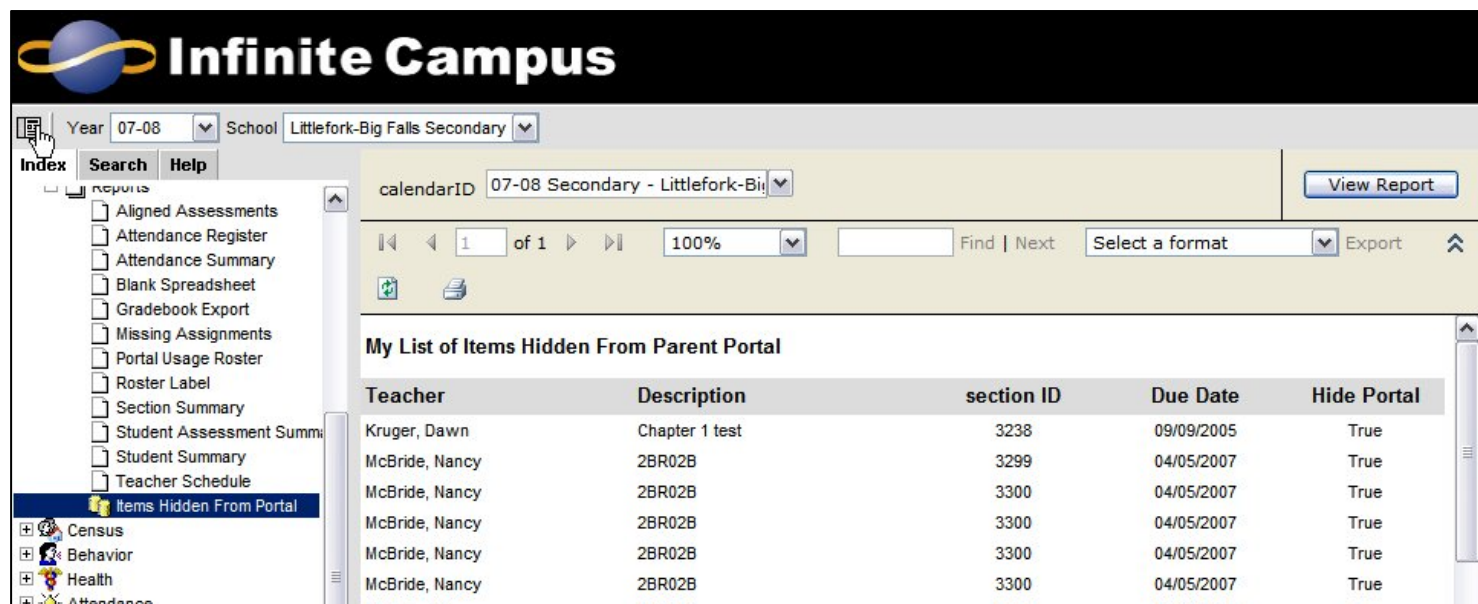
rs2005\stu####
(where #### is your 4-digit district number)

Password: use your ODBC reports password. If you don't know the password, contact your district rep for Infinite Campus.

Report Selection Criteria

This report requires no selection criteria. It isolates the list of hidden gradebook items by passing background parameters from the teacher's login that are tied to group tool rights. As soon as the user finishes the SQL reports login, the report will generate.

After generation the report will look similar to the illustration, below.



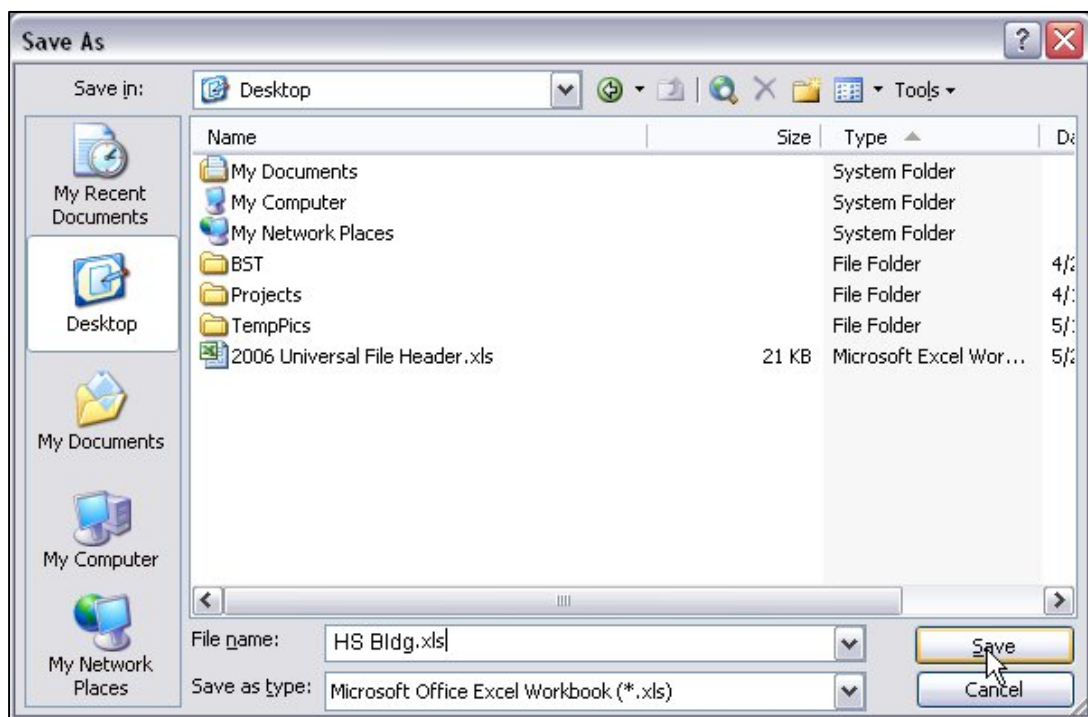
Exporting A Report to an External File

***Note: Export instructions below are the same for ALL SQL Reports.

Select a format: This is where you determine the type of external file that will be extracted from your report. ARCC supports use of Microsoft Excel, so we advise to **select 'Excel' from the drop list**. If you decide to select a different file type, you'll be 'on your own' when it comes to file questions.

Export: Click on 'Export'

Select 'Open' from the popup window. The file should open into a Microsoft Excel worksheet.



Click on 'File', Select 'Save As'; <filename>

