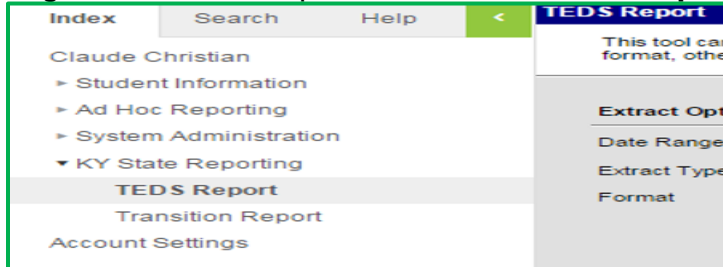


How to Create a TEDS Export File in Infinite Campus

READ EVERYTHING BEFORE YOU DO ANYTHING...

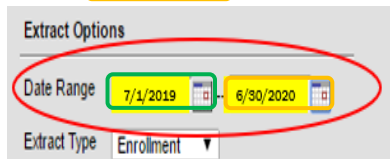
- The screens in Infinite Campus have changed
- Pay close attention to the screenshots to ensure your export process is successful

1. Log into Infinite Campus, click on “**KY State Reporting**” then select **TEDS Report**

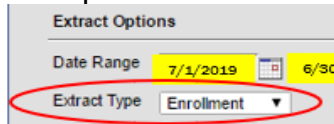


2. **Set Date Range** – Enter dates in DD/MM/YYYY format

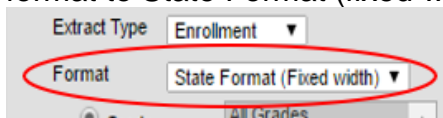
- a. Enter **Start Date** as July 1 of the current school year (e.g., 07/01/2019).
- b. Enter **End Date** as June 30 of the current school year (e.g., 06/30/2020)



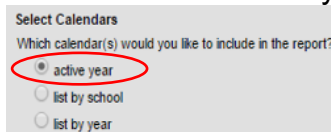
3. **Set Extract Type** - You will need to do one for Enrollment and one for Demographic. This example will be for **ENROLLMENT**.



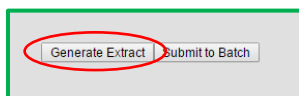
4. **Set Format** – Format should default to “State Format (fixed width)”, but if not, change the format to State Format (fixed width)



5. **Verify Calendar and School** – Should default to “active year” and “Your School”, but if not set them to reflect “active year” and “Your School”.

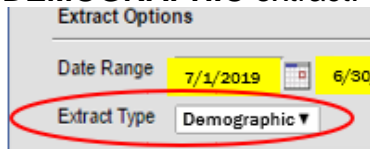


6. Click “**Generate Extract**” to create the export document



7. Once the **ENROLLMENT** extract file has been created, change the name from “TEDS” to “TEDSe” (*the “e” at the end identifies the file as enrollment*).

8. Save the file (by default the file is usually saved in your “Downloads folder”)
9. Repeat steps 3 - 6, changing the Extract Type to DEMOGRAPHIC to create the **DEMOGRAPHIC** extract.



10. Once the **DEMOGRAPHIC** extract file has been created, change the name from “TEDS” to “TEDSd” (the “d” at the end identifies the file as demographic).
11. Save the file (by default the file is usually saved in your “Downloads folder”).
12. You have completed both export files and are now ready to import your data into TEDS.

NEXT STEP: How to [Import Infinite Campus Data Into TEDS](#)