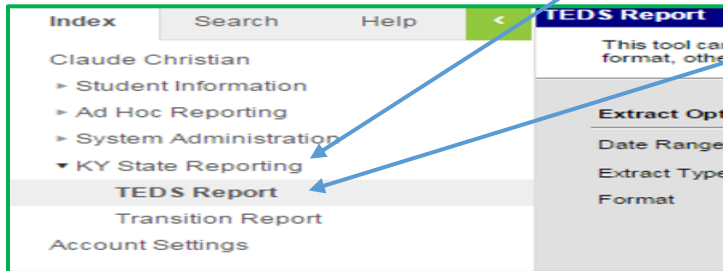


How to Create a TEDS Export File in Infinite Campus

READ EVERYTHING BEFORE YOU DO ANYTHING...

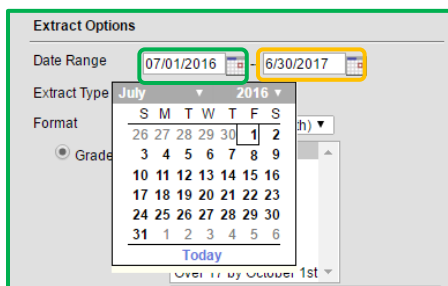
- The screens in Infinite Campus have changed
- Pay close attention to the screenshots to ensure your export process is successful

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

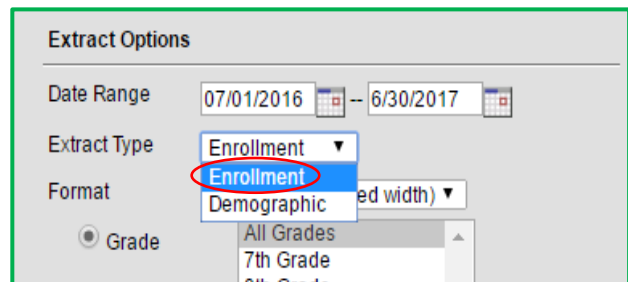


2. Set Date Range – Enter dates in DD/MM/YYYY format OR click on picture of calendar next to each date to select date.

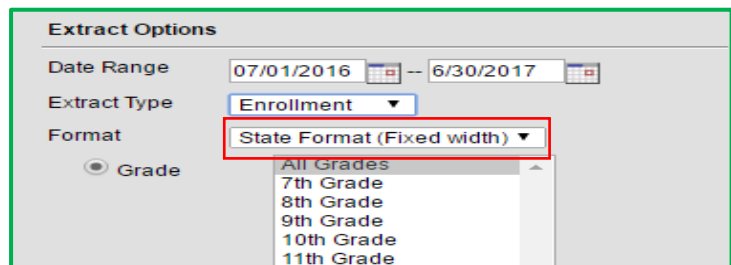
- Enter **Start Date** as July 1 of the current school year (e.g., 07/01/2015).
- Enter **End Date** as June 30 of the current school year (e.g., 06/30/2016)



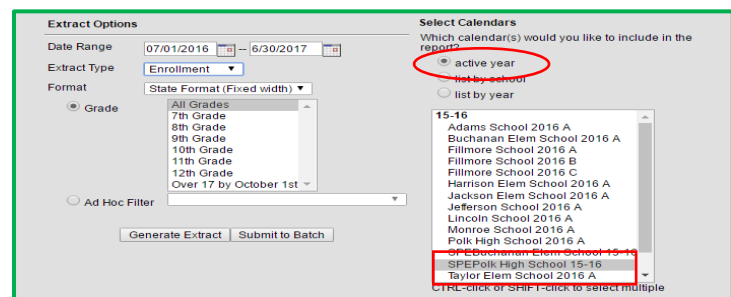
3. Set Extract Type - You will need to do one for Enrollment and one for Demographic. This example will be for **ENROLLMENT**.



4. Set Format – Format should default to “State Format (fixed width)”, but if not set 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

The screenshot shows two panels: 'Extract Options' and 'Select Calendars'. In 'Extract Options', the 'Date Range' is set to 07/01/2016 to 6/30/2017, 'Extract Type' is 'Enrollment', and 'Format' is 'State Format (Fixed width)'. The 'Grade' radio button is selected, and a list of grades is visible. The 'Generate Extract' button is circled in red. In 'Select Calendars', the 'active year' radio button is selected, and a list of schools is shown, with 'SPE Polk High School 15-16' highlighted.

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. Repeat steps 3 - 6, changing the Extract Type to **DEMOGRAPHIC** to create the **DEMOGRAPHIC** extract.

The screenshot shows the 'Extract Options' dialog box. The 'Date Range' field is circled in red. The 'Extract Type' dropdown menu is open, showing 'Enrollment' and 'Demographic' options, with 'Demographic' selected.

9. 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*).