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For guidance in validating the XML file against your state's schema using a free, third-party program, see the [Validating an XML File Against a Schema File](#) article.

5. Select the **Format** in which the report should generate. Use *State Format (XML)* for submission to the state and *HTML* or *CSV* for data review and verification.
6. Indicate if the extract should **Report District-wide** results. When this checkbox is marked, a **School Year** dropdown list will display. All courses that meet the report logic criteria for the school year selected will be included in the report.
7. Select an **Ad Hoc** filter to limit report results to a pre-defined filter.
8. Indicate if Demographics fields should **Report Student Legal Identities When Provided**. (Student Course only)
9. Select the **Calendar(s)** to be included in the extract.
10. Click the **Generate Extract** button to generate the report in the indicated format or **Submit to Batch** to schedule when the report will generate.

Users have the option of submitting a KRA PreID File to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process will allow larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

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