Searching in Infinite Campus

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Infinite Campus provides two main search types:

- **Search Tab** - Quick searching, based on the filter selected in the **Search** field and the criteria entered by a use
- **Advanced Search** - Advanced searching based on additional criteria, as chosen by the user.

Searching and the Campus Toolbar

Some search results are filtered to the selections made in the fields of Campus toolbar *(i.e.*, Year, School, Calendar, Schedule, Section).

- **Unfiltered searches (district-wide, NOT filtered by Campus Toolbar fields):** Address, Household, User, Group, Account, Help
- **Filtered Searches (specific to displayed Campus toolbar criteria):** Student, StudentID, Staff, Course/Section, Course Master

A user's tool and calendar rights greatly affect the options available in the **Search** field, as well as the results returned by the search. For example, a teacher may only have rights to search for students currently scheduled in the course sections that he/she teaches -- but would not have rights to search options like All People, User, Address etc

Consider the following screenshot, which shows an example of a student search that is filtered to a teacher's specific course section:

Searches filtered by Campus Toolbar

The toolbar only displays schools that have calendars in the year selected. If no calendar exists for that school and year, no option is available.

Search Preferences

In Campus, there are three System Preferences available for controlling search functionality and results. Please use the links for more information on setting up the preferences.

- **Search Limit:** This limits the number of results returned in a search to 100, 500, 1000 or No Limit. Limiting search results may improve system and search performance.
- **Search Screen Field Order:** This determines whether the student name or student number appears first in a list of results generated by an Advanced Student Search.
- **Required Search Characters:** This enforces that a minimum of one, two or three characters be entered in all Search screen searches. Requiring a minimum number of characters for searching may improve system and search performance. *This preference is only available upon request. Please contact an Infinite Campus Client Executive or Support representative.*

Search Tab (Classic Campus)

The general Search screen can be accessed in two manners. It displays when a user clicks on the **Search** tab in the Index:

Selecting the Search Tab
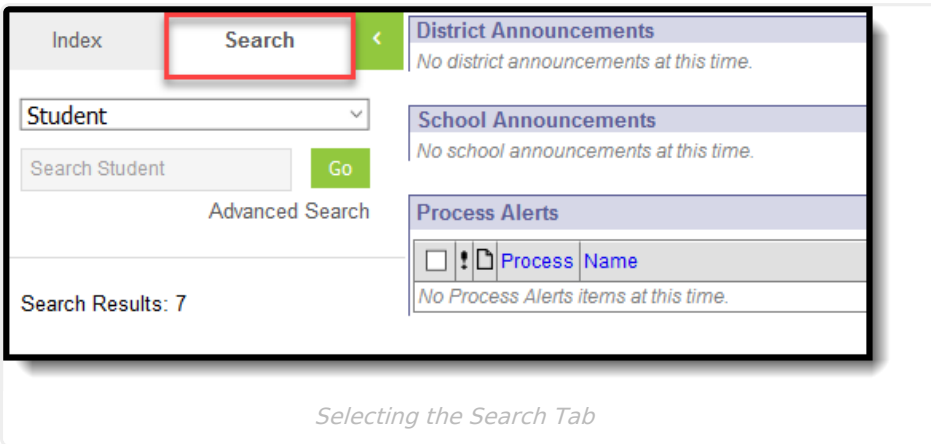
The Search tab also displays automatically when a user selects a module from the Index that requires additional information be entered to filter records.

For example, if a user selects Scheduling > Courses, the current view automatically switches from the Index to the Search tab, where the user may enter additional criteria related to the course/section:

Automatic Redirection to Search Screen
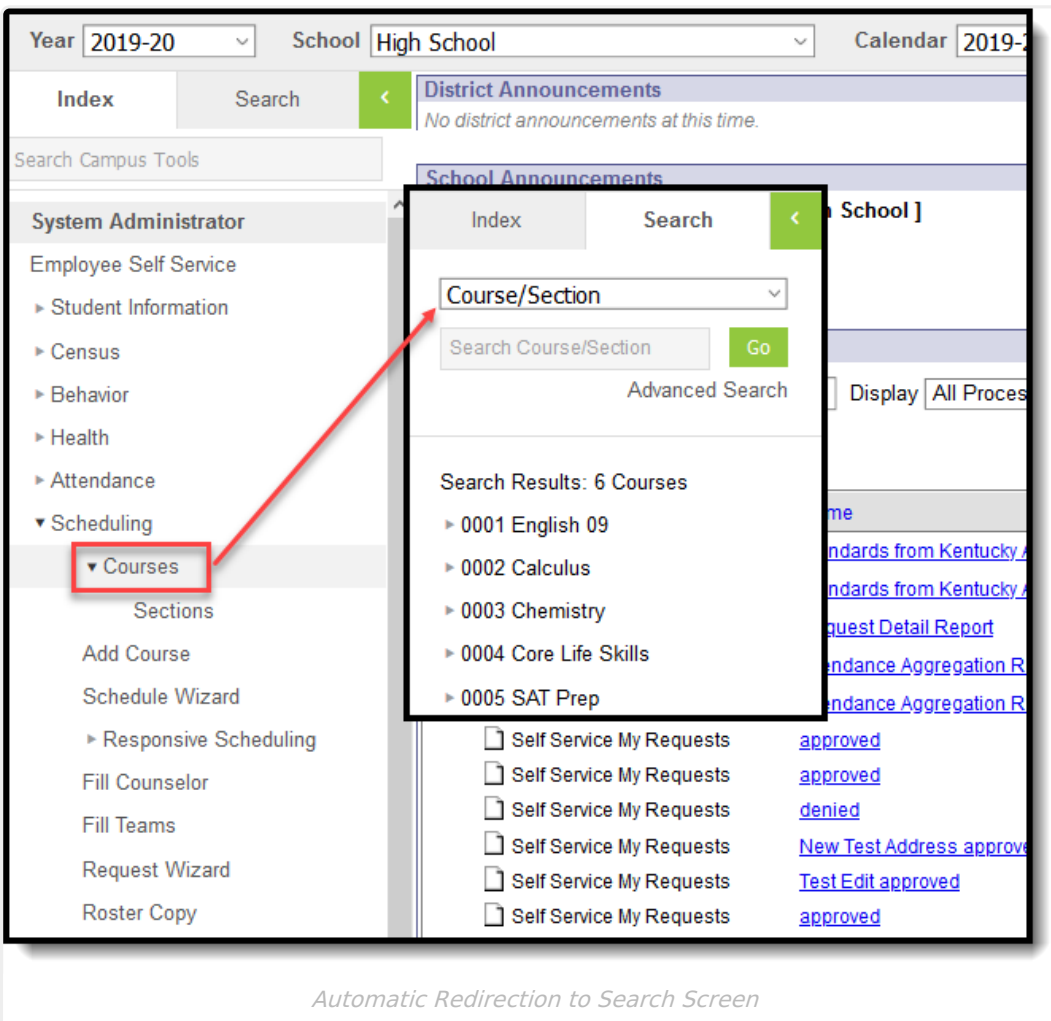
The viewable search results may be filtered to a certain number, depending on the System Preference setting for Search Limit.

The (Quick) Search tab allows the following types of searches, as selected from the **Search** field:

Item	Description
Student	Returns students based on the entered last name or last name/first name combination. Results are based on the following: • The current user's tool rights • An enrollment record within the selected school year • The year/school/calendar/section displayed in the Campus toolbar Students displayed in black font are enrolled in an active calendar. Students displayed in red font are not enrolled in an active calendar. Results display in alphabetical order by last name.
State ID	Returns students matching the State ID entered. Results are based on the following: • The current user's tool rights • An enrollment record within the selected school year • The year/school/calendar/section displayed in the Campus toolbar. • The State ID field being populated on the student's Demographics tab Students displayed in black font are actively enrolled; students displayed in red font are not actively enrolled. This is an exact search. A complete state ID must be entered in order for results to be returned.
Staff	Returns staff members based on the entered last name or last name/first name combination. Staff members displayed in blue font are actively employed; staff members displayed in red font are not actively employed. Results are based on the following: • The current user's tool rights • A District Employment or District Assignment record • The school/calendar displayed in the Campus toolbar • The Staff ID field on the Demographics tab being populated Results display in alphabetical order by last name.
Personnel Master	*(Human Resources customers only)* Returns employees that have a record in the Personnel Master.

Item	Description
All People	Returns staff, students and other people entered in Census. Students/staff members displayed in black font are actively enrolled/employed; students/staff members displayed in red font are not actively enrolled/employed. When the person is a current staff member but former student, the results display the staff member information. At least one character/criteria/value is required. This means a user can search for all last names beginning with the letter A and results return or the number 2 to return people who have an ID number that begins with the number 2. Accepts the following search criteria: Name, Student Number and Staff Number. Results display in alphabetical order by last name.
Course/Section	Returns course names or course numbers related to the school/calendar displayed in the Campus toolbar. • A course/section search with no search criteria entered returns results, beginning with the first available course in the calendar/school/districts. • A course/section search with criteria entered returns results specific to the criteria, unless no matching results are found. Results return in numeric order (by course number). Active courses are listed first, then inactive courses.
Course Master	Returns course masters created by the district. This search is district-wide and returns all course masters. Results return in numeric order (by course master number).
Address	Returns address information based on street number or street name. At least one character/criteria/value is required. Results return in numeric order (by house number).
Household	Returns names of households, persons with the name who are members of the household and street names. Inactive addresses associated with a household (either one that has been ended or one that begins in the future) display in red. At least one character/criteria/value is required. Results return in alphabetic order by household name.

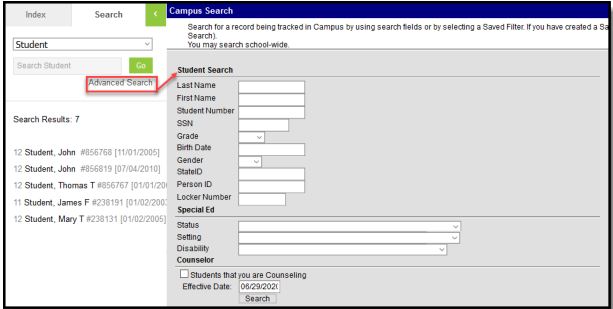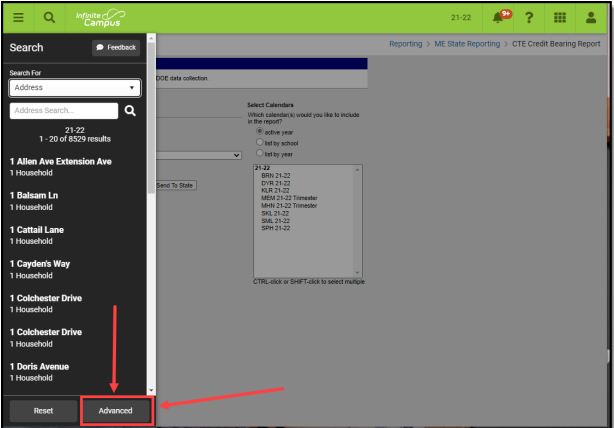| Item	Description
User	Returns user accounts (in gray font, below person name) for the entered name or username. This search returns all existing user accounts, as well as the names of people within the Campus system for whom an account *could* be created. If a person has more than one user account, both are returned (*e.g.*, the person is a teacher within the district as well as a parent of a district-enrolled student, therefore having both a staff and Portal account). Infinite Campus recommends entering specific criteria, when possible. User searches have many results and can adversely affect system performance. Results return in alphabetic order (by last name).
Group	Returns results based on user group information. Entering the exact user group name returns the exact group name if it exists. Results return in numeric order first (any group that has digits for the name), then alphabetic order.
Account	*(Food Service/POS customers only)* When numbers are entered, search results are based on account numbers matching the first digit of the account number searched and partial matches on any digits within the student number. If Human Resources functionality is enabled, results do not return any staff members if Birth Date information is entered. Results return in numeric order (by account number).
Budget	*(Finance customers only)* Returns budget information based on fiscal year, fund, name, or description. Results return in fiscal year order, by the number assigned to the fund.
Position Control	*(Finance customers only)* Returns Position Control scenarios based on fiscal year, name, or description. Results return in fiscal year order, by name.

Search Criteria

Searches are cross-referenced in Campus; that is, multiple types of criteria may be entered for the selected search option. To search for a person, his/her name may be entered, or, a State ID, Student Number or User number may be entered.

For example, a student can be located by searching for name in the Student Quick Search option, by entering the name or student number in the All People Search option, or by searching for Household, User, Account or State ID.

For best results, name searches should be conducted in one of the following formats:

- **Last Name**
- **Last Name , First Name**
- **, First Name** *or* **,First name** *(with or without space between comma and first letter)*

Advanced Search

Classic Campus	New Look of Infinite Campus
The Advanced Search link on the Search tab allows users to enter more specific criteria by which to search, including Ad hoc filters when applicable. Advanced searching allows users to continuously narrow a set of results by stacking additional criteria on each set of search results.	Advanced Search functionality is found by selecting a search context and clicking the Advanced button (see image below). Advanced searches within the New Look of Infinite Campus match the same functionality found in Classic Campus with the addition of a few enhancements to some contexts, such as improved Fuzzy Searches which allows users get results which include phonetic matches and synonyms.

Advanced Search Options

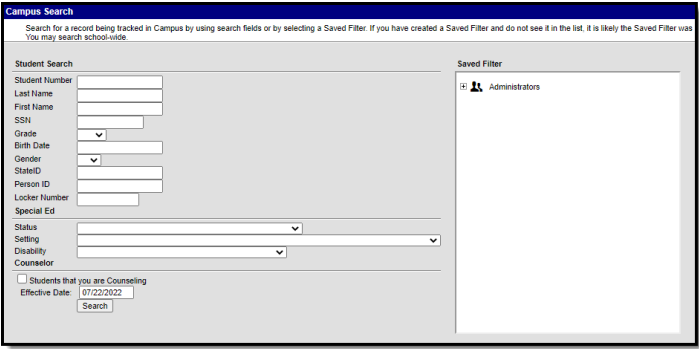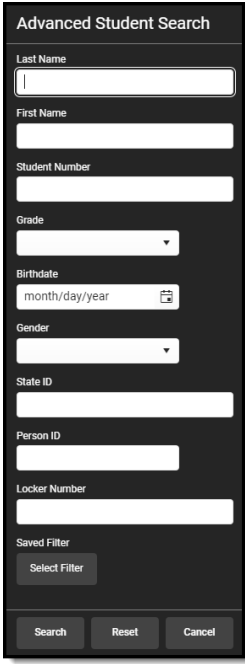The following Advanced Search options are available.

- Student Information
- State ID
- Staff Search
- Personnel Master
- All People Search
- Course/Section Search
- Course Master Search

- [Address Search](#)
- [Household Information Search](#)
- [User Search](#)
- [(Food Service) Account Search](#)
- [Help Search](#)

A search type must first be made in the **Search** field (*e.g.*, Student, Course/Section, User). Advanced Search fields vary, depending on the option selected.

Student Information

The Advanced Student Search only returns people who have enrollment records (currently active or not) within the Year/School/Calendar/Schedule displayed by the Campus toolbar. Ad hoc filters appearing in the Saved Filters editor are only those related to students.

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All instances of a student's identity are taken into account when using the advanced student search. For example, an identity record (added when a new person is added) exists for a student, but with the incorrect Social Security number. A new identity record is entered for that same student with the correct Social Security number. The new identity record is active and that number is used in reports and other student data information. But searching for the old Social Security number is still possible because at one time, that number was associated with the student. This same logic applies to any demographic field (last name, first name, gender, etc.). Note that only one instance of that student returns in the search results, but searching for either the incorrect or correct Social Security number returns a result for the student.

Results matching the entered criteria return the following:

- Grade Level of Enrollment
- Student Last Name, First Name and Middle Initial
- Local Student Number
- Birth Date

Depending on the System Preference for Search Screen Field Order, either the **Last Name** or **Student Number** field displays at the top of the list of Student Search fields.

Field	Definition
Last Name	Student's last name.
First Name	Student's first name.
Student Number	Student's district-issued identification number.
SSN	Student's Social Security number.
Grade	Student's grade level, entered as two digits (*e.g.*, 02, KG, 12).
Birth Date	Student's birth date in *mm/dd/yyyy* format.
Gender	M (male) or F (female).
StateID	Student's state-issued identification number.
PersonID	Student's internal Campus identification number.
Locker Number	Student's locker number; only returns exact matches.
Status	Student's special education status based upon enrollment records, as state-mandated.
Setting	Student's special education setting based upon enrollment records, as state-mandated.
Disability	Student's special education disability based upon enrollment records, as state-mandated.
Counselor	When marked, returns only students assigned to the current user as of the date entered in the **Effective Date** field.
Effective Date	Date on which to search for counseled students; only applicable when the **Students that you are Counseling** checkbox is marked.

State ID

The Advanced State ID Search only returns students (defined as a person who has an enrollment records, currently active or not) within the Year/School/Calendar/Schedule fields displayed by the Campus toolbar.
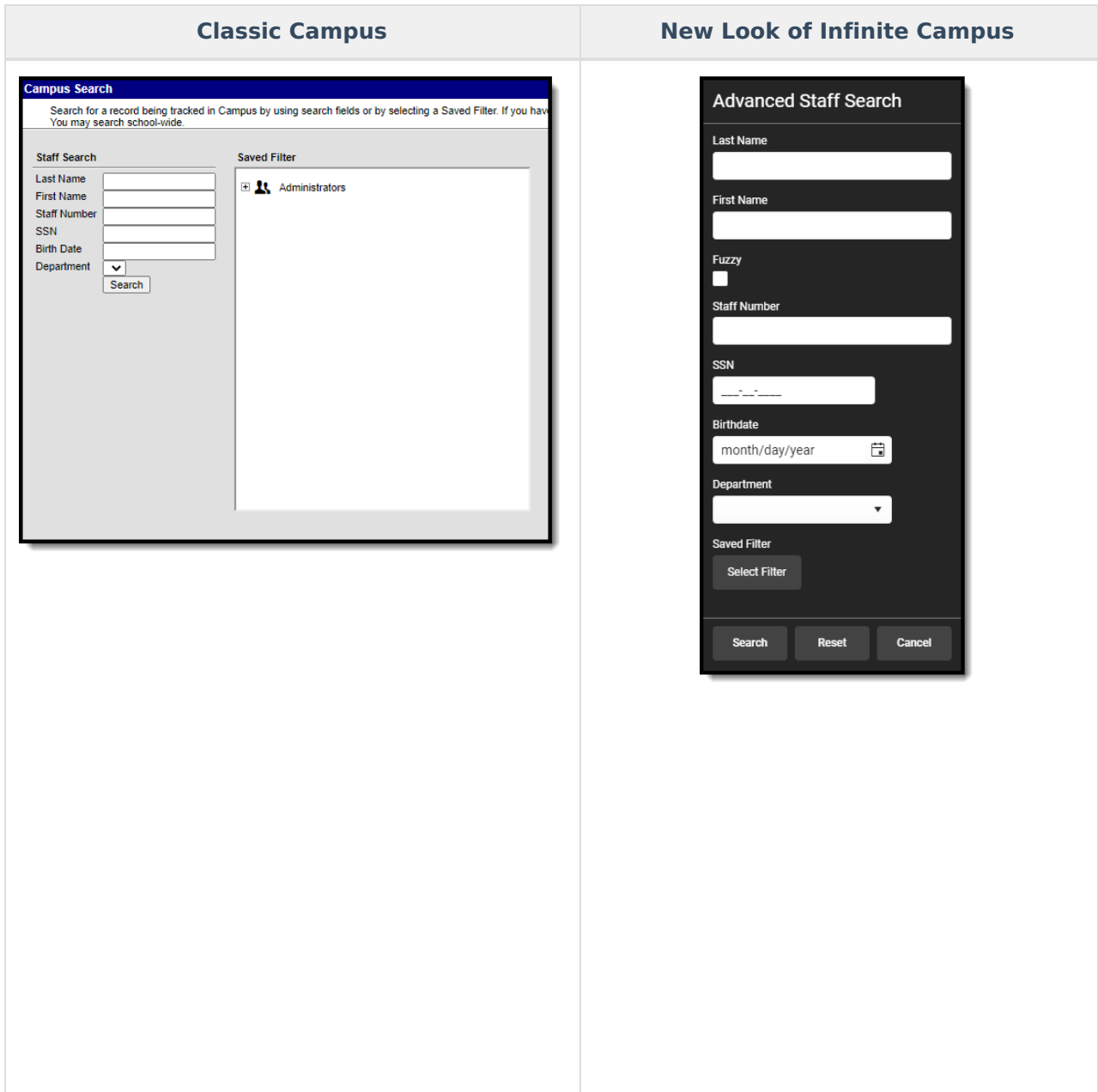
Results matching the entered criteria return the following:

- Grade Level of Enrollment
- Student Last Name, First Name and Middle Initial
- Local Student Number
- Birth Date

Field	Definition
Last Name	Student's last name.
First Name	Student's first name.
Student Number	Student's local district identification number.
SSN	Student's Social Security Number.
Grade	Student's grade level (*e.g.*, KG, 09, 12).
Birth Date	Student's birth date in *mm/dd/yyyy* format.
Gender	M (male) or F (female).
State ID	Student's state-issued identification number.
Person ID	Student's internal Campus identification number.
Locker	Student's locker number; only returns exact matches.

Staff Search

The Advanced Staff Search only returns staff members (defined as a person who has a district employment or assignment record, currently active or not, and a Staff ID) within the School/Calendar/Schedule fields displayed by the Campus toolbar. Ad hoc filters appearing in the Saved Filters editor are only those related to census/staff.

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Results matching the entered criteria display the staff person's Last Name, First Name.

Field	Definition
Last Name	Staff member's last name.
First Name	Staff member's first name.
Staff Number	Staff member's district-issued identification number.
SSN	Staff member's Social Security number.
Birth Date	Staff member's birth date in *mm/dd/yyyy* format.
Department	Staff member's department.

Personnel Master

The Personnel Master Advanced Search returns all employees that match the search criteria regardless of the Year/ School/ Calendar/ Schedule fields displayed in the Campus toolbar.

Field	Definition
Personnel Master Search	
Last Name	Employee's last name.
First Name	Employee's first name.
Nickname	Employee's nickname.
Personnel Number	The unique identifier within HR for the person.
State Number	The unique staff identifier reported to the state.
Active Staff Only	When marked, the search results include only active employees. Active is defined as follows. - Hire Date ≤ Today's Date, AND - The Termination Date is not populated, OR - Termination Date > Today's Date *Human Resources > Personnel > Personnel Master > HR General Information – Current Record > Employment Dates*
HR General Information	
Status	The employee's eligibility for Pay and Benefits. Values in this field are defined in Human Resources > Administration > Status Codes.
Employment Type	The employee's type of employment. Values in this field are defined in Human Resources > Administration > HR Codes.
Start/End Hire Dates	Returns any employee with the Hire Date or within the Hire Date range entered. *Human Resources > Personnel > Personnel Master > HR General Information > Employment Dates > Hire Date*
Work Assignments	
Position Group	Returns any employee with a Position Code that belongs to the selected Position Group(s).
Position Code/Description	Returns any employee with the selected Position Code.
Primary Work Location	Returns any employee who is assigned the selected location as their primary location.
Salary Schedule	Returns any employee who is assigned the selected Salary Schedule in their wage detail record.

Field	Definition
Primary Only	When this checkbox is marked, the search only returns employees who have corresponding Work Assignments marked as Primary.
Active Only	When this checkbox is marked, the search only returns employees who have an active Work Assignment. Active is defined as follows. • Start Date ≤ Today's Date, AND • The End Date is not populated, OR • End Date > Today's Date

All People Search

The Advanced All People Search returns all people matching the search criteria, regardless of the Year/School/Calendar/Schedule fields displayed by the Campus toolbar. Ad hoc filters appearing in the Saved Filters editor are only those related to census/staff.

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All instances of a person's identity are taken into account when using the advanced student search. For example, an identity record (added when a new person is added) exists for a person, but with the incorrect Social Security number. A new identity record is entered for that same

person with the correct Social Security number. The new identity record is active and that number is used in reports and other student data information. But searching for the old Social Security number is still possible because at one time, that number was associated with the person. This same logic applies to any demographic field (last name, first name, gender, etc.). Note that only one instance of that person returns in the search results, but searching for either the incorrect or correct Social Security number returns a result for the person.

Results matching the entered criteria return the following:

- Students - Last Name, First Name, Student Number, Birth Date
- Person - Last Name, First Name
- Staff - Last Name, First Name, Local Staff Number

Users who perform a search for a student (defined as any person who has at least one enrollment, either active or inactive) enrolled in a calendar to which the user does not have calendar rights now receive a message that the person does not have rights to view the student's information.

- If a user has rights to the All People search, the user can search for a student enrolled in a calendar to which the user doesn't have rights.
- A warning message displays when viewing the student's information in the Student Information module, but not when viewing the student's information in the Census module.

Field	Definition
Last Name	Person's last name.
First Name	Person's first name.
Student Number	Student's local district identification number.
SSN	Person's Social Security Number.
Grade	Student's grade level (*e.g.*, KG, 09, 12).
Birth Date	Person's birth date in *mm/dd/yyyy* format.
Gender	M (male) or F (female).
Person ID	Person's internal Campus identification number.
Home/Other Phone	Any phone number attached to the person, such as home, work or cell.
House Number	Person's house number.

Field	Definition
Street Name	Person's home street name. When entering a street tag, search generally. Entering "Dr" returns "Dr," "Dr." and "Drive," whereas, entering "Dr." only returns "Dr."
Apartment Number	Person's home apartment number.
City	Person's home city.
Fuzzy Search	For Wildcard Searching options.

Course/Section Search

The Advanced Course/Section Search only returns courses/sections existing within the Year/School/Calendar/Schedule fields displayed by the Campus toolbar. Ad hoc filters appearing in the Saved Filters editor are only those related to courses.

New Look of Infinite Campus course search will not display sections in the results for non-responsive courses and does not support filtering by terms and periods if the course has 10k or more sections and section placements.

Classic Campus	**New Look of Infinite Campus**

Classic Campus	New Look of Infinite Campus

Inactive courses display in red text.

Results matching entered search criteria return the following:

- Course Name and Number
- Course Sections
- Teachers assigned to the Course Sections

- Room Numbers

Field	Definition
Course Number	Course number.
Course Name	Course name.
Section Number	Specific course section.
Teacher Last Name	Last name of the teacher assigned to the course section.
Room Number	Location of course section.
Schedule Structure	Schedule structure to which the course applies.
Term	Term during which course/section occurs.
Period	Period during which the course section occurs.
Department	Department to which the course section belongs.
Group	Returns the scheduling group or team associated with the course.

Course Master Search

The Advanced Course Master Search returns all course masters existing within the district, regardless of the Year/ School/ Calendar/Schedule fields displayed by the Campus toolbar.
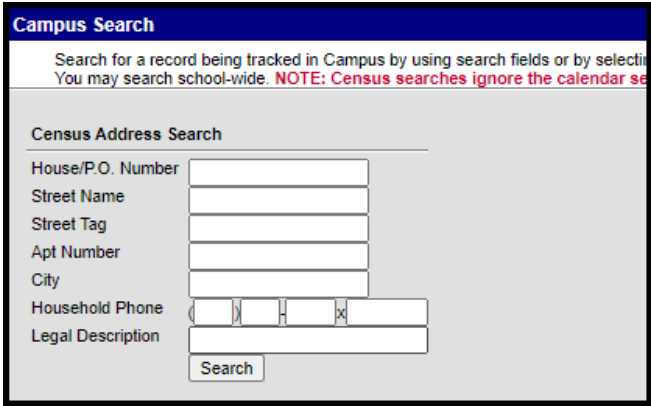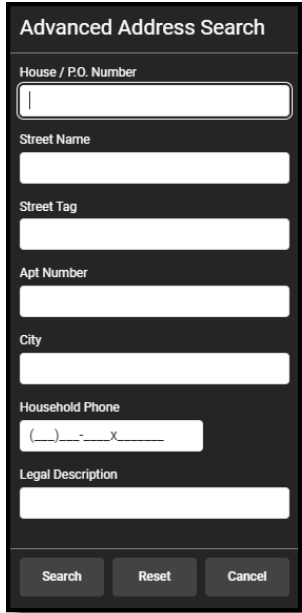
Classic Campus	New Look of Infinite Campus

Field	Definition
Course Number	Course Master number.
Course Name	Course Master name.
Course Catalog	Name of the course list catalog to which the Course Master is assigned.

Address Search

The Advanced Address Search returns all addresses existing within the district, regardless of the Year / School / Calendar / Schedule fields displayed by the Campus toolbar.

> You may see slight differences in search behavior between Classic Campus and the New Look. To refine your search results, continue to add additional search criteria.

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Results include the complete street address and the total number of people (members) who are associated with that address. When an address is not actively assigned to a household (the address has been ended for the household or the address belongs to a household but has a future start date), it displays in red.

Remember the following:

- When searching for a household by address or name, active is defined as having no End Date, no Start Date or End Date, or an End Date that is after the current date. Active records display in black text, with future records (Start Date after the current date) displaying in red text.

- Inactive addresses with an End Date before the current date do not display in search results, but future inactive addresses with a Start Date after the current date display in search results in red text.

- Household memberships are considered active if there is no Start Date or End Date, or only a Start Date. Inactive members do not display in search results if their End Date is

before the current date. Active memberships display in black text in the search results, with future memberships (Start date after the current date) displaying in red text in the search results. All memberships (past, current and future) display under the household memberships tab.

Field	Definition
House/P.O. Number	Person's primary house number. Enter only the house number in this field (e.g., If the address is 12335 Main Street, enter only "12345" in this field. (Do not enter the street name, or the search does not work properly).
Street Name	Person's primary household street name.
Street Tag	Person's primary household street tag. When entering a street tag, search generally. Entering "Dr" returns "Dr," "Dr." and "Drive," whereas, entering "Dr." only returns "Dr."
Apt Number	Person's primary household apartment number.
City	Person's primary household city.
Household Phone	Phone number associated with the household that is attached to the address.
Legal Description	Provides a definition of the address used in Impact Aid reporting when a street location is not available. Each county determines what a legal description is (lot and block data). See the Impact Aid section for more information.

Household Information Search

The Advanced Household Information Search returns all households existing within the district, regardless of the Year / School / Calendar / Schedule fields displayed by the Campus toolbar.

Results include the following:

- Name of the Household
- Address
- Guardian Name
- Students associated with the household

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Addresses that are ended for a household or that begin in the future display in red.

Field	Definition
Last Name	Person's last name.

Field	Definition
First Name	Person's first name.
Student Number	Student's local, district identification number.
Birth Date	Person's birth date in *mm/dd/yyyy* format.
House/P.O. Number	Person's primary household number.
Street Name	Person's primary household street name. When entering a street tag, search generally. Entering "Dr" returns "Dr," "Dr." and "Drive," whereas, entering "Dr." only returns "Dr."
Apartment Number	Person's primary household apartment number.
City	Person's primary household city.
Household Name	Person's household name.
Household Phone	Phone number associated with the household.
Legal Description	Provides a definition of the address used in Impact Aid reporting when a street location is not available. Each county determines what a legal description is (lot and block data). See the Impact Aid section for more information.
Application Name	Household's FRAM application name.
Reference Number	Reference number of the household's FRAM application.

User Search

The Advanced User Search returns all existing users within the district, regardless of the Year/School/Calendar/Schedule fields displayed by the Campus toolbar.

Classic Campus	New Look of Infinite Campus
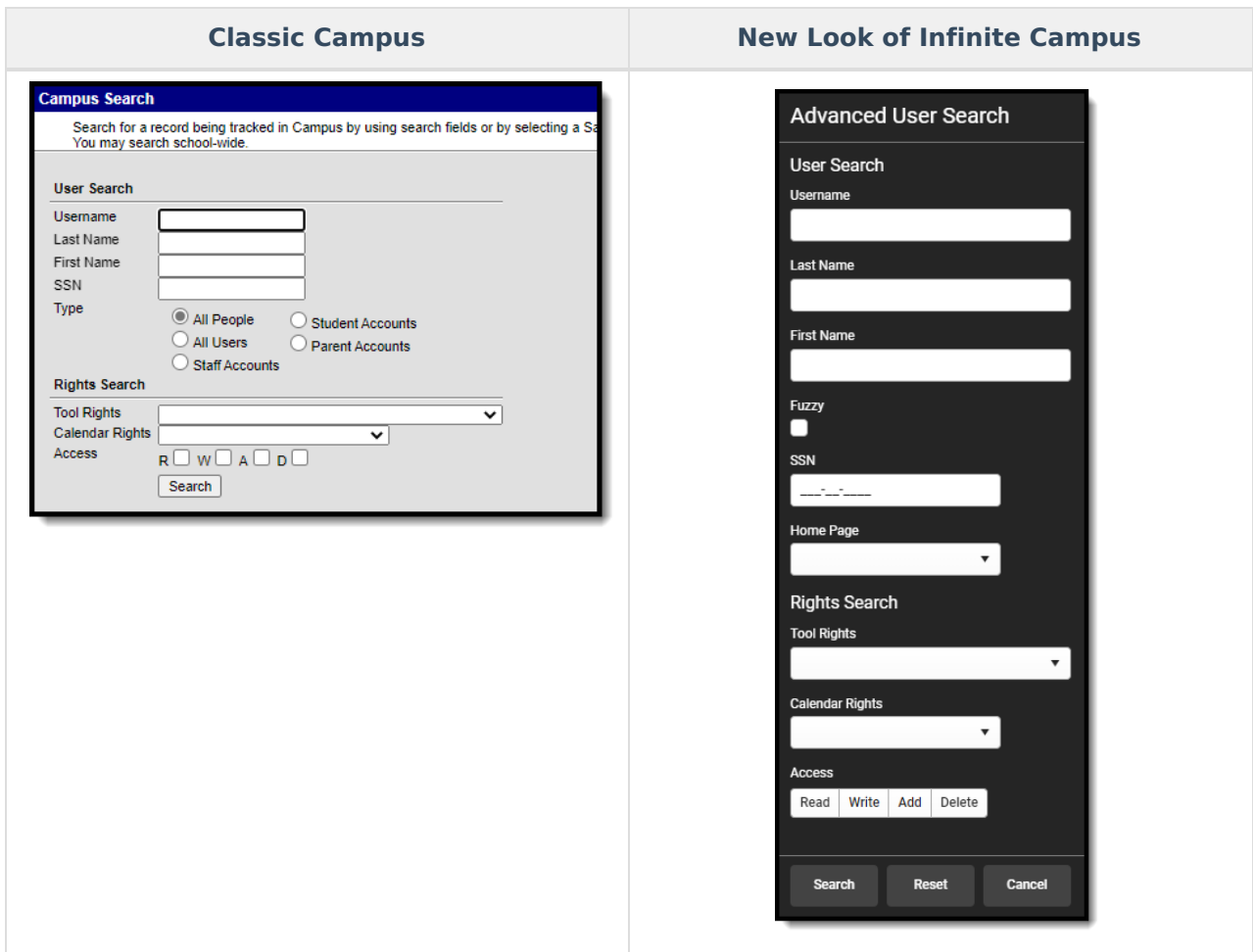
The user's username displays below the user's Census name for staff, parents and students. Users without assigned usernames are also returned.

Field	Definition
Username	Username of the person's user account.
Last Name	User's last name.
First Name	User's first name.
SSN	User's Social Security Number.
Type	Radio buttons available to select the type of user account: All People, All Users, Staff Accounts, Student (Portal) Accounts or Parent (Portal) Accounts.

Field	Definition
Tool Rights	Specific tool rights assigned to the user.
	This field is NOT used to search for users based on Security Role Assignments.
	Setting this field to 'Log in As User' searches for users with this tool right, not a Product Security Role of Log In as User.
Calendar Rights	Specific calendar rights assigned to the user.
Access	Level of access associated to the selected **Tool Rights**: R(ead), W(rite), A(dd) and/or D(elete).

(Food Service) Account Search

The Advanced Account Search returns all Food Service accounts existing within the district, regardless of the Year / School / Calendar / Schedule fields displayed by the Campus toolbar.

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If Human Resources functionality is enabled, search results does not display Date of Birth information for any staff members.

Field	Definition
Last Name	Searches patrons based on last name. Search results allow for partial matches.
First Name	Searches patrons based on first name. Search results allow for partial matches.
Student Number	Searches patrons based on local student number. This field only returns exact matches.
Grade	Searches patron accounts based on their grade level as of the Year selected in the Campus toolbar.

Field	Definition
Household Name	Searches for patrons based on household name. This search returns a list of current household members with accounts who are associated with the household name entered. If no Name is entered for any household on the Household Info tab, users are not be allowed to search using this field. For Family Accounts, results use the patron with the earliest occurring last name alphabetically when sorting search results. Alphabetic sorting is based on the following criteria: Last Name, First Name, Household Name and Account Status and determines order based on patrons with a last name closest to A.
Account Number	Searches patron accounts based on account number. Search results return all account numbers matching the first digit of the account number searched.
Point of Sale PIN	Searches patron based on their personal identification number (PIN) for Point-of-Sale account transactions. This field only returns exact matches.
Account Status	Searches patrons based on their account status. Account Status-only searches list results alphabetically. • **All** - Searches all accounts regardless if whether or not the Active checkbox is marked on the Account Info tab. • **Active** - Only searches accounts where the Active checkbox is marked on the Account Info tab. • **Inactive** - Only searches accounts where the Active checkbox is unmarked on the Account Info tab.

Help Search

When the "Help" option is selected in the **Search** field, results are displayed in a new browser window and display results found in the Knowledge Base. Advanced search options are not available from within the product.

Ad Hoc Filters in Advanced Searches

Ad hoc filters created in the Filter Designer display for the following types of Advanced Searches: Student, Staff, All People and Course/Section. The filters displayed on the Advanced Search screen are only those applicable to the selected method of searching (*e.g.*, an Advanced Student Search only shows Student Ad hoc filters).

Use Ad Hoc Filters Only

The Advanced Search allows users to choose an existing ad hoc filter to return results in the Search tab pane. These results are also based off of the selections displayed in the Campus toolbar (*i.e.*, Year, School, Calendar, Schedule Structure, Section). Searching an ad hoc filter generates a list of results within the Search tab results pane.

Selecting an Ad hoc filter and clicking the **Search** button located under the Saved Filters editor

returns a list of results within the Search tab.

Use Ad Hoc Filters with Advanced Search Fields

The Advanced Search allows users to enter data in the advanced search fields while also applying an existing ad hoc filter. These results are also based off of the selections displayed in the Campus toolbar (*i.e.*, Year, School, Calendar, Schedule Structure, Section). Searching an ad hoc filter generates a list of results within the Search tab results pane.

The results from the filter in the previous screenshot can continue to be filtered by entering additional criteria in the advanced search fields, as shown:

Results in the Search tab pane can be refined as many times as necessary by continuing to add criteria to the advanced search fields.

Wildcard Searching

Utilizing wildcard methods when searching may increase and improve search results. Wildcard searching can be used in the following areas of Campus:

- Search Tab
- Advanced Searches
- Ad hoc filters

Infinite Campus recommends using wildcard methods to search for courses.

When searching for teachers on the Advanced Search screen in the Scheduling module, teachers who have the same last name as another teacher's first name would appear in the search results. This search field is coded with a double wildcard search to account for the school's preference on entering teacher names. The double wildcard search returns all instances of any type of entry for a teacher's name. For example, a teacher's Display Name may appear as "Mr. Fox" on a high school's course Sections. The same teacher may also have be entered as "W. Fox" or "Fox, W" in the elementary school. All forms of the name are returned.

Wildcard searching may not work for all fields.

Wildcard or Pattern	Intended Usage	Standard Examples

Wildcard or Pattern	Intended Usage	Standard Examples
%	Zero or more characters	**% at the beginning of or surrounding a character string returns strings in which the criteria is contained:** *%06* and *%06%* returns both *11468**06**33* , **06***2839* and *89**06*** *%man* and *%man%* returns both *Good**man***, *Her**man**dson* and **Man***sfield* *%Math* and *%Math%* returns both *100341 Elementary* **Math**, *Exploratory* **Math** *Lab* , **Math***ematics 1293* **% at the end of a character string returns the same results as entering the string by itself:** *Math%* returns **Math** *12345%* returns **12345**
_ *underscore*	One character	**__ at the end of a character string returns strings with the equivalent number of characters at the end of the string:** *X__* (two underscores) returns *X**en**, X**ao*** *Ander__ (three underscores) returns Ander**son**, Ander**sen*** **___ before/between characters returns strings matching the criteria:** *_L_e_* returns results that start with *L* and have *e* as the third character, like **L**e**e**, **L**u**e***strom* **___ between two character strings returns the same results as a space:** *Olson_Zierke* and *Olson Zierke* return the same results
[ ] *brackets around values*	A range of possible characters	**[ ] around a character string returns strings containing any of the criteria specified within the brackets:** *A[ck]* returns results starting with A c and *Ak*, like **Ac***kerman*, **Ak***erman*, **Ac***kton* *1[123]* returns results starting with *11*, *12* and *13* like **11***053*, **12***949801*, **13** *(Adding % at the end of the string is not necessary)*
- *hyphen*	Compound strings	**- between character strings return sthe combination of strings, regardless of whether they are linked by a space or hyphen:** *Van-Heusen* return *Van - Heusen* and *Van Heusen*
Name Name Name_Name Name%Name	Compound strings	**A space, _ or % returns compound strings with or without a space or hyphen**: *Van Heusen*, *Van_Heusen* and *Van%Heusen* returns *Van Heusen*, *VanHeusen*, *Van-Heusen* *Phy Ed*, *Phy_Ed* and *Phy%Ed* returns *Phy Ed*, *PhyEd* and *Phy-Ed.*

Wildcard or Pattern	Intended Usage	Standard Examples
^	Negation of character/string	**^ omits strings that contain the specified criteria:** *A^[ck]* returns only results that do NOT start with *Ac* or *Ak,* like *Altman*, *Aber*, *Atkinson*
!	Negation of a value	**! omits a value within a range of another value.** *1___, !1003 returns a list of course numbers in the 1000 range, but does NOT return course number 1003.* This is often used when establishing course requirements where a student needs to take a set of courses from a range, but not a specific one, because it might be for a subset of students.

Tool Search

The Campus tool search is a search field found at the top of the Campus Index which allows you to quickly search for and access a Campus tool. The following sections describe how this field works:

- How the Tool Search Works
- Selecting Tools You Do Not Have Rights or a License To Access

Districts who host their own hardware (In-district or self-hosted) need to modify their firewall and security settings to allow the following URL and Port. These settings are necessary in order for data to properly communicate between in-district/self-hosted instances of Campus and search functionality hosted by Campus.

- **URL:** search.infinitecampus.org

- **Port:** 9765

System administrators of in-district or self-hosted Campus setups receive a Process Alert message if their network is not properly configured for Campus Tool Search functionality.

| Classic Campus	New Look of Infinite Campus
	In the New Look of Infinite Campus, click the magnifying glass icon, select the Tool search context and begin typing in your search criteria. Tools matching your criteria will begin to appear in the search results field below.

How the Tool Search Works (Classic Campus)

Placing your cursor in the search field causes a list of the top 10 most used tools in the product to display underneath.

This top 10 is determined by overall global usage in Campus, not your specific search behavior or tool rights.

You can also select results by using the arrow keys and hitting Enter.

Top 10 Most Used Tools
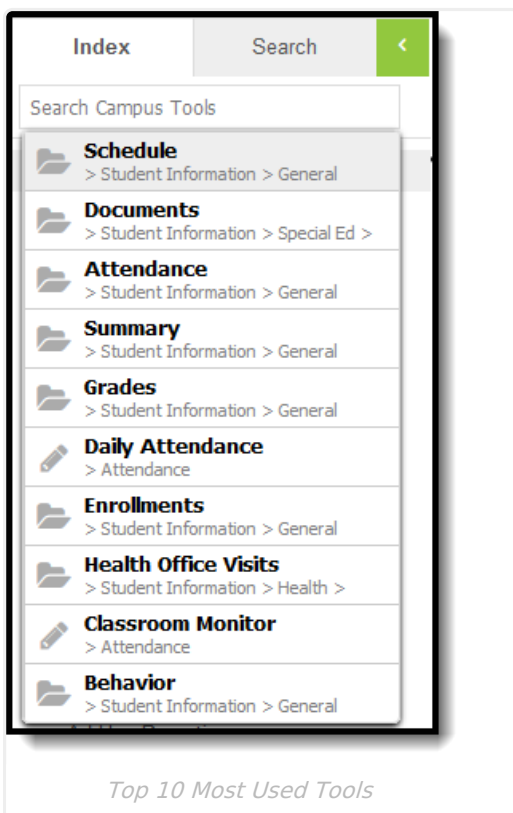
The search bar works by entering a tool name within the search field and selecting it within search results. Tool search results are auto-completed and continues to refine and display more accurate results as you continue to enter more characters.

Auto-Completed Search Results
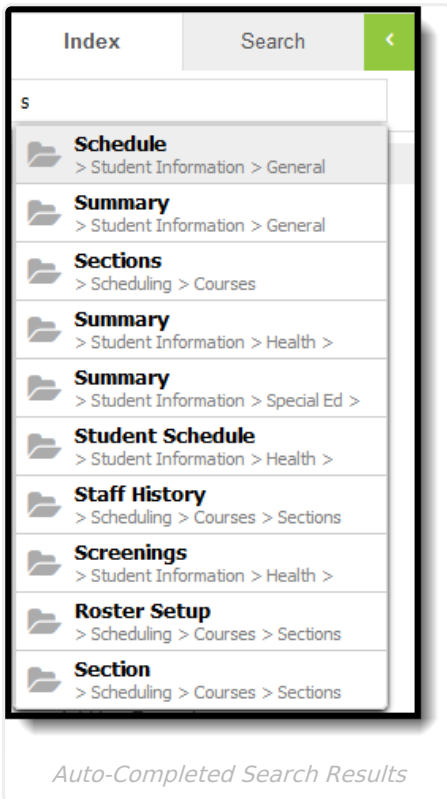
Localized state and district tools, as well as customized tools, are included in search results.

Localized Tools within Search Results
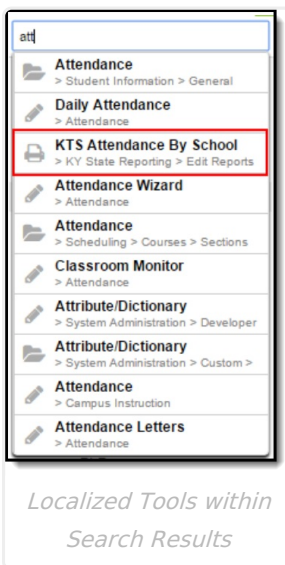
The search also refines results based on context by including data from help articles, descriptions, custom elements, and state reporting elements.

For example, searching for 'Room' brings up scheduling tools because rooms are often assigned to sections using these tools so they have relevance to this search criteria (see image below).

Contextual Search Results
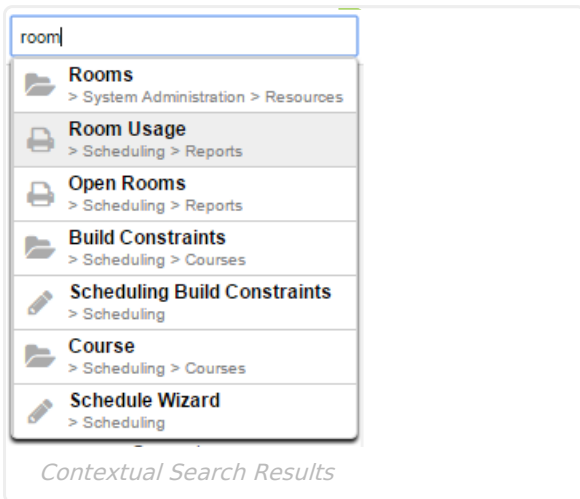
Selecting Tools You Do Not Have Rights or a License To Access

Search results span across all tools within Campus, regardless of the tool rights you may have. If you select a tool you do not have rights to access, you receive a page indicating you do not have rights to the tool and additional learning content about the tool is provided below (see image below).

Learning content may be a documentation article, video, simulation, or curriculum document providing in-depth information about the tool you selected. This feature allows users to learn more about tools within Campus that may be useful to them and inform them on functionality they may not have known existed.

For more information about each content type available, see this article.
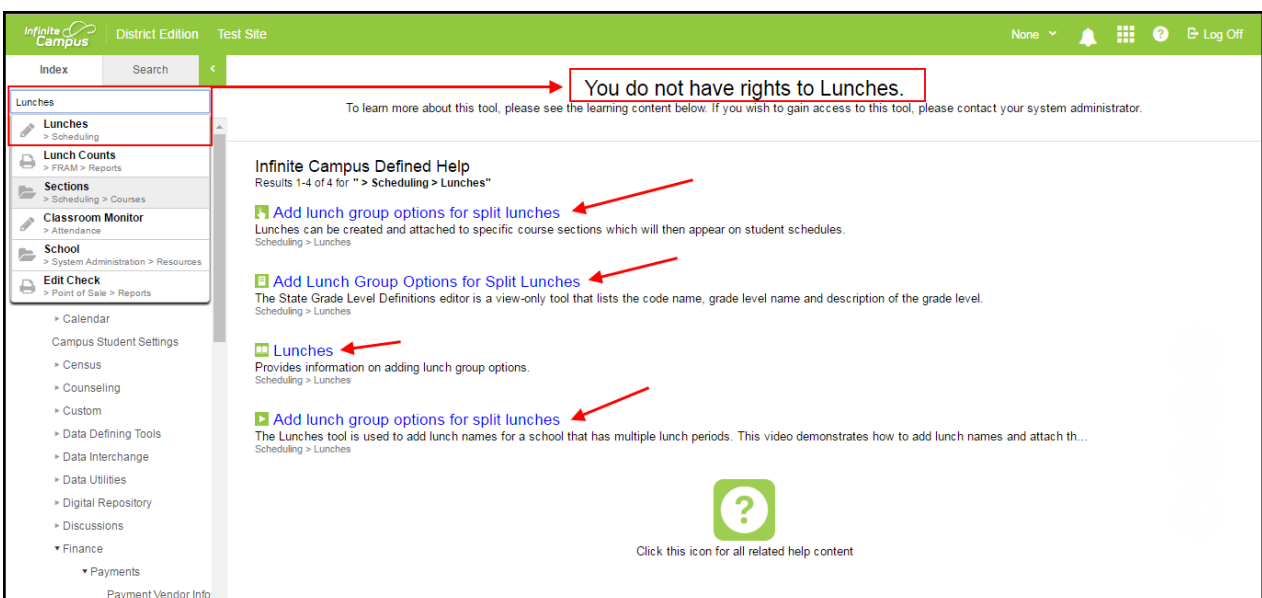
*Selecting a Tool You Do Not Have Rights to Access*

If the tool you selected requires a license and your district has not purchased a license, this is indicated at the top of the page (see image below). These tools are only available through a licensing agreement between your district/organization and Campus.
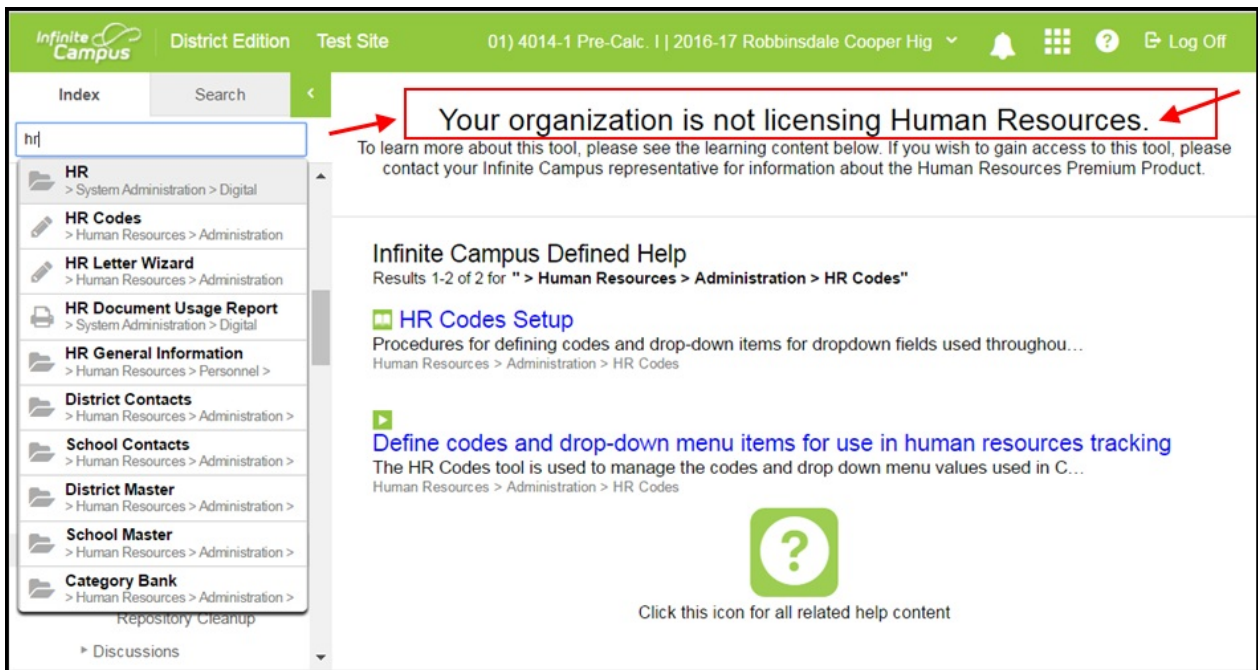

Selecting a Tool Your District Has Not Licensed

Searching in the New Look of Infinite Campus

The New Look of Infinite Campus provides a unified search menu, allowing you to quickly and easily search a multitude of data. Simply click the magnifying glass icon ,select the type of data you wish to search (i.e., Student, Household, Tool, etc), and enter your search criteria. Results will appear below the search box.
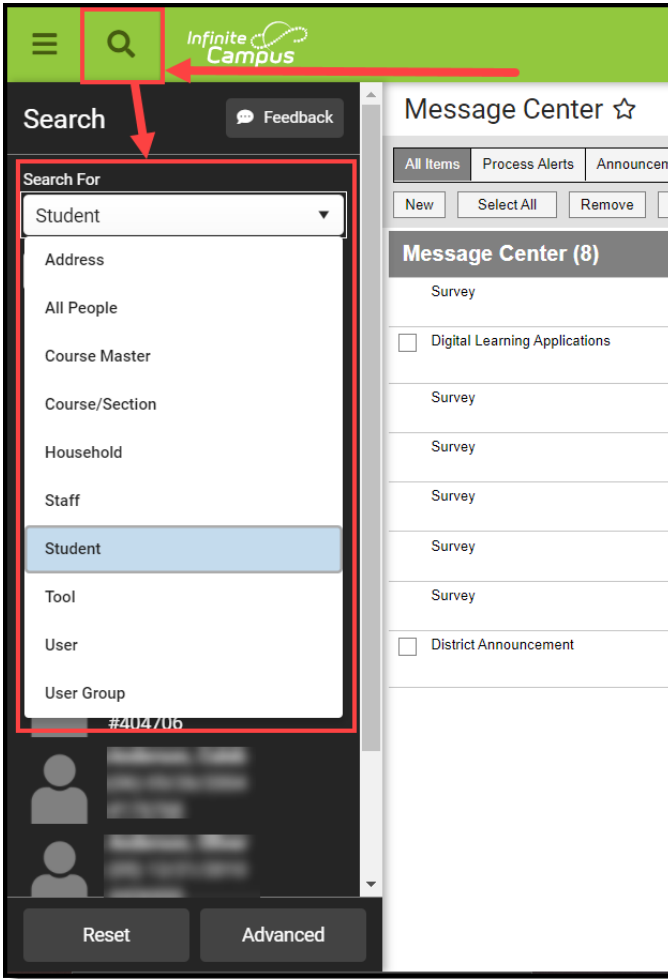
Selecting a search result will send you to the appropriate tool for that piece information.
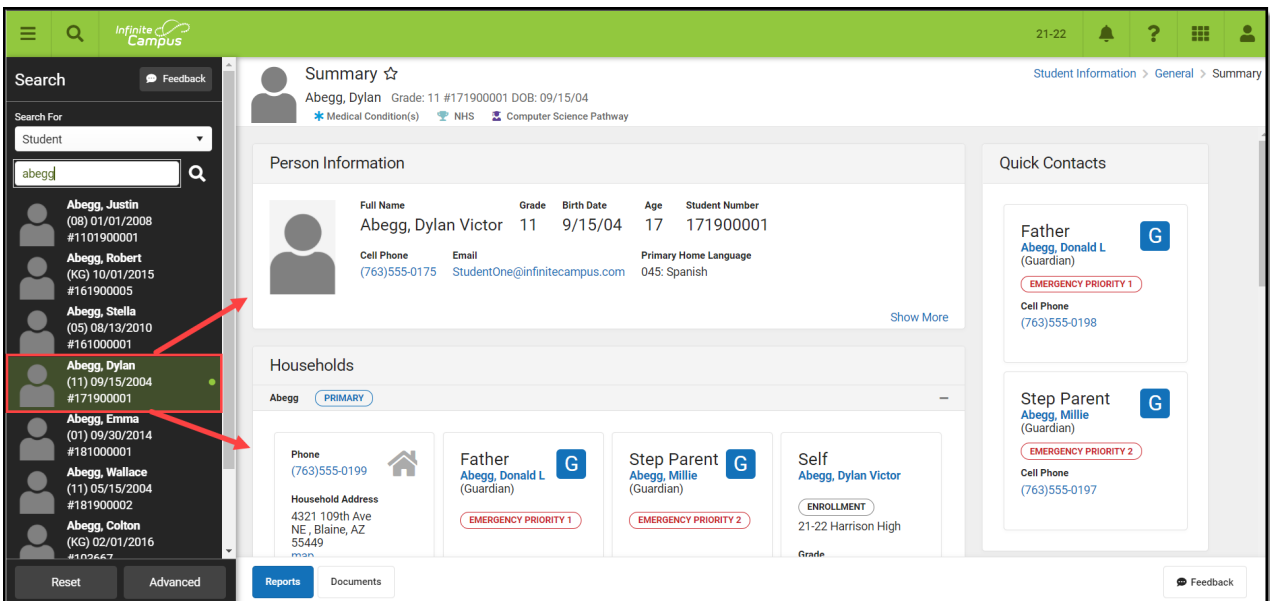
The search menu also remembers your last search results, allowing you to quickly toggle back and forth between the list of tools within the Main Menu and search results without losing your place in either screen. Search results also remain visible within the left-hand panel while you interact within

a tool you got to by selecting a search result.

We would love to hear any feedback you might have! You can do so by clicking the Feedback icon near the top of the search tool (see image below).