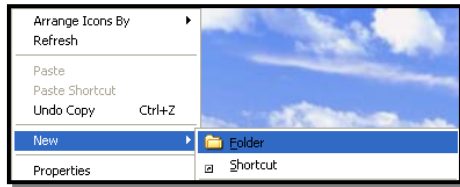


RTD Bus Pass List



Create New Folders

1. Right mouse click on the desktop to add a new folder.



2. Type **RTD Pass Lists** for the new folder and **Enter**.

Note: The District will be using this naming convention in case you need help exporting files. You will need this folder to save the Infinite Campus export file in.

IC Export File

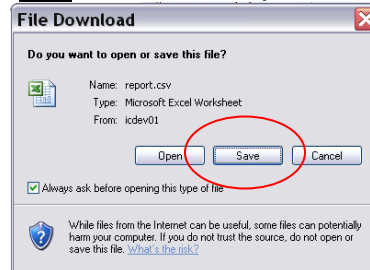
Each month a new list will can be exported and printed to use for student signatures when tracking RTD Bus Pass Information.

3. Make sure you are on the **Index** tab
4. Click on **Ad Hoc Reporting**
5. Click on **Data Export**, located under **Ad Hoc Reporting**
6. In the **Data Export Wizard** click on **RTD All Status** file if you want a list of all students. **Or** **RTD Elig List** file for only eligible students.

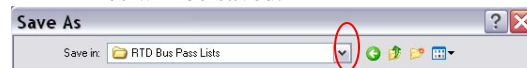
7. Click on **Comma Separated Values (CSV)** to the right of the file selected

8. Click **Export** to export the file from IC

9. Click **Save** to save the file to your RTD Folder

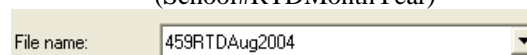


10. In the Save As window click the drop down arrow to locate the **RTD Bus Pass Lists** folder where the RTD files will be saved.

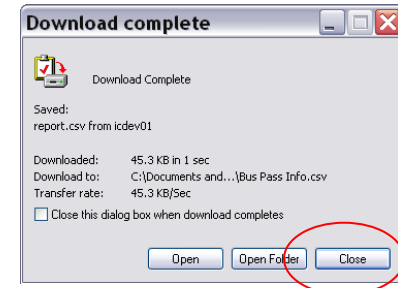


11. Type the file name using naming convention below.

(Naming convention recommended)
(School#RTDMonthYear)



12. Click **Save**
13. If this window appears click **Close** export is complete.



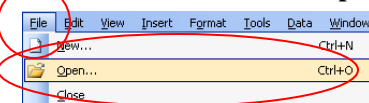
14. Click **Close** on the **Query** window and.

Importing to Excel

1. **start**
2. **All Programs**
3. **Microsoft Office**
4. **Microsoft Office Excel 2003**

If using Office XP or Office 2000 Excel could be in the All Programs options.

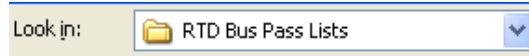
5. From the **Main Menu** select **File, Open**



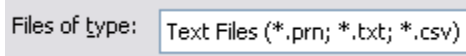
RTD Bus Pass List



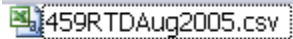
6. Change the Look In option to the RTD Bus Pass List folder



7. Change the Files of Type to Text Files



8. Click on the files created for current month

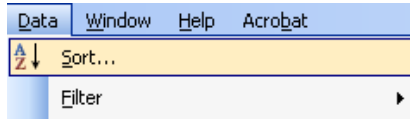


9. Click

Sort Student List

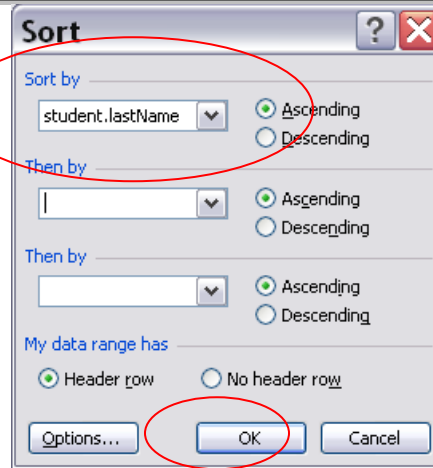
When adding new students to the list for current month you may need to sort to put it in alphabetical order again.

1. Click on Column A and drag to Column I to highlight all records
2. Click **Data** from the main menu and select **Sort**

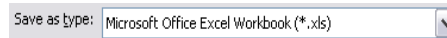


3. Click in the **Sort by** and change to Last Name and or Grade. You choose how you want the list to sort.

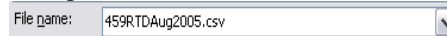
4. Click



5. From the **Main Menu** click **File, Save As**
6. From the **Save As** window change **Save as type** to **Microsoft Office Excel Workbook**.



7. The file name will remain the same continue to next step.



8. Click
9. Type the headings for each column then click

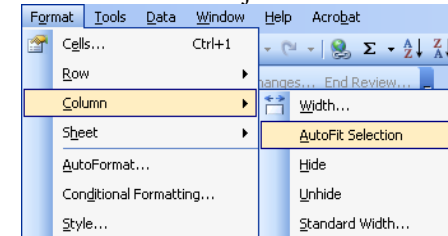
This file will not be sent to RTD mailbox only used for school to use for student signatures for audit purposes.

Formatting List for Printing

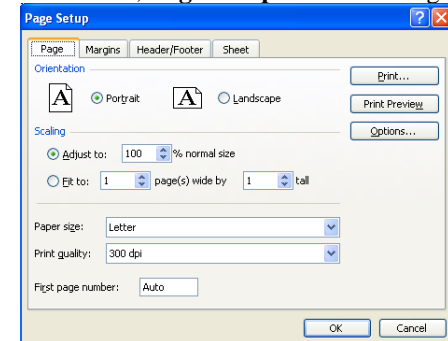
1. Hold your mouse down and highlight all the columns of data.



2. From the Main Menu select **Format, Column, Auto Fit Selection**. This will allow room for data to be written on the list. If more space is needed drag the column with the mouse to adjust all.



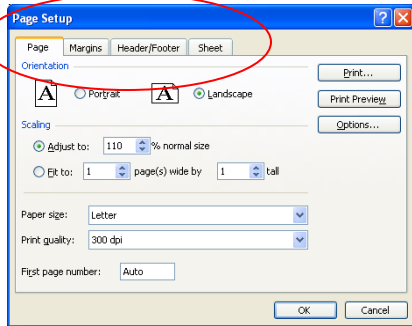
3. Select **File, Page Setup** to set the margins



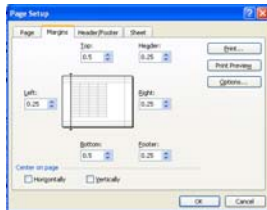
RTD Bus Pass List



4. Set **Page Orientation** to **Landscape**
5. Set the **Adjust to:** 110

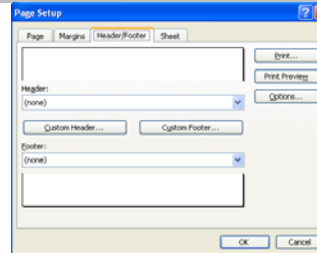


6. Click on **Set Margins** tab
7. Set top/bottom margins to .5, Left/Right margins .25, and Headers/Footer to .25

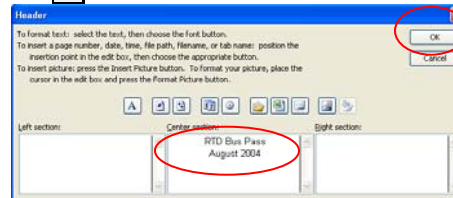


Adjust margins to fit custom titles

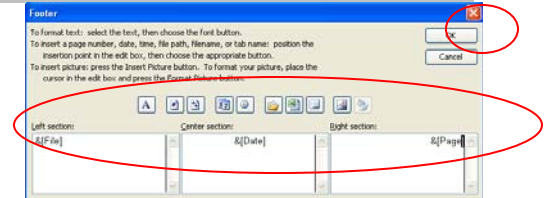
8. Click **Header Footer** tab to set the title, page numbers, and date on list.



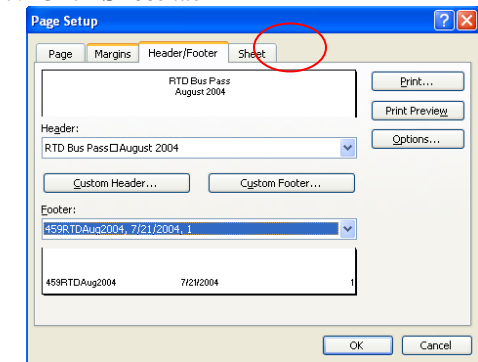
9. Click on **Custom Header** to set the title
10. Click in the **Center Section** and type RTD Bus Pass Listing, then hit enter and type Month and Year.
11. Click **OK** when done.



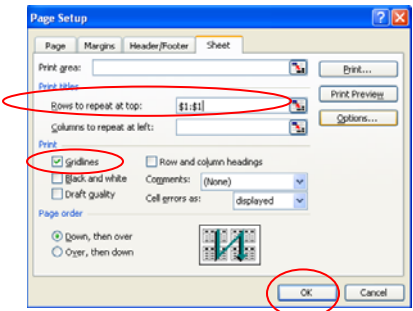
12. Click on **Custom Footer** to setup information
13. Click **File Name** icon
14. Click in **Center Section** and click on for date of printed list
15. Click in **Right Section** and click on for page numbers
16. Click **OK** when done




17. Click **Sheet** tab



18. Click in **Rows to Repeat at top** and type \$1:\$1
19. Click box for **Gridlines**
20. Click **OK**



RTD Bus Pass List

- Click  icon to save these changes to retain all the page setup information.

Copy Fields

When adding repeated information to the list, use the fill option.

- Click in the field and type information
Example: 08/10/04 in the Date Issued field

| | A |
|---|-------------|
| 1 | Date Issued |
| 2 | 08/10/04 |

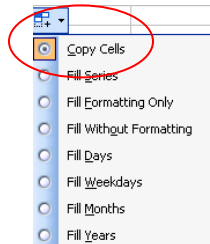
- Hold mouse down on the **fill handle** and drag to the end of the fields needing the date and let go of the mouse.


| | A |
|---|-------------|
| 1 | Date Issued |
| 2 | 08/10/04 |
| 3 | |

- Right mouse click on the **Auto Fill Option** icon to view choices.

| | |
|----|-----------|
| 38 | 9/15/2004 |
| 39 | 9/16/2004 |
| 40 | |

- Right mouse click to view **Auto Fill Options**, then click on **Copy Cells**



- Click  Save icon to save changes.

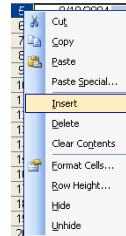
Insert a Line

When adding new students a line can be inserted.

- Click on the line number below the line where you want to insert.

| |
|---|
| 4 |
| 5 |
| 6 |

- Right mouse click on the line number for the shortcut menu, and select **Insert**



- The blank line will be inserted and lines below the insertion will be moved down.

| | |
|---|-----------|
| 4 | 8/10/2004 |
| 5 | |
| 6 | 8/10/2004 |
| 7 | 8/10/2004 |

- Enter the data and save your workbook