Data Mining

Basics

October 2016

Capital Region
**ESD 113**

My Partner for Learning Solutions

TERMS OF USE

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Data Mining

Path: WS\ST\DM
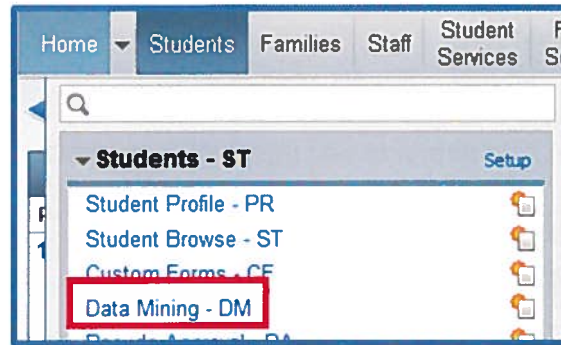
Choose the Browse View: This determines the list view that appears on the screen

- Report Information
- Field Selection
- Sort Sequence
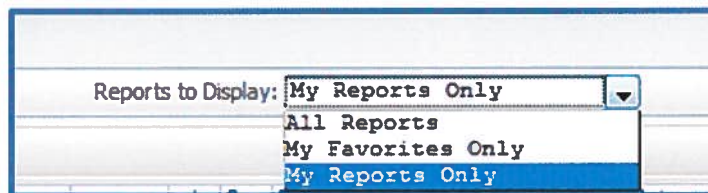- Selected Student
- Family Access Display

Select Filters:

- All Reports

Choose Reports to Display:

- All Reports
- My Reports
- My Favorites

Add a new report:

- Click Add
- Name the report
- Choose Report Parameters

handwritten annotations: grad year, race, gender — could be useful to designate neighbourhoods

11/18
11/28 } next sessions

Save and Add Fields
+ Choose Field Selection or Field Search option radio button

Field Selection - Highlight Field Area
+ A shaded area indicates that more options are available
+ Continue until you locate the correct field
+ Double click or click the Add button to add this field to the report

Field Search -Type in Field Look-up
+ Choose from the Available fields
+ Double click to add to report

Save and Modify Ranges
- Modify the fields you have chosen on the report
- Individual selections narrow down the field (i.e. grade 5 only)

- Option to narrow down by using High and Low fields
- OK or Save

Sorting - Choose Edit
- Selecting Sorting Tab
- Select Edit
- Highlight field to sort on
- Double click or use > arrows
- Select Break Options
- Save or Save and Back

Student Inclusion Options - This determines which students are included in the report
+ Choose Fields
+ Edit Areas

Selected Students - This is to select individual student names
+ Choose Edit
+ Enter student name key
+ Add name to display in box below
+ Select Save & Back

Family Access Display: Posts the report to only students on the report - Family Access (other ID must be one of the fields on the report)

Format: Provides the ability to print all information on one line. The option to sort is not available.

And/Or Filter – Provides the ability to choose and/or options.

Report Actions- Viewing a selection of 10 records to preview before printing the entire report
- Select First 10 Records (Print)
- Report of only 10 records go to the Print Queue
  (for verifying information and previewing your report for layout
- Option to print to Excel

Print Queue

Report will now appear in list of reports
- Expand + to see the parameters
- Edit to make changes to the report
- Print or Preview by choosing the appropriate button

- Wait for the Report or choose Back button

- When Complete Display Report or select the View button

- Completed report can be viewed for a period of time in the print queue by clicking on My Print Queue at the upper right of the Skyward Screen.

Print Using Address Labels

Report Name: New Data Mining Report ▼   Add | Clone | Delete | Back

Report Title: New Data Mining Report

Report Orientation: Portrait   Student Status: Active   Excel Export: Default   Default Entity: Yes

Print | First 10 Records [Print] | Excel | First 10 Records [Excel] | Print Using Processing List | Print Using Reports Generator | **Address Labels**

Information Labels | Mail Merge | Export to File | Print Parameter Page

Address Labels:

+ Highlight one of your already created reports for the set of students you need labels for.
+ Select the Address Labels button
+ Add
+ Name your template (the template is the set up for how the label is addressed)

Template Settings   Save | Save and Print | Label Setup | Back

* Template Description: Parent or Guardian Of
☑ Share with other users in entity 112
☐ Print Greenbar

Address Label Setup

Line 1
○ Student's Name
○ Guardian of (Student's Name)
◉ Parent or Guardian of
○ First Parent or Guardian's Name
○ First and Second Parents or Guardians' Name
○ Family Title
○ To The (lastname) Family
○ Generic   Resident

Line 2
○ None - Following Line(s) Will Be Moved Up
◉ Student's Name
○ Guardian of (Student's Name)
○ First Parent or Guardian's Name
○ Family Title

Label Options
Name Order: ◉ First Last   ○ Last First
Family Number: [1] to [1]
☑ All Uppercase
☑ Use Mailing Address If Available
☐ Only Families Receiving Report Cards
☐ Only Families Receiving Forms
☐ Page Break on Primary Sort [?]

Label Appearance
PARENT OR GUARDIAN OF
JOHN DOE
5233 COYE DRIVE
PO BOX 123
STEVENS POINT WI 54481

+ Select Label Set Up (to choose the label, i.e. 5160)
+ Click on Skyward Labels hyperlink for available label types or click MS Word

Label Options   [icons] [?]

Label Export Options   Save | Back

◉ Skyward Labels: Stk Mailing Lzr Avery 5160 ▼
○ MS Word (This option will generate a csv file that can be used for a merge)

Label Overrides

Number of Labels Across: [3]   Start With Label: [02]
Number of Positions to Indent: [002]   Label Sort Order: Order Created ▼
Number of Labels per Person: [001]

Label Default Settings

Margins	Label Dimensions	Pitch	Number of Labels
Top: [2]	Height: [5]	Vertical: [1]	Across: [3]
Side: [0]	Width: [30]	Horizontal: [3]	Down: [10]

Page Set-up

Lines Per Inch: 6 lpi - Normal ▼   Label Type: Laser ▼
Char Per Inch: 12 cpi - Elite ▼   Orientation: Portrait ▼

+ Highlight your label choice
+ Click Select
+ Click Save & Print

Available Labels

Views: General ▼   Filters: *Skyward Default ▼

Label Description ▲	Top Mar	Side Mar	Vert Pitch
Stk Mailing Lzr #SADM7008	2	0	2
Stk Mailing Lzr Avery 5160	2	0	1
Stk Mailing Lzr Avery 5163	2	1	1
Stk Mailing Pin #SADMD3515-1	1	1	1
Stk Transcript Lzr #SADM 7006	2	1	2
Stk Transcript Pin #SADM 7005	1	0	1
2/3" x 3 7/16"	1	1	1
Avery 5160 - CSS	2	0	1
Envelope - Large (9 x 12)	27	45	1
Envelope - Letter (4 x 9.5)	11	35	1
Envelope - Small (3.6 x 6.5)	11	26	1

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Address Labels

☑ Display My Templates   ☐ Display Shared Templates   ☐ Display Skyward Templates

Address Labels Templates   Print

Template Type ▲	Description	Created By
1) User	Last Name Label	Dyscr, Dorothy R.
1) User	Student Name Label	Dyscr, Dorothy R.
1) User	To the Parent or Guardian of:	Dyscr, Dorothy R.

Print Using Processing List

Print Using Reports Generator

Additional information on labels:

If you are using the 5160 address labels, be sure in your set up that you go to the label setup and indent at least 1.

Then when the labels are on the screen, and you have your printer options available….

If you are using Adobe 10 versions – Be sure the Size is set to ACTUAL SIZE and PORTRAIT.

If you are using Adobe 8 versions – Be sure the page scaling is set to NONE and the Auto rotate/center is not checked.

Exercise #1

Build a Student Alpha report

    Include Fields:
        Student Full Name
        Gender
        Grade
        Birth Month and Day

    Ranges to Select:
        Select a single grade level

****

Exercise #2

Use the same report but make the following Range changes:

        Change the Birth date to be the 2 digit month only.
        Increase the gender, grade level columns by three characters
        Move birth date before Gender and
        Sort by birth date

****

Exercise #3

Use the same report but make the following changes

        Add Age to the report after birth date
        Remove the Gender
        Sort by birth date – by Month
        Double Space after birth date

****

Exercise #4

Build a *Form Returned Check List* report

    Include Fields:
        Free Form Comment
        Student First Name
        Grade
        Enter a line _____ in the Comment field box of the Free Form
        Comment field
        Add Heading 1 "Date Form" and "Returned" for Heading 2

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Exercise #5

Export to Excel Report – Build an Email report

    Include fields:
        Student full name
        Family – Guardian 1 and Guardian 2 email addresses
        Advisor
        Grade

****

Exercise #6

Address Labels – using one of the prior built reports and create:

    Mailing labels by student name (alpha)
    Mailing labels by a single grade level
    Mailing labels by a single Advisor

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Exercise #7

Round table building of two reports with the group