

Educational Service District 113
Capital Region Information Service Center

Data Mining

Basics

October 2016



My Partner for Learning Solutions

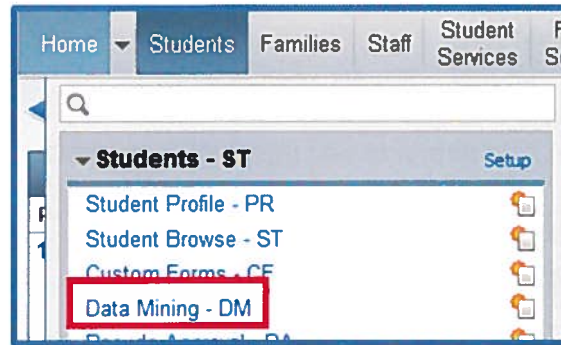
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Data Mining

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

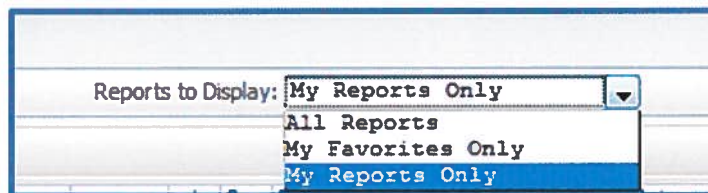


Select Filters:

- All Reports

Choose Reports to Display:

- All Reports
- My Reports
- My Favorites



Add a new report:

- Click Add
- Name the report
- Choose Report Parameters

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: Both

[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]

Report Name: New Data Mining Report [Edit]

Report Title: New Data Mining Report

Report Orientation: ☒ Portrait ☐ Landscape

Student Status: ☒ Active ☐ Inactive ☐ Both

Student NY Status: ☐ Active ☐ Inactive ☒ Both

Excel Export: ☐ Use Default Field Lengths ☐ Use Template Field Lengths

Default Entity: ☐ Yes ☐ No ☒ Both

Student Class Status: ☐ Active ☐ Dropped ☒ Both

☐ Include Parameter Page

☐ Show Counts Only

☐ Include GRG Page

☐ Limit U.S. Zip Codes to 5 digits



My Partner For Learning Solutions

11/18 } next sessions
11/28 }

could be useful to designate neighborhoods

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

Data Mining

Report Name:

Report Title:

Report Orientation: Student Status: Excel Export: Default Entity:

☒ Field Selection ☐ Field Search

Field Areas

- Discipline
- E/M
- Emergency
- Entity
- Family
- Fee Management
- Food Service
- General
- Gifted and Talented
- GFA
- Grad. Res. Endorsements

General

- Address
- Birth History
- Change History
- Eth/Race
- Profile
- School Path
- Vehicles
- Web Access

Profile

- Multi-Race (1/1)
- Multi-Race/Ancestry Name
- Native Language Code
- Native Language Description
- Next Year Grad Year
- Next Year Grade
- Off-Campus Lunch
- Online Registration Stat
- Other ID
- Other Student Names

Name

- Other Name
- Stu Legal Name is One Na
- Student First Name
- Student Full Name
- Student Last Name
- Student Middle Initial
- Student Middle Name
- Student Prefix
- Student Prefix Code
- Student Suffix

Selected Field

Description:

Used For:

Heading 1:

Heading 2:

Length:

Fields on Report

Report Width:

Note the button options throughout the various screens.

Field Search -Type in Field Look-up

- ✚ Choose from the Available fields
- ✚ Double click to add to report

☐ Field Selection ☒ Field Search

Field Search

Field Lookup:

** Type 3 Text Characters to Start Search **

Selected Field Location

Available Fields

- Primary Phone Ext [Emerg.]
- Primary Phone [Profile]
- Primary Phone Extension [Profile]
- Primary Phone [Offense Victims]
- Primary Phone Extension [Offense Victims]

Selected Field

Description:

Used For:

Heading 1:

Heading 2:

Length:

Fields on 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)

Primary Phone (Profile)
☒ Print Field on Report ☐ Individual Selections
 Ranges Low/High:
 Headings 1: Primary Headings 2: Phone Length: 14

Grade (Profile)
☒ Print Field on Report ☒ Individual Selections
 Select
 Headings 1: Headings 2: Gr Length: 2

Individual Code Selections
 Individual Selections for: Grade
 Select All Clear All OK Back

Description	Code
01	2023
02	2022
03	2021
04	2020
<input checked="" type="checkbox"/> 05	2019

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

Grade (Profile)
☒ Print Field on Report ☐ Individual Selections
 Ranges Low/High: 5 5
 Headings 1: Headings 2: Gr Length: 2

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

Report Information
 Fields
 Ranges
Sorting
 Selected Students - 0
 Family Access Display
 Format
 And/Or Filter

Report Name: New Data Mining Report Back

Report Title: New Data Mining Report

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

Selected Fields
 Student Full Name [Profil]
 Primary Phone [Profil]

Selected Sorts
 1 Grade [Profil]

Break
☐ Single ☒ Double ☐ Triple ☐ Page
☒ Count
 Up Down

Break Options
 Single, Double, Triple or Page Breaks
 Count Option

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

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

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

My Print Queue

Print Queue for Dorothy Dyscr

Date	Time	Report Description	W	Status	Time	Format	Current Key
02/28/2012 Tue	9:35 AM	Student Data Mining - New Data Mining Report		Completed	00:00:03	pdf	
02/28/2012 Tue	9:35 AM	Student Data Mining - New Data Mining Report		Completed	00:00:16	pdf	
02/21/2012 Tue	2:09 PM	Payment Receipt - Tisherscr, Sophia P		Completed	00:00:03	R	
02/21/2012 Tue	1:58 PM	Print Statements - Print All Current Year Statemen		Completed	00:00:03	PDF	
02/21/2012 Tue	1:57 PM	Payment Recei				R	
02/21/2012 Tue	1:52 PM	Payment Recei				R	
02/21/2012 Tue	1:34 PM	Standardized T				pdf	
02/21/2012 Tue	1:32 PM	Check Out For				pdf	
02/21/2012 Tue	1:24 PM	Payment Recei				R	
02/20/2012 Mon	11:40 AM	Payment Recei				R	
02/20/2012 Mon	11:34 AM	Standardized T				pdf	
02/20/2012 Mon	11:34 AM	Payment Receipt - Thweattsco, Scott W		Completed	00:00:03	R	

19 records displayed

Records above are automatically deleted after 2 days.

- 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 Entry: **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

* 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: to

- ☒ 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

[Save] [Save and Print] [Label Setup] [Back]

- 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

Label Export Options

☒ Skyward Labels: **Stk Mailing Ltr Avery 5160** [Save] [Back]

☐ MS Word (This option will generate a csv file that can be used for a merge)

Label Overrides

Number of Labels Across: Start With Label:

Number of Positions to Indent: Label Sort Order: **Order Created**

Number of Labels per Person:

Label Default Settings

Margins Top: Side:

Label Dimensions Height: Width:

Pitch Vertical: Horizontal:

Number of Labels Across: Down:

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 Ltr #SADM7008	2	0	2
Stk Mailing Ltr Avery 5160	2	0	1
Stk Mailing Ltr Avery 5163	2	1	1
Stk Mailing Pin #SADM3515-1	1	1	1
Stk Transcript Ltr #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

Address Labels

☒ Display My Templates
 ☐ Display Shared Templates
 ☐ Display Skyward Templates

Address Labels Templates

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
 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

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

Exercise #7

Round table building of two reports with the group