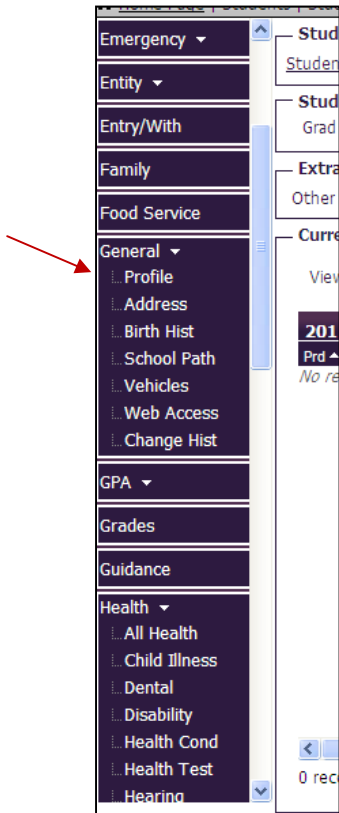


Data Mining

First Rule of Data Mining – Know where the data is coming from. Study the Student Profile screens and identify where data is stored. For example the General /Profile screen includes Grade, Date of Birth, Ethnicity, Federal Race, Gender and more...



Profile

Grade Information	
Grade/Grad Yr: 10 2014	GLO: [redacted]
Advance: No	Retain: No
NY Grad Year: 2014	Grad Req Base Yr: 2014
Graduated: No	Graduation Date: [redacted]
Entered 9th Grade: 08/23/2010	
General Information	
Date of Birth: 07/22/1995 Age: 16	Gender: Female Special Ed: No
Local Race: 5 WHITE/NON HISPANIC	Ancestry: [redacted]
Ethnicity: <input checked="" type="checkbox"/> Hispanic/Latino Ethnicity?	Resident: Yes
Federal Race: <input checked="" type="checkbox"/> 1-American Indian or Alaskan Native	<input type="checkbox"/> Student qualifies for provisional enrollment
<input type="checkbox"/> 2-Asian	Mom's Maiden: [redacted]
<input type="checkbox"/> 3-Black or African American	Transported: No
<input type="checkbox"/> 4-Native Hawaiian or Other Pacific Islander	Other ID: 50024
<input type="checkbox"/> 5-White	Conv. Key: 04192882
Race/Eth Verf: Not Verified On: [redacted]	Library Card: [redacted]
Primary Language: 01 SPANISH	Other Name: [redacted]
SSN: [redacted]	School Email: [redacted]
District Entry Date: 01/01/1900	Home Email: [redacted]
Home Language: [redacted]	Crspd Lang: [redacted]
Second Phone: [redacted]	Third Phone: [redacted]
Distribute Student Demographic Information For ?	
Military: No Higher Ed: No Public: No District: No Local: No	

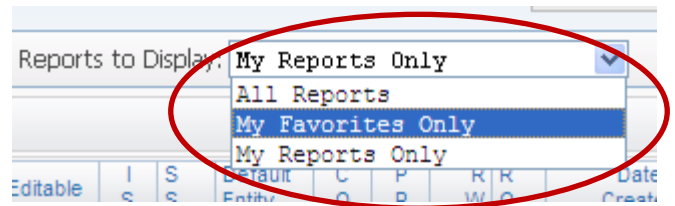
Quick Print
Edit
Gen Notes (0)
All Notes (0)
*Chg. Log

Building Your Own Data Mining Templates

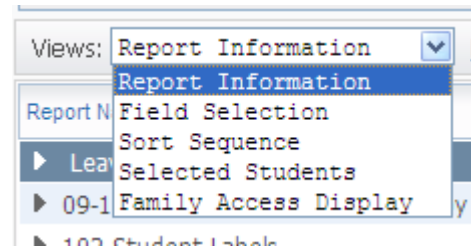
Student/Data Mining



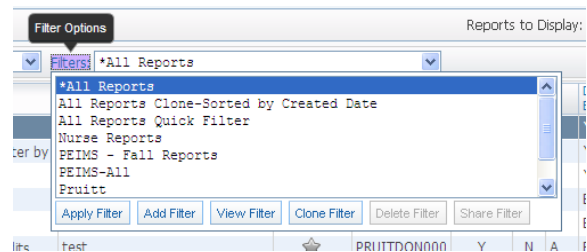
Reports to Display – All Reports, My Favorite Reports Only or My Reports Only



Views – Several are available



Filters – Add, Edit and Share Filters

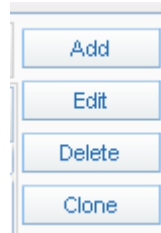


Student Data Mining Report List after several templates have been created

Report Name	Report Title	Favorite	Created By	Editable	I	S	Default	C	P	R	S	Date	Last Run Date	Last Run Time
Leaver Graduated 2010	Leaver Graduated 2010	★	FRUITD0000	Y	N	A	Yes					74 P	11/09/2010	02/23/2012 12:00 AM
09-10 Gifted and Talented Roster by	09-10 Gifted and Talented Roste	★	FRUITD0000	Y	N	A	Yes					77 P	07/25/2010	09/30/2010 11:10 AM
102 Student Labels	102 Student Labels	★	FRUITD0000	Y	N	A	Yes					136 L	10/21/2011	10/21/2011 3:19 PM
11th grade 4 Year enrollment	11th grade 4 Year enrollment	★	FRUITD0000	Y	N	A	Both					80 P	06/02/2010	
11th graders	test report ccccc	★	FRUITD0000	Y	N	A	Both					115 L	08/11/2011	
17 or older with 10 or less Credits	test	★	FRUITD0000	Y	N	A	Both					56 P	09/10/2012	
1st Day Alpha Listing	1st Day Alpha Listing	★	FRUITD0000	Y	N	A	Yes					47 P	09/27/2012	
2010 Seniors	2010 Seniors	★	FRUITD0000	Y	N	A	Both					80 P	06/02/2010	06/02/2010 9:46 AM
2010 Seniors - Graduate Info.	2010 Seniors - Graduate Info.	★	FRUITD0000	Y	N	B	Yes					124 L	07/19/2010	02/16/2011 11:19 AM
2010 Seniors - Non-Graduate Info.	2010 Seniors - Non-Graduate Inf	★	FRUITD0000	Y	N	B	Yes					125 P	07/19/2010	
2010 Seniors-TAKS Mastery	2010 Seniors-TAKS Mastery	★	FRUITD0000	Y	N	A	Both					89 P	07/01/2010	02/23/2012 12:00 AM
2010-2011 Opportunity	2010-2011 Opportunity	★	FRUITD0000	Y	N	B	Both					63 P	09/14/2011	
2011 Seniors - Graduate Info.	2011 Seniors - Graduate Info.	★	FRUITD0000	Y	N	B	Yes					117 L	09/23/2011	02/23/2012 12:00 AM
2011-2012 Leavers	2011-2012 Leavers	★	FRUITD0000	Y	N	B	Yes					62 P	06/06/2012	
2012 5th Year Seniors	2012 5th Year Seniors	★	FRUITD0000	Y	N	A	Yes					56 P	02/09/2012	

Buttons used in the building stages

- Add – to add a New Template
- Edit – to edit an existing Template
- Delete – to delete an existing Template
- Clone – to copy an existing Template

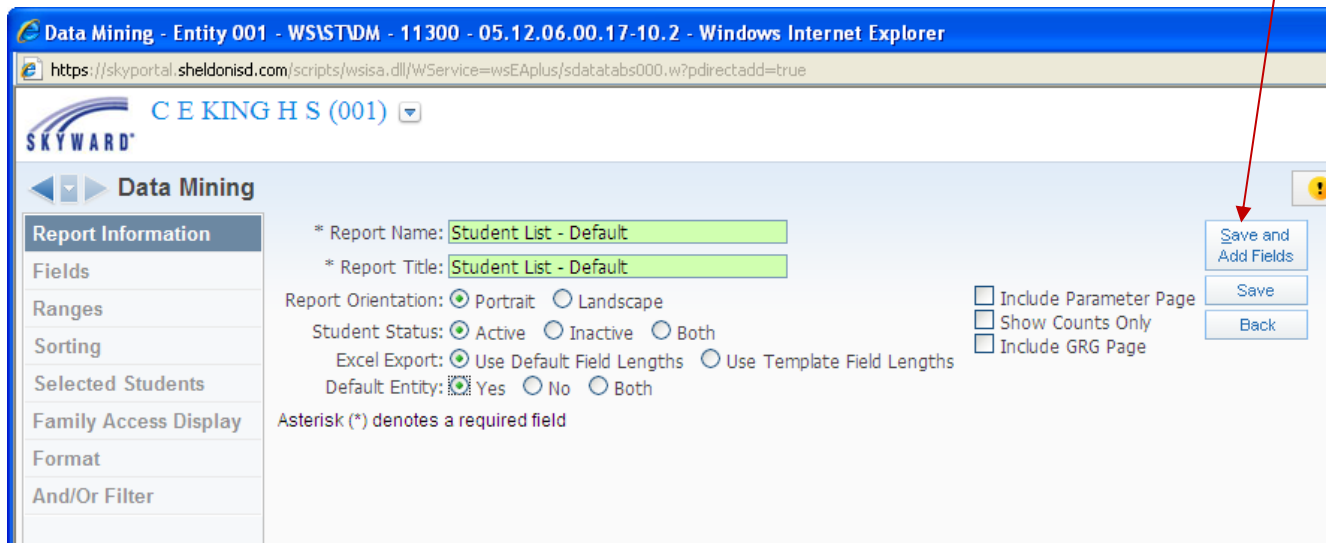
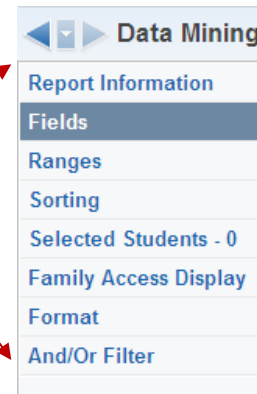


Using the Add/Edit/Clone to build reports

- Click the Add button

NOTICE THE SCREEN NAMES ON THE LEFT SIDE OF THE SCREEN
PROGRESS THROUGH THEM IN ORDER OR JUMP AROUND

- Enter a Report Name
- Enter a Title (this prints on report)
- Select orientation
- Select Student Status - Usually want Active, but not always
- Select Default Entity
 - Default Entity is an Active Student's current campus
 - Default Entity is an Inactive Student's last campus of enrollment (usually)
 - Yes – almost always
 - No – rarely used
- Click "Save and Add Fields"



Adding Fields

- Using Field Selection navigate to the correct Field Areas
- Then navigate through sub tables until locating the desired field
- Highlight the desired field and click “Add This Field to Report”
 - Shortcut – *Double Click field name*
 - Repeat above steps for every desired field
- Use the “Up” and “Down” buttons to reorder fields if necessary
- Use the “Delete” button to remove fields no longer needed

The screenshot shows the Skyward Data Mining interface. The browser title is "Data Mining - Entity 001 - WSSTDM - 11300 - 05.12.06.00.17-10.2 - Windows Internet Explorer". The URL is "https://skyportal.sheldonisd.com/scripts/wsisa.dll?WSservice=wsEplus/sdatatabs000.w". The page title is "C E KING H S (001)". The main heading is "Data Mining".

Report Name: Student List - Default [Back]

Report Title: Student List - Default

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

Field Selection (selected) Field Search

Field Areas	General	Profile	Name
Entity	Address	Multi-Race (Y/N)	Other Name
Family	Birth History	Multi-Race/Ancestry	Student First Name
Food Service	Profile	Name	Student Full Name
General	School Path	Next Year Grad Year	Student Last Name
Gifted and Talented	Vehicles	Next Year Grade	Student Middle Initial
GPA	Web Access	Online Registration Stat	Student Middle Name
Grad Requirements		Other ID	Student Prefix
Grades		PEIMS ID	Student Prefix Code
Guidance		Picture Y/N	Student Suffix
Health		Primary Language Code	

Selected Field

Description: Student Last Name

Used For: Profile

Heading 1: Student

Heading 2: Last Name

Length: 20

Add This Field To Report

Fields on Report

Field	Tab
Other ID	[Profile]
Student First Name	[Profile]
Student Middle Initial	[Profile]
Student Last Name	[Profile]

Save and Back

Save and Modify Ranges

Back

Up

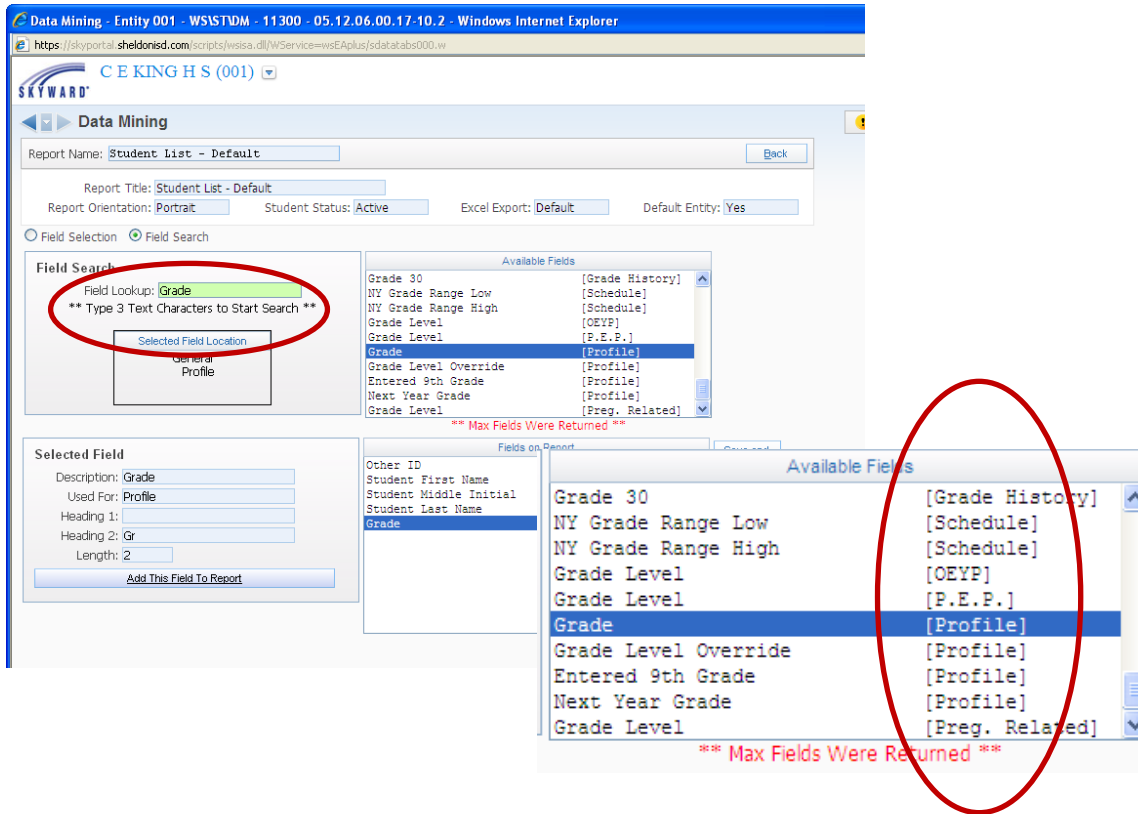
Down

Delete

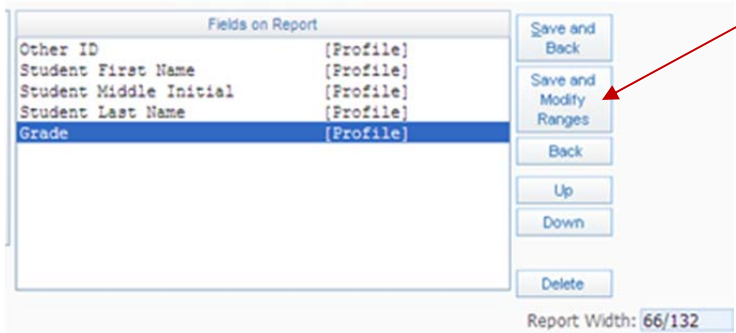
Report Width: 63/132

Alternative to *Field Selection* is *Field Search*

- Select the Field Search radio button
- Type in a field name. i.e. Grade
- When the “Available Fields” window is populated, scroll to find the appropriate selection
 - Be cautious of the second column – The words in brackets identify the “tab” the field is associated with in the database
 - The Grade you are looking for is on Profile – make sure they match

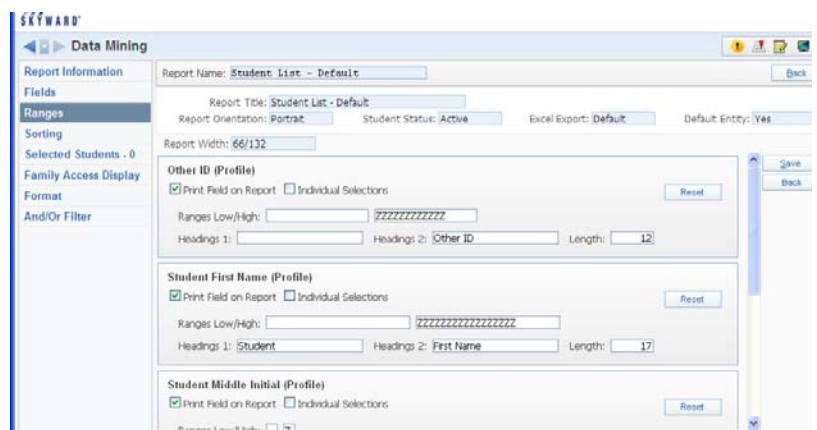


- Once all fields are selected
- Click Save and Modify Ranges



Modify Report Ranges

- Examine the settings for each field you included and determine if you need to set a range
 - For example: Grade – you may only want 5th graders, Gender – you may only want female



- For this sample we will filter the Grade
- Scroll down and find the Grade field as shown in this image

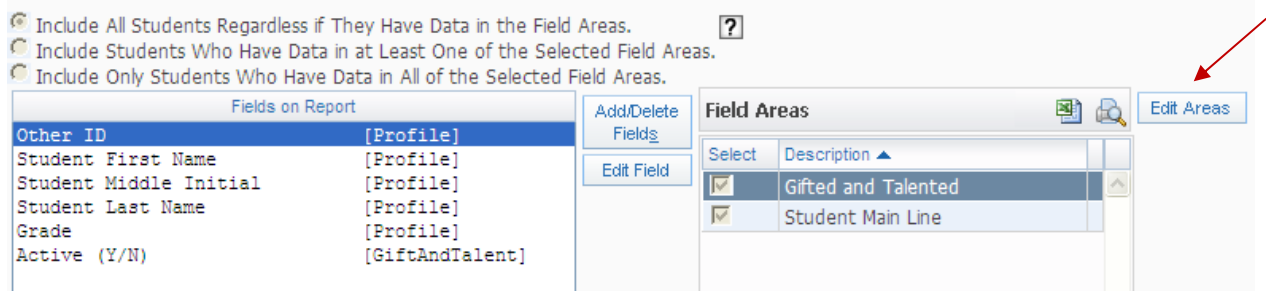
- Check the “Individual Selections” box
- Click Select
- Your Grade table will appear
- Select the Grade(s) you wish to use for a filter (This sample selects 5th)
- Click Ok

Description	Code
<input type="checkbox"/> 01	2024
<input type="checkbox"/> 02	2023
<input type="checkbox"/> 03	2022
<input type="checkbox"/> 04	2021
<input checked="" type="checkbox"/> 05	2020
<input type="checkbox"/> 06	2019
<input type="checkbox"/> 07	2018
<input type="checkbox"/> 08	2017
<input type="checkbox"/> 09	2016
<input type="checkbox"/> 10	2015
<input type="checkbox"/> 11	2014
<input type="checkbox"/> 12	2013
<input type="checkbox"/> EE	2027
<input type="checkbox"/> GD	2012
<input type="checkbox"/> KG	2025
<input type="checkbox"/> PK	2026

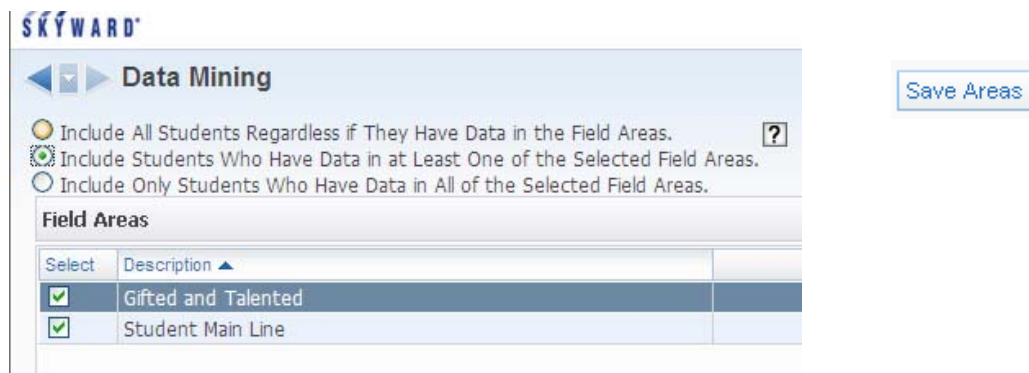
- Save your Range Filters

Setting Records to Include

- Return to “Fields” screen (Select Fields on the top left menu)
- You will need to identify which students you want on the report based on Selected Field Areas
- The Skyward default is to “Include All Students Regardless if They Have Data in the Field Areas”
 - To change the settings click the “Edit Areas” button



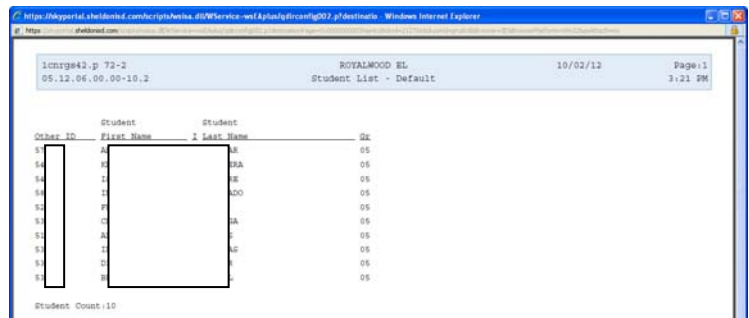
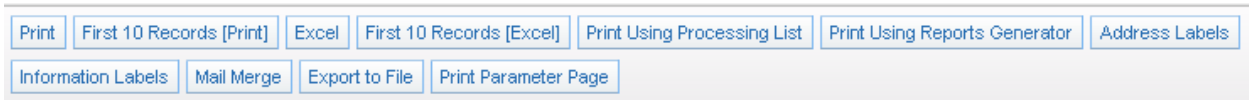
- Select the “Include” statement that best describes your desired results
 - Include All Students... - includes all students (sometimes regardless of ranges)
 - Include Students who...Data...Least One...
 - Allows you to select the Field Area upon which to apply the restriction
 - Includes only students who have data – i.e. Gifted – includes only students with Gifted data records
 - Include Only Students...All...Selected...
 - Allows you to select the Field Area upon which to apply the restriction
 - Includes students who have data in all fields – i.e. Middle Initial – those without a middle name would be omitted
- Select the Field Areas to include in the Filter
- Save Areas



Processing Your Data Mining Templates

Printing Options

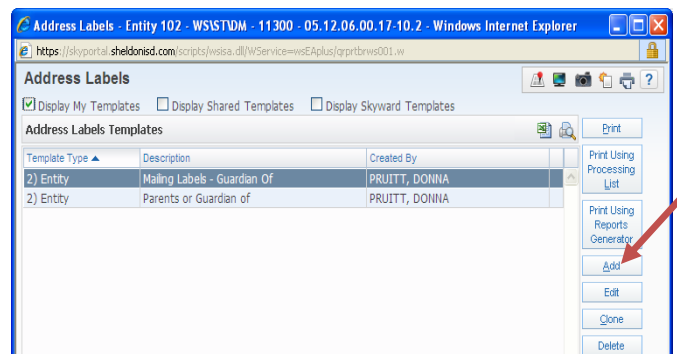
- Preview First 10 Records - This provides a sample of the data which can be used to verify the report is setup as desired
- Print – this will generate a PDF document in your Print Queue
- Excel – This will export the data into an Excel document that can be saved or further manipulated



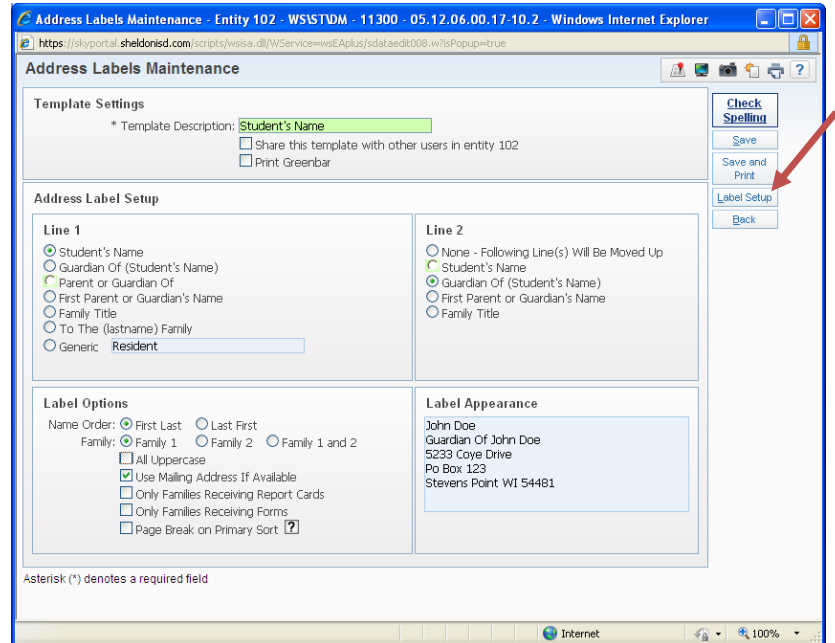
Student Full Name	Other ID	Gr	Entry Date
AGL	51	05	08/22/2011
ALO	51	05	08/22/2011
AME	61	05	08/22/2011
AMC	61	05	08/22/2011
ANT	53	05	08/22/2011
ARG	58	05	08/22/2011
ARR	53	05	08/22/2011
BAR	51	05	08/22/2011
BAR	53	05	08/22/2011
BEL	51	05	08/22/2011
BON	61	05	08/22/2011
BRA	53	05	08/22/2011
BRE	58	05	08/22/2011
CAB	49	05	08/22/2011
CAL	61	05	08/22/2011
CAN	58	05	08/22/2011
CAN	59	05	08/22/2011

Address and Information Labels

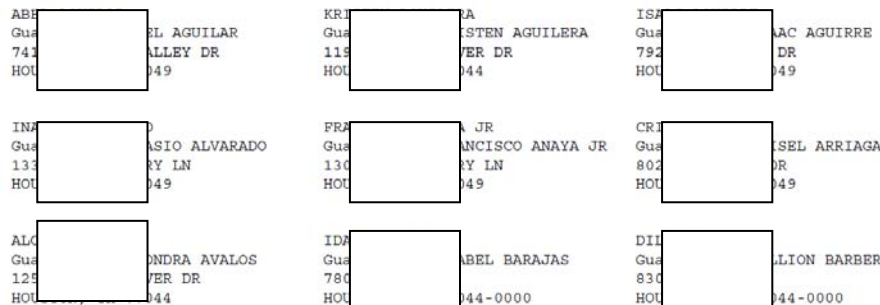
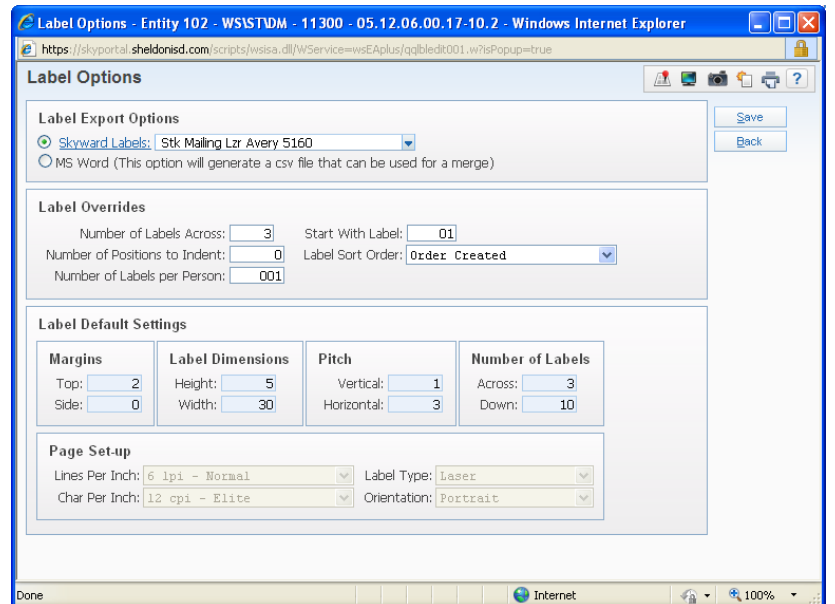
- The first time you create a particular label you will need to set up the template
- Click Address Labels
- Click Add to add a template



- Title your template with a name that identifies the setup
- Set Line 1 and Line 2 according to the name you want on the Address Label.
- You have some Label Options that may be used
- The Label Appearance area displays a sample label

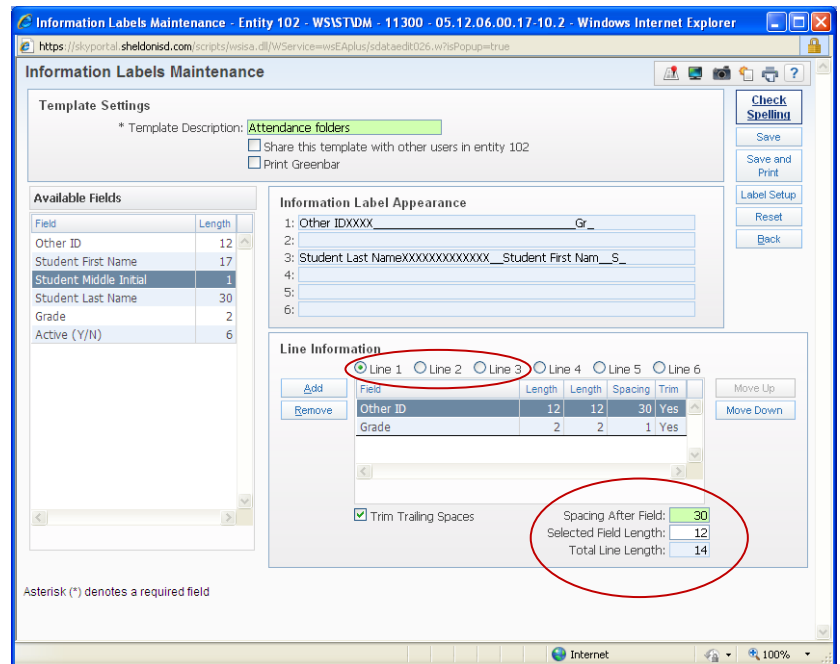


- Next you will click Label Setup
- You will select a label style
- Enter any Label Overrides you need to make the perfect label
- Save
- Save and Print your labels
 - Skyward generates a .pdf
 - You can save or print



Information Labels

- The process is the same as Address Labels, but the setup is slightly different
- Title your template
- Add your fields to each LINE of the label
 - Remember to select to correct line before adding fields
 - Enter trailing spaces and shorten or lengthen fields as needed
- A sample of your label appears above the setup selection area
- Use Label Setup to choose the right label
- Save and Print



Helpful Hints:

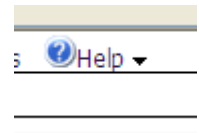
Modifying Ranges can be tricky

- Modify one range at a time and test the report to see if it does what you expect
- Use the Reset button if you need to clear or change a range setting
- Many fields in Skyward are date stamped – For Example: LEP records have a start and end date
 - Blank “end date” ranges will pull open records
- Using the same data in the High and Low fields will limit field to one specific group
 - For example: Grade – using 05 and 05 in the High and Low will produce 5th grade records

Troubleshooting Reports

Start with basic fields such as name and grade. Add one field at a time and test the data. Continue adding and testing until you have a problem. Now you know what is causing the problem and can work on that one field or range to resolve the issue.

Check the Active/Inactive settings on the Report Information screen



Check the Default Entity setting on the Report Information screen

More Tutorials: From any screen in Skyward click the “Help” button and it will take you to more tutorials. Keep in mind – some of these tutorials are a couple of years old and may not be exactly like your screen.