

Texas Skyward User Group Conference

# Enhanced Data Mining

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# Data Mining - Enhanced



***This session will focus on setup of labels, mail merge, import and export data/layouts.***

- Create Address Labels using an existing Data Mining Report
- Create Information Labels using an existing Data Mining Report
- Utilize an existing Data Mining report to create a Mail Merge Document
- Special considerations when using Data Mining
- Export to File
- Import/Export file Layouts

# Data Mining – WS\ST\DM



Home ▾ Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Data Mining ☆ (376) [Icons: Warning, Home, Print, Camera, Favorites, New Window, My Print Queue]

Reports to Display: My Reports Only ▾

Views: Report Information ▾ Filters: \*All Reports ▾ [Icons: Filter, Print, Refresh, Add]

Report Name ▲	Report Title	Favorite	Created By	Editable	I S	S S	Default Entity	C O	P P	R R W O	Date Created	Las D
1 ▶ Data Verification - Students	Data Verification - Students	★	ENGLIDON000	Y	N	B	Both		Y	119 P	12/31/2014	12/3
2 ▶ Data Verify - Family	Data Verify - Family	★	ENGLIDON000	Y	N	B	Both			168 L	12/31/2014	07/0
3 ▶ Data Verify - Students	Data Verify - Students	★	ENGLIDON000	Y	N	B	Both			140 L	12/31/2014	12/3
4 ▶ example	example	★	ENGLIDON000	Y	N	A	Both			0 P	10/27/2015	
5 ▶ Homeless	Homeless	★	ENGLIDON000	Y	N	B	Both			101 P	12/01/2015	12/0
6 ▶ RFE - nickname example	RFE - nickname example	★	ENGLIDON000	Y	N	A	Both			30 P	11/27/2013	
7 ▶ TSUG example - Senior List	Seniors	★	ENGLIDON000	Y	N	A	Both		Y	191 L	10/06/2014	10/0

20 ▾ 7 records displayed Report Name: [ ] ABC

Buttons: Add, Edit, Delete, Clone, Preview First 10 Records, Print, Excel, Print Using Processing List, Print Using Reports Generator, Address Labels, Information Labels, Mail Merge, Export to File, Import Layout, Export Layout

Labels and Mail Merge options are available from the main page.

# Data Mining – Address Labels



**Address Labels Maintenance (83)**

**Template Settings**

\* Template Description:

Share with other users in entity 000

Print Greenbar

**Address Label Setup**

<b>Line 1</b> <ul style="list-style-type: none"><li><input type="radio"/> Student's Name</li><li><input type="radio"/> Guardian of (Student's Name)</li><li><input checked="" type="radio"/> Parent or Guardian of</li><li><input type="radio"/> First Parent or Guardian's Name</li><li><input type="radio"/> First and Second Parents or Guardians' Name</li><li><input type="radio"/> Family Title</li><li><input type="radio"/> To The (lastname) Family</li><li><input type="radio"/> Generic <input type="text" value="Resident"/></li></ul>	<b>Line 2</b> <ul style="list-style-type: none"><li><input type="radio"/> None - Following Line(s) Will Be Moved Up</li><li><input checked="" type="radio"/> Student's Name</li><li><input type="radio"/> Guardian of (Student's Name)</li><li><input type="radio"/> First Parent or Guardian's Name</li><li><input type="radio"/> Family Title</li></ul>
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**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

Asterisk (\*) denotes a required field

- Only one template of each type is needed for all the address labels created.
- Label setup allows for a different starting label.

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# Data Mining - Information Labels



Create Information Labels using an existing Data Mining Report

**Information Labels Maintenance (140)**

**Template Settings**

\* Template Description:

Share with other users in entity 000

Print Greenbar

**Available Fields**

Field	Group	Length
Student Full Name	[Profile]	30
Student First Name	[Profile]	17
Guardian Full Name	[F1/G1]	30
Gender	[Profile]	3
Birthday MMDD	[Profile]	5
Grade	[Profile]	2
Default Entity	[Profile]	30
Default Entity Code	[Profile]	4
Graduation Plan	[Grad Reqs]	30
GPA Method	[Rank]	8
Rank	[Rank]	5
Out Of	[Rank]	6
Rank Date	[Rank]	10
Community Service Hours	[Com Srv]	11
Total Community Service Hours	[Com Srv]	13
Community Serv Req Met	[Com Srv]	17

**Information Label Appearance**

1:

2:

3:

4:

5:

6:

**Line Information**

Line 1  Line 2  Line 3  Line 4  Line 5  Line 6

Field	Group	Length	Length	Spacing	Trim
GPA Method	[Rank]	8	8	3	Yes
Rank Date	[Rank]	10	10	3	Yes
Rank	[Rank]	5	5	1	Yes
Out Of	[Rank]	6	6	1	Yes

Trim Trailing Spaces

Spacing After Field:

Selected Field Length:

Total Line Length:

Save

Save and Print

Label Setup

Reset

Back

Add

Remove

Move Up

Move Down

# Data Mining – Mail Merge



Utilize an existing Data Mining report to create a Mail Merge Document

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**Mail Merge (124)**

**Template Settings**

\* Template Description: **Seniors - fall letter**

Share with other users in entity 000

Print: Greenbar

6 Lines Per Inch  8 Lines Per Inch

**Mail Merge Document**

Source | Font | Size | [Back] | [Forward] | **B** | **I** | **U** | **S** | [Image] | [Table] | [List] | **A-** | **A+**

[List] | [List] | [List] | [List] | [List] | [List] | [List] | Merge Fields

**SKYWARD**  
Skyward School District  
1234 Skyward Dr  
Somewhere, TX 96825

Dear Parent/Guardian of [--Student Full Name | Profile--]

As this exciting school year continues we wanted to take a moment to reach out to parents regarding the community service requirement for your senior. This requirement is intended to give our students a well rounded educational experience that includes community.

Some of our students have been busy attempting to complete this requirement. Just so you are aware [--Community Serv Req Met | Com Srv--][----] your student has meet the requirement at this time. At this time your student has completed [--Total Community Service Hours | Com Srv--][----][----][----].

In addition to the option of the student or family locating their own service opportunities your student's advisors also have a list of available locations requesting volunteers and are also organizing group outings to certain community centers. We have found for some of our students being able to complete this activity in a group can sometimes be beneficial.

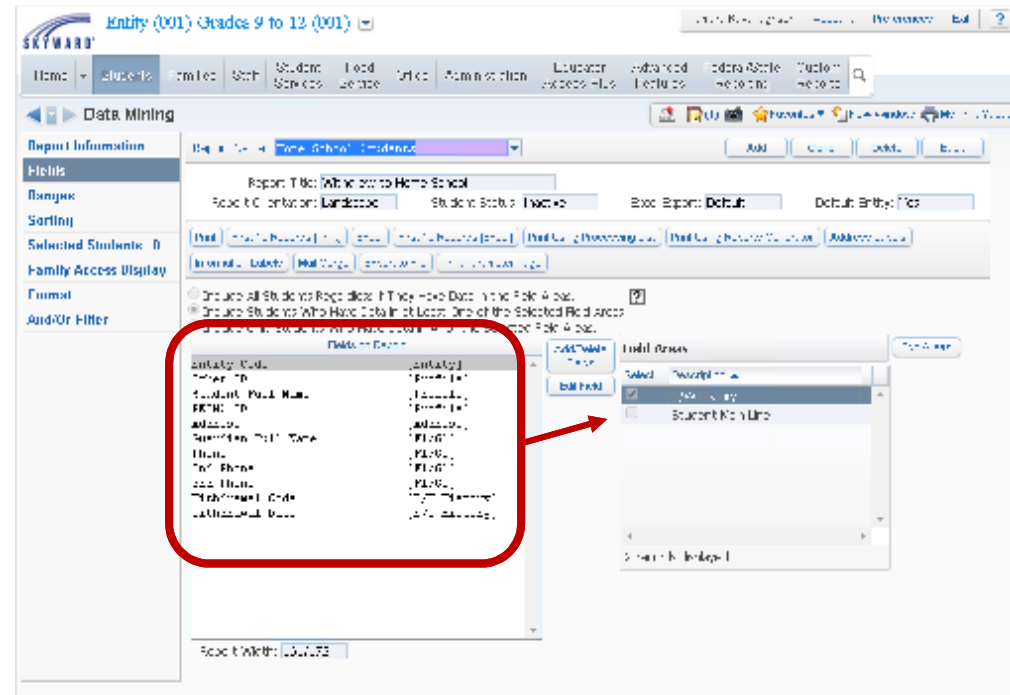
For additional information about the community service requirements and information about available opportunities you can also visit: <http://www.skywardschooldistrict.com/seniors/communityservice>

Just a reminder the advisors have also been updating the seniors resources available online including scholarships, college guides, tutors, and prep links.

# Data Mining – Special Considerations



Special considerations when using Data Mining



1. The fields available for information and mail merge are based upon those selected for the report.
2. The only students that will have labels and/or mail merge documents created are those that would print on the data mining report itself. [Unless a processing list is used to narrow the results.]

# Data Mining – Export to File



## Export to File

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**Export to File** 





**Export Options**

Letter Case:  As Is  Upper  Lower  
 Delimiter:  Comma  Fixed Width  Space  Tab

**Fields to Export**

#	Field	Beg Pos	End Pos	Length
1	Student Full Name	1	30	30
2	Other ID	31	42	12
3	Grade	43	44	2
4	Homeroom Room Number	45	49	5
5	Homeroom Teacher	50	79	30

5 records displayed

[Run](#)

[First 10 Records](#)

[Back](#)

**Export Options:**

1. Letter Case: As Is, Upper or Lower
2. Delimiter: Comma, Fixed Width, Space or Tab



# Data Mining – Import/Export Layouts



## Import and Export Data Mining file Layouts

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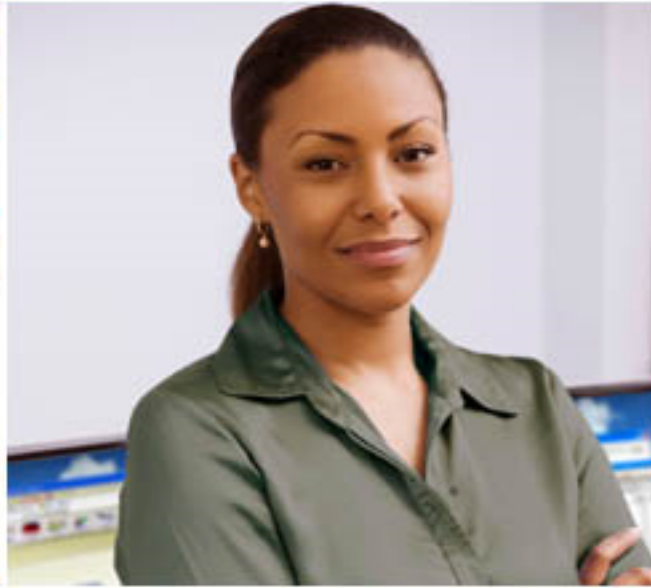
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The screenshot shows a web browser window titled "Import Layout". It contains a sub-section titled "Import Data Mining Report Layout". Inside this section, there is a "Report Name:" label followed by a text input field. Below that is a "Select File:" label followed by a "Choose File" button and the text "No file chosen". To the right of these fields are two buttons: "Import" and "Back". At the top right of the browser window, there are standard icons for location, camera, file upload, print, and help.

1. Give your Template a Name
2. Choose the location of your template
3. Click Import when done

The screenshot shows a web browser window titled "Export Layout". It features the SKYWARD logo in the bottom left corner. To the right of the logo are two buttons: "Download the Export" and "Back". At the top right of the browser window, there are standard icons for location, camera, file upload, print, and help.





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**THANK YOU FOR ATTENDING!**

