TX – Program # (06B) – Skyward Catalog # – Data Mining + Labels and Mail Merge

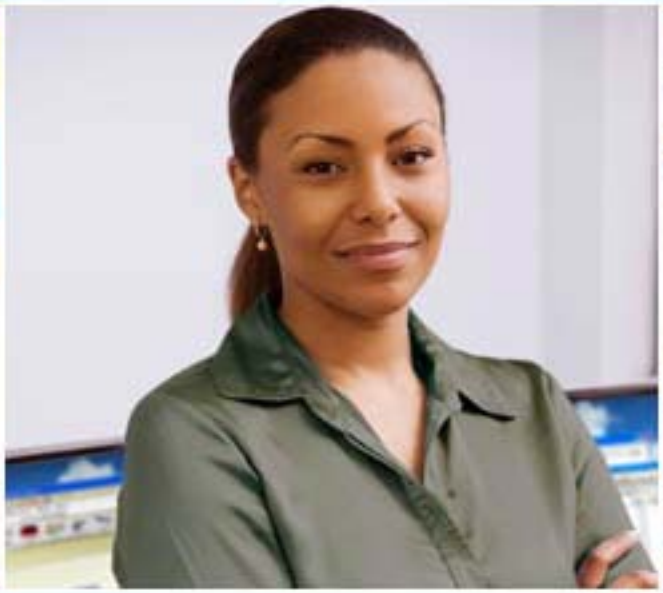
What will be covered:

This session will address the following topics . . .

- Organizing Data Mining Reports
  - Developing reports that can be used by campus staff at any campus
  - Building filters to organize groups of similar reports to make them easier to find
- Considerations for more involved reporting
  - Creating User-Defined Fields (UDF) to add information to reports displayed in Skyward Family Access
  - Using the field areas to make sure that only the students you want are included in the report
- Creating Information Labels or Mail Merge documents inside a Data Mining Report
  - Identify the fields and ranges within the Data Mining report
  - Create the Information Label format or Mail Merge Document by inserting those fields
  - The reports printed on labels or mail merge documents match the records coming out of the Data Mining report

Links to additional resources

Link to pdf of Power Point



Texas Skyward User Group Conference

Data Mining + Labels and Mail Merge (06B)

Butch Sloan – Garland ISD

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Session Title

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Reports which can be generated for any campus without “cloning”

Views: Report Information ▼ Filters: 000 Reports for Any Campus

Report Name* ▲	Report Title	Fa
000 CY Class Rosters	000 CY Class Rosters	
000 Family Access User Info	000 Family Access User Info	
000 Last Year Grade 5 List	000 Last Year Grade 5 Students	
000 LEP Student Data	000 LEP Student Data	

Finding a student's last year entity by looking for row in Change History where the Default Entity changed.

Original Value (Chg Hist)

Print Field on Report ☑ Individual Selections

```
yes=yes
```

New Value (Chg Hist)

Print Field on Report ☑ Individual Selections

```
no=no
```

Field Changed (Chg Hist)

Print Field on Report ☑ Individual Selections

```
Default Entity=Default Entity
```

Date (Chg Hist)

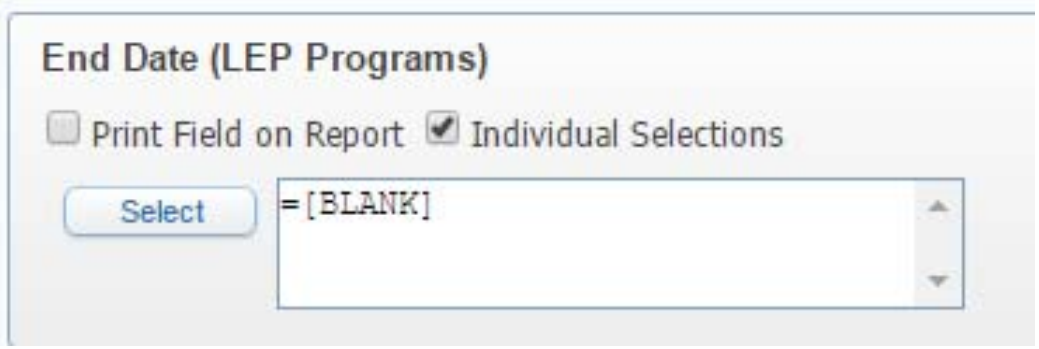
☑ Print Field on Report ☐ Individual Selections

Range Low: ◉ Fixed 03/01/2016 ○ Variable (Today - 0 school days)

Range High: ◉ Fixed 08/22/2016 ○ Variable (Today - 0 school days)

Headings 1: Headings 2: Date Length: 10

Students often have multiple records for LEP Programs (Bilingual, then ESL, etc.). Finding each student's currently active LEP program requires finding the record where the End Date is BLANK.

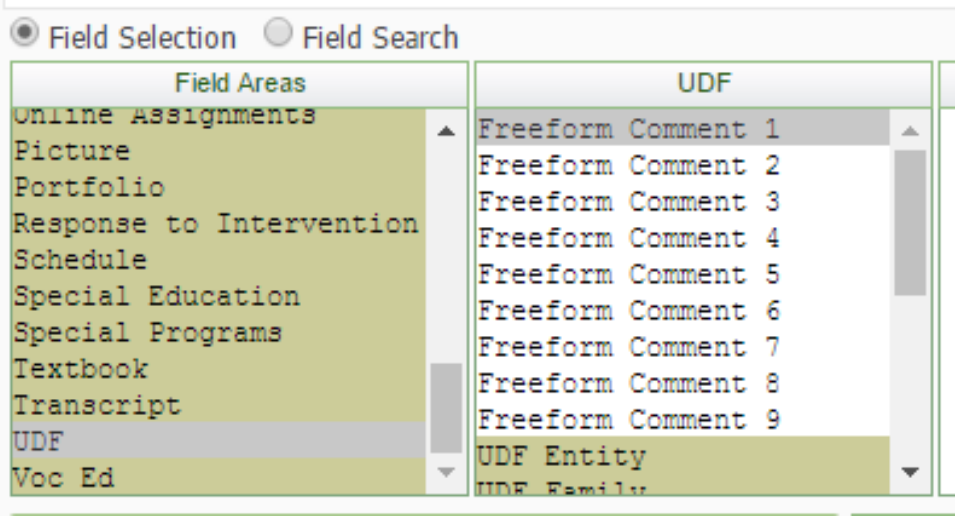


Reports distributed to individual students and their guardians through the Reports Directory in each student's Portfolio in Skyward Family Access

Views: Report Information ▼ Filters: ZZZ Reports for Family Access Only ▼

Report Name* ▲	Report Title	Favorite
ZZZ FA Cumulative GPA	Cumulative Grade Point Averages	
ZZZ FA Student Account Credentials	Student Account Credentials	

Example of UDF Freeform Comment field used to describe the other fields in the Data Mining Report.



Testing Precode reports based on students currently

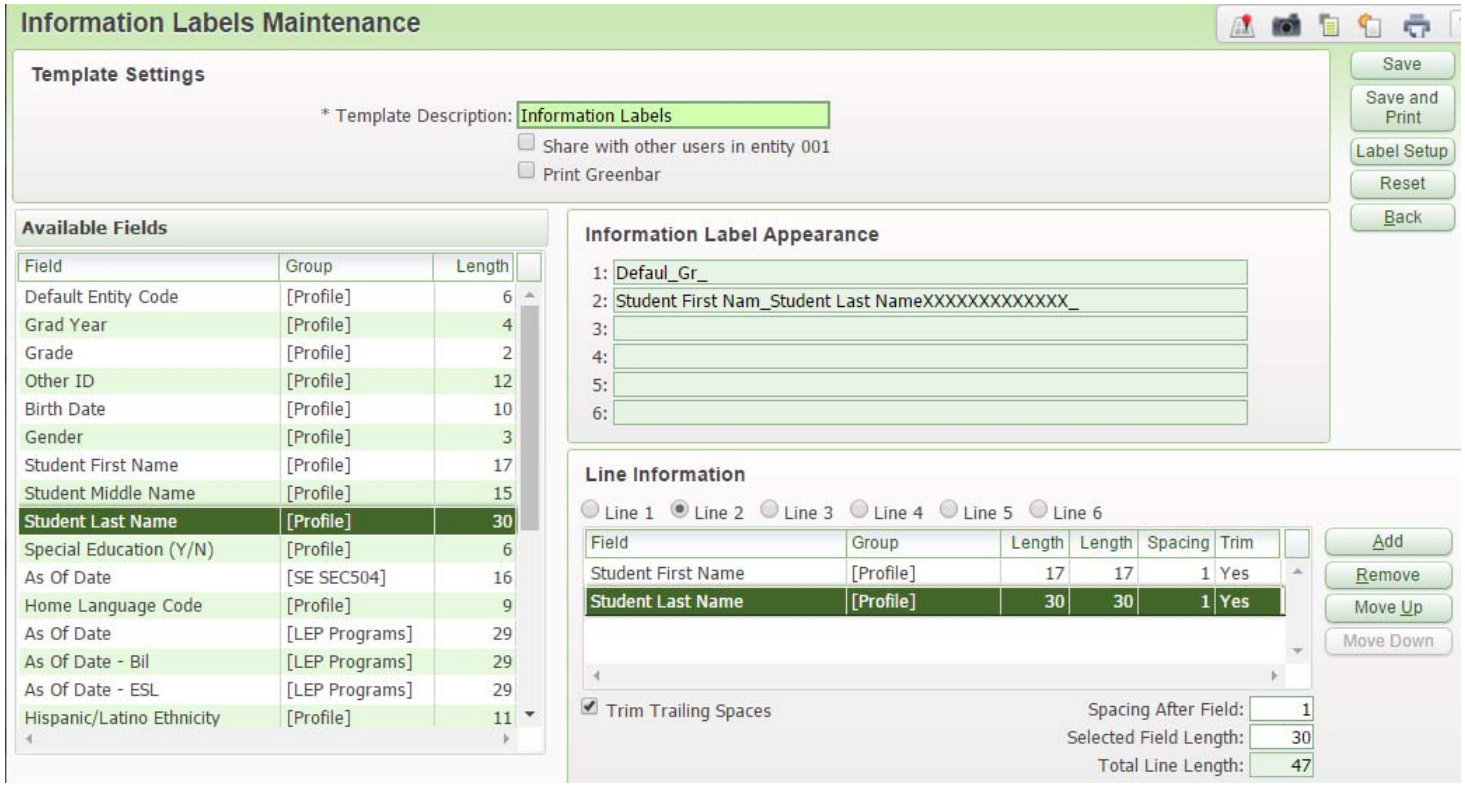
(1) enrolled in courses with specific PEIMS Service IDs or

(2) enrolled in specific grade levels

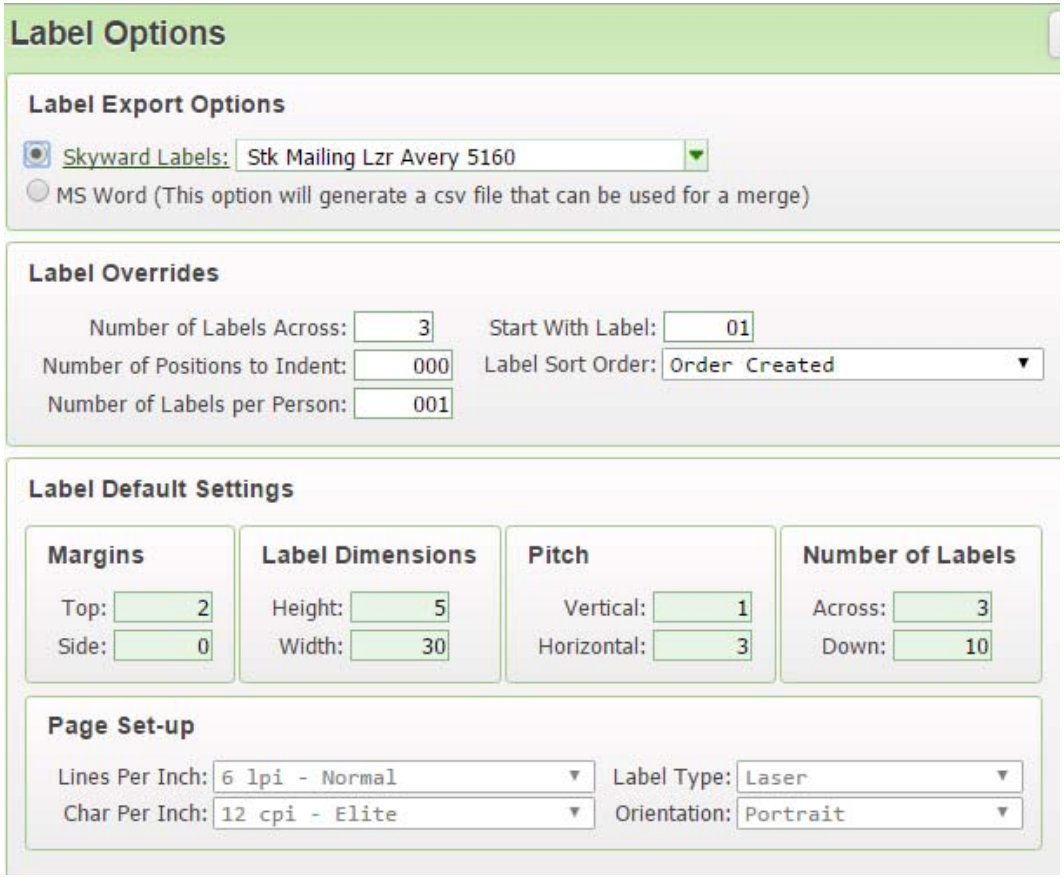
Views: Report Information ▼ Filters: Testing Precode Reports

Report Name* ▲	Report Title	F
TST EOC Precode Data Algebra 1	TST EOC-Algebra 1 Precode Data	
TST EOC Precode Data English II	TST EOC-English II Precode Data	
TST STAAR Precode Grades 6-8	TST STAAR Gr 6-8 Precode Data	

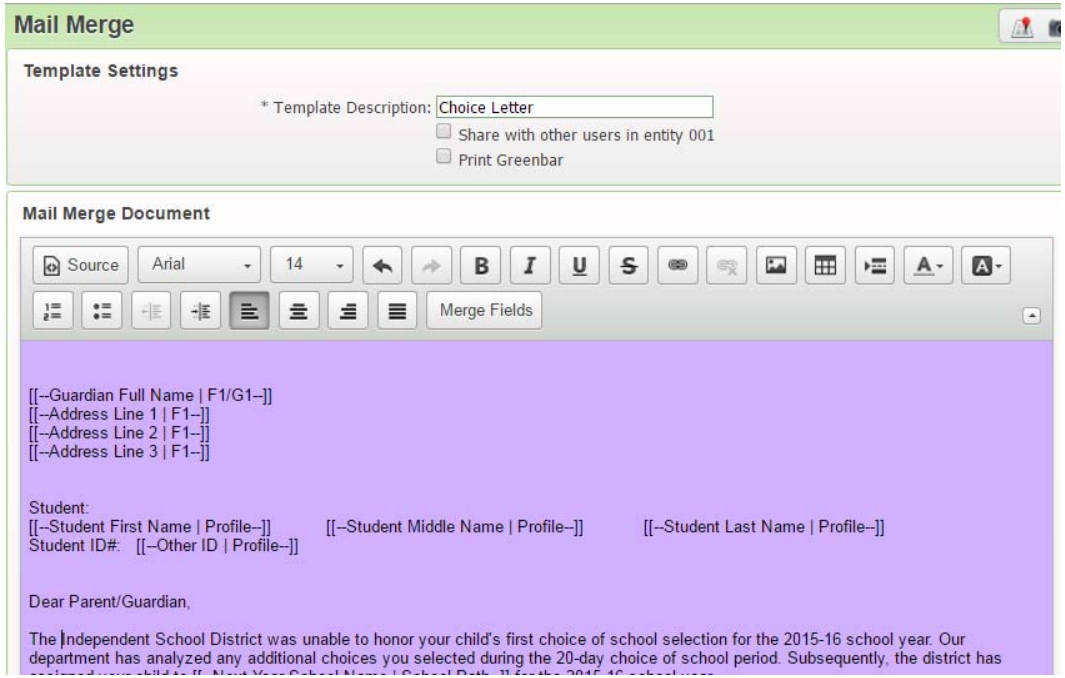
Information Labels can be laid out by selecting the fields from our Data Mining report for each line of the label.



Clicking the Label Setup button allows you to select one of the standard label layouts (Avery 5160, for example).



The Mail Merge interface allows you to create and edit a document using a set of tools in a menu bar similar to Microsoft WORD.



Clicking the Merge Fields button on the toolbar allows you to insert any of the fields from your Data Mining report.

Mail Merge

Template Settings

* Template Description: Choice Letter

Share with other users in entity 001

Print Greenbar

Save

Save and Print

Reset

Back

Mail Merge Document

Source | Arial | 14

Add Merge Fields

Merge Fields

Other ID | Profile
Student First Name | Profile
Student Middle Name | Profile
Student Last Name | Profile
Address Line 1 | F1
Address Line 2 | F1
Address Line 3 | F1
Guardian Full Name | F1/G1
Next Year School Name | School Path
Next Year School Assn Flag | School Path
Boundary Override Reason Code | School Path
Default Entity Code | Profile
Grade | Profile

[[--Guardian Full Name | F1/G1--]]
[[--Address Line 1 | F1--]]
[[--Address Line 2 | F1--]]
[[--Address Line 3 | F1--]]

Student:
[[--Student First Name | Profile--]]
Student ID#: [[--Other ID | Profile--]]

Dear Parent/Guardian,

The Independent School District was unable to honor y
department has analyzed any additional choices you se
assigned your child to [[--Next Year School Name | Sch

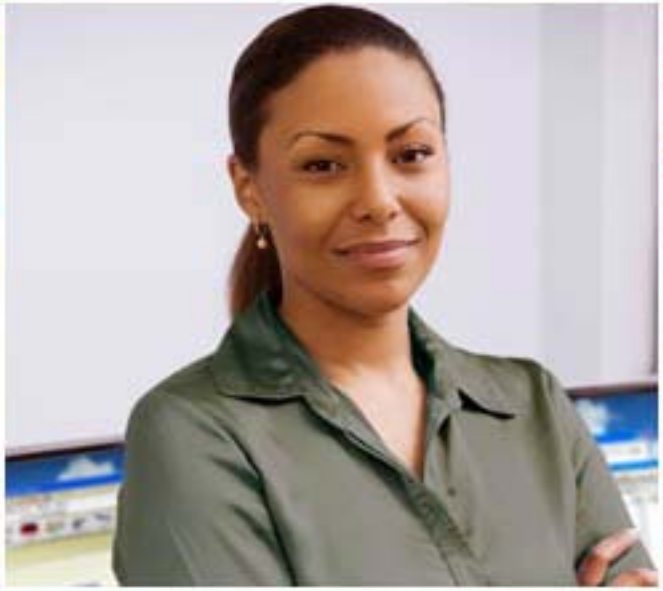
You may contact the schools, for which the district coul

Your child is not eligible for transportation. If you have any questions regarding transportation please call the Transportation Department at (972)494-8530 .

If you have any questions regarding the choice of school process, you may contact Student Services at (972)494-8255.

End of presentation –

Extra space for other notes



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THANK YOU FOR ATTENDING!

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