

Texas Skyward User Group Conference

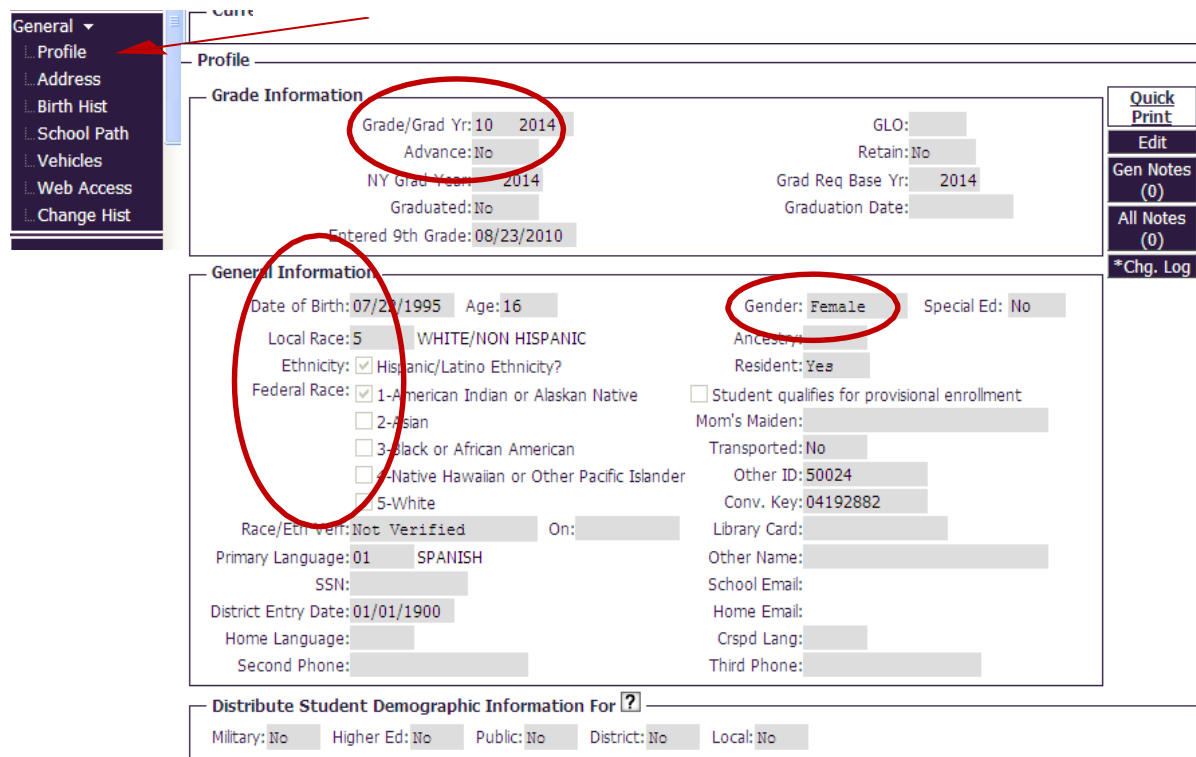
New Users Data Mining

Lynne Eubanks



New Users Data Mining – Know Your Data

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. Other tabs' data can also be mined, like TX/NCLB, Special Programs, etc.



General ▾

- Profile
- Address
- Birth Hist
- School Path
- Vehicles
- Web Access
- Change Hist

Profile

Grade Information

Grade/Grad Yr: 10 2014
Advance: No
NY Grad Year: 2014
Graduated: No
Entered 9th Grade: 08/23/2010

GLO: [redacted]
Retain: No
Grad Req Base Yr: 2014
Graduation Date: [redacted]

General Information

Date of Birth: 07/23/1995 Age: 16
Local Race: 5 WHITE/NON HISPANIC
Ethnicity: Hispanic/Latino Ethnicity?
Federal Race: 1-American Indian or Alaskan Native
 2-Asian
 3-Black or African American
 4-Native Hawaiian or Other Pacific Islander
 5-White
Race/Eth Verif: Not Verified On: [redacted]
Primary Language: 01 SPANISH
SSN: [redacted]
District Entry Date: 01/01/1900
Home Language: [redacted]
Second Phone: [redacted]

Gender: Female
Special Ed: No
Ancestry: [redacted]
Resident: Yes
 Student qualifies for provisional enrollment
Mom's Maiden: [redacted]
Transported: No
Other ID: 50024
Conv. Key: 04192882
Library Card: [redacted]
Other Name: [redacted]
School Email: [redacted]
Home Email: [redacted]
Crspd Lang: [redacted]
Third Phone: [redacted]

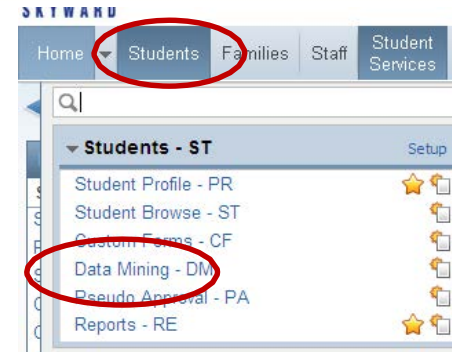
Distribute Student Demographic Information For [?]

Military: No Higher Ed: No Public: No District: No Local: No

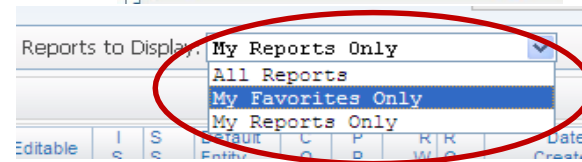
Quick Print
Edit
Gen Notes (0)
All Notes (0)
*Chg. Log

New Users Data Mining – Build Your Templates

Click Students / Data Mining

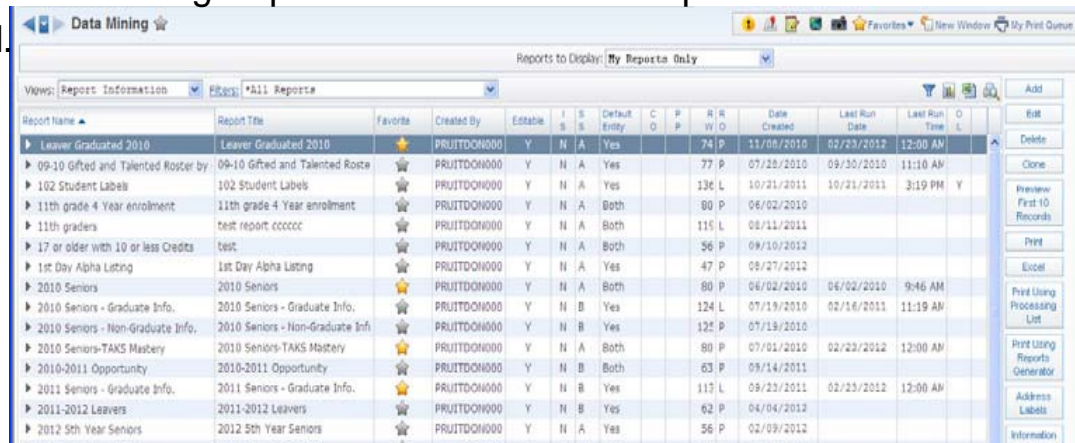


Select Reports Filter



Views and Filters are available for extra customization of the reports listed.

Student Data Mining Report List after several templates have been created.



The screenshot shows the Skyward Data Mining report list. The 'Reports to Display' filter is set to 'My Reports Only'. The table lists various reports with columns for Report Name, Report Title, Favors, Created By, Editable, I, S, S, Default Entry, C, O, P, R, R, W, O, Date Created, Last Run Date, Last Run Time, and O, L. The reports listed include:

Report Name	Report Title	Favors	Created By	Editable	I	S	S	Default Entry	C	O	P	R	R	W	O	Date Created	Last Run Date	Last Run Time	O	L
Leaver Graduated 2010	Leaver Graduated 2010	★	PRUITDON000	Y	N	A	Yes					74	P			11/08/2010	02/23/2012	12:00 AM		
09-10 Gifted and Talented Roster by	09-10 Gifted and Talented Roster	★	PRUITDON000	Y	N	A	Yes					77	P			07/28/2010	09/30/2010	11:10 AM		
102 Student Labels	102 Student Labels	★	PRUITDON000	Y	N	A	Yes					136	L			10/21/2011	10/21/2011	3:19 PM	Y	
11th grade 4 Year enrolment	11th grade 4 Year enrolment	★	PRUITDON000	Y	N	A	Both					80	P			06/02/2010				
11th graders	test report ccccc	★	PRUITDON000	Y	N	A	Both					115	L			08/11/2011				
17 or older with 10 or less Credits	test	★	PRUITDON000	Y	N	A	Both					56	P			09/10/2012				
1st Day Alpha Listing	1st Day Alpha Listing	★	PRUITDON000	Y	N	A	Yes					47	P			09/27/2012				
2010 Seniors	2010 Seniors	★	PRUITDON000	Y	N	A	Both					80	P			06/02/2010	06/02/2010	9:46 AM		
2010 Seniors - Graduate Info.	2010 Seniors - Graduate Info.	★	PRUITDON000	Y	N	B	Yes					124	L			07/19/2010	02/16/2011	11:19 AM		
2010 Seniors - Non-Graduate Info.	2010 Seniors - Non-Graduate Info.	★	PRUITDON000	Y	N	B	Yes					125	P			07/19/2010				
2010 Seniors-TAKS Mastery	2010 Seniors-TAKS Mastery	★	PRUITDON000	Y	N	A	Both					80	P			07/01/2010	02/22/2012	12:00 AM		
2010-2011 Opportunity	2010-2011 Opportunity	★	PRUITDON000	Y	N	B	Both					83	P			09/14/2011				
2011 Seniors - Graduate Info.	2011 Seniors - Graduate Info.	★	PRUITDON000	Y	N	B	Yes					113	L			09/23/2011	02/23/2012	12:00 AM		
2011-2012 Leavers	2011-2012 Leavers	★	PRUITDON000	Y	N	B	Yes					62	P			04/04/2012				
2012 5th Year Seniors	2012 5th Year Seniors	★	PRUITDON000	Y	N	A	Yes					56	P			02/09/2012				

New Users Data Mining – To Add, Edit, or Clone



Click Students / Data Mining – choose Add, Edit, or Clone

Click the Add button

Enter a Report Name

Enter a Title (this prints on report)

Select orientation (changes to landscape automatically)

Select Student Status -- usually Active

Select Default Entity

- is an Active Student's current campus

- is an Inactive Student's last campus of enrollment (usually)

Yes – almost always

No – for historical data or students movement between campuses

Click "Save and Add Fields"

The screenshot shows the Skyward Data Mining interface in a browser window. The browser title is "Data Mining - Entity 001 - WSISTDM - 11300 - 05.12.06.00.17-10.2 - Windows Internet Explorer" and the address bar shows the URL "https://skyportal.sheldonisd.com/scripts/wsisa.dll/WSservice=wsEApplus/sdatatabs000.w?pdirectadd=true". The page header includes the Skyward logo and "C E KING H S (001)". The main content area is titled "Data Mining" and features a sidebar with navigation options: Report Information, Fields, Ranges, Sorting, Selected Students, Family Access Display, Format, and And/Or Filter. The "Report Information" section is active, showing fields for Report Name and Report Title, both set to "Student List - Default". Below these are options for Report Orientation (Portrait selected), Student Status (Active selected), Excel Export (Use Default Field Lengths selected), and Default Entity (Yes selected). There are also checkboxes for "Include Parameter Page", "Show Counts Only", and "Include GRG Page". A "Save and Add Fields" button is visible on the right side of the form.

New Users Data Mining – Adding Fields

Click the Fields Link

Using Field Selection, navigate to the desired Field Areas

Navigate through sub tables until locating the target field

Fields with a background indicate sub tables exist

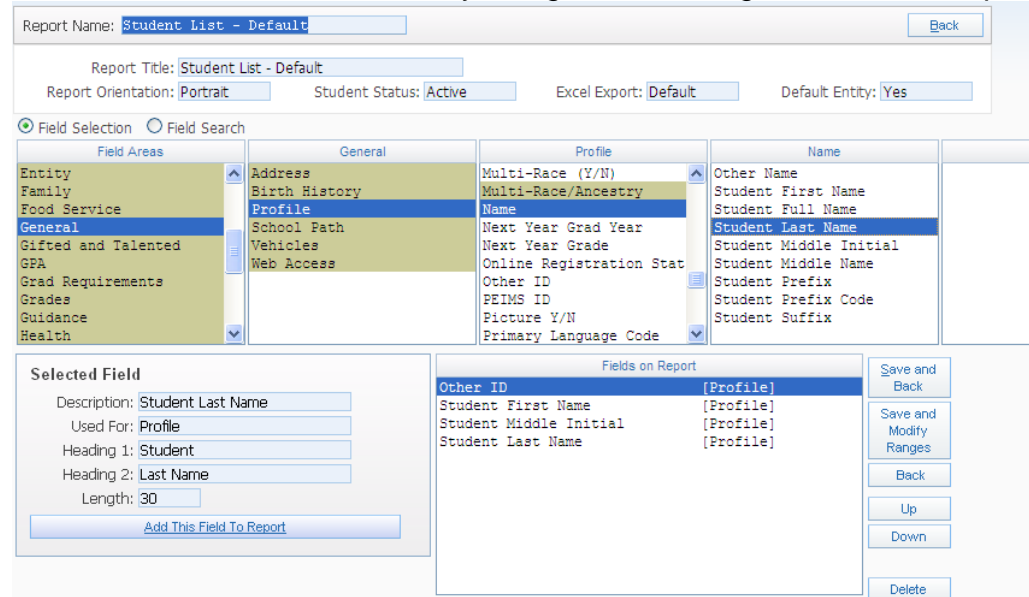
Double-click on the field name to add to the report

Repeat above steps for every desired field

Use the “Up” and “Down” buttons to reorder fields if desired

Use the “Delete” button to remove fields

Click the Save and Modify Ranges button to go to the next step



Report Name:

Report Title:

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

Field Selection 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		FEIMS ID	Student Prefix Code
Guidance		Picture Y/N	Student Suffix
Health		Primary Language Code	

Selected Field

Description:

Used For:

Heading 1:

Heading 2:

Length:

Fields on Report

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

New Users Data Mining – Adding Fields cont.



Using Field Search

Select the Field Search radio button

Type in a field name, such as Grade

When the “Available Fields” window appears, scroll to find the appropriate selection

The words in brackets identify the “tab” the field is associated with in the database

The Grade you are looking for is on Profile

You can find multiple entries of the same data field for comparison

Data Mining

Report Name:

Report Title:

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

Field Selection Field Search

Field Search

Field Lookup:

** Type 3 Text Characters to Start Search **

Selected Field Location

General
Profile

Available Fields

Grade 30	[Grade History]
NY Grade Range Low	[Schedule]
NY Grade Range High	[Schedule]
Grade Level	[OEYP]
Grade Level	[P.E.P.]
Grade	[Profile]
Grade Level Override	[Profile]
Entered 9th Grade	[Profile]
Next Year Grade	[Profile]
Grade Level	[Prog. Related]

** Max Fields Were R

Selected Field

Description:

Used For:

Heading 1:

Heading 2:

Length:

Available Fields

Other ID	
Student First Name	
Student Middle Initial	
Student Last Name	
Grade	

Available Fields

Grade 30	[Grade History]
NY Grade Range Low	[Schedule]
NY Grade Range High	[Schedule]
Grade Level	[OEYP]
Grade Level	[P.E.P.]
Grade	[Profile]
Grade Level Override	[Profile]
Entered 9th Grade	[Profile]
Next Year Grade	[Profile]
Grade Level	[Prog. Related]

** Max Fields Were Returned **

New Users Data Mining – Adding Fields cont.

Setting Records to Include

Click the Edit Areas button

Select the “Include” statement that best describes your desired results

Include All Students Regardless if They Have Data in the Field Areas

includes all students (regardless of ranges)

Include Students Who Have Data in at Least One of the Selected Field Areas

most common setting

Include Only Students Who Have Data in All of the Selected Field Areas

most restrictive setting

Select the Field Areas to include in the Filter

Save Areas

Include All Students Regardless if They Have Data in the Field Areas. ?

Include Students Who Have Data in at Least One of the Selected Field Areas.

Include Only Students Who Have Data in All of the Selected Field Areas.

Fields on Report	
Other ID	[Profile]
Student First Name	[Profile]
Student Middle Initial	[Profile]
Student Last Name	[Profile]
Grade	[Profile]
Active (Y/N)	[GiftAndTalent]

Add/Delete Fields

Edit Field

Field Areas	
Select	Description ▲
<input checked="" type="checkbox"/>	Gifted and Talented
<input checked="" type="checkbox"/>	Student Main Line

Edit Areas

New Users Data Mining – Modify Ranges



Modify Report Ranges

Examine the settings for each field and determine if you need to set a range

Individual Selections – choose from a list or provide entries

example: limit Grade to 5th graders; limit Gender to female; be sure to click Save

Ranges Low/High – enter low and high values to encompass a range

example: 8/16/2018 to 9/28/2018; 07 to 12 for all secondary students

As Of Date (sub-program) -- Classified As Of: Yes, No, or Both

uses a date range with the options above

Participation – some special programs provide Yes, No, or Both options

Be sure to Save your Ranges when complete!!

New Users Data Mining - Sorting



Sorting

Does NOT have to do with order of Fields on report or in Excel

DOES have to do with the records retrieved order, especially important to place fields with date ranges at the top

Click Edit then double-click on the fields listed to add to *Selected Sorts*

Use the *Up* and *Down* buttons to arrange Selected Sorts fields

In *Break*, you can choose to have spacing and counting options for each field

Click Save and Back when done

The screenshot shows the 'Data Mining' interface with the 'Sorting' tab selected. The report name is 'District ESL Participants'. The report title is also 'District ESL Participants'. The report orientation is 'Landscape', student status is 'Active', Excel export is 'Default', and the default entity is 'Yes'.

Selected Fields		Selected Sorts		Selected Totals	
Entity Name	[Entity]	1 Start Date	[LEP Pr]		
Gender	[Profil]	2 End Date	[LEP Pr]		
Entry Date	[E/W]	3 LEP Served	[LEP Pr]		
Withdrawal Date	[E/W]	4 Grade	[Profil]		
Other ID	[Profil]	5 Student Last Name	[Profil]		
Home Language Code	[LEP Pr]	6 Student First Name	[Profil]		
As Of Date	[LEP Pr]				
Title III (Y/N)	[LEP Pr]				
Parental Permission Co	[LEP Pr]				
Program Code	[LEP Pr]				

Break
 Single Double Triple Page
 Count

Up Down

New Users Data Mining – Processing



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

Excel – this will create an Excel document that can be saved for further use

Address and Information Labels – to create a PDF document of labels with specific information from your report

Must create a label template on first use



Other options discussed in Advanced Data Mining.

New Users Data Mining - Labels

Address and Information Labels

The first time you create a particular label you will need to set up the template.

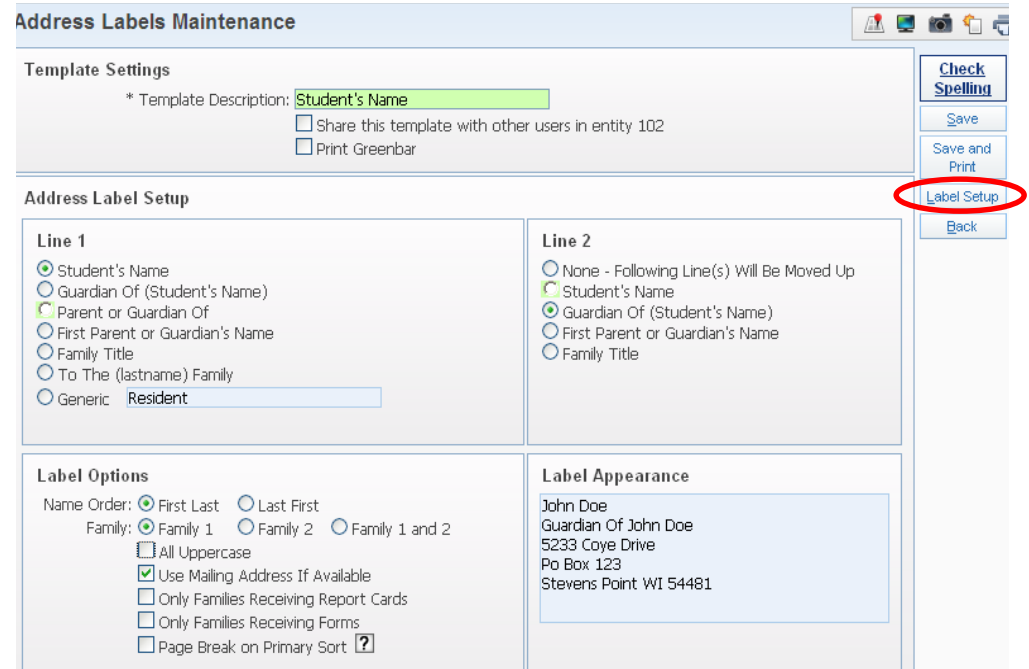
Click Address Labels, then click Add to add a template

Title your template with a name that identifies the content

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



The screenshot shows the 'Address Labels Maintenance' web application interface. The page is divided into several sections:

- Template Settings:** Includes a field for '* Template Description:' with the value 'Student's Name' highlighted in green. Below it are two checkboxes: 'Share this template with other users in entity 102' and 'Print Greenbar', both of which are unchecked.
- Address Label Setup:** This section is divided into two columns:
 - Line 1:** Contains radio button options: 'Student's Name' (selected), 'Guardian Of (Student's Name)', 'Parent or Guardian Of', 'First Parent or Guardian's Name', 'Family Title', 'To The (lastname) Family', and 'Generic'. A text input field next to 'Generic' contains the word 'Resident'.
 - Line 2:** Contains radio button options: 'None - Following Line(s) Will Be Moved Up', 'Student's Name' (selected), 'Guardian Of (Student's Name)', 'First Parent or Guardian's Name', and 'Family Title'.
- Label Options:** Includes 'Name Order:' with 'First Last' selected and 'Last First' unselected. 'Family:' has 'Family 1' selected, 'Family 2' unselected, and 'Family 1 and 2' unselected. Other options include 'All Uppercase' (unchecked), 'Use Mailing Address If Available' (checked), 'Only Families Receiving Report Cards' (unchecked), 'Only Families Receiving Forms' (unchecked), and 'Page Break on Primary Sort' (unchecked).
- Label Appearance:** Displays a sample label with the following text:

```
John Doe
Guardian Of John Doe
5233 Coye Drive
Po Box 123
Stevens Point WI 54481
```

On the right side of the interface, there is a vertical column of buttons: 'Check Spelling', 'Save', 'Save and Print', 'Label Setup' (circled in red), and 'Back'.

Click on the Label Setup button

New Users Data Mining – Labels cont.



Address and Information Labels – Label Setup

Select the *Export Options*

Choose the paper style in the drop list for Skyward Labels

Enter any *Label Overrides* or *Default Settings* changes you need for alignment

Change any *Page Setup* options as needed

Click Save to close the Label Setup window

Click Save and Print to complete the template setup and create your labels

Choose to View or Save your PDF report

Label Options

Label Export Options

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: Start With Label:
Number of Positions to Indent: Label Sort Order:
Number of Labels per Person:

Label Default Settings

Margins	Label Dimensions	Pitch	Number of Labels
Top: <input type="text" value="2"/> Side: <input type="text" value="0"/>	Height: <input type="text" value="5"/> Width: <input type="text" value="30"/>	Vertical: <input type="text" value="1"/> Horizontal: <input type="text" value="3"/>	Across: <input type="text" value="3"/> Down: <input type="text" value="10"/>

Page Set-up

Lines Per Inch: Label Type:
Char Per Inch: Orientation:

Buttons: Save, Back

New Users Data Mining – Labels cont.



Information Labels

The process is the same as Address Labels, but the setup is slightly different

Provide a descriptive title for your template

Line Information is where you 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 displays in the *Information Label Appearance* area

Use Label Setup to choose the right label paper style, export options, etc.

Click on Save and Print to process

Information Labels Maintenance

Template Settings

* Template Description: Attendance folders

Share this template with other users in entity 102

Print Greenbar

Available Fields

Field	Length
Other ID	12
Student First Name	17
Student Middle Initial	1
Student Last Name	30
Grade	2
Active (Y/N)	6

Information Label Appearance

1: Other IDXXXX Gr_

2:

3: Student Last NameXXXXXXXXXX Student First Nam__S_

4:

5:

6:

Line Information

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

Field	Length	Length	Spacing	Trim
Other ID	12	12	30	Yes
Grade	2	2	1	Yes

Trim Trailing Spaces

Spacing After Field: 30

Selected Field Length: 12

Total Line Length: 14

New Users Data Mining – Tips & Tricks




Data Ranges can be tricky

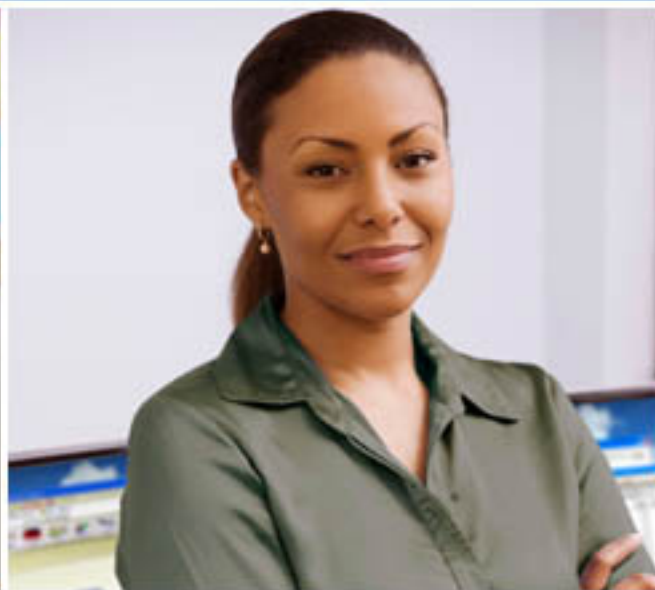
- Modify one range at a time and test the report to see if it does what you expect
 - clear the checkbox Include on Report to leave off that field
- Use the Reset button if you need to clear a range setting and start fresh
- Many fields in Skyward are date stamped with a start and end date
 - blank "end date" ranges will pull open records
 - sort order affects the outcome – place these fields at the top
- Using the same data in the High and Low fields will limit field to one specific group
 - Grade – using 05 in the High and Low ranges will produce 5th grade records

Troubleshooting Reports

- Check the Active/Inactive settings on the Report Information screen
- Check the Default Entity setting on the Report Information screen
- Start with basic fields such as name and grade
- Clear the checkbox Include on Report in Ranges to leave off that field
- Add one field at a time and test the data (check the box named above)
- 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

More Tutorials

- From any screen in Skyward click the "Help" button  and then click on the link [SkyDoc - Skyward Documentation](#) for further help.



Texas Skyward User Group Conference

THANK YOU FOR ATTENDING!

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