



Data Mining Exporting Data

Jennifer Dossett

What is Data Mining?

A way to create customized reports of information not otherwise collected by the software in a standard report.

Navigate to Data Mining

WS\ST\DM

The screenshot displays the Skyward High School (401) web application interface. At the top, the Skyward logo is on the left, and the school name "Skyward High School (401)" is in the center. On the right, there is a red "FS Alert" button and a user profile for "Jennifer Doss". Below the header is a horizontal navigation bar with tabs: Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. A search icon is located at the end of this bar. On the left side, there is a vertical sidebar with a search icon and a list of options under the "Students" category: Student Profile, Student Browse, Custom Forms, Data Mining, Pseudo Approval, and Reports. The "Data Mining" option is highlighted with a red rectangle, and a red arrow points to it from the right. To the right of the sidebar, the main content area is titled "Student Management Setup" and contains several setup buttons: District to District, Childcare, Student Reward System, and Online Enrollment. Each button has a "Setup" link next to it. At the bottom of the sidebar, there are two more buttons: Student Access and Emergency Contacts, each with a "Setup" link.

Skyward High School (401) FS Alert Jennifer Doss

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

Search

Student Management Setup

Students Setup

- Student Profile
- Student Browse
- Custom Forms
- Data Mining**
- Pseudo Approval
- Reports

Student Access Setup

Emergency Contacts Setup

District to District Setup

Childcare Setup

Student Reward System Setup

Online Enrollment Setup

Browse Screen

Entity (440) Grades 8 to 12 (440) FS Alert Mark Hollisr

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

Data Mining ☆ (140)

Reports to Display: All Reports

Views: Report Information Filters: *All Reports

Report Information
Field Selection
Sort Sequence
Selected Students
Family Access Display

Report Title
2nd Family Permissions
cloned report

Users can opt to see only the reports they created or display all reports available in the district.

By using the pull down menu for the users may select the view that best meets their needs.

The Report Information view is set as the default.

Report Title	Favorite	Created By	Entity	I	S	Default	C	P	R	Date Created
DREW ROB000	N	N	A	Both				0	P	06/11/
TAYLOAMA000	N	N	B	Both				685	L	07/16/
TAYLOAMA000	N	N	B	Both				899	L	07/16/
SMITHMAR000	N	N	A	Both				118	P	07/02/
CINDYLEA000	N	N	A	Both				118	P	07/11/
TAYLOAMA000	N	N	B	Both				70	P	06/18/

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

Data Mining Options



Click Add to start a new report

Services Service Access Plus Features

Data Mining ☆

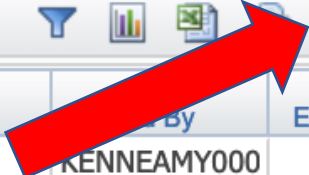
Favorites New Window My Print Queue

Reports to Display:

Views: Sort Sequence Filters: *All Reports

Report Name ▲	Report Title	Favorite	By	By
▶ EOC Report	EOC Report	☆	KENNEAMY000	EOC
▶ EOC Report 2	EOC Report 2	☆	KENNEAMY000	EOC
▶ EPSO By Student	EPSO By Student	☆	POWELAMY001	EPSO
▶ EPSO Master	EPSO Master	☆	POWELAMY001	EPSO
▶ EPSOs	EPSO	☆	CHAMBSUS000	EPSO

Add Edit Delete Clone Preview First 10 Records



Indicate your Choices

Save and Add Fields



SKYWARD®

Select the fields
to appear on
the report

Save and
Modify Ranges

Data Mining

Report Name: Back

Report Title:

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

☒ Field Selection ☐ Field Search

Field Areas

- Activity
- Assessment
- Attendance
- Busing
- Categories
- Custom Forms
- Discipline
- E/W
- Emergency
- Entity
- Family

Selected Field

Description:

Used For:

Heading 1:

Heading 2:

Length:

Add This Field To Report

Fields on Report

Advisor	[Entity]
Grade	[Profile]
Student Full Name	[Profile]
ACT 21+	[Custom Forms]
SAT 1060+	[Custom Forms]
EPSO 1	[Custom Forms]
Name of Course	[Custom Forms]
EPSO 2	[Custom Forms]
Name of Course 2	[Custom Forms]
EPSO 3	[Custom Forms]
Name of Course 3	[Custom Forms]

Save and Back

Save and Modify Ranges

Back

Up

Down

Delete

Report Width:

Modify Ranges

Click Save

[illegible]

Sorting

Click Edit

Skyward High School (014) FS Alert Shannon Harries Account Preferences Exit ?

[Home](#) [Students](#) [Families](#) [Staff](#) [Student Services](#) [Food Service](#) [Office](#) [Administration](#) [Educator Access Plus](#) [Advanced Features](#) [Federal/State Reporting](#) [Custom Reports](#)

Data Mining

Report Name: Activity report Add Clone Delete Back

Report Title: Activity report

Report Orientation: Landscape 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

Selected Fields	Selected Sorts	Selected Totals
<div>Student Full Name [Profil]</div> <div>Grade [Profil]</div> <div>Freeform Comment 1 [Cust F]</div> <div>Gender [F1/G1]</div> <div>AM Bus Number [Busing]</div> <div>Bus Information [Busing]</div> <div>End Date [Busing]</div> <div>Comment [Offens]</div> <div>1996 Grade Length [Grades]</div> <div>Examined By [Health]</div>		

Break

☒ Single ☐ Double ☐ Triple ☐ Page

☐ Count

Report Information

Fields

Ranges

Sorting

Selected Students - 1

Family Access Display

Format

And/Or Filter

Task Manager

Edit

Use the
arrows to add
items to
selected sorts

Save and
Back

Skyward High School (014) FS Alert Shannon Harries Account Preferences Exit ?

Data Mining ! 📍 📝 🖥️ 📷 ★ Favorites 📄 New Window 🖨️ My Print Queue

Report Name: Back

Report Title:

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

Selected Fields		Selected Sorts		Selected Totals
Student Full Name	[Profil]	1 Grade	[Profil]	
Freeform Comment 1	[Cust F]			
Gender	[F1/G1]			
AM Bus Number	[Busing]			
Bus Information	[Busing]			
End Date	[Busing]			
Comment	[Offens]			
1996 Grade Length	[Grades]			
Examined By	[Health]			
THD (Y/N)	[THD]			

Break
☒ Single ☐ Double ☐ Triple ☐ Page
☐ Count

> < Up Down

Save and Back Back

Printing Options

Report Name: Add Clone Delete Back

Report Title:

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

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

Processing List

Use this option to include or exclude certain names from a set of ranges, that would otherwise not be possible using conventional low and high values when using the ranges feature in other reports

Processing Lists (57)

Processing lists available for the (Student Information) report

Description ▲	Date Created	Time Created	Created By	Processing List ID
Arbor Area Lockers	07/24/2012	2:29 pm	Hollisr, Mark	2,214

[Expand All](#) [Collapse All](#) [Modify Details \(displaying 2 of 2\)](#) [View Printable Details](#)

Processing List Info

Nbr of Records: 11
Long Description: Students with Lockers in the Arbor Area

Names in Processing List

[Add/Delete Names](#) [Change names in list using the Student Information report](#)

- 1 Billafuertescr, Ismael W.
- 2 Briarscr, Alvin
- 3 Bringlescr, Phil
- 4 Dasguptascr, Lina
- 5 Gelfandscr, Tyler
- 6 Korabscr, Barbar
- 7 Maytubbyscr, Hugo
- 8 Mcwherterscr, Makeda
- 9 Peschscr, Lorenzo
- 10 Philippscr, Armand
- 11 Topelscr, Casey

1. Highlight the desired Processing List.

Expand to verify the names that are associated with this list.

2. Click **Print** to process the report through the **Print Queue**.

[Add New Processing List](#)

[Add](#)

[Edit](#)

[Delete](#)

[Change Names in List](#)

[Back](#)

Report Generator

This option allows the user to print data mining reports using the Reports Generator Ranges.

Student Ranges (90)

Parameter Set Name

Student Ranges

Student Options

Student Entity Ranges

Family Ranges

Change Information

Food Service

Fee Management

Special Education

Save Save and Back Back

Student Ranges

	Low	High
Entity ID:	440	440
Default Entity:		ZZZZ
Name Key:		ZZZZZZZZZZ
Birth Date:	01/01/1900	12/31/2999
Birth Month/Day:	0101	1231
Grade/Grad Yr:	9999	0000
Race:		ZZZ
Disability:		ZZZZZZZZZZ
Next Years School:		ZZZ

You can now go through and set your ranges for the following areas:
Student Ranges, Student Options, Student Entity Ranges, Family Ranges,
Change Information, Food Service, Fee Management, and Special Education.

Mail Merge

Secretaries and Administrators would use the Mail Merge feature in Data Mining to merge student information with another document.

Mail Merge (74)

Template Settings

* Template Description:

☐ Share this template with other users in entity 000

☐ Print Greenbar

1. Enter a **Template Description**.

Mail Merge Document

Source Font Size B I U abc [Icons] Merge Fields

2. The **Mail Merge** utility can be used to merge student data created in a **Data Mining** report with a **document** created to be sent home for guardians.

A **Mail Merge** document might be created to send home a Negative **Payor Balance**.

Check Spelling Save Save and Print Reset Back

Mail Merge

Continued

Mail Merge (74)

Template Settings

* Template Description: **Verify Phone Numbers**

☐ Share this template with other users in entity 000

☐ Print Greenbar

Mail Merge Document

Source

Arial

14

Merge Fields

Dear [--Guardian Full Name | F1/G1--]

1. Begin typing your **document**.

2. Select **Merge Fields** to bring in the fields from the **Data Mining Report**.

Add Merge Fields

Merge Fields

Student Key (Alphakey) | Profile
Student Full Name | Profile
Guardian Full Name | F1/G1
Phone | F1/G1
2nd Phone | F1/G1
3rd Phone | F1/G1

Done

3. Select the field to **insert** it into the document.

Check Spelling

Save

Save and Print

Reset

Back

Mail Merge

Continued

Mail Merge (78)

Template Settings

* Template Description: **Negative Payor Balance**

☐ Share this template with other users in entity 000

☐ Print Greenbar

[Check Spelling](#)

[Save](#)

[Save and Print](#)

[Reset](#)

[Back](#)

2. Select Save and Print.

Mail Merge Document

Source Arial 14 B I U abc

1 2 3 4 5 6 7 8 9 10 Merge Fields

Dear [--Guardian Full Name | F1/G1--]

Your family lunch account has a Negative balance.

This is a reminder that your child [--Student Full Name | Profile--] has a balance of [--Primary Payor Balance--][-----][-----].

Please make a payment on this account to ensure that your child will be able to have hot lunch at school. If payment can not be made,

Thanks for your prompt attention to this

Sincerely,

Mr. Abolsr
Principal

1. Finish creating your document and insert the Merge fields in the document when needed.

The document may be modified using the features above.

Mail Merge

Report Example

Dear Conyerscr, Floyd U,

Your family lunch account has a negative balance.

This is a reminder that your child Conyerscr, Francis Y has a balance of 0.00.

Please make a payment on this account to bring it to a 'Positive' Balance. This will assure that your child will be able to have hot lunch at school. If payment can not be made, please contact us at (555) 555-5555.

Thanks for your prompt attention to this matter.

Sincerely,

Mr. Abolscr

Principal

Address Labels

The Data Mining Address Labels allows staff to create mailing labels when sending mass mailings to the students and their guardians

Address Labels Maintenance (48)

1. Enter a Template Description.

Template Settings

* Template Description:

☐ Share this template with other users in entity 440

☐ Print Greenbar

Address Label Setup

2. Select from the various options under Line 1, Line 2, and Label Options.

Line 1

☒ Student's Name

☐ Guardian Of (Student's Name)

☐ Parent or Guardian Of

☐ First Parent or Guardian's Name

☐ Family Title

☐ To The (lastname) Family

☐ Generic

Line 2

☒ None - Following

☐ 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: ☒ Family 1 ☐ Family 2 ☐ Family 1 and 2

☒ All Uppercase

☒ Use Mailing Address If Available

☐ Only Families Receiving Report Cards

☐ Only Families Receiving Forms

☐ Page Break on Primary Sort

Label Appearance

4. Select Label Setup to review the label configuration.

3. Selections for Line 1, Line 2, and Label Options can be previewed in Label Appearance.

JOHN DOE
5233 COYE DRIVE
PO BOX 123
STEVENS POINT WI 54481

[Check Spelling](#)

[Save](#)

[Save and Print](#)

[Label Setup](#)

[Back](#)

Address Labels

Continued

Label Options (99)

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 r

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:

1. Select the appropriate label from the drop-down list.

2. Modify the Label Overrides as needed.

3. When your label settings are correct, click Save to return to the Template Settings screen.

Save

Address Labels

Continued

Address Labels Maintenance (48)

Template Settings

* Template Description: **Entity Address Labels**

- ☐ Share this template with other users in entity 440
☐ Print Greenbar

Click **Save and Print**.

Check
selling

Save

Save and
Print

Label Setup

Back

Address Label Setup

Line 1

- ☒ Student's Name
☐ Guardian Of (Student's Name)
☐ Parent or Guardian Of
☐ First Parent or Guardian's 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

Click on the link below to see a **sample**
of the Address Labels:

[Address Labels](#)

This concludes the tutorial.

Label Options

- Name Order: ☒ First Last
Family: ☒ Family 1 ☐ Family 2 ☐ Family 1 and 2
☒ All Uppercase
☒ Use Mailing Address If Available
☐ Only Families Receiving Report Cards
☐ Only Families Receiving Forms
☐ Page Break on Primary Sort **?**

5233 COYE DRIVE
PO BOX 123
STEVENS POINT WI 54481

Address Labels

Report Example

KANDI ABADISCR
401 SCRAMBLE AVE
SCRAMBLE TX 55555

ADRIANE ACCARDOSCR
3264 SCRAMBLE AVE
SCRAMBLE TX 55555

MILLARD ACQUAVIVASCR
496 SCRAMBLE AVE
SCRAMBLE TX 55555

BROCK AGBAYANISCR
2188 SCRAMBLE AVE
SCRAMBLE TX 55555

JENNI AGOSTINOSCR
3249 SCRAMBLE AVE
SCRAMBLE TX 55555

IVAN AGUASSCR
323 SCRAMBLE AVE
SCRAMBLE TX 55555

JACQUI ALDINGERSCR
1482 SCRAMBLE AVE
SCRAMBLE TX 55555

MARC ALDINGERSCR
1482 SCRAMBLE AVE
SCRAMBLE TX 55555

WM AMORSCR
1170 SCRAMBLE AVE
SCRAMBLE TX 55555

EUSEBIO ARMONDSR
1489 SCRAMBLE AVE
SCRAMBLE TX 55555

CYNDY AWESCR
3187 SCRAMBLE AVE
SCRAMBLE TX 55555

SHANELLE BLUSTSCR
1629 SCRAMBLE AVE
SCRAMBLE TX 55555

Information Labels

The Information Labels feature allows users to create labels with specific Information, such as Name, Grad Year, etc.

Information Labels can be useful when labeling student folders or other documents for quick and easy identification.

Information Labels Maintenance (67)

The **Information Label Appearance** area displays the lines and the fields as they will appear on the labels.

Click **Label Setup** to review the label options.

Information Labels

template with other users in entity 440

enbar

Field	Length
Student Key (AlphaKey)	11
Student Full Name	30
CY Schedule Status	8
Age	3
Birth Date	10
Federal Race	5
Gender	3
Grade	2

Information Label Appearance

1: Student Full NameXXXXXXXXXXXXX_Gr_Gen_
2: Age_Birth Date_
3:
4:
5:
6:

Line Information

☒ Line 1 ☐ Line 2 ☐ Line 3 ☐ Line 4 ☐ Line 5 ☐ Line 6

Field	Length	Length	Spacing	Trim
Student Full Name	30	30	1	Yes
Grade	2	2	1	Yes
Gender	3	3	1	Yes

☒ Trim Trailing Spaces

Spacing After Field: 1
Selected Field Length: 3
Total Line Length: 35

Check Spelling
Save
Save and Print
Label Setup
Reset
Back

Move Up
Move Down

Information Labels

Continued

Information Labels Maintenance (81)

Template Settings

* Template Description: **Student Information Labels**

☐ Share this template with other users in entity 440

☐ Print Greenbar

Available Fields

Field	Length
Student Key (Alphakey)	11
Student Full Name	30
CY Schedule Status	8
Age	3
Birth Date	10
Federal Race	5
Gender	3
Grade	2

Information Label App

1: Student Full NameXXX
2:
3:
4:
5:
6:

2. Continue adding fields by selecting the line and then adding.

When all line information fields have been selected, click **Save**.

Line Information

☒ Line 1 ☐ Line 2 ☐ Line 3 ☐ Line 4 ☐ Line 5 ☐ Line 6

Add	Remove	Field	Length	Length	Spacing	Trim	Move Up	Move Down
		Student Full Name	30	30	1	Yes		
		Grade	2	2	1	Yes		

1. A second field may be added to the same line by selecting the line, then adding the field.

In this example, Age and Birth Date will print on **Line 2**.

Selected Field Length: 5
Total Line Length: 45

Information Labels

Continued

Information Labels (82)

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

Information Labels Templates

Template Type ▲	Description	Created By
1) User	Student Information Labels	Hollisr, Mark

Click **Edit**
to view the label appearance
and to verify the label options if needed.

Print
Print Using Processing List
Print Using Reports Generator
Add
Edit
Clone
Delete
Scheduled Tasks (0)
Monitoring Tasks (0)
Back

Information Labels

Continued

Information Labels Maintenance (67)

The **Information Label Appearance** area displays the lines and the fields as they will appear on the labels.

Information Labels

template with other users in entity 440

enbar

Available Fields

Field	Length
Student Key (Alphakey)	11
Student Full Name	30
CY Schedule Status	8
Age	3
Birth Date	10
Federal Race	5
Gender	3
Grade	2

Information Label Appearance

1: Student Full NameXXXXXXXXXXXXX_Gr_Gen_
2: Age_Birth Date_
3:
4:
5:
6:

Click **Label Setup** to review the label options.

Line Information

☒ Line 1 ☐ Line 2 ☐ Line 3 ☐ Line 4 ☐ Line 5 ☐ Line 6

[Add](#) [Remove](#)

Field	Length	Length	Spacing	Trim
Student Full Name	30	30	1	Yes
Grade	2	2	1	Yes
Gender	3	3	1	Yes

☒ Trim Trailing Spaces

Spacing After Field: 1
Selected Field Length: 3
Total Line Length: 35

[Move Up](#) [Move Down](#)

[Check Spelling](#)
[Save](#)
[Save and Print](#)
[Label Setup](#)
[Reset](#)
[Back](#)

Information Labels

Continued

Label Options (100)

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: 3 Start With Label: 01

Number of Positions to Indent: 000 Label Sort Order: Order Created

Number of Labels per Person: 001

Label Default Settings

Margins	Label Dimensions	Pitch	Number of Labels
Top: 2	Height: 5	Vertical: 1	Across: 3
Side: 0	Width: 30	Horizontal: 3	Down: 10

Page Set-up

Lines Per Inch: 6 lpi - Normal Label Type: Laser

Char Per Inch: 12 cpi - Elite Orientation: Portrait

Here you can specify the label format and verify the label settings.

When everything is correct, click **Save**.

Information Labels

Continued

Information Labels Maintenance (67)

Template Settings

* Template Description:

☐ Share this template with other users in entity 440

☐ Print Greenbar

Available Fields

Field	Length
Student Key (Alphakey)	11
Student Full Name	30
CY Schedule Status	8
Age	3
Birth Date	10
Federal Race	5
Gender	3
Grade	2

Information Label Appearance

1: Student Full NameXXXXXXXXXXXXX_Gr_Gen_
2: Age_Birth Date_
3: _____
4: _____
5: _____
6: _____

Line Information

☒ Line 1 ☐ Line 2 ☐ Line 3 ☐ Line 4 ☐ Line 5 ☐ Line 6

Field	Length	Length	Spacing	Trim
Student Full Name	30	30	1	Yes
Grade	2	2	1	Yes
Gender	3	3	1	Yes

☒ Trim Trailing Spaces

Spacing After Field:
Selected Field Length:
Total Line Length:

Buttons: Check Spelling, Save, Save and Print, Label Setup, Reset, Back

Callout: Click Save and Print.

Information Labels

Report Example

Askwithscr, Elden W 12 M
18 11/05/1993

Astaritascr, Nick W 09 M
15 08/21/1996

Auberryscr, Home
16 10/28/1995

Auilascr, Heather N 10 F
15 09/22/1996

Ausleyscr, Christian I 12 F
17 09/11/1994

Ausleyscr, Devon
16 01/14/1996

Avescr, Irvin N 09 M
15 10/18/1996

Avingerscr, Lula B 12 F
18 03/19/1994

Axsonscr, Troy R
18 07/15/1994

Export to File

Secretaries and Administrators would use this option to produce an exportable file of your Data Mining Report using Comma, Fixed Width, Space or Tab Delimiters

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
1	1	Student Full Name	1	30
2	2	Grade	31	32
3	3	Freeform Comment 1	33	52
4	4	Gender	53	58
5	5	AM Bus Number	59	64
6	6	Bus Information	65	88
7	7	End Date	89	98
8	8	Comment	99	178
9	9	1996 Grade Length	179	195
10	10	Examined By	196	206
11	11	IHP (Y/N)	207	209
12	12	Comment	210	289
13	13	Application Nbr	290	301
14	14	Bus Code	302	313
15	15	As of Date	314	342

[Run](#)[First 10
Records](#)[Back](#)

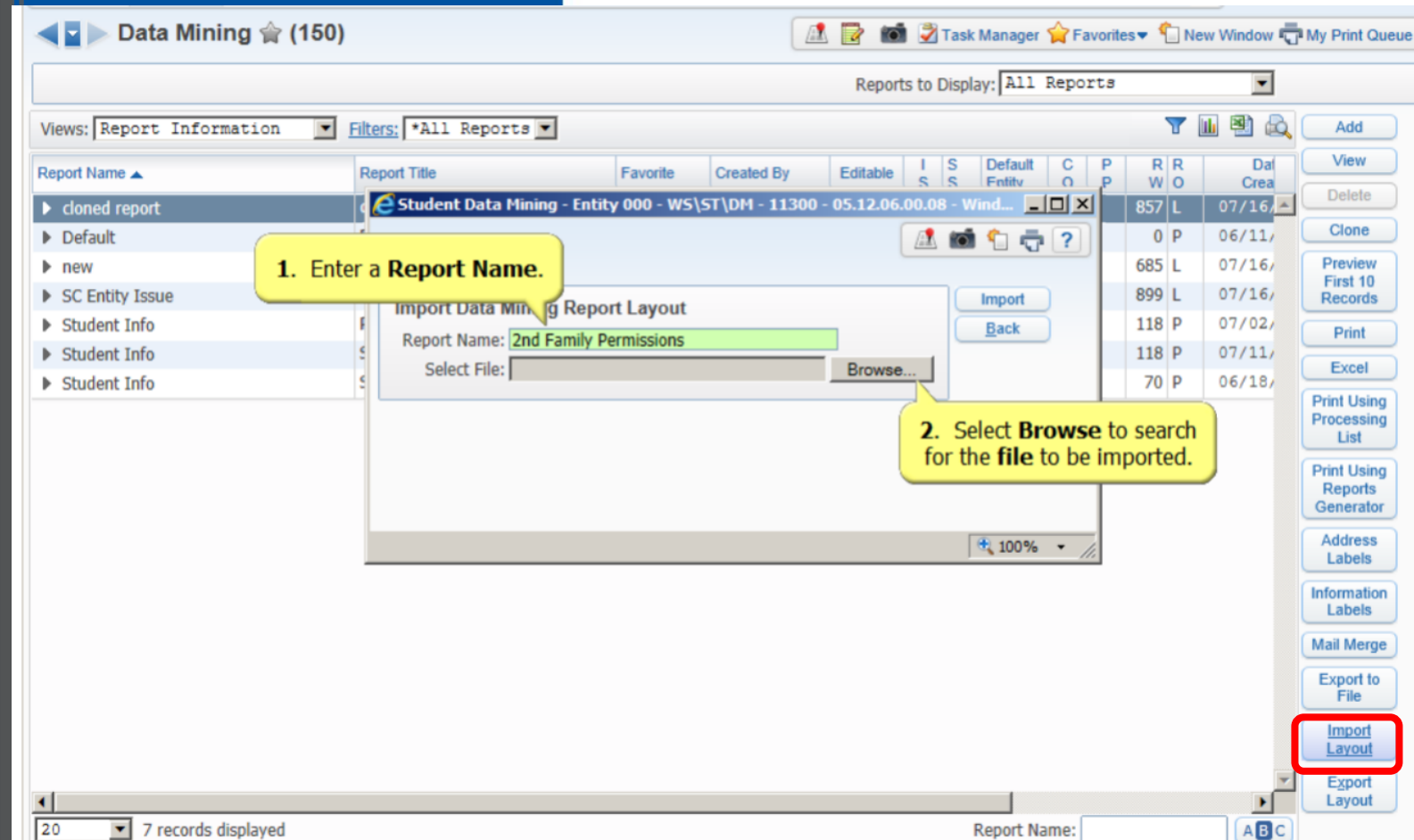
Export to File

File Example

A1		fx AASESARN000				
SKR1731343K4V5U6Z6222360.csv						
	A	B	C	D	E	F
1	AASESARN	Aasescr, A	22	4/16/1990	5 M	
2	AASESARN	Aasescr, A	22	4/16/1990	5 M	
3	AASESARN	Aasescr, A	22	4/16/1990	5 M	
4	AASESARN	Aasescr, A	22	4/16/1990	5 M	
5	AASESGID	Aasescr, G	22	4/16/1990	-2-4-	F
6	AASESGID	Aasescr, G	22	4/16/1990	-2-4-	F
7	AASESGID	Aasescr, G	22	4/16/1990	-2-4-	F
8	AASESGID	Aasescr, G	22	4/16/1990	-2-4-	F
9	AASESGID	Aasescr, G	22	4/16/1990	-2-4-	F
10	AASESNIC	Aasescr, N	31	5/1/1981	5 M	
11	AASESNIC	Aasescr, N	31	5/1/1981	5 M	
12	ABADIAUS	Abadiscr,	10	12/14/2001	5 M	
13	ABADIAUS	Abadiscr,	10	12/14/2001	5 M	
14	ABADIAUS	Abadiscr,	10	12/14/2001	5 M	
15	ABADICAF	Abadiscr,	5	1/18/2007	5 M	
16	ABADIGAL	Abadiscr,	24	6/19/1988	5 M	
17	ABADILAR	Abadiscr,	12	2/8/2000	5 F	
18	ABADILAR	Abadiscr,	12	2/8/2000	5 F	
19	ABADILAR	Abadiscr,	12	2/8/2000	5 F	
20	ABADILAR	Abadiscr,	12	2/8/2000	5 F	
21	ABASTABE	Abastascr,	7	1/10/2005	5 F	
22	ABASTABE	Abastascr,	7	1/10/2005	5 F	
23	ABASTIKE	Abastascr,	9	2/10/2003	5 M	

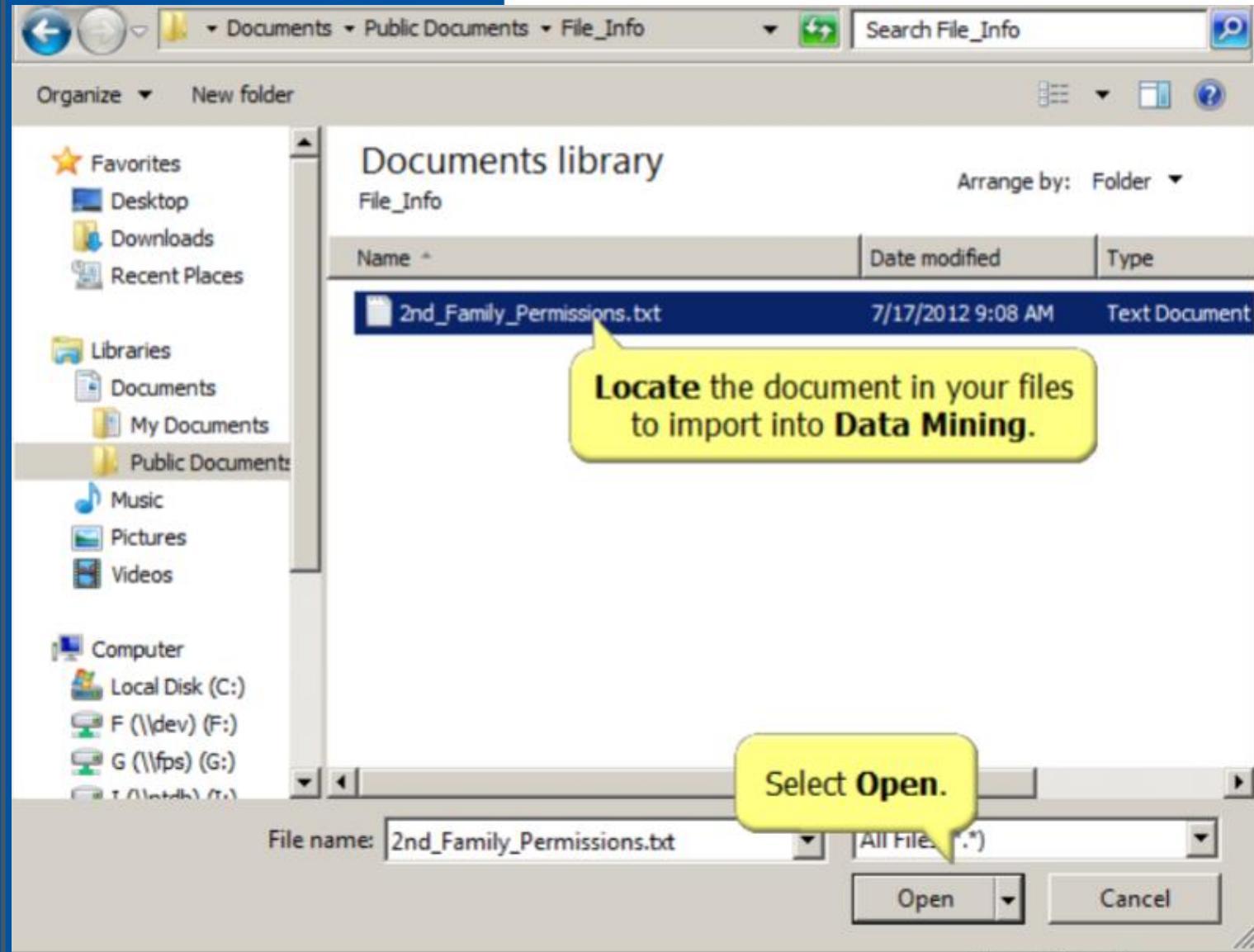
Import Layout

Sectaries and Administrators would use this to import other Data Mining text layouts from users in a different district.



Import Layout

Continued



Import Layout

Continued

Select Import.

Import Data Mining Report Layout

Report Name:

Select File:

Export Layout

Secretaries and Administrators would use this option to export a Data Mining text file to another Skyward user in a different district.

Entity (440) Grades 8 to 12 (440) FS Alert Mark Holliscr

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

Data Mining ☆ (140)

Reports to Display: All Reports

Views: Report Information Filters: *All Reports

Report Name ▲	Report Title	Favorite	Created By	Editable	I S	S S	Default Entity	C O	P P	R W	R O	Da Crea
▶ 2nd Family Permissions	2nd Family Permissions	★	HOLLIMAR000	Y	N	B	Both			685	L	07/17/
▶ cloned report	cloned report	★	TAYLOAMA000	N	N	B	Both			857	L	07/16/
▶ Default	Default	★	DREW ROB000	N	N	A	Both			0	P	06/11/
▶ new	new	★	TAYLOAMA000	N	N	B	Both			685	L	07/16/
▶ SC Entity Issue	Entity Test	★	TAYLOAMA000	N	N	B	Both			899	L	07/16/
▶ Student Info	Phone Numbers	★	SMITHMAR000	N	N	A	Both			118	P	07/02/
▶ Student Info	Stu Info	★	CINDYLEA000	N	N	A	Both			118	P	07/11/
▶ Student Info	Student Info	★	TAYLOAMA000	N	N	B	Both			70	P	06/18/

Highlight the Data Mining Report that you wish to **export** to a **different** Skyward user.

Click **Export Layout**.

20 8 records displayed Report Name: A B C

Export Layout

Export Layout

Continued

Entity (440) Grades 8 to 12 (440) FS Alert Mark Holliscr

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

Data Mining ☆ (140) Task Manager Favorites New Window My Print Queue

Reports to Display: All Reports

Views: Report Information Filters: *All Reports

Report Name ▲	Report Title	Favorite	Created By	Editable	I S	S S	Default Entity	C O	P P	R W	R O	Dat Crea
▶ 2nd Family Permissions	2nd Family Permiss						Both			685	L	07/17/
▶ cloned report	clone						Both			857	L	07/16/
▶ Default	Defa						Both			0	P	06/11/
▶ new	new						Both			685	L	07/16/
▶ SC Entity Issue	Entity Test						Both			899	L	07/16/
▶ Student Info	Phone Numbers						Both			118	P	07/02/
▶ Student Info	Stu Info						Both			118	P	07/11/
▶ Student Info	Student Info						Both			70	P	06/18/

Select Download the Export.

Download the Export

100%

Export Layout

Continued

Entity (440) Grades 8 to 12 (440) FS Alert Mark Holliscr

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

Data Mining (140) Reports to Display: All Reports

Views: Report Information Filters: *All Reports

Report Name	Report Title	Favorite	Created By	Editable	I S	S S	Default Entity	C O	P P	R W	R O	Date Created
2nd Family Permissions	2nd Family Permiss						Both			685	L	07/17/11
cloned report	cloned report						Both			857	L	07/16/11
Default	Default						Both			0	P	06/11/11
new	new						Both			685	L	07/16/11
SC Entity Issue	Entity Test						Both			899	L	07/16/11
Student Info	Phone Numbers						Both			118	P	07/02/11
Student Info	Stu Info						Both			118	P	07/11/11
Student Info	Student Info						Both			70	P	06/18/11

Windows Internet Explorer

What do you want to do with Student_Info.txt?

From: broker4

→ Open
The file won't be saved automatically

→ Save

→ Save as

Cancel

Save the text file to send as an e-mail attachment to another Skyward user.

Export Layout

Continued

File Edit Format View Help

DataMining;794;Test;3091;Test;STUDENT;03/15/11;30130;795;795;P;6;41;no;no;0;no;no;A;Y;no;no;no;Default;File;795;94;39;1;30;X(30);CHA

We value your feedback

This is the Text File that was **exported** and can now be **sent** to other Skyward users who can **import it** into their Data Mining and use it as their own **template**.

This concludes the tutorial.

Print Parameter Page

Example

1cnrgs42.p 87-4
05.19.02.00.00-11.7

Skyward High School
Activity report Parameter Page

09/23/19

Page:1
3:07 PM

Report Name	Report Title	User	Ind	Stu	Status	Def	Ent	Ttls Only	Parm	Pg	GRG	Width	Orient	LPI	Created
Field Description	Heading 1/2				Length	Srt	Brk	Total	Prt	Ranges					
Activity report	Activity report	HARRISHA003	Yes		Active	Both	No	No	No	No	230	Landscape	6	05/05/16	1:28 PM
Student Full Name	Student / Full Name			30	0										
Grade	/ Gr			2	1	S	No			'Individual Selections'					
Freeform Comment 1	/ Comment 1			20	0										
Gender	Fl/Gl / Gender			6	0										
AM Bus Number	AM Bus / Number			6	0										
Bus Information	Bus / Information			24	0										
End Date	Bus / End Date			10	0										
Comment	/ Offense Comments			80	0										
1996 Grade Length	/ 1996 Grade Length			17	0										
Examined By	/ Examined By			11	0										
IHP (Y/N)	/ IHP			3	0										
Comment	/ Offense Comments			80	0										
Application Nbr	Application / Number			12	0										
Bus Code	/ Bus			12	0										
As of Date	/ As Of 02/12/2019 - 12/			29	0										
Student First Name	Student / First Name			17	0										
Student Full Last Name	/ Student Full Last Name			60	0										

Indiv. Students: BOWMAMAD000

And/Or Filters

Student Criteria

Include All Students on the Report, Regardless if They Have Any Data in the Selected Field Areas.

Selected Field Areas

Student Main Line, Offenses, 1996 Grades, Health Conditions

Data Mining Templates

https://support.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/Tutorials/Software/WS_ST_DM_1457077_Skyward_Data_Mining_Template_Examples.html

Questions???