Basic Data Mining

Student Data Mining can pull almost every data field located in the student demographic record from the database including User Defined Screens and Custom Forms, making report creation faster and easier for everyone. The web version of Data Mining works similarly to how it did in PaC, however the screens are different. This will show you the basics of using web Data Mining.

**Getting Started** (make sure you are logged in to the web version of Skyward)

Determine the information you want on your report. Familiarize yourself with the location of that information on the Student Profile screens (e.g., Student Name would be on the General Profile tab for the student.)

Once you have an idea of the information you want and the screens it is on, go to Student Data Mining.

Click on the Student Management tab

Click the Students button

Click the Student Data Mining button
On the Filter Options screen you can set how many reports to list (“Number of Records”). The default for this is 25. The more reports you elect to list, the longer it takes to load the next screen.

![Filter Options screen](image)

You can create your own filters to only display certain reports on the next screen. You also have the option to select a different Browse View which will change the information that appears on the next screen. Make your selections and click **Apply Filter**.

![Filter Options screen](image)

On the list of reports highlight the one you want to run or work with and then click the button down the right side corresponding to the action you want to take. You can use the “Reports to Display” pulldown list to see “My Reports Only” or “All Reports”.

![Report list](image)
To keep the list of data mining reports to a minimum, rather than creating a new report, you should check to see if someone has already created a report that will meet or come close to meeting your needs. Referring to the screens on the preceding page:

1. Select “All Reports” on the Reports to Display pulldown list.
2. Find a report on the list that may fit your needs and highlight it.
3. View the parameters by clicking the + sign to the left of the Report Name.
4. Click on the “Preview First 10 Records” button to see a sample of the report.
5. If the report is what you want you can click on the “Print” button or any of the other available buttons to do what you want with the report.
6. Once the report is displayed in your Print Queue you can wait for it to finish or you can click “Back” buttons to continue working. You do not have to wait for the report to complete. Your completed report will remain in your Print Queue for 4 days. During that time you can view it, print it or save it to your computer if needed.

OR

1. If you need to, you can **Clone** and then **Edit** the report to make adjustments to fit your needs. The report will now be in the “My Reports Only” Reports to Display list for you to use anytime.
2. You can then **Print** the report or do whatever else you want with it using the available buttons.
3. If you will never use the report again, you can highlight it and click the “Delete” button. This will help keep the data mining lists from growing which slows down the Data Mining browse load process for all Skyward users.

To help keep data mining reports lists to a minimum, please review your report lists, “My Reports Only” on Reports to Display pulldown list, every year and **DELETE** reports that you will not use again.
Adding a New Report

To start a new report from scratch you will click the Add button on the screen on page 2.

This will take you through a step-by-step wizard to create your new report.

The first screen is Report Information.

Report Name and Report Title: Before creating a report, it must be given a name. This name DOES NOT print on the report. The Report Title does print at the top of each page.

Report Orientation: Options are “Portrait” (normal top to bottom like this page) or “Landscape” (page turned sideways).

Student Status: Indicates what students you want to potentially include on the report. If you select “Both” you will get enrolled and withdrawn students. If you only want currently enrolled students, be sure to select “Active”.

Excel Export: Controls how long the fields will be if you export the report to Microsoft Excel.

Default Entity: Determines whether you want only student information from the default campus or only students whose default campus is your campus.

Include Parameter Page: This option will print a cover page detailing the parameters that were used to run the report.

Show Counts Only: Will print only the totals of a report and not the detail.

Click the “Save and Add Fields” button to continue through the wizard.
You will now select the data fields you want on your report. You can do this through “Field Selection” if you know where the information is stored in Skyward or “Field Search” which will allow you search on key words to find the field you need.

FIELD SELECTION

The list in the Field Areas section correspond to the tabs in the Student Profile. For example, you know that student name is located on the General Profile tab so you will scroll through the Field Area list and click on “Gen #1”. This will open up the next level of choices for you in the next area.

NOTE: When a field label is highlighted tan, it is an indication there will be a sub-list to choose from.
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Once you have selected the field you want double click on it to add it to the “Fields on Report” list.

FIELD SEARCH: If you are not sure where to find the data field you need you can select “Field Search” and then type a keyword to look for in the “Field Lookup” box. Then scroll through the “Available Fields” list to find the field you want. Once you find it double click on it to add it to the “Fields on Report” list.

Once you have selected all the fields you need for your report, you can set the print order of the fields, left to right, by using the “Up” and “Down” buttons. When finished you can:

1. Click the “Save and Back” button to move out of the set up screen.
   OR
2. Click the “Save and Modify Ranges” button to go to the ranges set up screen.
**MODIFY RANGES:** On this screen you can set your data fields to specific ranges of information, or using “Individual Selections” and selecting specific data.

**RANGE:** Input the low and high range for the data field desired.

**INDIVIDUAL SELECTIONS:** Check the box for Individual Selections, you will then see a SELECT button. Click it to get the list of selections for your field.

**EXAMPLE: Grade**
Just click the grades you want the report to run for and click OK. You will now see the selected grades in the range screen.

You can also change the heading for the information on the range screen. Just type in the Headings 1 and/or Headings 2 boxes. Click SAVE once you are through.

If you want your report to SORT in a specific way click the SORTING tab.
On this screen you can set up the sort order for your report. To get started you will need to click the Edit button.

Use the > and < buttons between the Selected Fields and Selected Sorts boxes and the “Up” and “Down” buttons to set the sort order. Use the selections in the “Break” area to help separate your data within your sorts. Check the “Count” box if you need a total for your breaks. In the example below: The report will sort by Default School Code, then by Advisor (within each school). The report will page break for each Advisor and give them a total count.

Once you have sorts set up click the Save and Back button.
Once you have completed the set up for your report you can now use the buttons in the Report Actions area.

**Preview First 10 Records:** This will show you a sample of the report for verification before printing the report.

**Print:** Will print the report.

**Excel:** Will create an Excel spreadsheet with your report data.

**Address Labels:** Will take you through a wizard to print labels.

**Export to File:** Will create an export file

Your report will process in your **Print Queue.** You will see a screen like the one below. You can watch the “Status” and wait for the report to complete, or you can click the “Back” button and continue doing other work. Your report will continue to process and be available to you here for 4 days. You can access your **Print Queue** from most any screen in Skyward web.
VERY, VERY IMPORTANT

DO NOT release student information to anyone outside of your campus or the district. All such requests are handled through the Student Services department. This includes any parent organization affiliated with your campus.

When you generate reports that include Address or Phone information, Skyward automatically DOES NOT include those which have requested confidentiality. If you need the confidential information to print (e.g. for principal’s use), you will need to check the box next to “Print Confidential…” for that field. See the example below.
SELF-LEARNING RESOURCES

On any web Data Mining screen clicking on the icon, as circled on the first screen shot below, should automatically take you directly into the web Data Mining section of Skyward’s online documentation, SkyDoc, as illustrated on second screen shot below.