

Data Mining – Address Labels

This document will explain creating address labels from a Data Mining report for all active students. Data Mining allows you to create reports that pull data from multiple areas of Skyward (profile, family, scheduling, grading, etc.)

1. Navigate to Students -> Students -> Data Mining
2. You can pull Address Labels from an already existing report or create a new template. If using an existing template, you can skip steps 3-7.
3. Click Add to Create a new data mining report
4. Setup your Report Information
 - a. Name your report (i.e. Active students)
 - b. Select student ranges. In this example we will select All Active students in the current default entity

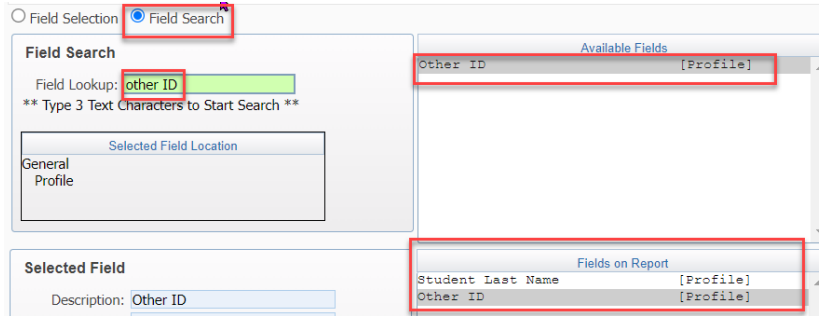
* Report Name:
* Report Title:
 Temporary Report - Automatically deleted after 24 hours of creation
Report Orientation: Portrait Landscape
Student Status: Active Inactive Both
Student NY Status: Active Inactive Both
Excel Export: Use Default Field Lengths Use Template Field Lengths
Default Entity: Yes No Both
Student Class Status: Active Dropped Both ?
 Include Parameter Page
 Show Counts Only
 Include GRG Page
 Limit U.S. Zip Codes to 5 digits ?
Buttons: Save and Add Fields, Save, Back

5. Click Save and Add Fields
 6. Add Fields
 - a. For address labels, the data mining report must at least contain Other ID or Name
 - i. In this example, we will add Last name and Other ID
 - b. There are 2 ways to find fields:
 - i. Use field selection to find the field based on where the data is kept in the student profile screens. I.e. Last Name is found under General -> Profile. Double click General, Double click Profile, Double Click Name, and Double Click Last Name. This will place the field in the "Fields on report."
- **All field lists in the Field selection are in Alphabetical order****

Data Mining
Report Name: Active Students [Back]
Report Title: Active Students
Report Orientation: Portrait Student Status: Active Excel Export: Default Default Entity: Yes
 Field Selection Field Search
Field Areas: Discipline, E/W, Emergency, Entity, Family, Fee Management, Food Service, General, Gifted and Talented, GPA, Grad Req Endorsements
General: Address, Birth History, Change History, Identity, Profile, School Path, Vehicles, Web Access, Wellness Screening
Profile: Multi-Race (Y/N), Multi-Race/Ancestry, Name, Next Year Grad Year, Next Year Grade, Off-Campus Lunch, Online Registration Stat, Other ID, Override Off Campus Lunch, Picture Y/N, Primary Locker
Name: Other Name, Student First Name, Student Full Name, Student Last Name, Student Middle Initial, Student Middle Name, Student Prefix, Student Prefix Code, Student Suffix
Selected Field: Description: Student Last Name, Used For: Profile, Heading 1: Student
Fields on Report: Student Last Name [Profile]
Buttons: Save and Back, Save and Modify Ranges, Back

ii. Use the Field Search Option

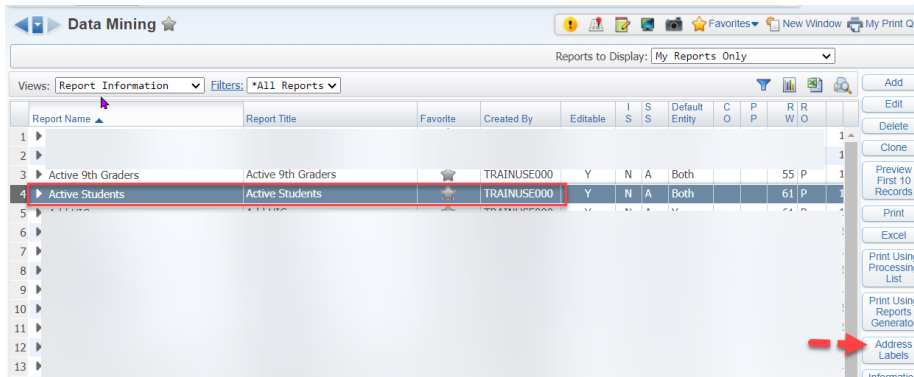
1. Search for Other ID, double click to add to Fields on the report



7. Once your fields are selected click Save and Back.

8. Navigate back to Students -> Students -> Data Mining

9. Highlight the report you created, and click Address Labels on the right:



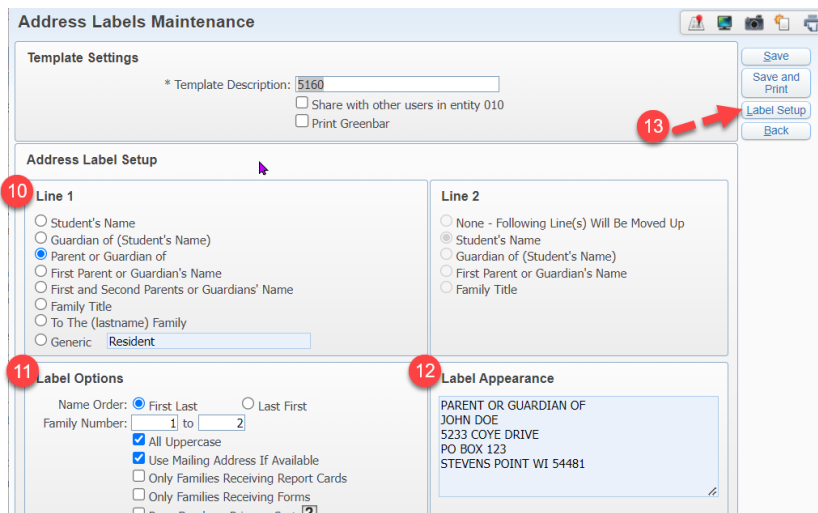
10. Click Add to Add a new label template.

11. Select how you would like your address label to look (i.e. Parent or Guardian of: or Guardian of).

12. Select who the label will be printed for (i.e. Family 1 and 2, or Family 1 only)

13. As you make label setup options you will see the Label Appearance update in the bottom right of your screen

14. Select the Label Setup button to find your type of label (i.e. Avery 5160).



15. Select the type of Label you are printing from the dropdown options.
16. Leave all other Overrides and settings as defaulted.
17. Click Save

The screenshot shows the 'Label Options' dialog box with several sections and annotations. Red circles with numbers 14 and 15, and red arrows, highlight the 'Skyward Labels' dropdown menu and the 'Save' button, respectively.

Label Options

Label Export Options

Skyward Labels: Stk Mailing Lzr Avery 5160 14 15 Save
Back

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:

18. Click Save and Print

****Only the students on the data mining report will get labels.****