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

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 keep 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

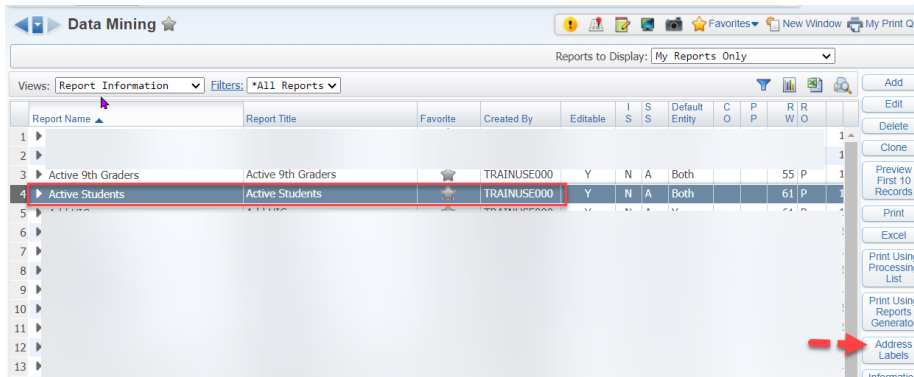ii. Use the Field Search Option
   1. Search for Other ID, double click to add to Fields on the report
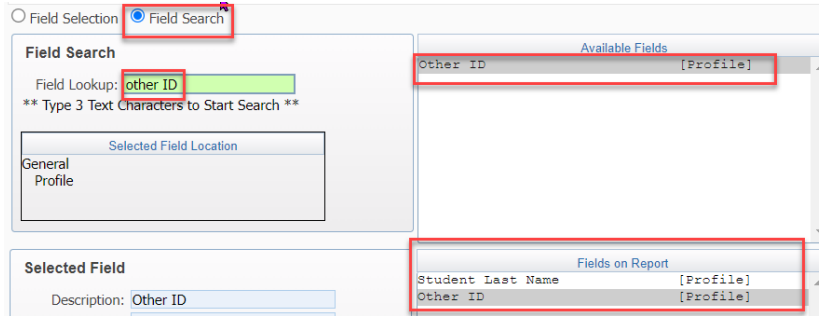
7. Once your fields are selected click Save and Back.
8. Navigate back to Students -> Students -> Data Mining
9. Highlight the report you created, and click Address Labels on the right:


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).
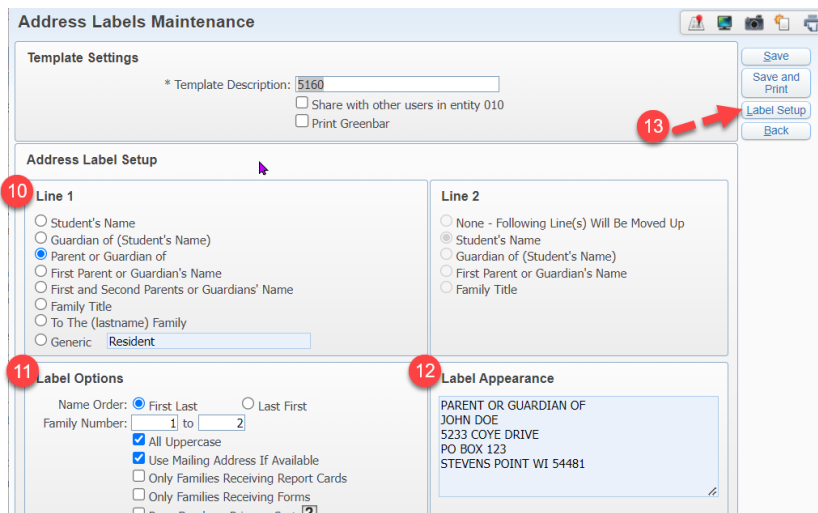
15. Select the type of Label you are printing from the dropdown options.

16. Leave all other Overrides and settings as defaulted.

17. Click Save

18. Click Save and Print

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