CREATING PROCESSING LISTS IN SKYWARD

Processing List PART 1: Setup the Excel File

Step 1:

	Α		В	С	D	E		F	G	н
1	Other ID	Stud	ont Full Namo	CV Deriod		CV Section	CYE	escription	CY Subject	CY Teacher
2	12345	\prec					A	TH MODELS FOR ALGEBRA 1	Mathematics	GERMANY
3	12346	۸.	⊢or imp	ort pro	cessing	g, the	AT	TH MODELS FOR ALGEBRA 1	Mathematics	C MINER
4	12347	D	first colu	mns tit	le mus	t have	EO	METRY	Mathematics	J HARDIN
5	12348	D		Otho			١G	LISH INDEPENDENT STUDIES	Language Arts	C JORDAN
6	12361	D		Othe	שויו		kir	OF TRANS	Career/Tech Ed	M JIMENEZ
7	12349	DOE	, FERNANDA	5	1200	3	ENG	LISH INDEPENDENT STUDIES	Language Arts	C JORDAN
8	12350	DOE	, GABRIEL	3	4114	14	INT	PHY & CHEM	Science	N GARZA
9	12351	9						NISH 2	Foreign Lang	O CARDENAS
10	12352	/	The stud	dents (Other II) must		LISH INDEPENDENT STUDIES CT	Language Arts	R PLETCHER
11	12353 🗸	-	in aluala a	the altern				IC HLTH SCI	Career/Tech Ed	V PEREZ
12	12354	0	include s	six algi	is starti	ng with		ICAL TERM	Career/Tech Ed	V PEREZ
13	12355	C	1	the lea	dina 0			OF TRANS	Career/Tech Ed	M JIMENEZ
14	12356	d						NISH 2	Foreign Lang	O CARDENAS

Step 2:



Step 3:



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Custom		h:mm				
		n:mm:ss	5			
	I. Seleo	ct Cust	om			
	~					Delete
Type the n	umber forma	t code, usi	ng one of tl	he existir	ng codes as a starting po	oint.
		(3.	Select OK	

Step 5:

	Α	В	С	D	E	F	G	Н
1	Other ID	Student Full Name	CY Period	CY Course	CY Section	CY Description	CY Subject	CY Teacher
2	012345	DOE , ANNETTE	3	3204	1	MATH MODELS FOR ALGEBRA 1	Mathematics	GERMANY
3	012346	DOE, BIANCA	3	3204	5	MATH MODELS FOR ALGEBRA 1	Mathematics	C MINER
4	012347	DOE, CINDY	3	3513	4	GEOMETRY	Mathematics	J HARDIN
5	012348	Dg	-		-	GLISH INDEPENDENT STUDIES	Language Arts	C JORDAN
6	012361 🚄	Other ID	now inc	cludes s	ix digits	N OF TRANS	Career/Tech Ed	MJIMENEZ
7	012349	D				LISH INDEPENDENT STUDIES	Language Arts	C JORDAN
8	012350	DOE, GABRIEL	3	4114	14	INT PHY & CHEM	Science	N GARZA
9	012351	DOE, HERBEY	3	6313	1	SPANISH 2	Foreign Lang	O CARDENAS
10	012352	DOE , ISELA	3	1200CT	1	ENGLISH INDEPENDENT STUDIES CT	Language Arts	R PLETCHER
11	012353	DOE, JAKE	3	8650	5	PRINC HLTH SCI	Career/Tech Ed	V PEREZ

Step 6:

File name:	Doe Students			,
Save as type:	CSV (Comma delimited) 🧹	Sove the report		,
Authors:	Juarez, Vannessa C.	Under Save As Type select,	title Subj Select Save	
Hide Folders		CSV (Comma Delimited)	Tools - Save Cancel	

Step 7:

🚺 🔒 🐬 👌 👳	Doe Stud	ents - Excel		XP	$\times\!\!\!\times\!\!\!\times$	0	YXX	XC)	XX	XXX
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3 012346 DOE, BIANCA 03 3204 05	MATH MODELS FOR ALGEBRA 1	Mathematics	C MINER							
4 012347 DOE, CINDY 03 3513 04	GEOMETRY			r 0.5				× 1		
5 012348 DOE, DANIELA 03 1200 03	ENGLISH INDEPENDENT STUDIE		N	licrosoft Ex	cel					
6 012361 DOE, EVAN 03 8720 01	PRIN OF TRANS	Come featur	ar in vour workh	ok might he l	ort if you r	ave it as CS	V (Comma de	limited		
7 012349 DOE, FERNANDA 03 1200 03	ENGLISH INDEPENDENT STUDIE		es in your workbo	lok might be n	ost il you s	ave it as C3	v (comina de	miniceuj.		
8 012350 DOE, GABRIEL 03 4114 14	INT PHY & CHEM	Do you wan	t to keep using th	at format?						
9 012351 DOE, HERBEY 03 6313 01	SPANISH 2		Yes	No	He	elp				
10 012352 DOE, ISELA 03 1200CT 01	ENGLISH INDEPENDENT STUDIE									
11 012353 DOE, JAKE 03 8650 05	PRINC HLTH SCI	Career/Tech Ed	V PER							
			S	elect Y	es					

Processing List PART 2: Import the Excel file

Slide 1:

Entity (400) Grades 9 to 12 (400) 💌 FS Alert mary Joness SKYWARD ✓ Students Families Staff Student Services Office Administration Administration Administration Access Plus Features Reporting Reports Question Q, 📌 Student Management Setup - Entity Counts * Advanced Features Setup Setup - District Calendar Setup Automated Emails 4 Entity Counts 4 Calendar Events System Contacts Reports 1 Activity Events Student Indicators Field Trips 1 Processing Lists 1 - Name Maintenance Lunch Menus Setup Messag Center 9 **1** Skyle Processing Lists Trans Click here to access Processing Lists. - Add Who, What, When, Why? A Processing List is a list of student names generated by a set of report parameters or by an individual selection of students, which can be used in various reports. Addre Mailin Repor Weather WS\AD\FM\RE Student Profile WS\ST\PR e l Displaying Use a Processing List when generating your report and ranges to get a list of specific students needed for your reporting purposes. Condition Monday, Ap 0 Entry by Student 1 No items to dis

Slide 2:

SKYWARD Entity (400) Grades 9	to 12 (400) 💌	FS Alert	Mary Jonesscr	Account Pre	ferences	Exit	?
Home 🕶 Students Families Staff	Student Food Services Service Office Administration	Educator Advanced Access Plus	Federal/State Reporting	Custom Reports			
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Slide 3:

Entity (4	100) Grades 9 t	to 12 (400) 💌		FS Alert	Mary Jonessor	Account Pre	eferences	Exit ?
Home 👻 Students	Families Staff	Student Food Services Service	Office Administration	Educator Advance Access Plus Feature	d Federal/State Reporting	Custom Reports	}	
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Slide 5:

Processing Nan	ne List (227)											۲	1	1	ē
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Slide 6:



Slide 7:

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rocessing Lists					🖲 🗟 (Filter
escription 🔺	Date Created	Time Created Created By	Processing List	D		optiona
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2 Abbescr Temple						
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5 Abunc You will find t	he names you'v	e added				
6 Adwe in the Names in 7 Airdsd of the Pro	Processing L	ist section				

Processing List PART 3: Generate a Data Mining report using imported file

Slide 1:



Slide 2:

Entity (440) Gr	ades 8 to 12 (440) 💌						Mar	rk Holli	scr	Account	Preferences	Exit ?
Home - Students Families	Staff Student Food Services Service Offi	ce Administ	ration Education Access	tor Ad Plus Fo	lvan eatu	ced res	Federa Repo	I/Stat	e (Custom Reports	Q	
◀ 🖬 🕨 Data Mining 😭 (1	91)				2	Tasl	(Manager	ث ار	avorit	es 🕶 🐔 1	New Window 🖏	My Print Queue
				Report	ts to	Displ	ay: All	Repo	rts		•	
Views: Report Information	Filters: *All Reports	*								T	•	Add
Report Name	Report Title	Favorite	Created By	Editable	1	S	Default	C	P	RR	Dat	Edit
10th Grade Birthday Report	10th Grade Birthday Report	*	HOLLIMAR000	Y	N	A	Yes		Y	79 P	07/24/~	Delete
2nd Family Permissions	2nd Family Permissions		HOLLIMAR000	Y	N	В	Both			685 L	07/17/	Clone
doned report	cloned report	會	TAYLOAMA000	N	N	в	Both			857 L	07/16/	Preview
College Visits	College Visits		HOLLIMAR000	Y	Ν	Α	Yes		Y	64 P	07/23/	First 10 Records
▶ Default	Default	會	DREW ROB000	N	(Sel	ect a	any	report	and	Print
▶ new	new	會	TAYLOAMA000	N		did	Print	Usi	ng l	Proces	sing List.	- Trank
November Birthdays	November Birthdays		HOLLIMAR000	Y	N	A	Yes			98 P	07/17/	Excel
October Birthdays	October Birthdays		HOLLIMAR000	Y	Ν	A	Yes		Y	98 P	07/17/	Print Using Processing
SC Entity Issue	Entity Test	會	TAYLOAMA000	N	Ν	В	Both			899 L	07/16/	List

Slide 3:

