

***CREATING
PROCESSING
LISTS
IN
SKYWARD***

Processing List

PART 1: Setup the Excel File

Step 1:

Other ID	Student Full Name	CY Period	CY Course	CY Section	CY Description	CY Subject	CY Teacher
12345					MATH MODELS FOR ALGEBRA 1	Mathematics	GERMANY
12346					MATH MODELS FOR ALGEBRA 1	Mathematics	C MINER
12347					GEOMETRY	Mathematics	J HARDIN
12348					ENGLISH INDEPENDENT STUDIES	Language Arts	C JORDAN
12361					PRIN OF TRANS	Career/Tech Ed	M JIMENEZ
12349	DOE, FERNANDA	3	1200	3	ENGLISH INDEPENDENT STUDIES	Language Arts	C JORDAN
12350	DOE, GABRIEL	3	4114	14	INT PHY & CHEM	Science	N GARZA
12351					SPANISH 2	Foreign Lang	O CARDENAS
12352					ENGLISH INDEPENDENT STUDIES CT	Language Arts	R PLETCHER
12353					C HLTH SCI	Career/Tech Ed	V PEREZ
12354					CAL TERM	Career/Tech Ed	V PEREZ
12355					PRIN OF TRANS	Career/Tech Ed	M JIMENEZ
12356					SPANISH 2	Foreign Lang	O CARDENAS

For import processing, the first columns title must have **Other ID**

The students **Other ID** must include six digits starting with the leading 0

Step 2:

The screenshot shows the Excel ribbon with the 'Number' section expanded. The 'More Number Formats' button is highlighted. Below the ribbon, the spreadsheet data is visible, with the 'Other ID' column highlighted in green.

2. Under the **Number** section, select the drop down option (to the right of General), select **More Number Formats**, select **Custom**, under **Type** enter **000000**

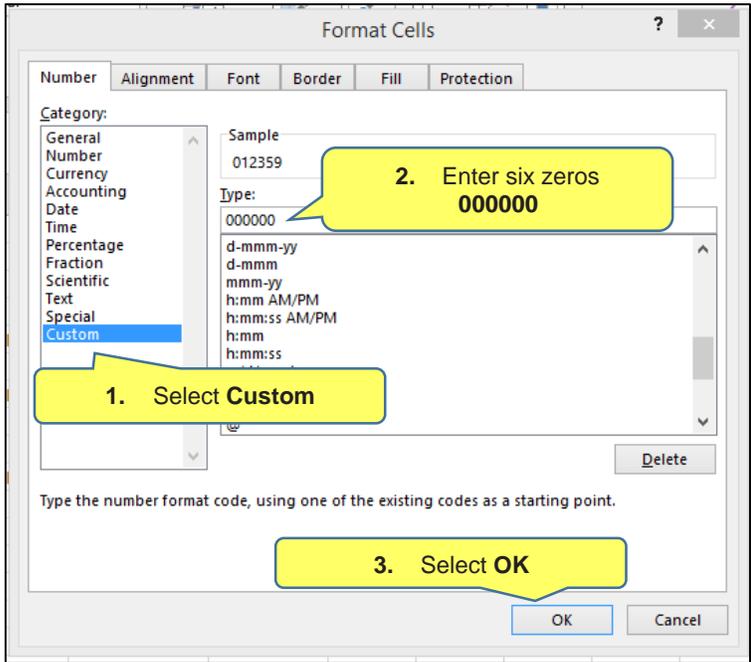
1. To add the leading 0, highlight all the **Other IDs**

Step 3:

The screenshot shows the 'More Number Formats' dialog box. The 'Number' category is selected. The 'Type' field contains '000000'. The 'Format' field shows '12359.00'.

Select **More Number Formats**

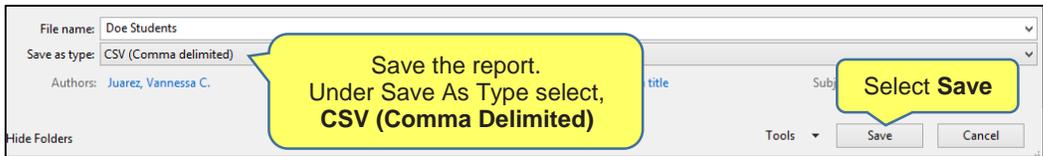
Step 4:



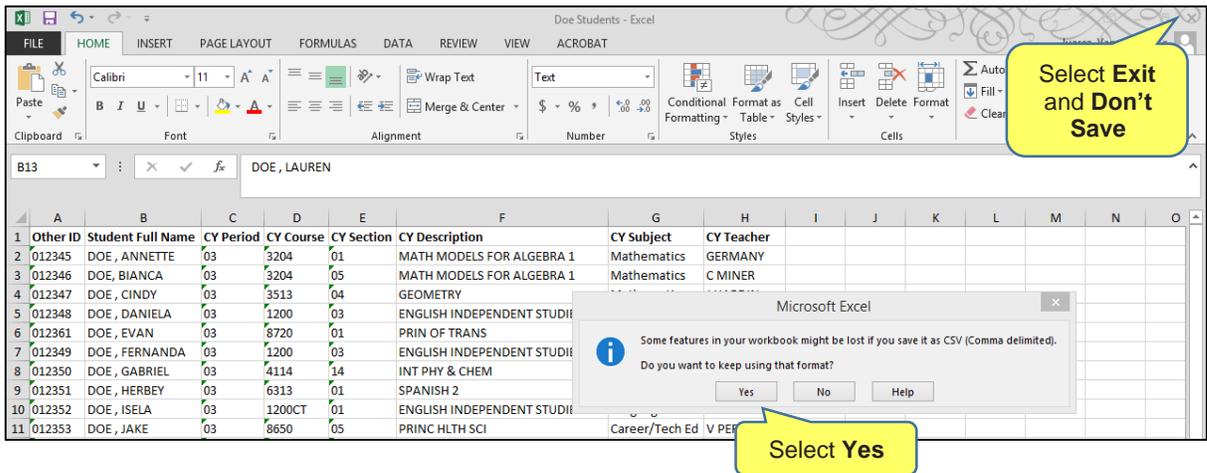
Step 5:

	A	B	C	D	E	F	G	H
	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	DOE, DANIELA	03	1200	03	ENGLISH INDEPENDENT STUDIES	Language Arts	C JORDAN
6	012361	DOE, EVAN	03	8720	01	PRIN OF TRANS	Career/Tech Ed	M JIMENEZ
7	012349	DOE, FERNANDA	03	1200	03	ENGLISH 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:



Step 7:



Processing List

PART 2: Import the Excel file

Slide 1:

The screenshot shows the SKYWARD system interface. The 'Advanced Features' menu is open, showing options like 'Automated Emails', 'System Contacts', 'Student Indicators', 'Processing Lists', 'Message Center', 'Skyline Trans', 'Add', 'Address', 'Mailin', 'Report', 'Weather', 'Displaying Condition', and 'Monday, A'. A yellow callout box is overlaid on the 'Processing Lists' option. The callout box contains the following text:

Processing Lists

Click here to access Processing Lists.

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.

Use a Processing List when generating your report and ranges to get a list of specific students needed for your reporting purposes.

Slide 2:

The screenshot shows the SKYWARD system interface with the 'Processing Lists' screen. The screen displays a table with columns for 'Description', 'Date Created', 'Time Created', 'Created By', and 'Processing List ID'. Below the table, there is a message: 'There are no records to display; check your filter settings.' A yellow callout box is overlaid on the 'Add' button, containing the text: 'Click Add to create a new Processing List.' Another yellow callout box is overlaid on the table area, containing the text: 'From this screen you have the capability to Add, Edit, and Delete Processing Lists. The current user or all user's processing lists display on this screen depending on the filter option selected.'

Slide 3:

The screenshot shows the SKYWARD system interface with the 'Processing List Information' form. The form has fields for 'Description' and 'Long Description'. A yellow callout box is overlaid on the 'Save' button, containing the text: 'Add a Description and Long Description for the new Processing List. Click Save.'

Slide 4:

Click the arrow to **expand** the processing list information.

Select **Add/Delete Names** to add or remove names from the Processing List.

Slide 5:

A list of students can also be **imported** to create a processing list.
Click **Import**.

Last Name	First	Middle	Name Key	Grade	Grad Yr	S	School	Advisor	Other ID
Abadscr	Kenyetta	R	ABADIKEN001						
Abbescr	Temple	L	ABBESTEM001						
Abbotscr	Jon		ABBOTJON000	09	2017	A	400	Burd	
Abboudscr	Kelsie	G	ABBOUKEL001						
Abundscr	Tad	L	ABUNTAD001						
Adwelscr	Marvel	C	ADWEIMAR001						
Airdscr	Juan~	V	AIRDSJUA001	02	2024	n/a			

Slide 6:

1. Select the **List Type**. This is how the students are listed in the file you are importing. In the example, we will use the **Other ID**. Other options include **Other ID** and **State ID**.

2. Click the **Browse** button to select the file to import.

3. Click **Import** to create the processing list.

Slide 7:

You will find the names you've added in the **Names in Processing List** section of the Processing List browse.

Description	Date Created	Time Created	Created By	Processing List ID
List Name	04/07/2014	11:30 am	Jonescr, Mary	776

Processing List Info:

- Nbr of Records: 0
- Long Description: List Name

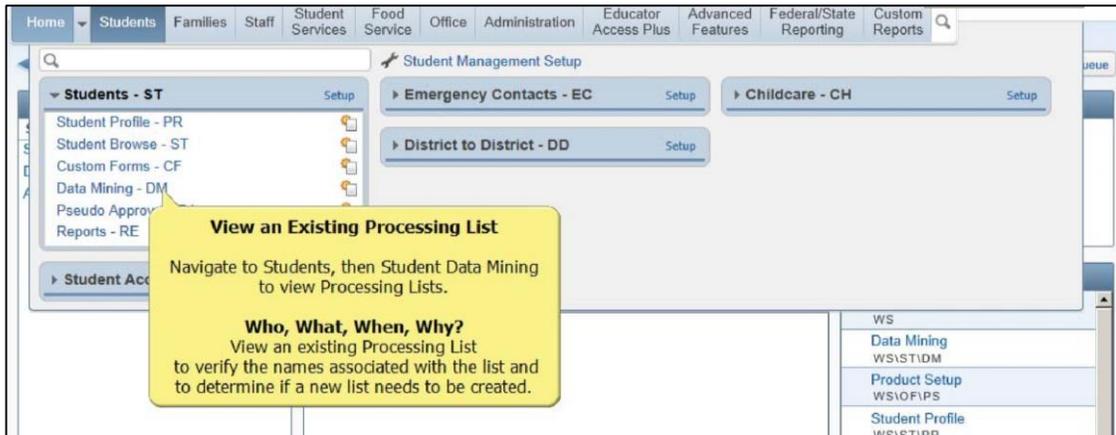
Names in Processing List:

- 1 Abadscr, Kenyetta R.
- 2 Abbescr, Temple
- 3 Abbotscr, Jon
- 4 Abboudscr, Kelsie
- 5 Abundscr, Tad
- 6 Adwelscr, Marvel
- 7 Airdscr, Juan~

Processing List

PART 3: Generate a Data Mining report using imported file

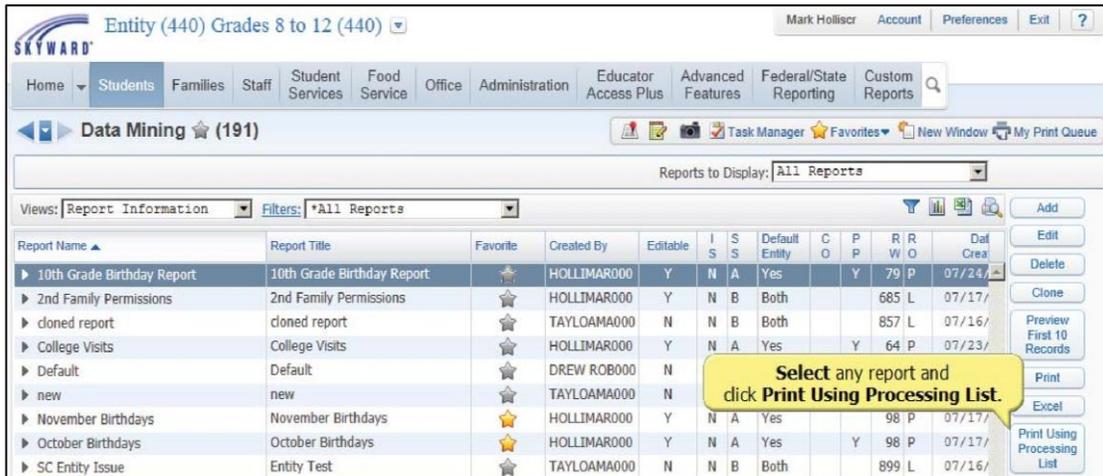
Slide 1:



View an Existing Processing List
 Navigate to Students, then Student Data Mining to view Processing Lists.

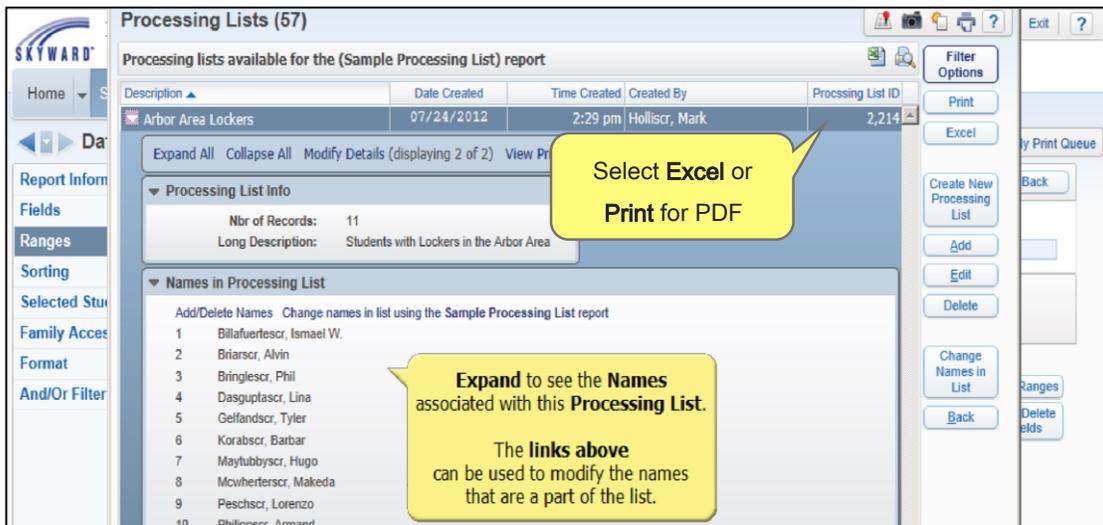
Who, What, When, Why?
 View an existing Processing List to verify the names associated with the list and to determine if a new list needs to be created.

Slide 2:



Report Name	Report Title	Favorite	Created By	Editable	I	S	S	Default Entity	C	P	R	R	W	O	Dat	Crea
▶ 10th Grade Birthday Report	10th Grade Birthday Report	★	HOLLIMAR000	Y	N	A	Yes	Y	79	P	07/24/12					
▶ 2nd Family Permissions	2nd Family Permissions	★	HOLLIMAR000	Y	N	B	Both				685	L			07/17/12	
▶ cloned report	cloned report	★	TAYLOAMA000	N	N	B	Both				857	L			07/16/12	
▶ College Visits	College Visits	★	HOLLIMAR000	Y	N	A	Yes	Y	64	P	07/23/12					
▶ Default	Default	★	DREW ROB000	N												
▶ new	new	★	TAYLOAMA000	N												
▶ November Birthdays	November Birthdays	★	HOLLIMAR000	Y	N	A	Yes				98	P			07/17/12	
▶ October Birthdays	October Birthdays	★	HOLLIMAR000	Y	N	A	Yes	Y	98	P	07/17/12					
▶ SC Entity Issue	Entity Test	★	TAYLOAMA000	N	N	B	Both				899	L			07/16/12	

Slide 3:



Select Excel or Print for PDF

Expand to see the Names associated with this Processing List.
 The links above can be used to modify the names that are a part of the list.