

***CREATING  
PROCESSING  
LISTS  
IN  
SKYWARD***

# Processing List

## PART 1: Setup the Excel File

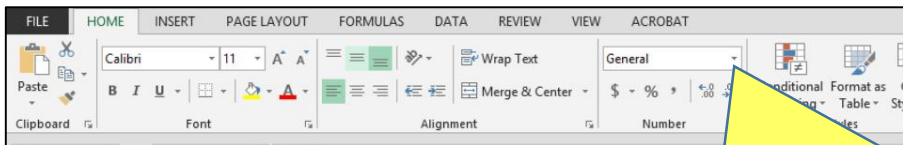
### Step 1:

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					ICAL TERM	Career/Tech Ed	V PEREZ
12355					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:

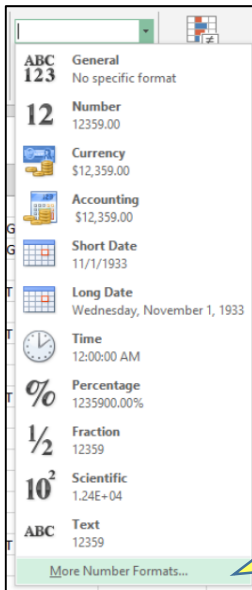


Other ID	Student Full Name	CY Period	CY Course	CY Section	CY Description	CY Subject	CY Teacher
12345	DOE, ANNETTE	3	3204	1	MATH MODELS FOR ALGEBRA 1	Mathematics	GERMANY
12346	DOE, BIANCA	3	3204	5	MATH MODELS FOR ALGEBRA 1	Mathematics	C MINER
12347	DOE, CINDY	3	3513	4	GEOMETRY	Mathematics	J HARDIN
12348	DOE, DANIELA	3	1200	3	ENGLISH INDEPENDENT STUDIES	Language Arts	C JORDAN
12361	DOE, EVAN	3	8720	1	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	DOE, HERBEY	3	6313	1	SPANISH 2	Foreign Lang	O CARDENAS
12352	DOE, ISELA	3	1200CT	1	ENGLISH INDEPENDENT STUDIES CT	Language Arts	R PLETCHER
12353						Career/Tech Ed	V PEREZ
12354						Career/Tech Ed	V PEREZ
12355						Career/Tech Ed	M JIMENEZ
12356						Foreign Lang	O CARDENAS
12357	DOE, NICK	3	8730	3	PRIN OF LAW	Career/Tech Ed	G SANTELLA
12358	DOE, OLGA	3	8720	1	PRIN OF TRANS	Career/Tech Ed	M JIMENEZ
12359	DOE, PETE	3	1200CT	1	ENGLISH INDEPENDENT STUDIES CT	Language Arts	R PLETCHER

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

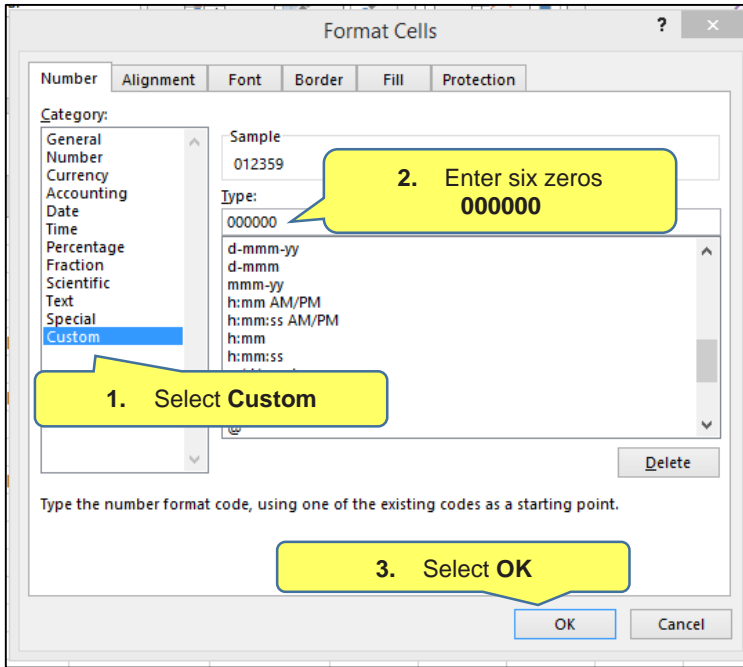
2. Under the **Number** section, select the drop down option (to the right of General), select **More Number Formats**, select **Custom**, under **Type** enter **000000**

### Step 3:



Select **More Number Formats**

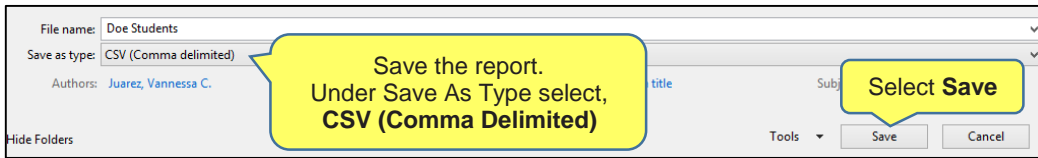
**Step 4:**



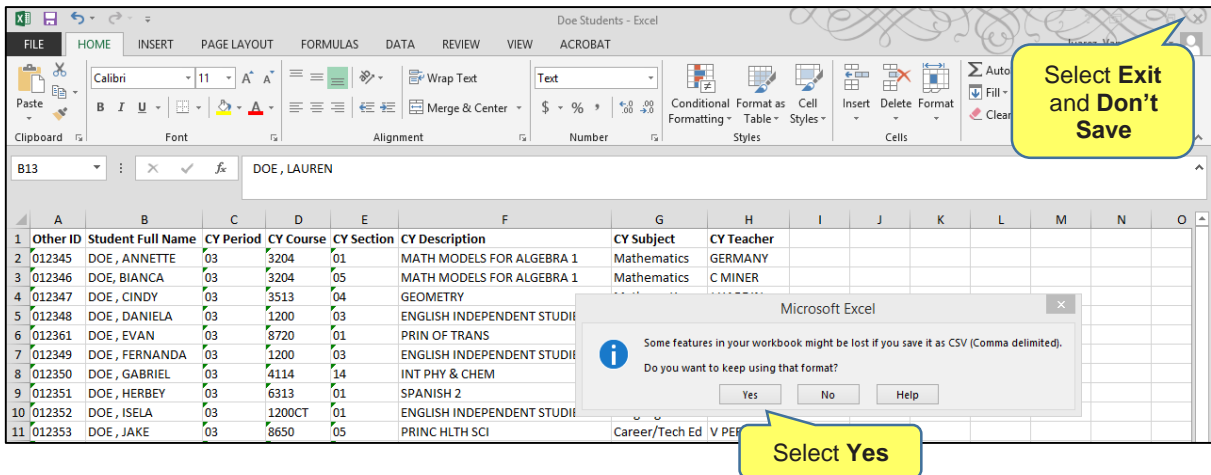
**Step 5:**

	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:

Home Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

### Processing Lists (369)

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

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

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

Processing List Info

Nbr of Records: 0  
Long Description: List Name

Names in Processing List

Add/Delete Names  
No Names in Processing List

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

Filter Options  
Add  
Edit  
Delete

Slide 5:

### Processing Name List (227)

Views: General Filters: \*Skyward Default

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			

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

Add  
Delete  
Import  
Back

Slide 6:

### Processing Name List (87)

Views: General Filters: \*Skyward Default

Last Name	First	Middle	Name Key	Grade	Grad Yr	S	School	Advisor	Other ID
Abadscr	Kenyetta	R	ABADIKEN001						

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.

Processing List - Entry 400 - WSAPJPL - 8258 - 05...  
File to Import: Browse No file selected.

Add  
Delete  
Import  
Back

Slide 7:

### Processing Lists (369)

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

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

Processing List Info

Nbr of Records: 0  
Long Description: List Name

Names in Processing List

Add/Delete Names

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

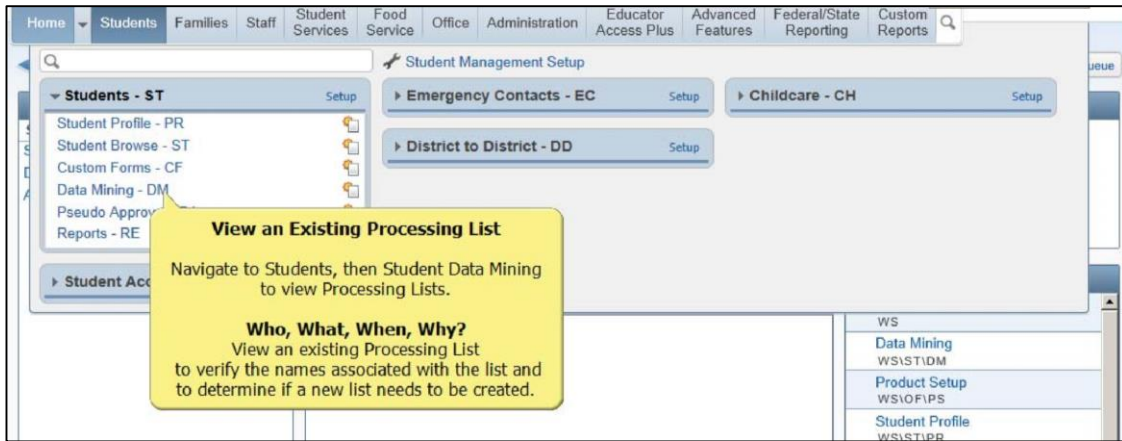
You will find the names you've added in the **Names in Processing List** section of the Processing List browse.

Filter Options  
Add  
Edit  
Delete

# Processing List

## PART 3: Generate a Data Mining report using imported file

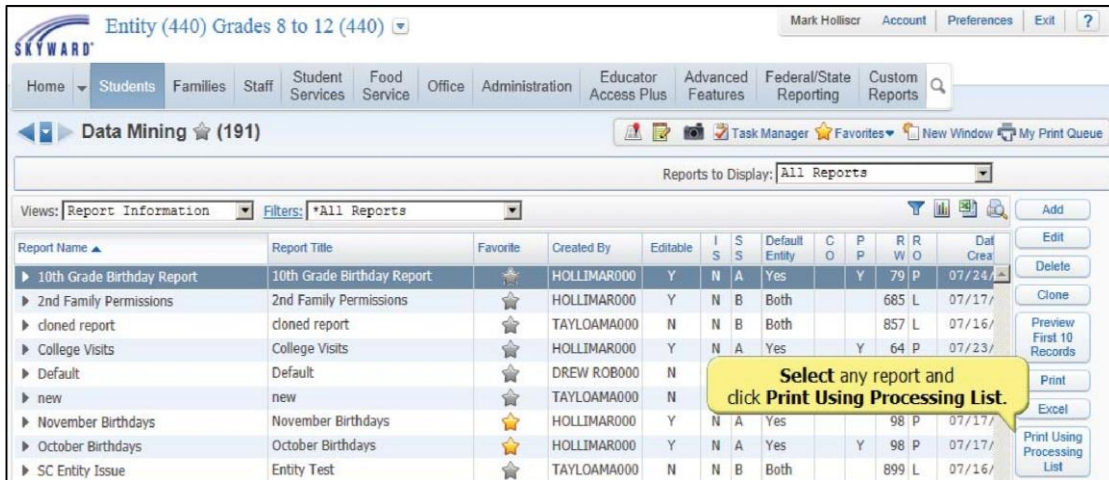
Slide 1:



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

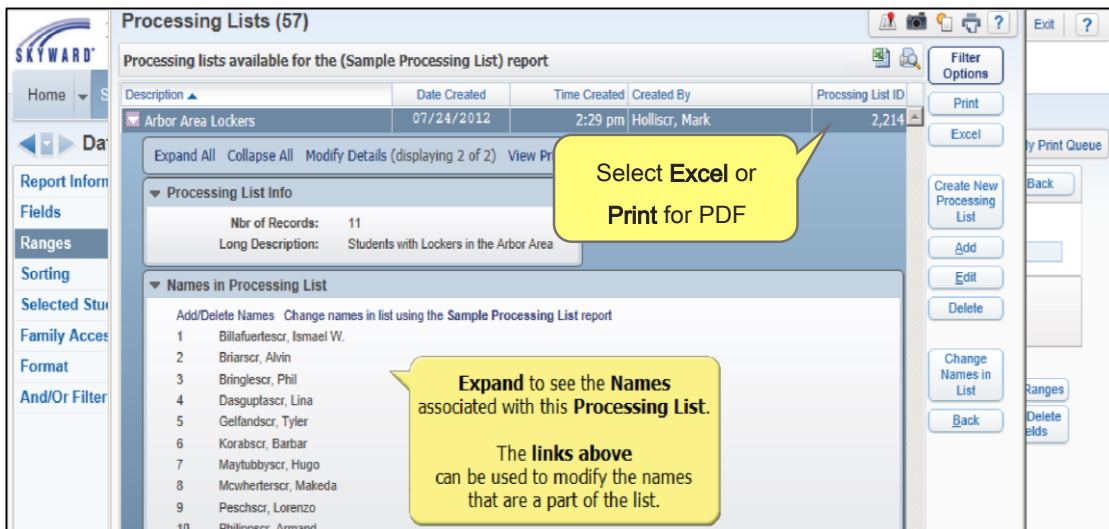
**Who, What, When, Why?**  
 View an existing Processing List to verify the names associated with the list and to determine if a new list needs to be created.

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:



**Processing Lists (57)**  
 Processing lists available for the (Sample Processing List) report

Description	Date Created	Time Created	Created By	Processing List ID
Arbor Area Lockers	07/24/2012	2:29 pm	Hollisr, Mark	2,214

**Processing List Info**  
 Nbr of Records: 11  
 Long Description: Students with Lockers in the Arbor Area

**Names in Processing List**  
 Add/Delete Names Change names in list using the Sample Processing List report

- 1 Billfuertscr, Ismael W.
- 2 Briarscr, Alvin
- 3 Bringlescr, Phil
- 4 Dasguptascr, Lina
- 5 Gelfandscr, Tyler
- 6 Korabsr, Barbar
- 7 Maytubyscr, Hugo
- 8 Mcwherterscr, Makeda
- 9 Peschscr, Lorenzo
- 10 Philloscr, Armand