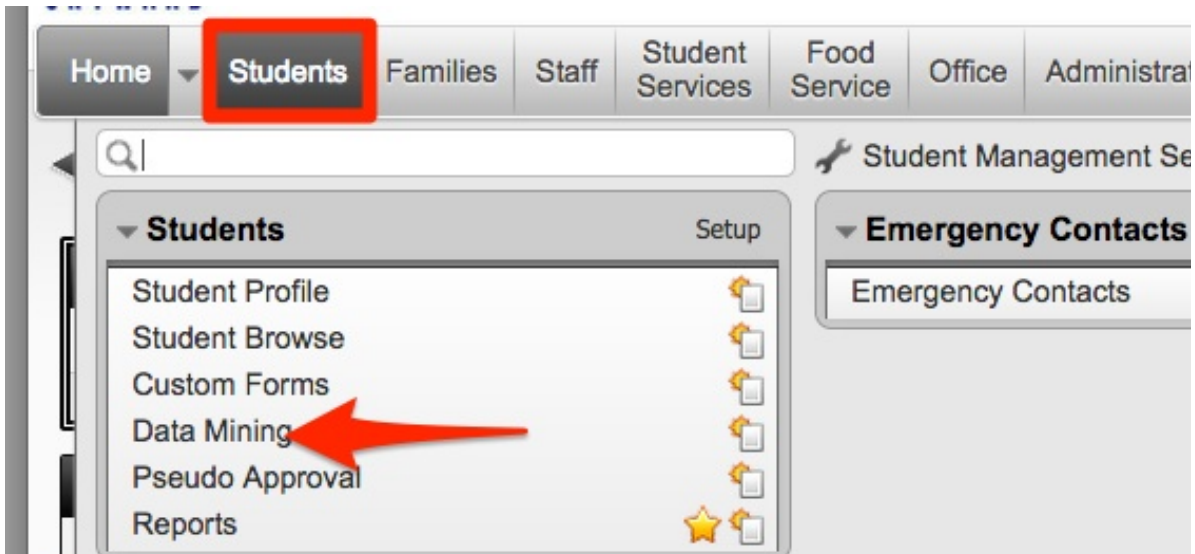


Data Mining Address Labels - All Students

1. From the Skyward Dashboard, under the **Students** tab, click on **Data Mining**



2. Then click on **Address Labels**

The screenshot shows a data table with columns for Favorite, Created By, Editable, I S, S S, Default Entity, C O, P P, and R W. A red arrow points from the 'Data Mining' menu item to the 'Address Labels' button in the right-hand toolbar. The 'Address Labels' button is highlighted with a red box.

	Favorite	Created By	Editable	I S	S S	Default Entity	C O	P P	R W
	★	BOLLECAR000	N	N	A	Both			145
	★	ALEXAJAM001	N	N	A	Both			71
	★	BOLLECAR000	N	N	A	Both			145
	★	DICKEKIM000	N	Y	A	Both			49
	★	HECKOCAR000	N	N	A	Both			165
de	★	BLANCHE000	N	N	A	Both			33
	★	BOLLECAR000	N	N	A	Both			145
	★	BOLLECAR000	N	N	A	Both			145
	★	SKYWASKY000	N	N	A	Both			75
	★	GIRTOJOL000	N	N	A	Both			132
	★	GIRTZROG000	N	N	A	Both			132
	★	AKERSMIC000	N	N	A	Both			132
	★	GATESMAG000	N	N	A	Both			132
	★	WILSOLES000	N	N	A	Yes			35
	★	KAISEMAT000	N	N	A	Both			67
	★	KAISEMAT000	N	N	A	Both			0
	★	KAISEMAT000	N	N	A	Both			130
s	★	DODD CAR000	N	N	A	Both			35
	★	FRANKSAM000	N	N	A	Both			0
	★	WILSOLES000	N	N	A	Both			0

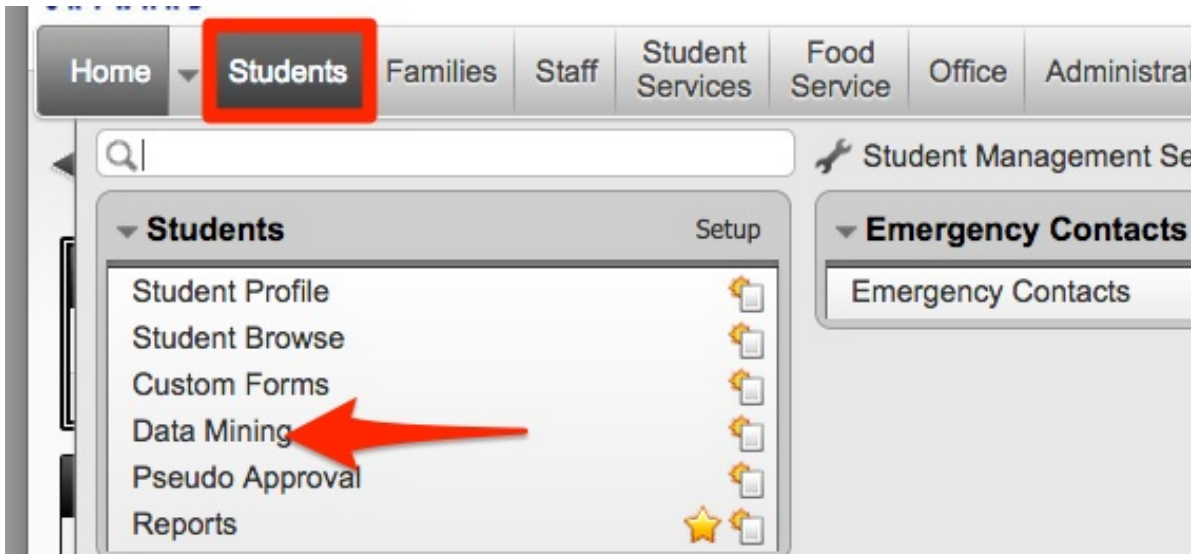
3. The most commonly printed label is the label for guardians with address. Like the below example. Choose **Address Guardians Name 5160**. This uses the common Avery 5160 label sheet (10 x 3). Click **Print**.

Label Appearance

JANE & JOE GUARD
5233 COYE DRIVE
PO BOX 123
STEVENS POINT WI 54481

Data Mining Address Labels - Filtered with Specified Parameters

1. From the Skyward Dashboard, under the **Students** tab, click on **Data Mining**



2. Then click on **Address Labels**

The screenshot shows a table of address labels with columns for Favorite, Created By, Editable, I S, S S, Default Entity, C O, P P, and R W. A red arrow points to the 'Address Labels' button in the right-hand menu.

	Favorite	Created By	Editable	I S	S S	Default Entity	C O	P P	R W
	★	BOLLECAR000	N	N	A	Both			145
	★	ALEXAJAM001	N	N	A	Both			71
	★	BOLLECAR000	N	N	A	Both			145
	★	DICKEKIM000	N	Y	A	Both			49
	★	HECKOCAR000	N	N	A	Both			165
de	★	BLANCHE000	N	N	A	Both			33
	★	BOLLECAR000	N	N	A	Both			145
	★	BOLLECAR000	N	N	A	Both			145
	★	SKYWASKY000	N	N	A	Both			75
	★	GIRTOJOL000	N	N	A	Both			132
	★	GIRTZROG000	N	N	A	Both			132
	★	AKERSMIC000	N	N	A	Both			
	★	GATESMAG000	N	N	A	Both			132
	★	WILSOLES000	N	N	A	Yes			35
	★	KAISEMAT000	N	N	A	Both			67
	★	KAISEMAT000	N	N	A	Both			0
	★	KAISEMAT000	N	N	A	Both			130
s	★	DODD CAR000	N	N	A	Both			35
	★	FRANKSAM000	N	N	A	Both			0
	★	WILSOLES000	N	N	A	Both			0

3. Highlight your desired label and click on **Print Using Reports Generator**

The screenshot shows a table of address labels with columns for Created By and Address Labels. A red box highlights the 'Print Using Reports Generator' button in the right-hand menu.

	Created By
ardians Name 5160	Johnson, Greg
els	Pitcock, Bill
les	Bradley, Vickie
ardians Students 5160	Johnson, Greg
abels	Rhodes, Christina
address Labels	Bradley, Vickie

4. Click **Add** and set your new parameter name and click **Save**

Parameter Set Name

Parameter Set Name

Parameter Set Name: Test Labels

Save Save and Back Back

5. You will now have the ability to set your new parameters for your labels by choosing **Student Ranges** or any other parameter on the left side of the screen. Once your parameters are set, click **Save and Back**.

6. Now with your new Parameters highlighted, click **Print**.

https://skyward.msdt.k12.in.us/scripts/wsisa.dll/WService=wsEPlus/srptbrws0...

Reports Generator Parameters

Views: General Filters: *All Reports

Parameters Name	Created By	Entity	
345	CHASEKAT000	008	
ADM Type by date	JOHNSGRE000	000	
FOOD SERVICE	WILSOLES000	051	
grade 6	MIKUSNAT000	042	
ISTEP GRADE 3,4,5	CHASEKAT000	008	
kath	CHASEKAT000	008	
lab	LEVENKAR000	045	
test	JOHNSGRE000	008	
Test Labels	HAMILSET000	000	

Print