

# **WASWUG 2008**

## **Tips and Tricks in Data Mining Special Ed Information**

Presented by Kathy Bisig  
of



2121 W Casino Rd



# Tips and Tricks in Data Mining

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1. Add the reports used most often to the My Favorites group. This allows for quick access when running frequently used reports.
2. You can add Notes to a report that will give detailed information on what the report is used for. This can be very helpful if you share reports with others.
3. It is now possible to Edit and Run another user's report card without cloning it first.
4. If you run a report that comes back with a message that "Data is too restrictive", that means there is probably something wrong with your selection criteria.
5. To remove a date field from your selection criteria, use the "?". This will blank out the field and only return records with blank date fields.
6. Use the Field Lookup to quickly locate a field to add to the report. Type in the first few letters of the field you are looking for and matching fields will display in the Search Available Fields window.
7. Whenever possible, click into the "Individual Selections" box instead of using the "Ranges" box to make a selection criteria.

8. You do not need to add the field you select on to the report. To omit that data from the report, click off the box "Print Field on Report".
  
9. When you have more than one selection, the report assumes the two or more selections are tied together with an "AND" statement. For example: If you create a report using the 2008 grading folder, and pull grading course that is equal to MTH000 – MTH999 and 2007 grading folder with grading course that is equal to MTH000 – MTH999 – the report will show students' math courses for the 2007 and 2008 school years. However, it will ONLY select students who have a math course in both 2007 and 2008. So although it contains a lot of data, it excludes some students who could have taken a math course one of those years, but did not take math both of those years.
  
10. A report can be created in Data Mining and then information extracted can be shared via Family Access.
  
11. Use Data Mining to create processing lists that can be used in other areas of the WESPaC system.
  
12. Quickly create address/information labels from any report in Data Mining.
  
13. Gather Grad Year, Race, Gender information on any report
  
14. Pick individual students and create a report of data off a select group of students.

## ***Special Features of the Main Screen***

The top browse screen shows the reports that have been created based on the group selected. The available groups are:

<b>My Favorites</b>	A report may be added to a favorite group by right clicking on the report in the template area and selecting <b>Set as favorite</b>
<b>My Templates</b>	These are reports that the user has either created or cloned
<b>Recent Report</b>	Lists reports in descending order for the last two weeks
<b>Skyward Templates</b>	Not used in Washington State
<b>All Reports</b>	This option displays all reports that have been created in or for your district  A <b>Sort field</b> becomes available when <b>All Reports</b> is selected. This allows the reports to be sorted by report <b>Name</b> or by <b>User</b>
<b>Notes</b>	<b>Yellow notes</b> icon located in the upper right corner of the browse screen table allows a user to add or view any user-created notes tied to a report

## ***Display Features of the Main Screen***

Below the list of Data Mining reports are the Report Fields used in the highlighted report. Additionally, the section to the right of the top browse displays any additional parameters and details that have been set for the report.

## ***Processing Features of the Main Screen***

The following processing features are available on the far right side of the Data Mining main screen:

<b>Run</b>	Generates a printable version of the report. When working within a specific entity, only data for that entity will be captured. To capture data for multiple entities at once user must be working in Entity 000.
<b>Test</b>	Pulls the first ten (10) records that meet the parameters. Used to verification of data and format.

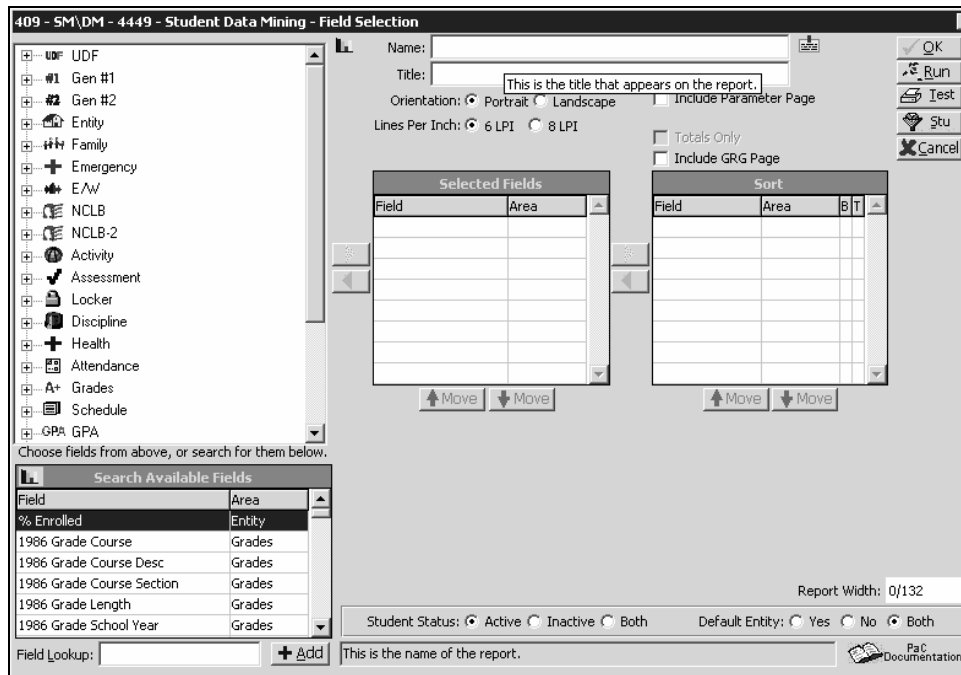
<b>Stu</b>	Allows individual student selection
<b>Add</b>	Creates a new report
<b>Edit</b>	Modifies an existing report.
<b>Delete</b>	Removes a saved report that the user created or cloned
<b>Clone</b>	Copies an existing report <b><i>NOTE: It is now possible to Edit another user's report and Run without cloning.</i></b>
<b>Utilities</b>	Prints a report with the parameters of the reports that have been created
<b>Web</b>	Sets which Entity can view this report in Family Access
<b>Close</b>	Closes Data Mining
Clicking the <b>Run</b> button brings up another screen with multiple options:	
<b>Normal Mode</b>	Prints all records in the report that meet the parameters
<b>Testing Mode</b>	Pulls the first ten (10) records that meet the parameters. Used for verification of data and format.
<b>Processing List Options</b>	Processing List allows the user to save a list of people on a report and use the same list of people (Processing List) for another report without having to set up the parameters
<b>Print</b>	Prints the report in WESPaC in rich text format
<b>MSWord</b>	Export to a MSWord mail merge document
<b>Excel</b>	Exports the report to Excel
<b>Labels</b>	<b>Address labels</b> for each student meeting the criteria in the report <b><u>or</u></b> <b>Information labels</b> for each student meeting the criteria in the report
<b>ASCII</b>	Exports the report to an ASCII text file
<b>Close</b>	Closes the current screen

## Field Selection in Data Mining

Path: Student Mngmnt / Data Mining

**Student Data Mining - Field Selection** screen displays the fields to select from when creating a report. It also allows for special filtering of information related to the fields in the report being produced.

Click either the **Add** or **Edit** button on main screen in Data Mining to access the **Field Selection** screen.



The Navigation Tree on the left side of the screen displays all the available fields for Data Mining. It can be used to navigate to the desired report fields. To expand the student tab areas click on the + sign to the left of the student tab area name. Users can also type the desired field name in the Field Lookup box, to locate an available field.

## **Field Selection Screen Options**

<b>Report Name and Title</b>	The top center of the <b>Field Selection</b> screen contains the <b>Name</b> and <b>Title</b> area. Before creating a report, a <b>Name</b> must be given to the report. All of the parameters for the report are tied to the report's <b>Name</b> and held in the database. The <b>Title</b> displays on the top of the printed reports. The report <b>Name</b> cannot be changed once the report is saved. However, the <b>Title</b> can be changed at anytime.
<b>Orientation</b>	The default setting is Portrait, but it will automatically flip from Portrait to Landscape when the report width has surpassed the allotted width. If the landscape limit is exceeded, the fields are truncated when printing. Users may print to Excel regardless of the width of the report. The <b>Report Width</b> displays on the bottom right hand corner of the screen.
<b>Lines per inch</b>	Determines how close together each line prints on the report. For example: 8 LPI print the rows of data closer together than the 6 LPI.
<b>Include Parameter Page</b>	Prints all of the parameters as the first page of the report.  If you check <b>Include Parameter Page, Full Range Analysis</b> becomes available. <b>Full Range Analysis</b> provides more meaning to the ranges and how many students met each range. For example, Age 10/150 can be interpreted as only 10 students out of 150 met the age ranges.
<b>Navigation Tree</b>	The navigation tree displays all the available fields by the same groups that are found on the student demographic tab screens. To select a desired field, click on the plus sign (+) and then either double click on the field or highlight the field and select the pink arrow that points to the right.
<b>Field Lookup</b>	Below the navigation tree is a second way of adding fields to the report. The <b>Field Lookup</b> allows the user to type the field or a part of a field and then select it from the <b>Search Available Fields</b> list by double clicking or by clicking <b>Add</b> . This is beneficial when the user is unsure of the tab where the data is located.
<b>Include Grad Yr/Race/Gender Page (GRG):</b>	Adds a count page that totals the students by gender for each grad year and race

<b>Selected Fields</b>	Shows the fields that have been selected for the report. Below the <b>Selected Fields</b> table is the selection and viewing parameters for the selected fields. The range selection may be modified to include/exclude information. Another option is to select a field to help pull information onto a report but not print it on the report. To do this, uncheck the box that reads <b>Print Field on Report</b> . Changes may be made to the heading and the length of the field. If changes are made to the field parameters and a decision is made to return to the default parameters, the user may click <b>Reset</b> .
<b>Sort</b>	The user may <b>Sort</b> by any field in the <b>Selected Fields</b> list. When a sort is selected the additional options become available.
<b>Break</b>	The choices for breaking are <b>Single</b> , <b>Double</b> , and <b>Triple</b> . These refer to the spacing of the document. <b>Page</b> break is also available. If several sorts have been selected for the report, a break for each item may be selected. These spacing and page break options are not used if user exports to Excel.
<b>Total</b>	Displays only if a sort item is selected
<b>Totals Only</b>	The <b>Totals Only</b> checkbox becomes active only if a <b>Sort</b> item has been selected and the <b>Total</b> option has been selected

To print, save or test Data Mining reports, use the following selections.

<b>OK</b>	Saves the report and returns user to the main screen.
<b>Run</b>	Opens the <b>Student Data Mining – Export</b> window (access to <b>Print</b> , <b>MSWord</b> , <b>Excel</b> , <b>Labels</b> and <b>ASCII</b> ). Only data from the current entity is captured for the report unless working in Entity 000.
<b>Test</b>	Prints the first 10 records to preview the report format
<b>Stu</b>	Allows the user to select individual students for the report when there isn't a selection criteria that can be used to group the students together
<b>Cancel</b>	Closes the report without saving entries or changes

# Special Ed Data Mining Reports

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*Goal: Create a Special Ed data mining 'template' to use as a starting point for all reports.*

Report Parameters:

DM Field	Area	Ranges (low/High)	Sort #
Student Full Name	Gen #1		
Current Special Ed Status	Gen #1 or Spec Ed	= Yes	

*Goal: A report to find all students that will be turning 9 years old and need re-evaluation.*

Report Parameters:

DM Field	Area	Ranges (low/High)	Sort #
Current Special Ed Status	Gen #1 or Spec Ed	= Yes	
Student Full Name	Gen #1		
Age	Gen #1	008	1
Next Evaluation Date	Spec Ed		2
Entity Name	Entity		
Birth Date	Gen #1		
Student's Primary Disability	Spec Ed	= 01 (Dev Hndc/Preschool)	

*Goal: A report to find all students that will be turning 3 or 6 years old and will need a new LRE Code.*

Report Parameters:

DM Field	Area	Ranges (low/High)	Sort #
Current Special Ed Status	Gen #1 or Spec Ed	= Yes	
Student Full Name	Gen #1		
Birth Date	Gen #1		2
Age	Gen #1	005	
Entity Name	Entity		
Special Ed LRE Code	Gen #1	13, 15, 16, 32, 33, 34, 35, 36	
Current IEP End Date	SE CURI EP		
Current Case Manager	Spec Ed		1

Goal: Track ESY recommendations (user defined fields)

Report Parameters:

DM Field	Area	Ranges (low/High)	Sort #
Student Full Name	Gen #1		
Current Special Ed Status	Gen #1 or Spec Ed	= Yes	
ESY Recommended	User Defined	= Yes	
Eligibility Areas	User Defined		

Goal: Create a report to show Sped student health conditions

Report Parameters:

DM Field	Area	Ranges (low/High)	Sort #
Student Full Name	Gen #1		
Current Special Ed Status	Gen #1 or Spec Ed	= Yes	
Condition Desc	Health/CON		1
Medication	Health/MED		
Dosage Unit	Health/MED		
Health Comment	Health/CON		

Goal: Report on projected changes for the coming school year (6th/9th grade roll-ups)

Report Parameters:

DM Field	Area	Ranges (low/High)	Sort #
Student Full Name	Gen #1		
Current Special Ed Status	Gen #1 or Spec Ed	= Yes	
Birthdate	Gen #1		
Entity Code	Entity		2
Grade	Gen #1	05 = 2015 (08=2012)	1
Student's Primary Disability	Spec Ed		
Evaluation Completion Date	Spec Ed		
Current Case Manager	Spec Ed		3

Goal: Report on Sped BLE students (WA/NCLB)

Report Parameters:

DM Field	Area	Ranges (low/High)	Sort #
Student Full Name	Gen #1		
Current Special Ed Status	Gen #1 or Spec Ed	= Yes	
Grade	Gen #1		
Funding Source	Stu Programs	BLE = Bilingual Ed	
Program Start Date	Stu Programs		
Program End Date	Stu Programs		

Goal: Report on Sped LEP students (NCLB 2)

Report Parameters:

DM Field	Area	Ranges (low/High)	Sort #
Student Full Name	Gen #1		
Current Special Ed Status	Gen #1 or Spec Ed	= Yes	
Receiving Services	NCLB-2 LEP	= Yes	
End Date	NCLB-2 LEP	Remove End date High range ('?') or use date that is being put in the end date field for the current year	

Goal: Track Transportation information maintained in a UDF field

Report Parameters:

DM Field	Area	Ranges (low/High)	Sort #
Student Full Name	Gen #1		
Current Special Ed Status	Gen #1 or Spec Ed	= Yes	
School Year	User Defined		
AM Bus #	User Defined		
PM Bus #	User Defined		
SPED Busing Notes	User Defined		

Goal: Create a Sped "Leavers" report (students who have left the district). Run this report on Inactive students.

Report Parameters:

DM Field	Area	Ranges (low/High)	Sort #
Student Full Name	Gen #1		
Withdrawal School Year	E/W History	2008 – 2008	
Withdrawal Date	E/W		1
Withdrawal Code	E/W	Any except PRO, ADV, T1	
Current IEP End Date	SE CURIEP	09/01/207 to 12/31/9999	

*Goal: Report on Sped students that are also in Special Programs*

Report Parameters:

<b>DM Field</b>	<b>Area</b>	<b>Ranges (low/High)</b>	<b>Sort #</b>
Student Full Name	Gen #1		
Current Special Ed Status	Gen #1 or Spec Ed	= Yes	
Funding Source	Stu Programs	Select All	1
Entity	Stu Programs		
Program End Date	Stu Programs	Remove End date High range ('?') or use date that is being put in the end date field for the current year	

*Goal: Report on Sped students that are also in 504*

**NOTE:** This report is dependent upon where your district is inputting this information. You will need to determine this prior to deciding which 504 field(s) you will use to complete the report.

Report Parameters if using the 504 module:

<b>DM Field</b>	<b>Area</b>	<b>Ranges (low/High)</b>	<b>Sort #</b>
Student Full Name	Gen #1		
Current Special Ed Status	Gen #1 or Spec Ed	= Yes	
Section 504 (Y/N)	SE SEC504	= Yes	
Section 504 (Y/N)	Spec Ed	= Yes	
Section 504 (Y/N)	NCLB	= Yes	
Dismissal Date	SE SEC504	Remove End date High range ('?')	

*Goal: Create a report to show SPED student schedules*

**NOTE:** SPED student schedules can also be generated using a Processing List.

Report Parameters:

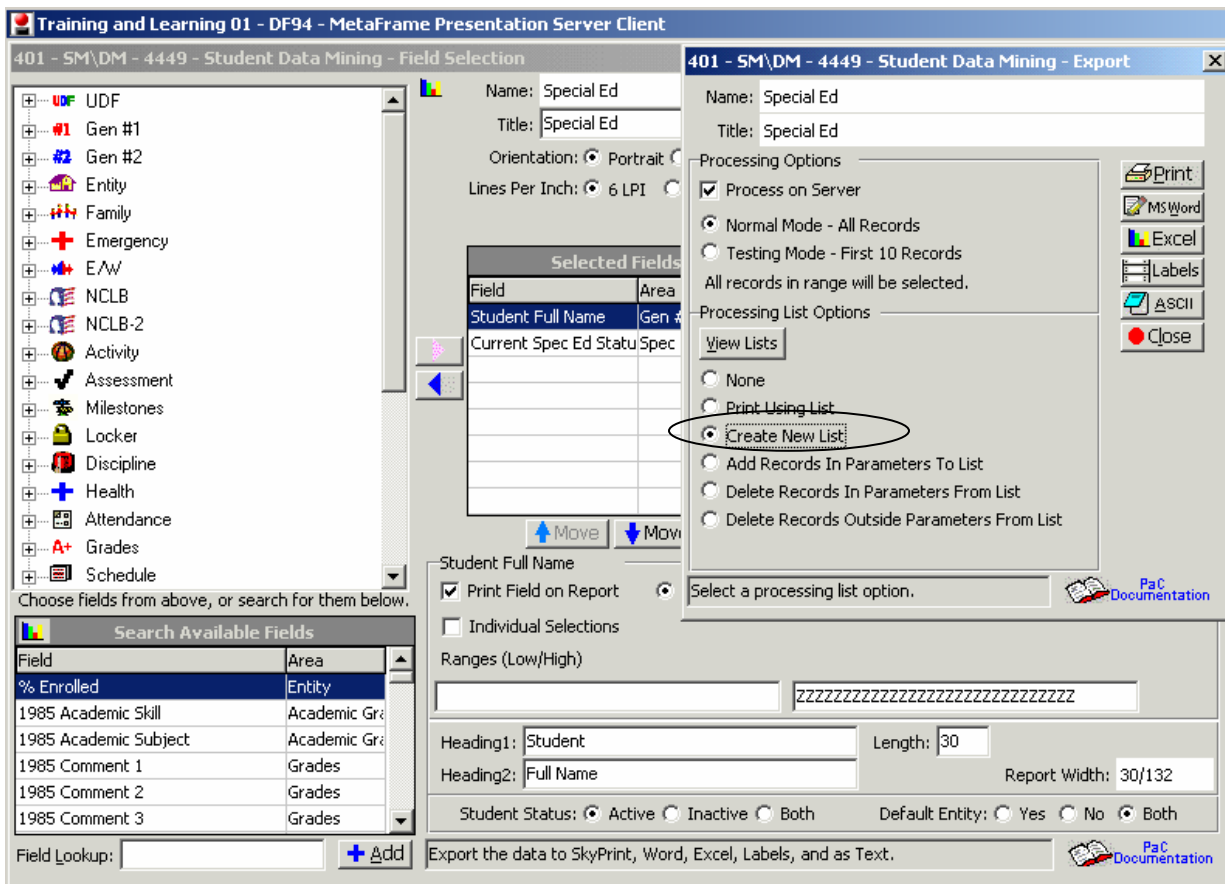
<b>DM Field</b>	<b>Area</b>	<b>Ranges (low/High)</b>	<b>Sort #</b>
Student Full Name	Gen #1		1
Current Special Ed Status	Gen #1 or Spec Ed	= Yes	
CY Course	Schedule		
CY Description	Schedule		
CY Teacher Short Name	Schedule		
CY Period	Schedule		2
CY Start Term	Schedule		
CY Stop Term	Schedule		
Grade	Gen #1		

Goal: Create a report showing case loads sorted by grade

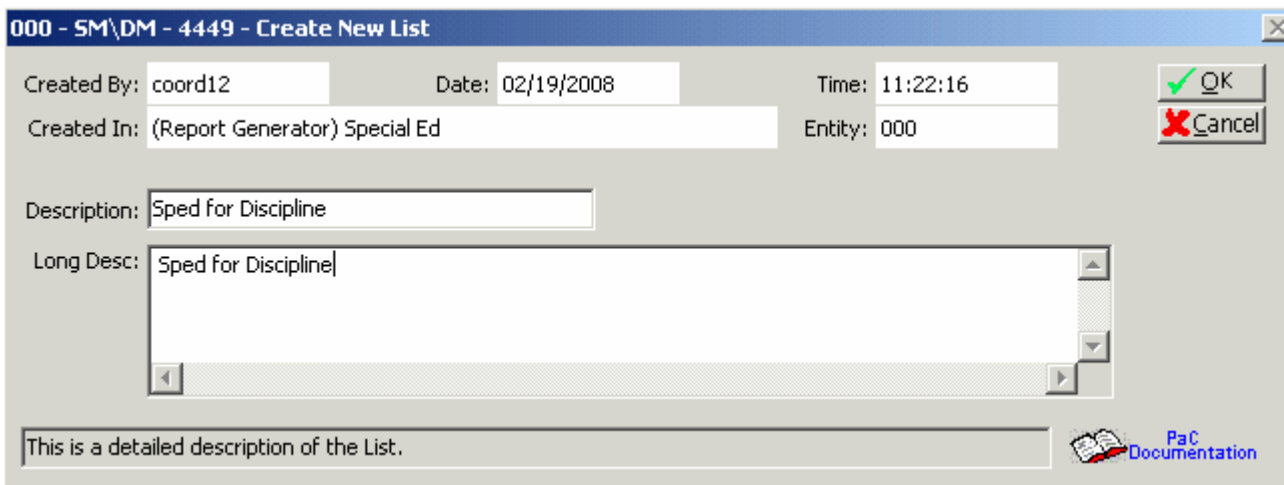
Report Parameters:

<b>DM Field</b>	<b>Area</b>	<b>Ranges (low/High)</b>	<b>Sort #</b>
Student Full Name	Gen #1		
Current Special Ed Status	Gen #1 or Spec Ed	= Yes	
Grade	Gen #1		2
Default Entity Code	Entity		
Student's Primary Disability	Spec Ed		
Next Evaluation Date	Spec Ed		
Current Case Manager	Spec Ed		1

- **Process Lists:** You create a process list from a specific group of students and use it in other Data Mining reports. This list can also be used in other application's reports. In this example, the list contains only Sped students.



Name the report and click OK



Next, students are pulled out for a Detailed Discipline report using the Processing List:

The screenshot displays two overlapping windows from a software application. The background window is titled "401 - SM\OF\DI\RE\RS\DD - 937 - Discipline Detail". It contains several sections of form fields:

- Ranges:** School Year (2008), Discipline Entity (401).
- Offense Options:** Offense Date (01/01/1900 to 12/31/9999), Date Entered (01/01/1900 to 12/31/9999), Referred By (ZZZZZZZZZZ), Incident Number (0 to 9999999), Points (-999.99 to 999.99), Severity (1 to 9), Time Comment (ZZZZZZZZ), Location, Discipline Officer, Parent Notified (Both).
- Action Options:** Date Entered (01/01/1900 to 12/31/9999), Points (-999.99 to 999.99), Parent Notified (Both), Status (All), Suspension Type (All). Checkboxes for Print Comments, Print Follow-Up, Select All Actions, and Select All Diff. Reasons. Buttons for Actions and Diff.
- Action Detail Options:** Detail Date (01/01/1900 to 12/31/9999), Parent Notified (Both), Status (All), Include Actions With No Action Details.

The foreground window is titled "401 - SM\OF\DI\RE\RS\DD - 937 - Processing Lists". It has radio buttons for "Current User" and "All Users". Below is a table titled "Available Processing Lists":

Description	Created By	Date	Time
Sped for Discipline	NWRDC COORD12	02/19/2008	09:43:36

On the right side of the "Processing Lists" window, there are buttons for Select, Edit, Delete, Close, and View. In the "Discipline Detail" window, the "ProcList" button is circled in red.



**Tip: Print a full page of labels per student:** At the last screen before the label prints, there is a feature to choose how many labels you wish to print for each student. For a whole page, type in "30".

