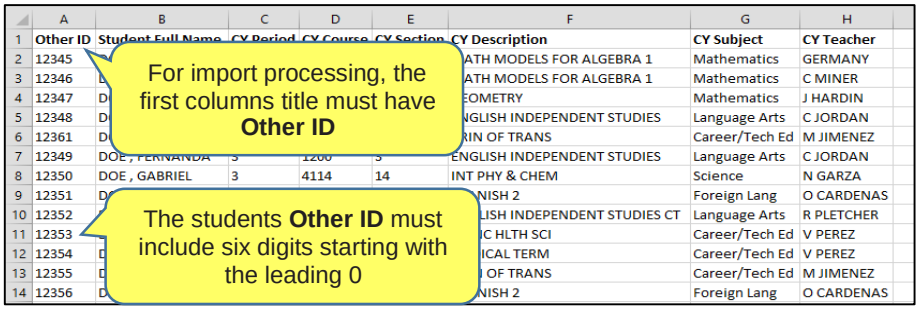
CREATING PROCESSING LISTS IN SKYWARD

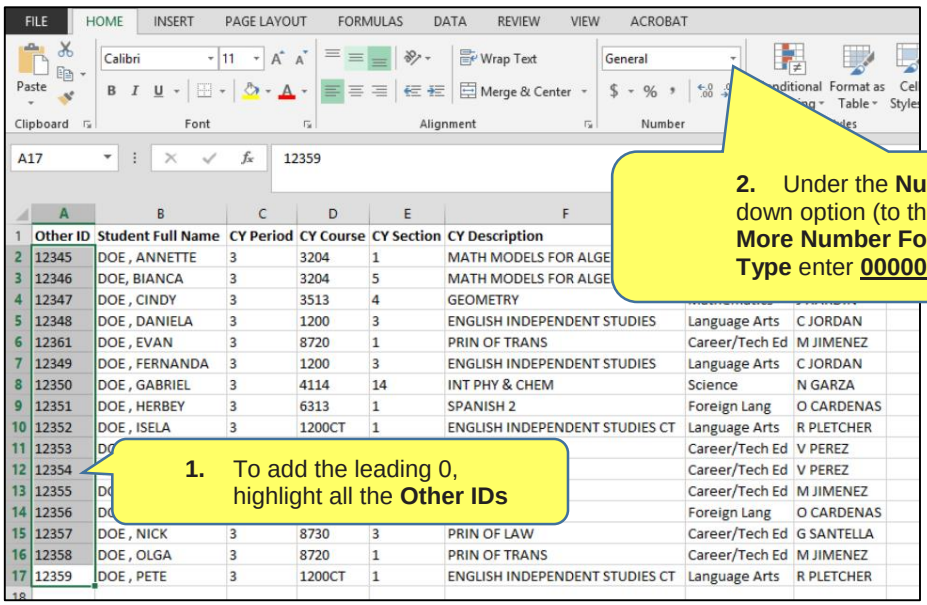
Processing List
PART 1: Setup the Excel File

Step 1:



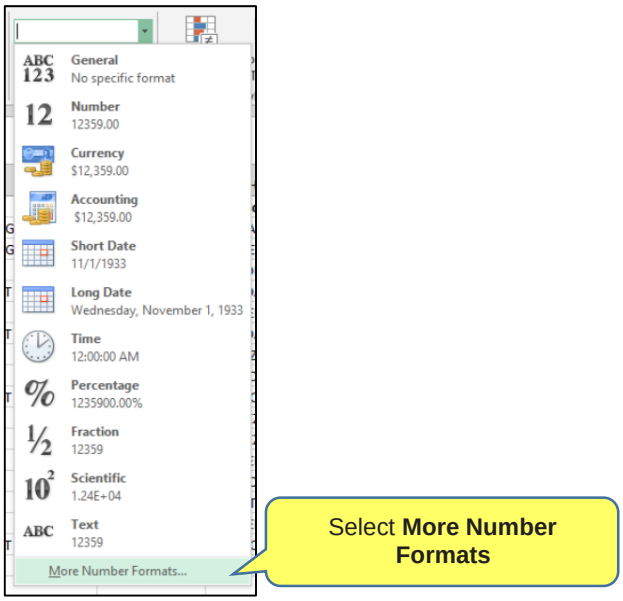
	A	B	C	D	E	F	G	H
1	Other ID	Student Full Name	CY Period	CY Course	CY Section	CY Description	CY Subject	CY Teacher
2	12345					ATH MODELS FOR ALGEBRA 1	Mathematics	GERMANY
3	12346					ATH MODELS FOR ALGEBRA 1	Mathematics	C MINER
4	12347					EOMETRY	Mathematics	J HARDIN
5	12348					NGLISH INDEPENDENT STUDIES	Language Arts	C JORDAN
6	12361					RIN OF TRANS	Career/Tech Ed	M JIMENEZ
7	12349	DOE , FERNANDA	3	1200	3	ENGLISH INDEPENDENT STUDIES	Language Arts	C JORDAN
8	12350	DOE , GABRIEL	3	4114	14	INT PHY & CHEM	Science	N GARZA
9	12351					NISH 2	Foreign Lang	O CARDENAS
10	12352					LISH INDEPENDENT STUDIES CT	Language Arts	R PLETCHER
11	12353					IC HLTH SCI	Career/Tech Ed	V PEREZ
12	12354					ICAL TERM	Career/Tech Ed	V PEREZ
13	12355					OF TRANS	Career/Tech Ed	M JIMENEZ
14	12356					NISH 2	Foreign Lang	O CARDENAS

Step 2:

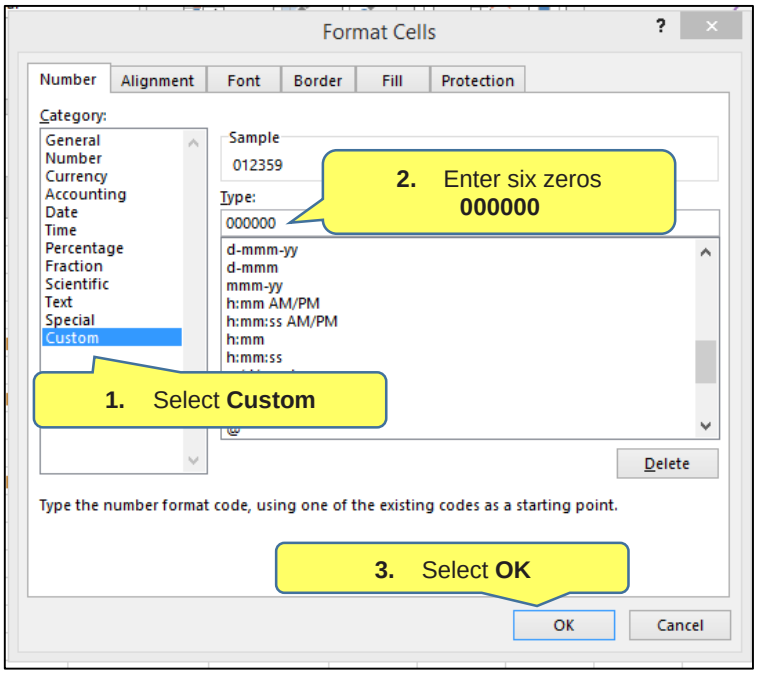


	A	B	C	D	E	F	G	H
1	Other ID	Student Full Name	CY Period	CY Course	CY Section	CY Description	CY Subject	CY Teacher
2	12345	DOE , ANNETTE	3	3204	1	MATH MODELS FOR ALGE		
3	12346	DOE, BIANCA	3	3204	5	MATH MODELS FOR ALGE		
4	12347	DOE , CINDY	3	3513	4	GEOMETRY		
5	12348	DOE , DANIELA	3	1200	3	ENGLISH INDEPENDENT STUDIES	Language Arts	C JORDAN
6	12361	DOE , EVAN	3	8720	1	PRIN OF TRANS	Career/Tech Ed	M JIMENEZ
7	12349	DOE , FERNANDA	3	1200	3	ENGLISH INDEPENDENT STUDIES	Language Arts	C JORDAN
8	12350	DOE , GABRIEL	3	4114	14	INT PHY & CHEM	Science	N GARZA
9	12351	DOE , HERBEY	3	6313	1	SPANISH 2	Foreign Lang	O CARDENAS
10	12352	DOE , ISELA	3	1200CT	1	ENGLISH INDEPENDENT STUDIES CT	Language Arts	R PLETCHER
11	12353	DO					Career/Tech Ed	V PEREZ
12	12354						Career/Tech Ed	V PEREZ
13	12355	DO					Career/Tech Ed	M JIMENEZ
14	12356	DO					Foreign Lang	O CARDENAS
15	12357	DOE , NICK	3	8730	3	PRIN OF LAW	Career/Tech Ed	G SANTELLA
16	12358	DOE , OLGA	3	8720	1	PRIN OF TRANS	Career/Tech Ed	M JIMENEZ
17	12359	DOE , PETE	3	1200CT	1	ENGLISH INDEPENDENT STUDIES CT	Language Arts	R PLETCHER

Step 3:



Step 4:

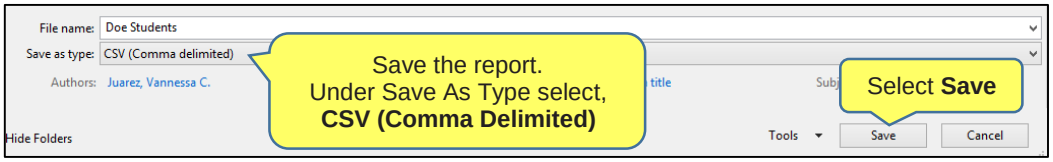


Step 5:

	A	B	C	D	E	F	G	H
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	DOE , DANIELA	3	1200	03	ENGLISH INDEPENDENT STUDIES	Language Arts	C JORDAN
6	012361	DOE , EVAN	3	8720	01	PRIN OF TRANS	Career/Tech Ed	M JIMENEZ
7	012349	DOE , FERNANDA	3	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

Other ID now includes six digits

Step 6:



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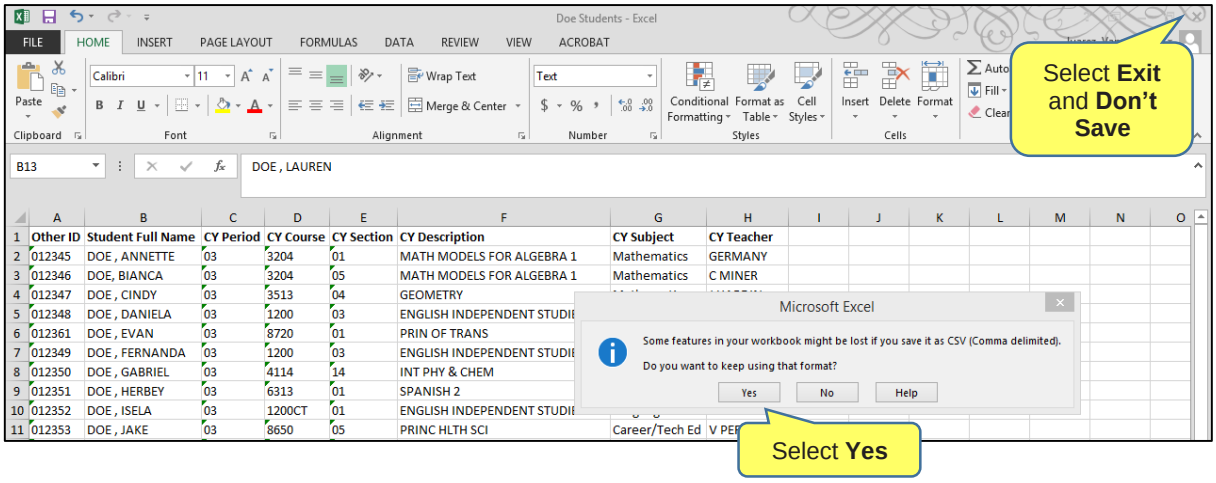
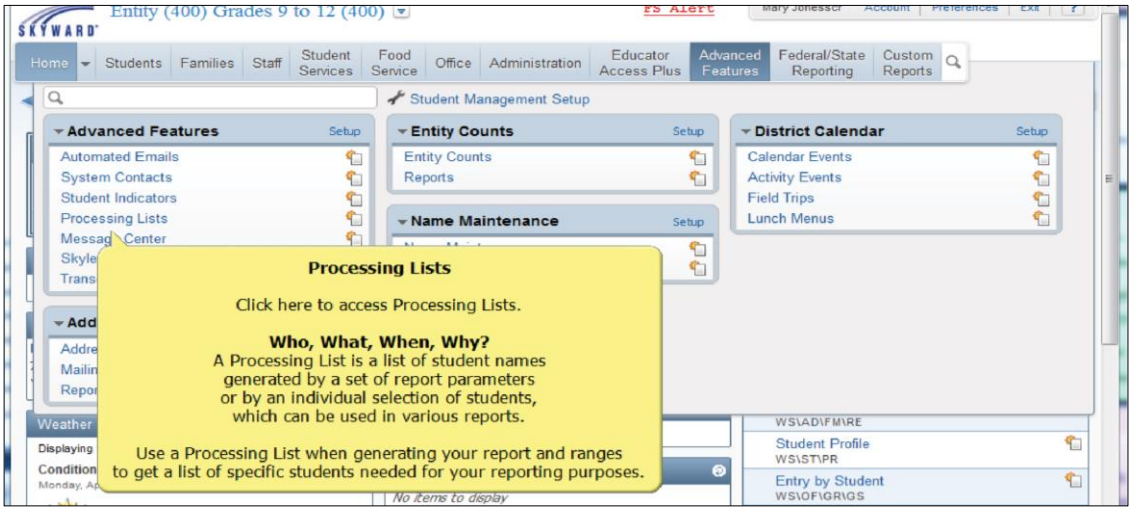


	A	B	C	D	E	F	G	H
1	Other ID	Student Full Name	CY Period	CY Course	CY Section	CY Description	CY Subject	CY Teacher
2	012345	DOE , ANNETTE	03	3204	01	MATH MODELS FOR ALGEBRA 1	Mathematics	GERMANY
3	012346	DOE, BIANCA	03	3204	05	MATH MODELS FOR ALGEBRA 1	Mathematics	C MINER
4	012347	DOE , CINDY	03	3513	04	GEOMETRY		
5	012348	DOE , DANIELA	03	1200	03	ENGLISH INDEPENDENT STUDIE		
6	012361	DOE , EVAN	03	8720	01	PRIN OF TRANS		
7	012349	DOE , FERNANDA	03	1200	03	ENGLISH INDEPENDENT STUDIE		
8	012350	DOE , GABRIEL	03	4114	14	INT PHY & CHEM		
9	012351	DOE , HERBEY	03	6313	01	SPANISH 2		
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

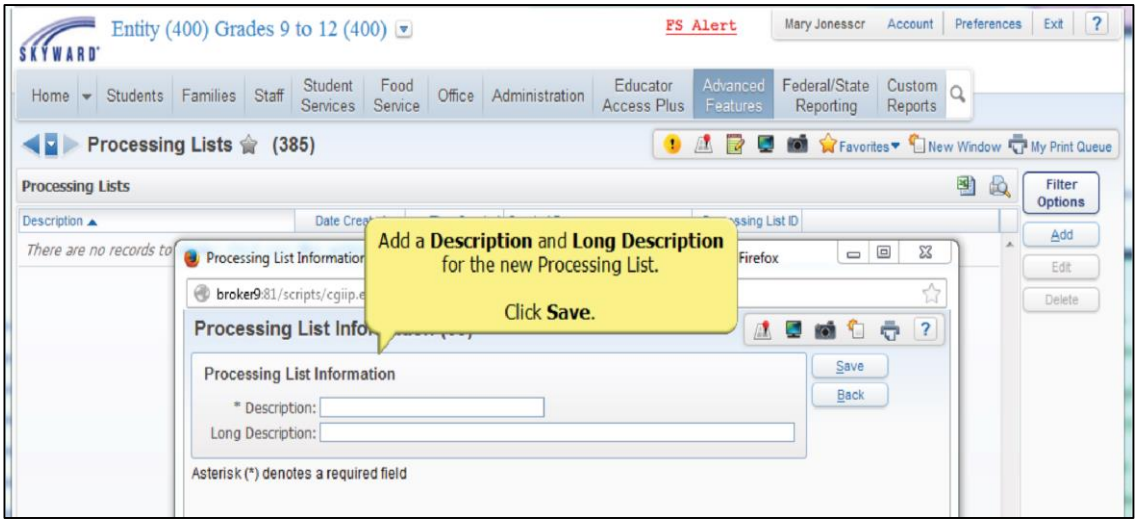
Processing List
PART 2: Import the Excel file

Slide 1:



Slide 2:

Slide 3:



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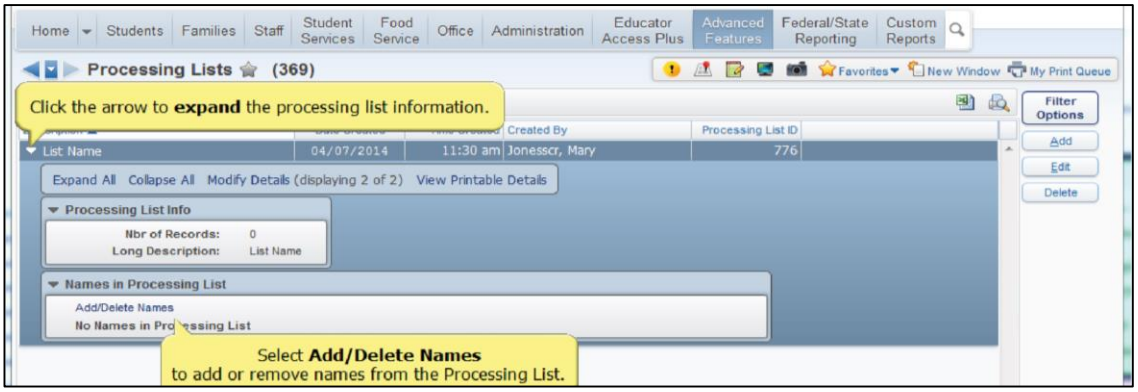

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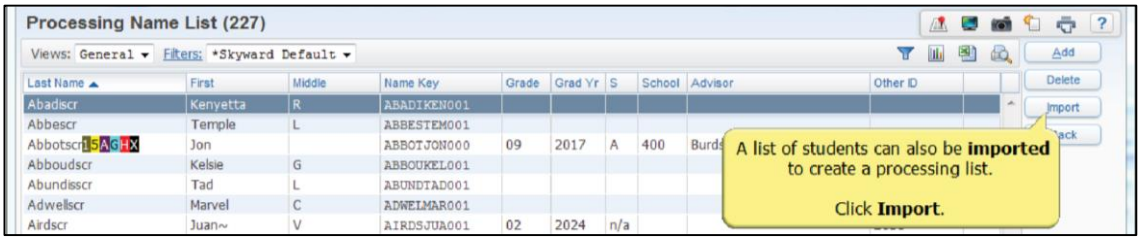

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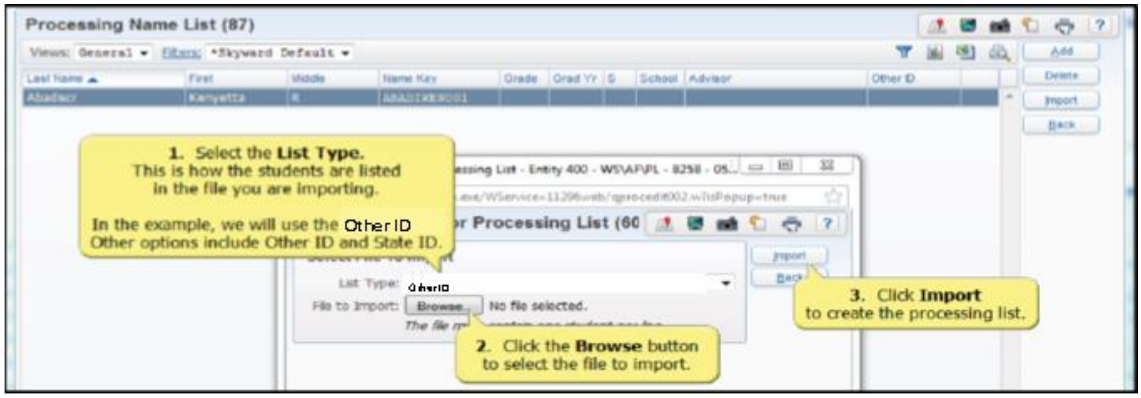

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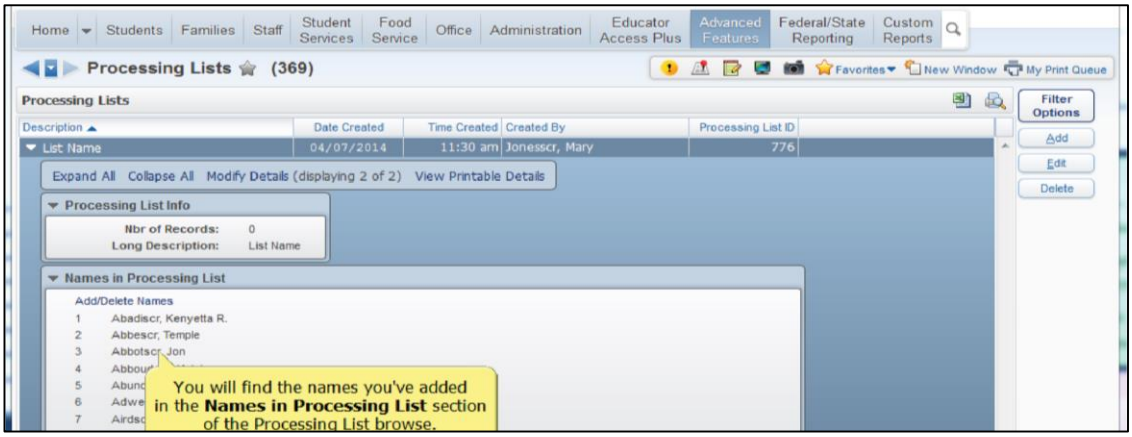
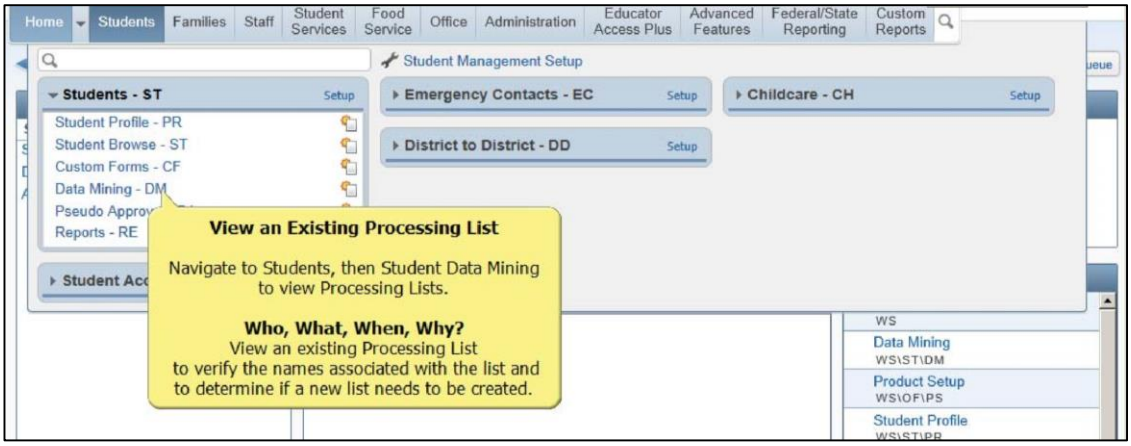
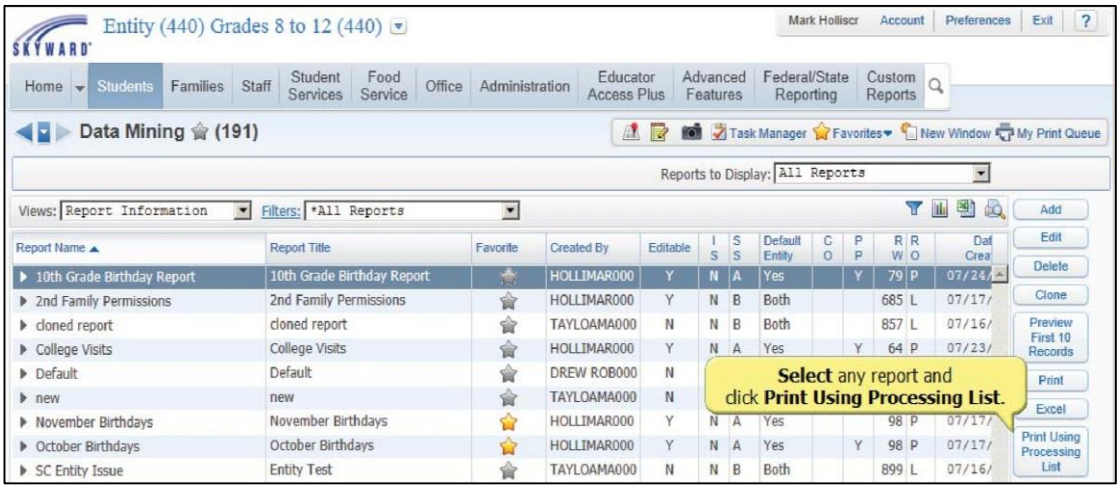
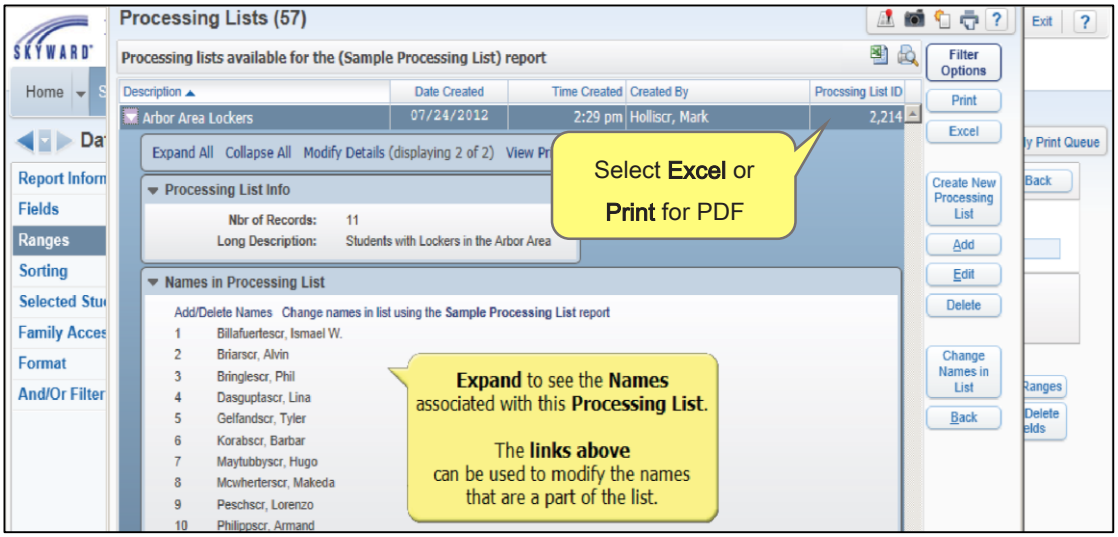


Processing List
PART 3: Generate a Data Mining report using imported file

Slide 1:



Slide 2:



Slide 3: