Fields

- Locating all fields can be done within Student Profile. Where the fields are housed in Student Profile will be where they are grabbed in Data Mining.

- An Example is pulling the Students Grade. You can see that it is through General > Profile. This is the same as Data Mining.
**Fields Tips and Tricks**

- Anytime the field is Brown it is stating that there are more fields that can be grabbed.

- Choosing Field Search can also be used to find the fields.
Ranges

- Ranges are used in Data Mining as they are in any other report.
- They Typically Start with a blank in the low and Zs in the High. This is a character search that the system does on fields.
- Individual Selection can also be used. Multiples can be chosen in the Individual Selection.

In the examples below I can either use the 04-04 (left example) to grab my 4th graders or click Individual Selection and choose the grade levels (right example)
Sorting

- A Data Mining report will typically sort by Alpha students but other sorting options can be done as well.
- In this example I have the report sorting by Grade Level. This is done by highlighting the field and using the arrow to click it to the selected Sorts
- Page Breaks can also be created
**Printing**

- Reports can be run as a PDF or Excel spreadsheet.
- There is also the option to only print the first 10 students. This is helpful when first creating a report and reviewing the data and it is formatted how you would like.
- Other Printing options include Address Labels, Information Labels, and Processing Lists.
Other Tips and Tricks

- **Address Labels**
  - When printing Address Labels you only need the students name on the data mining report. No need to place all other information.

- **Family Access Display**
  - This can be used to show the family the report. This will only show the information for the students they are guardians.

- **Format**
  - When using the format option it will pull all of the information on one line when printing using a PDF.

- **Include GRG in Report Information area**
  - This will break down the report at the end by Gender/Race/Grad Year.