

## Student Data User Guide V2

Student Data Grids (SDGs) are comprehensive and customized spreadsheets listing your students with the data columns you selected in the order you want and delivered to you on the days you need them. SDGs can be generated as needed or can be scheduled to run regularly. For assistance scheduling an SDG, please email support@schooldata.net or use the question mark in the right-hand corner of the application.

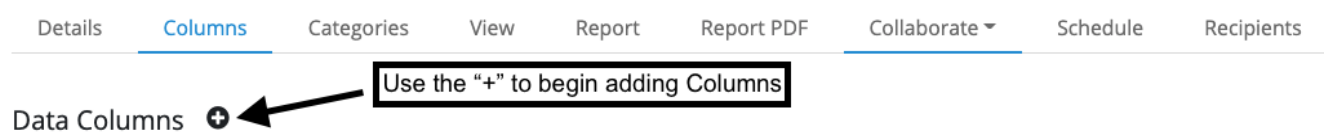
### Creating a Student Data Grid (Detail & Columns Tabs)

#### Details Tab: Define the Grid's Structure

1. **Rename & Describe:** Edit the automatically generated label and title to rename the SDG, and add a brief description of its purpose. In groups, categories organize common data types (i.e., basic student info and demographics). Adding categories is optional and can be turned off by unchecking the “use categories” checkbox. Using Categories will produce a double row header with Categories in Row 1 and Data Point Columns in Row 2.
2. **Set Security:** Select the “Is Secure” option to replace sensitive, unauthorized data with asterisks.
3. **Choose Layout:** Decide whether to use **Categories** for a double-row header or to leave them unchecked.
4. **Set Data Display:** Determine whether multi-value data (e.g., assessments) should be displayed in nested rows or separate columns. (necessary, for custom formulas).
5. **Save** to proceed to the Columns tab.
















#### Columns tab: Select, Configure, and Order Data

1. **Add Data Points:** Clicking the “+” sign next to **Data Columns** to view and select available data points. (E.g., Enrollment, Behaviors, Assessments, Services).





2. **Configure Columns:** For columns with a **gear icon**, click it to set specific options. (e.g., student name format, date ranges for attendance).

## Add Data Column



<b>Student</b> Name  Birthdate Student Email Address SSID Student External Id Student Other Id Birth City Birth County Birth State Birth Country Date of Initial US Enrollment Days Since Initial US Enrollment Family Address Family Guardian Family Phone Number Student Category Student Attributes Student School Year Attributes Expected Year of Graduation Graduation Requirements Base Year <b>Behaviors</b> Daily Attendance Yearly Attendance Attendance Detail Incident Counts Health Log Count Health Conditions	<b>CAA/CIA</b> Met  Graduation Year ELA Grad Req. Met Math Grad Req. Met Science Grad Req. Met ELA Met  EOC Math Yr1 Met  EOC Math Yr2 Met  Math Met  Reading Met  Science Met  Writing Met 	<b>Enrollments</b> Current Advisor Current Grade Level Current Predominant School  District Enrollment School Enrollment Class Activities <b>Grades &amp; Credits</b> Current Cumulative GPA Current Total Credits Earned Current Total Credits Failed Current Year Credits Attempting Current Year Credits Earned Current Year Credits Failed Term Grade Count Accomplishment Extrn. Gradebook Grade Count Extrn. Gradebook Assignment Count Gradebook Grade Count Gradebook Assignment Count <b>Risk</b> Risk Indicator Value	<b>Assessments</b> Assessments <b>Services</b> Services Bilingual Fields Migrant Program Enrollment <b>Demographics</b> Gender Federal Race Code  Ethnicity SubType  Student Language  Native Language  Home Language  Age <b>Custom</b> Formula Blank Column
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Gear is used to configure different settings for that datapoint. For instance, "First Name, Last Name" in a single column or a column for each name.

- **Special Case (Grades):** Configure the **Class** column by using the **ExternalGradebookGrades** field, selecting the correct Gradebook Bucket (e.g., midterm), and matching the **Accumulation Term**.

External Gradebook Grades (Skyward only)  

External Gradebook Grades (**Skyward only**) come from a teacher's gradebooks, so they may vary from Term Grades if teachers are adding assignment grades or recalculating in the gradebook (ex: "soft" or progress grades).


Gradebook Viewer Grades (non-Skyward)  

Gradebook Viewer Grades (**non-Skyward**) come from a teacher's gradebooks, so they may vary from Term Grades if teachers are adding assignment grades or recalculating in the gradebook (ex: "soft" or progress grades).

Columns to Include:

Class Name

Class Name Column Heading (optional)



Class Name  

Class Code


Course Code

Period

Teacher

External Gradebook Grades (Skyward only)  Save 

**External Gradebook Grades (Skyward only):**

 Click Add button to see the menu on the right

Column Heading Text

Gradebook Grade

Styles [Styles](#)

Gradebook Bucket Name

Select

Gradebook Accumulation Term

Select

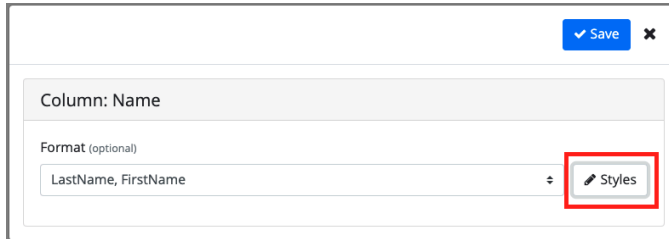
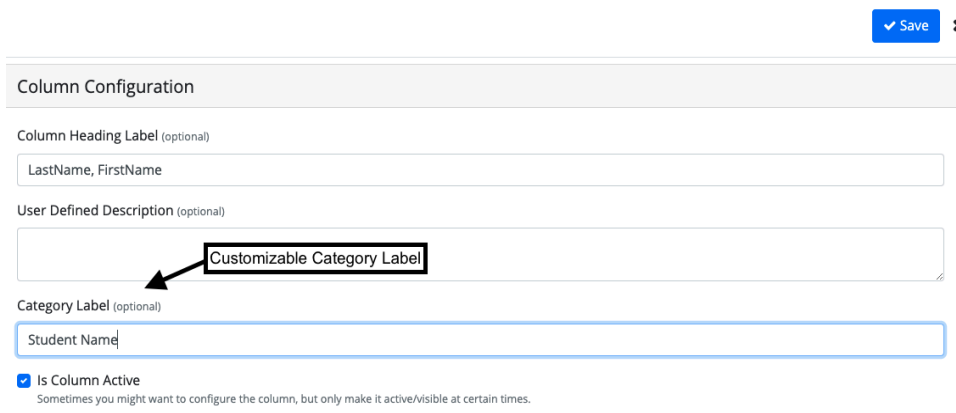
Add Cancel

Scroll down in the window to view these options. External Gradebook Grades is used for Skyward districts. Districts that use a different SIS will use the Gradebook Viewer

There are also options to add additional information about the class here

- **Special Case (Multiple Values):** If selecting multiple Assessments, Services, or Risk indicators, use Apply Configuration Multiple times to match the number of selections.

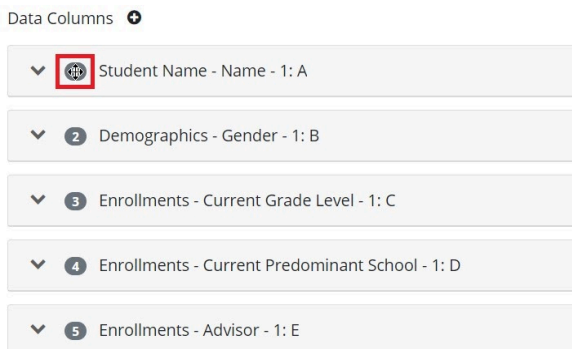
3. **Customize Appearance:** Use the **Styles** button to configure data display or create new custom **Category Labels**.

4. **Add Custom Fields (optional):** Add a **Formula** column (for Excel formulas) or a **Blank** column (for manual data entry in the final spreadsheet).

**Note:** Care must be taken when changing (adding or reordering) the columns in the grid, as the formula columns will not be automatically updated. In addition, formulas will not display on the dashboard if the SDG is used on a district's dashboard.

5. **Reorder Columns:** Use the drag-and-drop functionality (double arrow cursor) on the column numbers to set the final display order.



## Format, Test, and Generate the Report (Categories, View, & Report Tabs)

1. Categories Tab: Format the final data output. Delete or rename categories and columns as needed.

SDG Guide Sample Cancel Next

Details Columns **Categories** View Report Report PDF Collaborate Schedule Recipients

Category Name	Category Style	Override Column Heading styles <small>(Apply this style directly to all elements in this category)</small>
Demographics	Select Demographics Category	Select
Enrollments	Select Enrollments Category	Select
Student Name	Select Default Header	Select

2. View Tab (Preview): Select a **student group** and click **Load Preview** to test the grid design.

**Note:** The Preview will not execute custom formulas. You must run a full report to test formulas.

SDG Guide Sample Cancel Next

Details Columns Categories **View** Report Report PDF Collaborate Schedule Recipients

Preview Settings

Student Group (required) ..... Select  
  Remove Withdrawn Students Load Preview

Student Name	Demographics	Enrollments		
Name	Gender	Current Grade Level	Current Predominant School	Advisor
	M	3	Lake Wilderness Elementary	Andersen, Dusti
	F	3	Shadow Lake Elementary	Ogle, Annie Laurie
	F	3	Glacier Park Elementary	Matheson, Madeline
	F	3	Glacier Park Elementary	Downs, Teagan
	M	3	Rock Creek Elementary	Pulley, Julie
	F	3	Rock Creek Elementary	Wagner, Shawna
	F	3	Glacier Park Elementary	Binder, Angela

3. Report Tab (Generate Excel):
  - a. Select a **student group** and enter an optional **custom file name**.
  - b. Check the **'Include Student Download Options'** for additional data columns.
  - c. Click **Send Spreadsheet Report** to generate and deliver the file via email.

SDG Guide Sample Cancel Next

Details Columns Categories View **Report** Report PDF Collaborate Schedule Recipients

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Report Settings

Student Group (required) Select

File Name (optional)

Email Override (optional)

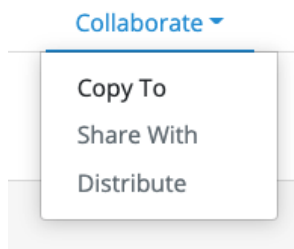
Remove Withdrawn Students  
 Include Student Download Options

Send Spreadsheet Report

4. **Report PDF Tab (Optional):** Create a PDF version of the data.

## Share, Schedule, and Deliver (Collaborate, Schedule, & Recipients Tabs)

1. **Collaborate:** Use the drop-down menu to Copy (allows another user to use the grid) or Share (allows another user to edit the grid in both accounts) the SDG with a user.



2. **Schedule Tab (Set Regular Delivery):**

- a. Confirm the correct school year.
- b. Click on a desired day and time for delivery, repeating this process for all desired dates.
- c. Ensure the 'Schedule is Active' checkbox is selected.

SDG Guide Sample Undo Save

Details Columns Categories View Report Report PDF Collaborate **Schedule** Recipients

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Set Delivery dates  Schedule is Active

Date Boundary Mode School Year \*  
 School Year  End Date

School Year \*  
 Select 21/22

month week day January 2022 today < >

W	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	26	27	28	29	30	31	1
2	2	3	4	5	6	7	8
3	9	10	11	12	13	14	15
4	16	17	18	19	20	21	22
5	23	24	25	26	27	28	29
6	30	31	1	2	3	4	5

3. **Recipients Tab (automate Delivery):** Used to send the data grid to one or more recipients using a specific student group for each recipient set. The recipients will only receive data for those students they are authorized to view.
  - a. Click **Add Recipient**.
  - b. **Scroll to Recipient Selection**, and select a subset (e.g., Principals).
  - c. Configure any further options that appear.
  - d. Repeat the steps above for the remaining recipient sets of interest.
  - e. Click **Save**.
  - f. Click the **down arrow** next to **Run Now** and select **Run Validation Now** to review the data each recipient will receive. This will create separate spreadsheets that each recipient will receive and send to you in a compressed (ZIP) file, which you can then open and review.
  - g. Click '**Run Now**' to send the grid to all authorized recipients immediately.

Details Columns Categories View Report Report PDF Collaborate Schedule **Recipients**

Select recipients for this Student Data Grid Add Recipient

Basic Settings

Exported Filename (optional)

Email override (optional)

Email Subject (optional)

Email Content (optional)

Recipient Selection ✖

Who will receive this grid

- District Administrators
- School Administrators
- Principals
- Teachers
- Specialists
- Specific Persons

## Manage the Data Grids (My Data Grids Screen)

1. Create folders/categories using the **Add New Category** option.
2. Use the **gear icon** next to the grid to access the **Edit** item option to move the grid to a different category.
3. Use the gear icon next to the grid to access the **Clone Item** option, which allows you to copy the grid, simplifying the creation of new, similar grids.
4. Drag and drop the **double arrow icon** next to the grid to adjust its position on the list.

## To Add Grade Columns:

1. Click the **pencil icon**.

2. Click the **Add button**.
3. Fill in the **Column Heading Text**.
4. Select a **Gradebook Bucket**. (e.g., middle/high school may include midterm, semester, and term grades).
5. Select the **Gradebook Accumulation Term**. The term must match the bucket selected previously; otherwise, the column won't pull the data correctly, if at all.
6. Click **Add**.
7. Repeat Steps 3 through 7 as needed for additional grade columns.
8. Click **Save**.
9. To confirm the correct gradebook bucket and accumulation term, go to a student's Spotlight and view the Student Gradebook Container. Look for the Grading Target to be listed.
10. To edit, click the **pencil icon** in the grade column in question and make the necessary changes. Click the **Add button**, then click the **Save button**.

**Student Gradebook - Current Year**

Gradebooks Scores and Grades of Addison Jones for 2021/22

10/22/21	participation	10/10
10/20/21	Fall Concert 2	10/10
10/08/21	participation	10/10
09/24/21	participation	10/10
09/10/21	Participation and effort	10/10
09/03/21	Info form/syllabus verificatio	10/10
SEMESTER 1 OF 2 GRADES		
Grading Target		Grade
Term Grad (T1)	Gradebook Bucket	A
Term Grade (T2)	Gradebook Accumulation Term	A
Semester Grade (S1)		A

To confirm you have the correct gradebook bucket and accumulation term, you can look at a student's gradebook and see the "Grading Target"

## Add an Assessment Column:

1. Click the **+ icon**, then select **Assessment**.
2. Adjust the time span if needed.
3. Click **Select** under assessments.
4. Use the **Filter Search** to find the assessment(s).

Filter Assessments Search Results

Clear Filters Set

Use filter option to search for your assessments

Label (optional) All SBA Summative

Name (optional) All

Select Assessments from all assessments

Apply

143 Assessments Filtered

Filter Search Results

Assessment Label	Subject
SBA Summative Concepts and Procedures Claim Gr 6	Math
SBA Summative Concepts and Procedures Claim HS (Thru Fall 17/18)	Math
SBA Summative ELA/Literacy Gr 10	ELA
SBA Summative ELA/Literacy Gr 10 - Spring 2020 (Covid 19)	ELA
<input checked="" type="checkbox"/> SBA Summative ELA/Literacy Gr 3	ELA
<input type="checkbox"/> SBA Summative ELA/Literacy Gr 3 - Spring 2020 (Covid 19)	ELA
<input checked="" type="checkbox"/> SBA Summative ELA/Literacy Gr 4	ELA
<input checked="" type="checkbox"/> SBA Summative ELA/Literacy Gr 5	ELA
<input checked="" type="checkbox"/> SBA Summative ELA/Literacy Gr 6	ELA

Select the assessments you would like to add

- Once you have selected the assessment(s), use the **apply configuration multiple times**. Then, select the appropriate number for the same assessments you selected.

Column: Assessment

Set Time Span (optional)  
No Filter

Assessment (optional)  
 SBA Summative ELA/Literacy Gr 3  SBA Summative ELA/Literacy Gr 4  
 SBA Summative ELA/Literacy Gr 5  SBA Summative ELA/Literacy Gr 6

Subject Area (optional)

Scope (optional)

Family (optional)

Apply Configuration Multiple times (optional)  
4

Highest Score  
 Most Recent Score  
 Oldest Score  
 Highest Performance Level  
 Lowest Performance Level

It is important to consider the time frame from when the assessments were taken. I am leaving no filter for this example so I can see all students 3-6 grade and their scores for each of the assessments.

Don't forget to apply the configuration multiple times = 1 for each of the assessments selected.

6. Scroll down to the columns included section, where you can add the assessment name, performance level, year, and others to your spreadsheet if needed. Once those columns are selected, you can use the Heading Text box that will appear to change the names of the specific columns.

Columns to Include:

- Assessment Name

Assessment Name Column Heading (optional)

Assessment Name

- Assessment Description
- Score

Score Column Heading (optional)

Score

- Met Standard
- Is Out of District
- Performance Level

Performance Level Column Heading (optional)

Performance Level

- Test Administration Name
- Student Assessment Test Date
- Performance Level Score