

Virtual Town Hall



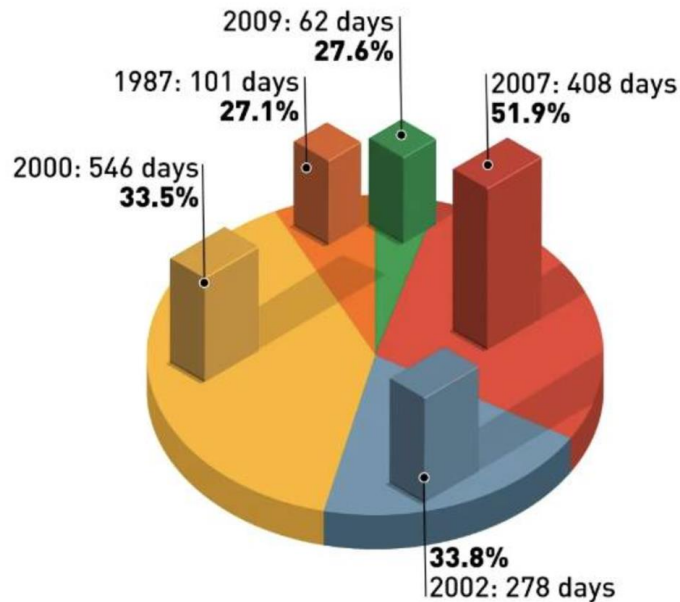
Attachment Disorder

June 5, 2020

Recordings and Notes Housed at
<https://xcalibur.freshdesk.com/support/solutions>

Data Disasters

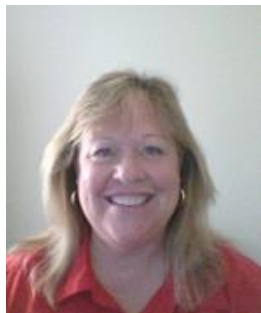
Bear markets, how long do they last?



CBC NEWS

This shows the lengths and depths of the last five bear markets on the S&P 500 that we've seen, prior to this one. (Scott Galley/CBC)

The Xcalibur Team



**Tricia
Brainard**
Director of
Research and
Evaluation



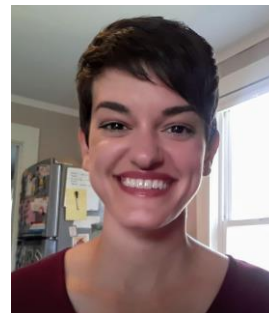
**Jim
Brown**
President



**Julie
Jaramillo**
Director of
Data and
Analytics



**Curt
Reese**
Chief
Technology
Officer



**Allie
Sheldon**
Data Analyst



Xcalibur fosters understanding using data among educational professionals to empower students in becoming college and career ready.

Nuts and Bolts

- As you enter, you will be muted.
- Please remain on mute until you are ready to speak.
- If you have access to a camera, please turn it on. We want to see your smiling faces!
- Don't forget about the chat features of Zoom. You can send private messages to other members of the meeting, or you can send group messages.

Purpose

Discussion: Engage in topics that affect all of us while not declaring what is right or wrong. The community will share ideas and ways to work through problems in data collection and SCRIBE utilization.

SCRIBE Snippet: Provide a quick tip for using SCRIBE that is connected to the discussion topic.

Submitting a Topic



Topics for discussion and the SCRIBE snippet come from our community.

Use the link below to submit a discussion topic and/or a SCRIBE snippet topic for an upcoming town hall.

<https://tinyurl.com/TownHallTopicSubmission>

Discussion Questions

- What do you do with your source files and back up documentation?
- How do you transfer personally identifiable information within your grant?
- How do you use the attachments component in SCRIBE?











SCRIBE Snippet: Attachments

- Did you know? 7 different locations to store documents in SCRIBE
 - Instance
 - District
 - School
 - Student
 - Family
 - Staff
 - Service
- Why use attachments?
 - Secure way to transfer personally identifiable information
 - Archive source documents and files
- Attachment Tips
 - Standardize naming
 - Description field - indicate when a file has been entered into SCRIBE



Types of Attachments: Instance

- Instance Level attachments
 - Available to users who have instance permission (access to all districts)
- In SCRIBE: Tools > Instance > Attachments

SCRIBE Home > Instance Attachment List									
Search									
0% full - Using 41,600 Kbs of your 10,000,000 Kbs.									
Add									
Drag a column header here to group by that column									
	Attachment Name	Description	File Size (in Kbs)	File Ext	Date Uploaded	Uploaded By	Program(s)	Tag(s)	
Download	19-20_CourseGrades_S1_WBHS	Imported	32	.xlsx	6/3/2020 11:44:52 AM	Allie Sheldon			 
Download	19-20_CourseGrades_S2_WBHS		212	.xlsx	6/3/2020 11:45:11 AM	Allie Sheldon			 
Download	19-20_MathTutoring_attendance_Jan2020_WBHS		2	.csv	6/3/2020 11:46:59 AM	Allie Sheldon			 
3 Items			Page 1 of 1			 1 		Page size: 20	

Types of Attachments: Service

- Click View next to the Service
- Click on the Attachments tab
- Example of docs to attach:
 - Event attendance
 - Sign-in sheet
 - Workshop agenda

[SCRIBE Home](#) > [Service List](#) > **Service Details**





★ **Service Name:** Rec.TMT.AlgebraAfterSchool.Oct2019.WBHS **Start Date:** 10/1/2019 **End Date:** 10/31/2019

Service Details | Participation | Service Summary | **Attachments**

🔍 **Search**

0% full - Using 41,639 Kbs of your 10,000,000 Kbs. Add

Drag a column header here to group by that column

	Attachment Name ▲	Description	File Size (in Kbs)	File Ext	Date Uploaded	Uploaded By	Program(s)	Tag(s)	
Download	Rec.TMT.AlgebraAfterSchool.Oct2019.WBHS_agenda		30	.pdf	6/3/2020 12:01:23 PM	Allie Sheldon			 
Download	Rec.TMT.AlgebraAfterSchool.Oct2019.WBHS_attendance	imported	9	.xlsx	6/3/2020 12:01:40 PM	Allie Sheldon			 

2 Items Page 1 of 1 1 Page size: 20

Ideas for Upcoming Town Hall Topics



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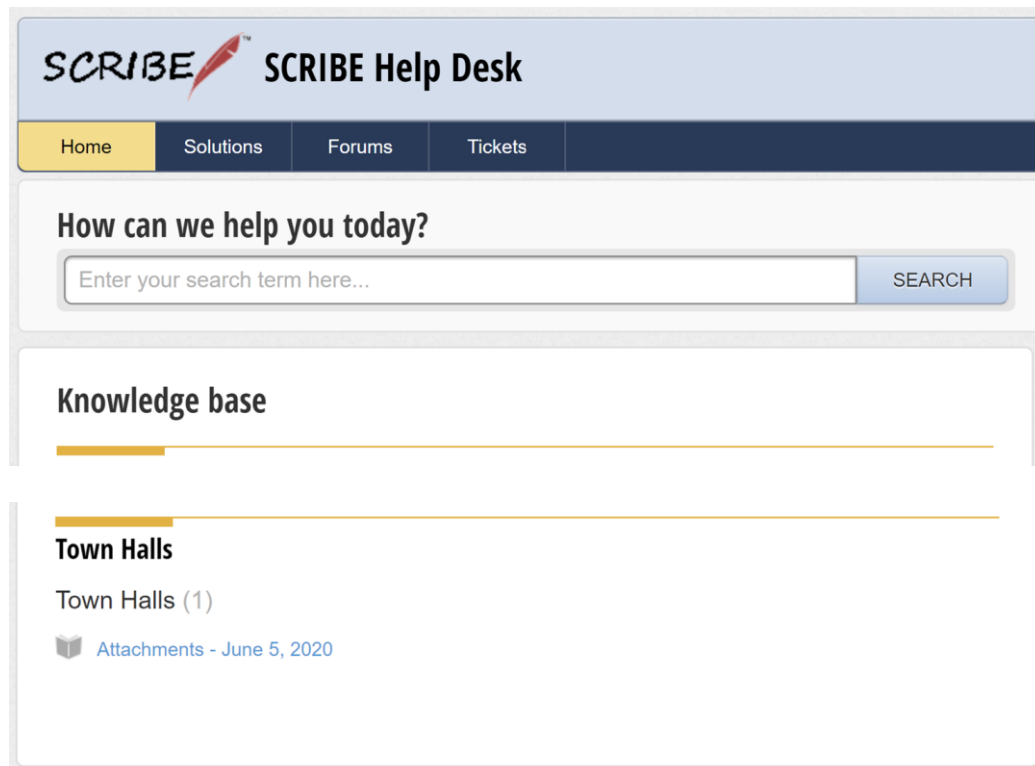
Resources

- Town Hall video recording & powerpoint on the Help Desk

[Town Halls folder](#)

- Additional Help Desk articles

[Attachments](#)



The screenshot shows the SCRIBE Help Desk interface. At the top, there's a header with the SCRIBE logo (a red pen icon) and the text "SCRIBE Help Desk". Below the header is a navigation bar with four tabs: "Home" (highlighted in yellow), "Solutions", "Forums", and "Tickets". The main content area starts with the question "How can we help you today?" followed by a search bar with the placeholder text "Enter your search term here..." and a "SEARCH" button. Below the search bar is a section titled "Knowledge base" with a yellow horizontal line. Underneath this, there's a sub-section titled "Town Halls" with another yellow horizontal line. Below "Town Halls", it says "Town Halls (1)" and then "Attachments - June 5, 2020" with a small book icon.

Thank you for attending!

- Next Town Hall: Friday, July 10th at 2pm (eastern time)
- <https://tinyurl.com/TownHallTopicSubmission>

Julie Jaramillo

jjaramillo@xcalibur.com

Allie Sheldon

asheldon@xcalibur.com

