Virtual Town Hall

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Attachment ~~Dis~~order

June 5, 2020

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

Data Disasters

Bear markets, how long do they last?

2009: 62 days **27.6%**

1987: 101 days **27.1%**

2007: 408 days **51.9%**

2000: 546 days **33.5%**

33.8% 2002: 278 days
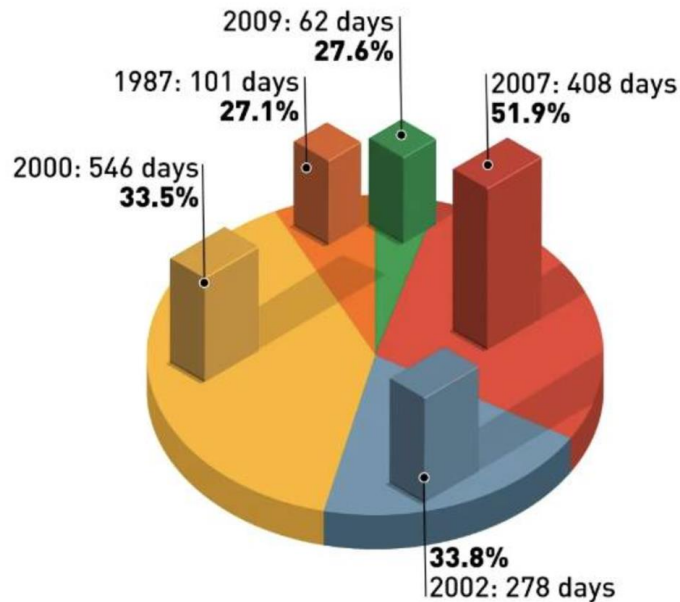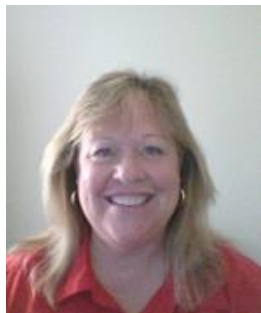
CBC NEWS

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
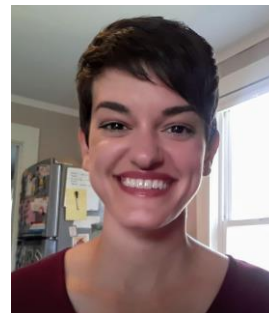Director of Research and Evaluation

Jim Brown
President

Julie Jaramillo
Director of Data and Analytics

Curt Reese
Chief Technology Officer

Allie Sheldon
Data Analyst

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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.

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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.

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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

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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?

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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

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Types of Attachments: Instance

- Instance Level attachments
  - Available to users who have instance permission (access to all districts)

- In SCRIBE: Tools > Instance > Attachments

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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

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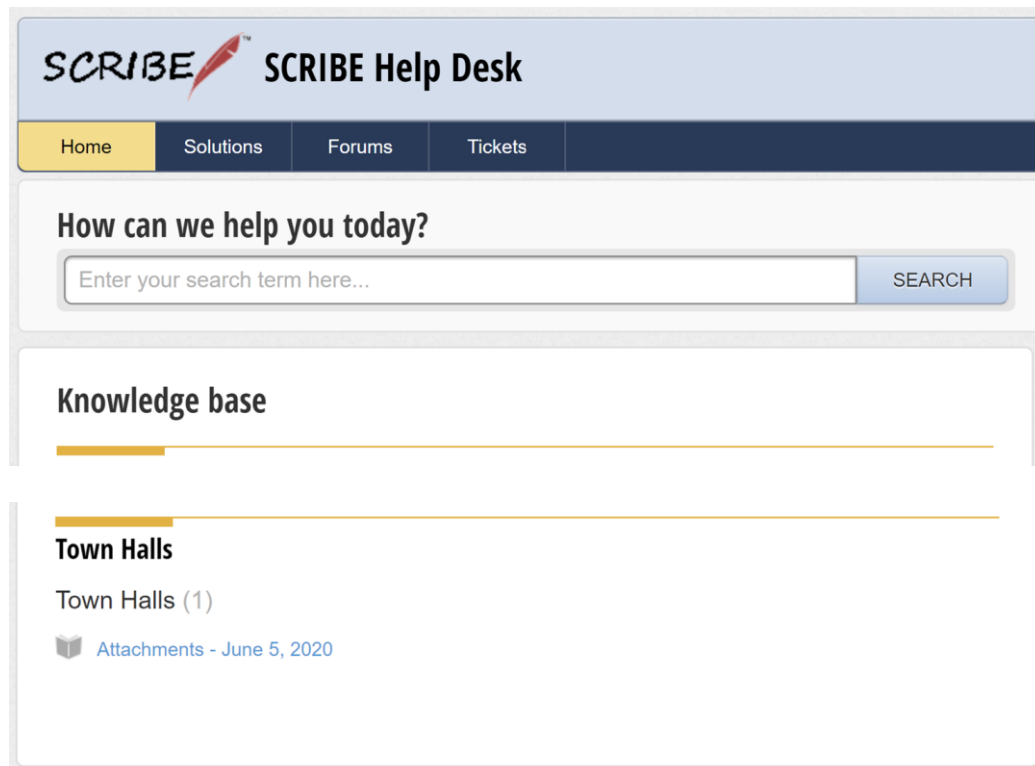# Ideas for Upcoming Town Hall Topics

Resources

- Town Hall video recording & powerpoint on the Help Desk

  Town Halls folder

- Additional Help Desk articles

  Attachments

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Thank you for attending!

- Next Town Hall: Friday, July 10th at 2pm (eastern time)

- https://tinyurl.com/TownHallTopicSubmission

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@SCRIBEforGEARUP

XcaliburSCRIBE

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