

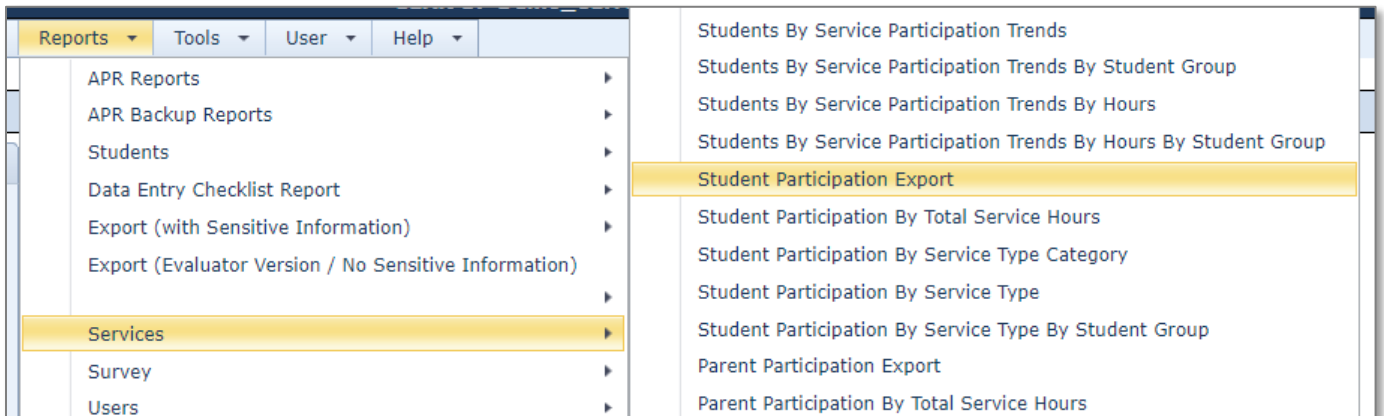
## How to Run a Participation Export

Users can add participation manually and through an import. This PDF covers how to run a Participation Export from SCRIBE which will generate a list of all participation for students, parents or staff enrolled in SCRIBE in a given school year.

### Run a Participation Export

This step-by-step tutorial will cover how to run a Student Participation Export, but the steps are the same for running a Parent Participation Export and a Staff Participation Export (see screen shots at the end of this tutorial).

1. From the SCRIBE main menu, click **Reports > Services > Student Participation Export**.



2. Select the **School Year** from the dropdown menu. Select the **School(s)** and **Grade Level(s)**. Select CSV or Excel under **Report Format**.

If desired, select the **Participation Date Range** from the dropdown menu to enter a specific date range you want the export to cover. For example, you can select **Month** from the dropdown and select a month to view participation specific to that month or select **Custom** from the dropdown and enter the first and last date of a quarter or semester to view the participation for that term. If you leave the Participation Date Range blank, the export will cover the entire school year.

**Participation Date Range:** Month ▼

Oct ▼ 2019 ▼

**Participation Date Range:** Custom ▼

8/5/2019 ▼ **To** 12/19/2019 ▼

Click **Generate Report**.

## How to Run a Participation Export

[Home](#) [Districts](#) [Schools](#) [Student Search](#) [Services](#) [Reports](#) [Tools](#) [User](#) [Help](#)

**SCRIBE Home > Student Participation Export**

The export shows participation data for ALL students based on the selected filter criteria. Note: Students listed with blank participation have no participation data.

**Report Filters**

**Participants By Program(s):**  
☐ GEAR UP ☐ Talent Search ☐ EIP  
☐ Upward Bound ☐ Outreach ☐ Not In Any Internally Tracked Program  
☐ Not In Any Program

**NOTE:** Internally tracked programs are programs that you track service data for within SCRIBE.

**School Year:** \* 2019 - 2020 ▼

**School(s):** \*  
☐ Instance - GEAR UP Demo\_Current  
☐ District - Test District  
☐ Bayside Middle School  
☐ College  
☐ West Beverly High School

**Grade Level(s):** \*  
☐ Select All  
☐ K ☐ 4 ☐ 8 ☐ 11  
☐ 1 ☐ 5 ☐ 9 ☐ 12  
☐ 2 ☐ 6 ☐ 10 ☐ Post-Secondary - Freshman  
☐ 3 ☐ 7

**Entry Code:**  
☐ Select All  
☐ Enrolled ☐ No Entry Code  
☐ Enrolled From Same School District

**Entry Date:**  To

**Exit Code:**  
☐ Select All  
☐ Transferred Out Of State ☐ Dropped Out  
☐ Transferred In State ☐ No Longer In Program (Enter Reason)  
☐ Home School ☐ Promoted End of School Year  
☐ Graduated Early ☐ Retained End of School Year  
☐ Deceased ☐ No Exit Code

**Exit Date:**  To

**Participation Date Range:** Custom ▼  
 To

**Is STEM?:** \* ☐ Yes ☐ No ☒ All

**Is ELL?:** \* ☐ Yes ☐ No ☒ All

**Services By Program(s):**  
☐ GEAR UP ☐ Talent Search ☐ EIP  
☐ Upward Bound ☐ Outreach

**Report Format:** \* ☒ CSV ☐ EXCEL

Generate Report

## How to Run a Participation Export

3. The Student Participation Export contains the following fields:
- a. LastName: student last name.
  - b. FirstName: student first name.
  - c. MiddleName: student middle name.
  - d. StudentID: unique identifier for student used in SCRIBE.
  - e. SchoolStudentID: school ID, not used to identify the student in SCRIBE.
  - f. SchoolYear: school year during which student participated.
  - g. School: name of school where student was enrolled when participation was entered into SCRIBE.
  - h. GradeLevel: grade level student was in when taking course and earning grade.
  - i. IEP?: indicates whether the student has an IEP (Yes, No or blank).
  - j. ESL?: indicates whether the student is ESL (Yes, No or blank).
  - k. Reduced-PriceLunch?: indicates whether the student has receives free or reduced-lunch, also known as FARM (Yes, No or blank).
  - l. IsSTEM?: indicates whether the service in which the student participated was designated as STEM when it was created in SCRIBE (Yes, No or blank).
  - m. IsELL?: indicates whether the service in which the student participated was designated as ELL when it was created in SCRIBE (Yes, No or blank).
  - n. EntryCode: indicates the reason the student was enrolled in school.
  - o. EntryDate: date student was enrolled at the school.
  - p. ExitCode: indicates the reason the student exited the school.
  - q. ExitDate: date student exited the school.
  - r. ServiceName: name of the service in which the student participated, if any participation has been entered into SCRIBE for the student (see Sample Student Participation Export below for more details).

## How to Run a Participation Export

- s. ServiceCategory: category of the service in which the student participated (e.g., Comprehensive Mentoring, College Exposure, etc.), if any participation has been entered into SCRIBE for the student (see Sample Student Participation Export below for more details).
- t. ServiceType: code used to designate the type of service in which the student participated (e.g., CSV – College Visit, TMT – math tutoring, etc.), if any participation has been entered into SCRIBE for the student (see Sample Student Participation Export below for more details).
- u. ServiceTypeAdditionalInfo: details added during the creation of the service in SCRIBE (e.g., the IPEDS number of the college for a college visit), if any participation has been entered into SCRIBE for the student (see Sample Student Participation Export below for more details).
- v. ParticipationDate: date the student participated in the service, if any participation has been entered into SCRIBE for the student (see Sample Student Participation Export below for more details).
- w. ParticipationTime: time student participated in the service. This is optional when entering participation in SCRIBE so may be blank, if any participation has been entered into SCRIBE for the student (see Sample Student Participation Export below for more details).
- x. HoursofService: number of hours the student participated in the service. Minutes of participation entered into SCRIBE will be converted to hours (e.g., 30 minutes of participation entered into SCRIBE will be listed as .5 in this column on the Student Participation Export) , if any participation has been entered into SCRIBE for the student (see Sample Student Participation Export below for more details).
- y. ServiceProvider: service provider(s) associated with this service when it was created in SCRIBE, if applicable to that service and if any participation has been entered into SCRIBE for the student (see Sample Student Participation Export below for more details).

## How to Run a Participation Export

### Sample Student Participation Export

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	LastName	FirstName	MiddleName	StudentId	SchoolId	SchoolYear	School	Grade	IEP?	ESL?	Reduced-PriceLunch	IsSTEM?	IsELL?	EntryCode	EntryDate	ExitCode	ExitDate
2	Danvers	Carol		1234		2018 - 2019	West Beverly	11	No	No	Yes				8/31/2018		9/5/2018
3	Maximoff	Wanda	Scarlet	123		2018 - 2019	West Beverly	10	Yes	No	Yes				8/31/2018		8/31/2018
4	Maximoff	Wanda	Scarlet	123		2018 - 2019	West Beverly	10	Yes	No	Yes				8/31/2018		8/31/2018
5	Maximoff	Wanda	Scarlet	123		2018 - 2019	West Beverly	10	Yes	No	Yes				8/31/2018		8/31/2018
6	Panther	T'Challa	Black	4567		2018 - 2019	West Beverly	11	No	No	Yes				8/31/2018		9/5/2018
7	Panther	T'Challa	Black	4567		2018 - 2019	West Beverly	11	No	No	Yes				8/31/2018		9/5/2018
8	Panther	T'Challa	Black	4567		2018 - 2019	West Beverly	11	No	No	Yes				8/31/2018		9/5/2018
9	Panther	T'Challa	Black	10404		2018 - 2019	West Beverly	11	No	Yes	No				8/31/2018		1/6/2019
10	Panther	T'Challa	Black	10404		2018 - 2019	West Beverly	11	No	Yes	No				8/31/2018		1/6/2019
11	Panther	T'Challa	Black	10404		2018 - 2019	West Beverly	11	No	Yes	No				8/31/2018		1/6/2019
12	Quill	Peter	Star-Lord	456		2018 - 2019	West Beverly	10	Yes	No	Yes				8/31/2018		9/5/2018
13	Quill	Peter	Star-Lord	456		2018 - 2019	West Beverly	10	Yes	No	Yes				8/31/2018		9/5/2018
14	Quill	Peter	Star-Lord	456		2018 - 2019	West Beverly	10	Yes	No	Yes				8/31/2018		9/5/2018
15	Stark	Anthony	Edward	6789		2018 - 2019	West Beverly	11	Yes	Yes	Yes				8/31/2018		9/5/2018
16	Stark	Anthony	Edward	6789		2018 - 2019	West Beverly	11	Yes	Yes	Yes				8/31/2018		9/5/2018
17	Stark	Anthony	Edward	6789		2018 - 2019	West Beverly	11	Yes	Yes	Yes				8/31/2018		9/5/2018

	A	R	S	T
	LastName	ServiceName	ServiceCategory	ServiceType
2	Danvers			
3	Maximoff	OneT.CSS.UTSA.Jan2019.WBHS	College Exposure - College visit/college student shadowing	CSS - College Student Shadowing
4	Maximoff	Rec.MPR.afterschool.Nov2018.WBHS	Comprehensive mentoring	MPR - Peer
5	Maximoff	Rec.MPR.afterschool.Nov2018.WBHS	Comprehensive mentoring	MPR - Peer
6	Panther	Rec.MPR.afterschool.Nov2018.WBHS	Comprehensive mentoring	MPR - Peer
7	Panther	Rec.MPR.afterschool.Nov2018.WBHS	Comprehensive mentoring	MPR - Peer
8	Panther	OneT.CAP.FAFSA.Dec2018.WBHS	Counseling/advising/academic planning/career counseling	CAP - Counseling/ Advising/ Academic Planning
9	Panther	OneT.CSS.UTSA.Jan2019.WBHS	College Exposure - College visit/college student shadowing	CSS - College Student Shadowing
10	Panther	OneT.CAP.FAFSA.Dec2018.WBHS	Counseling/advising/academic planning/career counseling	CAP - Counseling/ Advising/ Academic Planning
11	Panther	OneT.FAC.scholarships.Dec2018.BMS	Financial aid counseling/advising	FAC - Financial Aid Counseling / Advising
12	Quill	OneT.CSS.UTSA.Jan2019.WBHS	College Exposure - College visit/college student shadowing	CSS - College Student Shadowing
13	Quill	OneT.CAP.FAFSA.Dec2018.WBHS	Counseling/advising/academic planning/career counseling	CAP - Counseling/ Advising/ Academic Planning
14	Quill	OneT.FAC.scholarships.Dec2018.BMS	Financial aid counseling/advising	FAC - Financial Aid Counseling / Advising
15	Stark	OneT.CSS.UTSA.Jan2019.WBHS	College Exposure - College visit/college student shadowing	CSS - College Student Shadowing
16	Stark	Rec.MPR.afterschool.Nov2018.WBHS	Comprehensive mentoring	MPR - Peer
17	Stark	OneT.FAC.scholarships.Dec2018.BMS	Financial aid counseling/advising	FAC - Financial Aid Counseling / Advising

	A	U	V	W	X	Y	Z	AA
	LastName	ServiceType	ParticipationDate	ParticipationTime	HoursofService	ServiceProvider1	ServiceProvider2	ServiceProvider3
2	Danvers							
3	Maximoff	3479574	1/8/2019		6.75			
4	Maximoff		11/8/2018		0.5			
5	Maximoff		11/1/2018		0.5			
6	Panther		11/30/2018		0.5			
7	Panther		11/8/2018		0.5			
8	Panther		12/1/2018		1.25			
9	Panther	3479574	1/8/2019		6.75			
10	Panther		12/1/2018		0.33			
11	Panther		12/1/2018		2			
12	Quill	3479574	1/8/2019		6.75			
13	Quill		12/1/2018		0.75			
14	Quill		12/1/2018		1.5			
15	Stark	3479574	1/8/2019		6.75			
16	Stark		11/30/2018		0.5			
17	Stark		12/1/2018		3			

## How to Run a Participation Export

All students enrolled in SCRIBE for the selected School Year, School(s) and Grade(s) selected when generating the report (see Step #2 above) will be listed in the Student Participation Export, whether they have participation recorded in SCRIBE or not.

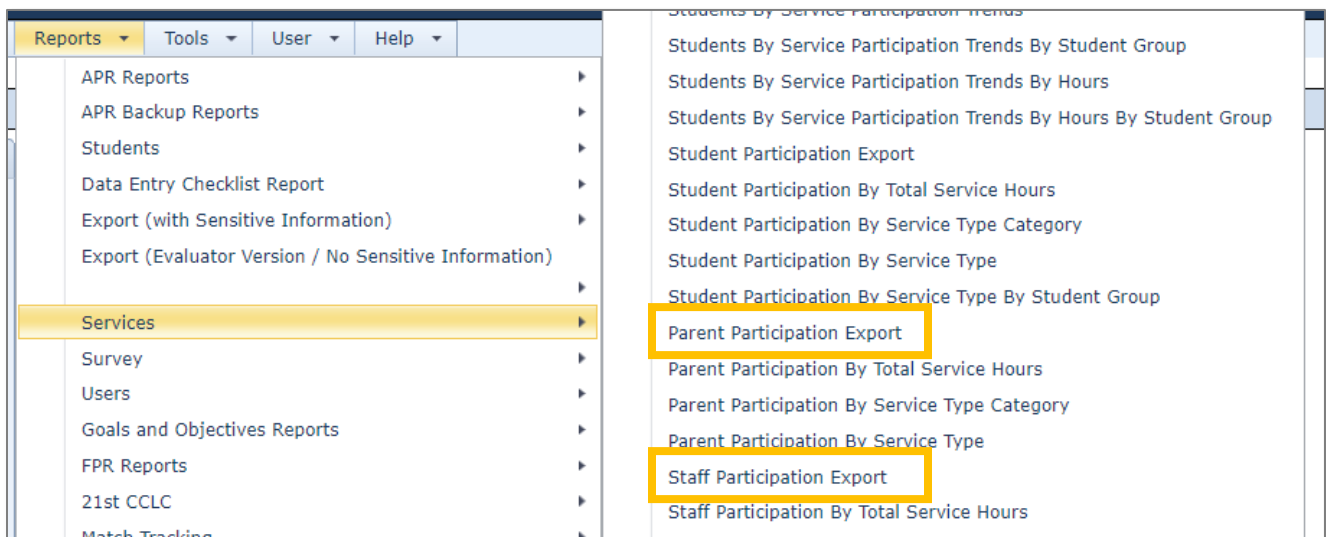
Each instance of participation entered into SCRIBE for a student will be displayed in the export on a separate line. For example, if a student has participated in three services, their name will appear three times in the export, one line for each instance of participation. In the example above, Wanda Maximoff has three instances of participation recorded in SCRIBE and appears in the export three times (lines 3-5), T'Challa Panther has five instances of participation recorded in SCRIBE and appears in the export five times (lines 6-11).

If a student does not have any participation recorded in SCRIBE, they will not have any data in the service fields (columns R through AA) in the export. See Carol Danvers (row 1) in the example above and note there are no data in the service fields.

### Parent Participation Export and Staff Participation Export

In addition to student participation, SCRIBE users can enter parent/family participation and staff participation into SCRIBE.

1. Follow the steps listed above for the Student Participation Export, except select either the **Parent Participation Export** or the **Staff Participation Export**.



2. Set the parameters for the export (see Step 2 under Student Enrollment Export).
3. The participation export files will contain the names and other pertinent information about the parent(s) or staff member(s) as well as their participation details. All parents and staff will be listed in the export whether they have participation in SCRIBE or not.

See Step 3 under Student Enrollment Export above for detailed information on the fields found in the export files.

## How to Run a Participation Export

### Sample Parent Participation Export

	A	B	C	D	E	F	G	H	I	J	
1	Parent LastName	Parent FirstName	Parent MiddleName	ParentId	StudentLastName	Student FirstName	Student MiddleName	StudentId	School StudentId	SchoolYear	S
2	Rogers	Harry			Rogers	Steve		108642		2019 - 2020	V
3	Carter	Jo-Anne			Carter	Peggy		108643		2019 - 2020	V
4	Barnes	Michael			Barnes	James	Bucky	108644		2019 - 2020	V
5	Bongo	Nicholas			Danvers	Carol	Susan Jane	123456		2019 - 2020	V
6	Marvel	Suzette			Marvel	Captain		123457		2019 - 2020	V
7	Fury	Julie			Fury	Nick		123458		2019 - 2020	V
8	Maximoff	Jim			Maximoff	Wanda	Scarlet	246810		2019 - 2020	V
9	Jones	Curt			Jones	Jessica		321012		2019 - 2020	V
10	Romanova	Tricia			Romanova	Natalia	Alianovna	432123		2019 - 2020	V
11	Banner	Harry			Banner	Bruce	Hulk	432124		2019 - 2020	V
12	Kilmonger	Allie			Kilmonger	Erik		456788		2019 - 2020	V
13	Panther	Ramona			Panther	T'Challa	Black	456789		2019 - 2020	V

	A	K	L	M	N	O	P	Q	R	
1	Parent LastName	School	Grade Level	Entry Code	Entry Date	Exit Code	Exit Date	ServiceName	ServiceCategory	S
2	Rogers	West Beverly	9					OneT.PFC.FAFSAwkshp.Mar2020.WBHS	Financial Aid	P
3	Carter	West Beverly	10					OneT.PFC.FAFSAwkshp.Mar2020.WBHS	Financial Aid	P
4	Barnes	West Beverly	11					OneT.PCV.UCF.Oct2019.WBHS	College Exposure	P
5	Bongo	West Beverly	12					OneT.PCV.UCF.Oct2019.WBHS	College Exposure	P
6	Marvel	West Beverly	9					OneT.PFC.FAFSAwkshp.Mar2020.WBHS	Financial Aid	P
7	Fury	West Beverly	10					OneT.PFC.FAFSAwkshp.Mar2020.WBHS	Financial Aid	P
8	Maximoff	West Beverly	9					OneT.PFC.FAFSAwkshp.Mar2020.WBHS	Financial Aid	P
9	Jones	West Beverly	10					OneT.PFC.FAFSAwkshp.Mar2020.WBHS	Financial Aid	P
10	Romanova	West Beverly	11					OneT.PFC.FAFSAwkshp.Mar2020.WBHS	Financial Aid	P
11	Banner	West Beverly	12					OneT.PCV.UCF.Oct2019.WBHS	College Exposure	P
12	Kilmonger	West Beverly	9					OneT.PCV.UCF.Oct2019.WBHS	College Exposure	P
13	Panther	West Beverly	10					OneT.PCV.UCF.Oct2019.WBHS	College Exposure	P

	A	S	T	U	V	W	X	Y	
1	Parent LastName	ServiceType	ServiceType AdditionalInfo	Participation Date	Participation Time	Hoursof Service	Service Provider1	Service Provider2	S
2	Rogers	PFC - Parent/Family Financial Aid Counseling		3/6/2020	7:00 PM	2			P
3	Carter	PFC - Parent/Family Financial Aid Counseling		3/6/2020	7:00 PM	2			P
4	Barnes	PCV - Parent/Family College Visit	35906548	10/4/2020		6.5			P
5	Bongo	PCV - Parent/Family College Visit	35906548	10/4/2020		6.5			P
6	Marvel	PFC - Parent/Family Financial Aid Counseling		3/6/2020	7:00 PM	2			P
7	Fury	PFC - Parent/Family Financial Aid Counseling		3/6/2020	7:00 PM	2			P
8	Maximoff	PFC - Parent/Family Financial Aid Counseling		3/6/2020	7:00 PM	2			P
9	Jones	PFC - Parent/Family Financial Aid Counseling		3/6/2020	7:00 PM	2			P
10	Romanova	PFC - Parent/Family Financial Aid Counseling		3/6/2020	7:00 PM	2			P
11	Banner	PCV - Parent/Family College Visit	35906548	10/4/2020		6.5			P
12	Kilmonger	PCV - Parent/Family College Visit	35906548	10/4/2020		6.5			P
13	Panther	PCV - Parent/Family College Visit	35906548	10/4/2020		6.5			P



## How to Run a Participation Export

### Sample Staff Participation Export

	A	B	C	D	E	F	G
1	LastName	FirstName	Middle Name	Staffid	SchoolYear	School	Grade Level
2	Dumbledore	Albus		ALBUS.DUMBLEDORE@HOGWARTS.EDU	2019 - 2020	West Beverly	
3	Filch	Argus		ARGUS.FILCH@HOGWARTS.EDU	2019 - 2020	West Beverly	
4	Hagrid	Rubeus		RUBEUS.HAGRID@HOGWARTS.EDU	2019 - 2020	West Beverly	
5	Hagrid	Rubeus		RUBEUS.HAGRID@HOGWARTS.EDU	2019 - 2020	West Beverly	
6	Hagrid	Rubeus		RUBEUS.HAGRID@HOGWARTS.EDU	2019 - 2020	West Beverly	
7	Hooch	Rolanda		ROLANDA.HOOCH@HOGWARTS.EDU	2019 - 2020	West Beverly	
8	Lupin	Remus		REMUS.LUPIN@HOGWARTS.EDU	2019 - 2020	West Beverly	
9	McGonagall	Minderva		MINERVA.MCGONAGALL@HOGWARTS.EDU	2019 - 2020	West Beverly	
10	McGonagall	Minderva		MINERVA.MCGONAGALL@HOGWARTS.EDU	2019 - 2020	West Beverly	
11	McGonagall	Minderva		MINERVA.MCGONAGALL@HOGWARTS.EDU	2019 - 2020	West Beverly	
12	Moody	Alastor		ALASTOR.MOODY@HOGWARTS.EDU	2019 - 2020	West Beverly	
13	Slughorn	Horace		HORACE.SLUGHORN@HOGWARTS.EDU	2019 - 2020	West Beverly	
14	Snape	Severus		SEVERUS.SNAPE@HOGWARTS.EDU	2019 - 2020	West Beverly	
15	Sprout	Pomona		POMONA.SPROUT@HOGWARTS.EDU	2019 - 2020	West Beverly	
16	Trelawney	Sybill		SYBILL.TRELAWNEY@HOGWARTS.EDU	2019 - 2020	West Beverly	

	A	H	I	J
1	LastName	ServiceName	ServiceCategory	ServiceType
2	Dumbledore	OneT.GPD.leadership.Dec2019.WBHS	Professional Development	GPD - Professional Development
3	Filch	Rec.GPD.AngerMgmt.Nov2019.WBHS	Professional Development	GPD - Professional Development
4	Hagrid	OneT.GPD.AdvForestMgmt.Oct2019.WBHS	Professional Development	GPD - Professional Development
5	Hagrid	OneT.GPD.UmbrellaSpells.Jan2020.WBHS	Professional Development	GPD - Professional Development
6	Hagrid	Rec.GPD.CentaurRelations.Sep2019.WBHS	Professional Development	GPD - Professional Development
7	Hooch	OneT.GPD.Brooms2020.Feb2020.WBHS	Professional Development	GPD - Professional Development
8	Lupin	Rec.GPD.LunarTracking.Mar2020.WBHS	Professional Development	GPD - Professional Development
9	McGonagall	Rec.GPD.cats.Oct2019.WBHS	Professional Development	GPD - Professional Development
10	McGonagall	Rec.GPD.cats.Nov2019.WBHS	Professional Development	GPD - Professional Development
11	McGonagall	Rec.GPD.cats.Dec2019.WBHS	Professional Development	GPD - Professional Development
12	Moody	OneT.GPD.Teaching101.Sep2019.WBHS	Professional Development	GPD - Professional Development
13	Slughorn	OneT.GPD.Equity.Dec2019.WBHS	Professional Development	GPD - Professional Development
14	Snape	Rec.GPD.LettingGoOfPast.Jan2020WBHS	Professional Development	GPD - Professional Development
15	Sprout	OneT.GPD.GillyweedLev3.Mar2020.WBHS	Professional Development	GPD - Professional Development
16	Trelawney	OneT.GPD.AdvTeaLeaves.Feb2020.WBHS	Professional Development	GPD - Professional Development

	A	K	L	M	N	O	P	Q
1	LastName	ServiceType AdditionalInfo	Participation Date	Participation Time	Hoursof Service	Service Provider1	Service Provider2	Service Provider3
2	Dumbledore		12/22/2019		3			
3	Filch		11/22/2019		6			
4	Hagrid		10/4/2019		2.5			
5	Hagrid		1/15/2020		3.5			
6	Hagrid		9/5/2019		2			
7	Hooch		2/14/2020		4.25			
8	Lupin		3/30/2020		3			
9	McGonagall		10/5/2019		2.5			
10	McGonagall		11/5/2019		4			
11	McGonagall		12/5/2019		8			
12	Moody		9/3/2019		3.5			
13	Slughorn		12/23/2019		8			
14	Snape		1/7/2020		2.5			
15	Sprout		3/6/2020		1.5			
16	Trelawney		2/28/2020		8			



## How to Run a Participation Export

### Additional Resources

[How to Create a Service Manually](#)

[How to Create a Service via Import](#)

[How to Add Participation Manually](#)

[How to Add Participation via Import](#)

[How to Add Participation Manually using a Student Group](#)

[Town Hall: Summer-y Reports](#) from July 10, 2020 during which this and other reports were discussed

Log into the [SCRIBE Help Desk](#) using your SCRIBE log in.