

Xcalibur Town Hall – July 10, 2020
Summer-y Reports

Discussion questions

- How do you decide when to use on report over another report?

Notes from the Discussion

What type of data do you and your team like to see on a regular basis?

- I like to use the service participation report to see who is receiving and not receiving services. I look at this report monthly
[Reports > Services > Student Participation Export](#)
- I like to look at the number of services and the types of services (required) that are served - weekly. Also the number of students that are participating. Since Covid - want to make sure a good number of students are participating virtually.
[\(see SCRIBE Snippet below for more info on different participation reports\)](#)
- We do like to see a report that lets us know if SCRIBE is reflecting the activities. We look for sign in sheets that should be in there. Make sure that data in SCRIBE matches what is in SCRIBE. Need to do a better job of following up with the action steps.
- We like to look at the college visits, who is going, what grade level, and what colleges they are going to. Common ground for discussions with staff and school personnel.
[\(see SCRIBE Snippet below for more info on different participation reports\)](#)
- List of all SCRIBE users - used for monitoring and how frequently they went into SCRIBE.
[Reports > User > User List](#)
 - First thing I look at, review the user list. Sort it by date. Gives me an idea of who's working in SCRIBE and who's not. (Use this view and report for turning off access to users who should be in SCRIBE). At the end of the year - go through the list - if haven't logged in during the last 9 months - make them inactive.
- I like to run the report that shows the different service categories with the number of hours by services - to see which services are most active.
[Reports > APR Reports > Section V – Data Regarding GEAR UP Activities](#)
[\(you can set a date range for this report so you can see service activities by month, quarter, semester, year, etc.\)](#)
- Trend data reports. Gives an idea of when services data are being provided and received by students.

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What tools do you use for reporting data?

- Export participation reports and put the data together in infographics and charts.
[Piktochart.com](https://piktochart.com). Free version and educator version (\$40 for the year)
- uses FAFSA portal.
- OSBI to get comparative data (state board of education website that collects data for all schools in the state).
- National Student Clearinghouse
- SSPS
- R - its free, open source and constantly being updated! Lots of free help online
- SAS
- Tableau
- Excel
- Visme

What are you favorite SCRIBE reports? Why?

- When sharing - it can get confusing if the formulas are not shared in the discussion with everyone.
 - It is important to create a companion document with what is in the report to explain the formulas
- A report that is formatted for the submission to NSC. I appreciate that report which is a time saver.
 - Grants can save a time when having to submit this information to NSC
[Reports > Export \(with Sensitive Information\) > Student Export for Uploading to NSC](#)
- Sign in sheets have been very helpful.
 - Sign in sheet is incredibly helpful; especially when staffing is small.
 - Is there a way to pull students that are no longer active?
 - Yes you can exclude students who have exit codes
[Reports > Students > Student Sign in Sheet](#)
- You can always export a report and use it as an import
- Can we see students who have not received services
(see [SCRIBE Snippet below for more info on different participation reports](#))
- Survey reports, to identify which students have not completed a survey.
[Reports > Survey > Student Incomplete Survey Directory](#)
 - Had a school that took kids on a college visit. Wanted to find the students who did not complete the survey.
 - You can run a list of students who have not completed the survey ONLY if it is an identified survey

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- Surveys are created in SCRIBE. When Julie used surveys in GUNM ended up using survey monkey or gizmo, those tools allowed respondents to enter fictitious names, etc.. A benefit of SCRIBE surveys was that the match was built in and the responses were students that were in the grant.

SCRIBE Snippet

Student Participation Export

- As well as which students have not participated
- When run the report - there will be a lot of lines for a student if they have participated in a lot of services.
- I like this report because all students with 0 participation are listed but with the service participation fields blank.
- JJ: Mahogany if you sorry by the service name you will see the students who have no participation,

Incomplete Demographics Data Details

- You can identify which students are missing demographic information
- Don't want to wait until April 5 before APR is due to make these updates

Service Data

- Two part report - with summary of all services entered by school
- List of services by service and date - to see which services were well attended.
- Listed in chronological order by date within each school

Student Participation by Grade Level Details

- Longitudinal list of students and their corresponding participation
- Can filter the list by number of hours (more than x hours)
- You can set the grade level cutoff
- Also includes students with no participation