

Virtual Town Hall

Record the
Webinar!

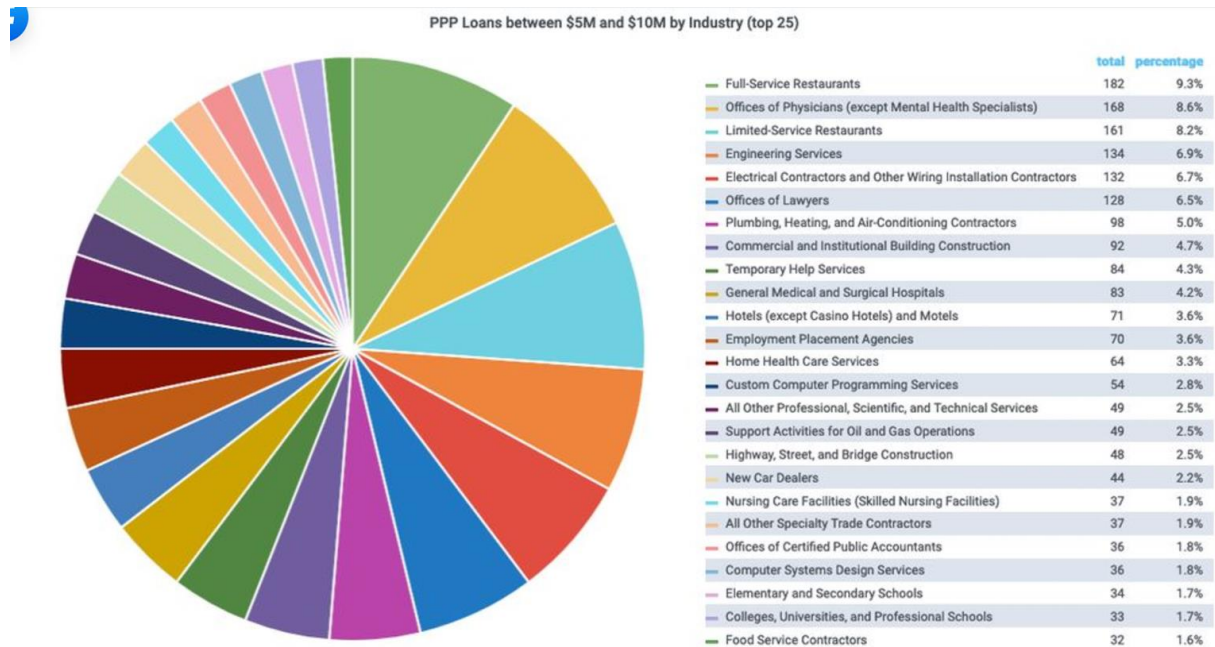


Summer-y Reports

July 10, 2020

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

Data Disasters

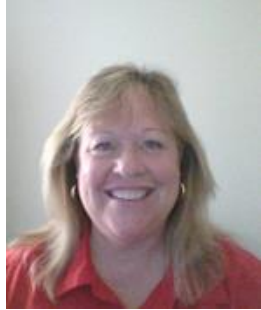


Source sba.gov Paycheck Protection Program data as of 5:00 PM EDT on July 6, 2020

<https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program>

<https://github.com/gmr/ppp-loan-data-postgresql>

The Xcalibur Team



**Tricia
Brainard**
Director of
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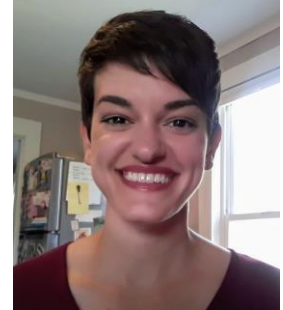
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Xcalibur fosters understanding using data among educational professionals to empower students in becoming college and career ready.

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 types of data do you and your team like to see on a regular basis?
- What tools do you use for reporting data?
- What are your favorite SCRIBE reports? Why?
- How do you decide when to use one report over another report?

SCRIBE Snippet: Student Participation Export

What I'm Looking for

- Which students have participation entered in SCRIBE & what service(s) they participated in, which students DO NOT have participation entered in SCRIBE

Path in SCRIBE

- Reports > Services > Student Participation Export

Filters

- Entry and Exit dates and/or codes - only see students who are actively enrolled, remove those with exit dates/codes
- Participation Date Range - run periodic exports (monthly, quarterly, etc.)

Description

- Each instance of participation for a student is on a different line (one student may have multiple lines)
- Students with no participation are listed - service and participation details columns blank
- Entry date, Exit date, IEP, ESL, FARM, Service name, Service category, Service type, Participation date, Hours of service

Uses

- Know which students are missing participation
- Know what types of services students have participated in
- See what participation has been entered into SCRIBE, what is missing

Notes

- The same export can be run for parent/guardian and staff participation



SCRIBE Snippet: Incomplete Demographics Data Details

What I'm Looking for

- Which students are missing demographic data and what data are missing

Path in SCRIBE

- Reports > Data Entry Checklist Report > Incomplete Demographics Data *Details*

Filters

- Entry and Exit dates and/or codes - only see students who are actively enrolled, remove those with exit dates/codes
- Select CSV for Report Format so export can be sorted, filtered

Description

- All students will be listed on export whether they have demographic data or not
- Students missing demographic data for a field will have an X in that field
- ESL, Reduced Price Lunch, IEP, Ethnicity, Gender, Homeless, In Foster Care

Uses

- Double check demographic data entered into SCRIBE (usually entered during student enrollment)
- Know what data are missing and track them down - sooner rather than later!



SCRIBE Snippet: Service Data

What I'm Looking for

- A summary of all participation entered into SCRIBE and a list of all services entered into SCRIBE by school.

Path in SCRIBE

- Reports > Services > Service Data

Filters

- Entry and Exit dates and/or codes which allows you to see students who are actively enrolled and remove those with exit dates/codes
- Service Start Date range

Description

- The report has two sections: a summary lists participation by school and district and a list of all services by school.
- Participation is a duplicated person count.
- When a service has multiple dates of participation, the service will be listed in a separate row for each date of participation.
- Services are listed in date order from least recent to most recent.
- Services with no participation are excluded.

Uses

- Identify which services were well-attended on specific dates.
- Identify which services were not well-attended on specific dates.



SCRIBE Snippet: Student Participation by Grade Level Details

What I'm Looking for

- A longitudinal list of students and their corresponding participation.

Path in SCRIBE

- Reports > Goals and Objectives Reports > Student Participation by Grade Level Details (Service Type)

Filters

- Entry and Exit dates and/or codes which allows you to see students who are actively enrolled and remove those with exit dates/codes
- Service Category or Service Type
- Filter by a specific participation threshold using the Min. Hours of Participation field.
- Select whether the report lists all students, students who have met the minimum hours, or students who have exceeded the minimum hours.
- Filter the list by indicating a specific grade level by which students participated in the participation threshold.

Description

- Each student who is enrolled for the selected school year is listed as a row in the report with his or her corresponding participation across all years in SCRIBE is listed in a separate column.
- An additional column indicates whether the student participated in the minimum number of hours set by the user when generating the report.
- The report includes both student and family participation.
- Students with no participation are included in the report.

Uses

- See whether students have met a certain threshold for participation overall or by service type.
- Identify students with no participation overall or by service type.

Notes

- Run this report as an Excel file instead of PDF to use the filters and sort functions of Excel.



Ideas for Upcoming Town Hall Topics



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

Resources

- Town Hall video recording & powerpoint on the Help Desk

[Town Halls folder](#)

- Additional Help Desk articles

[Student Participation Export](#)

[Incomplete Demographic Details](#)

[Service Data](#)

[Student Participation by Grade Level](#)



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A screenshot of the SCRIBE Help Desk website. The header features the "SCRIBE" logo with a red pen icon and the text "SCRIBE Help Desk". Below the header is a navigation bar with links for "Home", "Solutions", "Forums", and "Tickets". The main content area has a heading "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 horizontal orange bar. Underneath, there is a section titled "Town Halls" with a horizontal orange bar. Below this, it says "Town Halls (1)" and "Attachments - June 5, 2020" with a small book icon.

Thank you for attending!

- Next Town Hall: Friday, August 7th at 2pm (eastern time)
- <https://tinyurl.com/TownHallTopicSubmission>

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