

# Virtual Town Hall



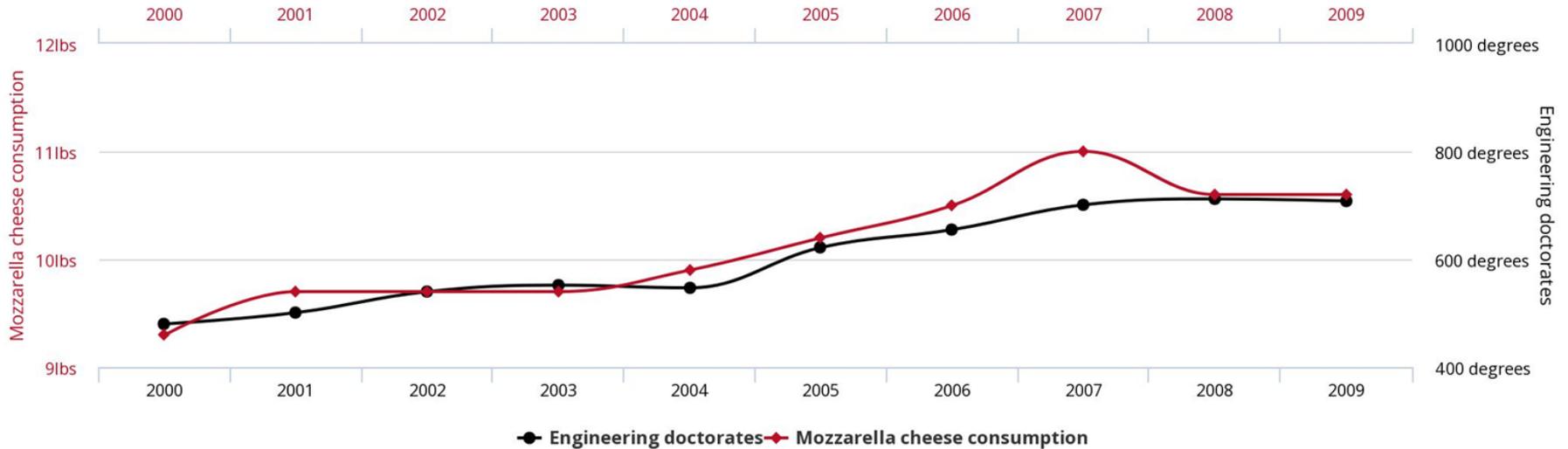
## Back to “Reality:” Setting Up SCRIBE for the New School Year

Recordings and Notes Housed at August 7, 2020  
<https://xcalibur.freshdesk.com/support/solutions>

# Data Disasters

Correlation does not equal causation

**Per capita consumption of mozzarella cheese**  
correlates with  
**Civil engineering doctorates awarded**



tylervigen.com



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

# The Xcalibur Team



**Tricia  
Brainard**  
Director of  
Research and  
Evaluation



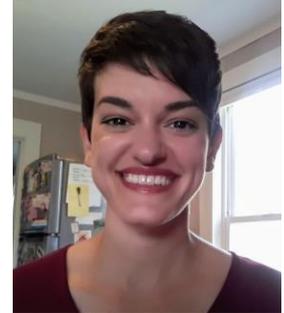
**Jim  
Brown**  
President



**Julie  
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Director of  
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**Curt  
Reese**  
Chief  
Technology  
Officer



**Allie  
Sheldon**  
Data Analyst



# 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.

# Discussion Questions

- How do you decide which students to enroll at the beginning of the year?
- How long into the new school year until you receive enrollment files from the school/district?
- If you roll over every student from the previous school year, what do you do if a student doesn't enroll in the new school year?



# SCRIBE Snippet: Enrolling Tips

- Import data whenever possible (vs. manual entry)
  - Reduces human error, faster
  - Data for existing student is pulled over when student is enrolled in a different school in the same school year
- Spot check student enrollment imports
  - 4 phases of import
  - Reports ([July Town Hall](#))



# SCRIBE Snippet: Data Validation

The screenshot shows the SCRIBE Data Validation interface. At the top, there are buttons for 'Import List', 'Download Original File', 'Delete Import', and 'Replace File'. The main title is 'Import 48590 - 2018 - Student Enrollment' with a subtitle '18-19\_enrollment\_BM'. On the right, it says 'Uploaded 8/6/2020', 'Allie Sheldon', and 'Status: Data Validation Review'. Below the title, there are tabs for 'File Format' and 'Data Validation'. A summary line states '10 records in file. 4 have errors.' Underneath, there is a section titled 'Fields with Errors' with a dropdown for 'Gender' showing '4 records' and '1 errors'. A specific error is listed: 'Malee - Expected type Boolean'. At the bottom, there is a 'Complete Data Validation' button. Two blue buttons are visible: 'Download Invalid Values' and 'Download Validation Info'. Four orange callout boxes provide instructions: 'Delete the import, go back to the import list and start over' (pointing to 'Delete Import'), 'Fix the errors and upload a new file to replace the file with errors' (pointing to 'Replace File'), 'Summary spreadsheet of # of records that have errors' (pointing to 'Download Invalid Values'), and 'Detailed spreadsheet listing specific errors per line of data' (pointing to 'Download Validation Info').

Import List Download Original File Delete Import Replace File

## Import 48590 - 2018 - Student Enrollment

18-19\_enrollment\_BM

Uploaded 8/6/2020  
Allie Sheldon  
Status: Data Validation Review

File Format Data Validation

10 records in file. 4 have errors.

### Fields with Errors

Gender 4 records

1 errors  
Malee - Expected type Boolean

Download Invalid Values Download Validation Info

Complete Data Validation

**Delete the import, go back to the import list and start over**

**Fix the errors and upload a new file to replace the file with errors**

**Summary spreadsheet of # of records that have errors**

**Detailed spreadsheet listing specific errors per line of data**

# SCRIBE Snippet: Data Summary

- **New Student** - has never been enrolled in SCRIBE
- **Existing Student, New Enrollment** - student has been enrolled in SCRIBE in previous years either at this school or at another school OR student is enrolled in SCRIBE for the school year at a different school
- **Existing Student, Existing Enrollment** - student is enrolled in SCRIBE for the school and the school year

✓ File Format		✓ Data Validation		* Data Summary		Import Results	
New / Existing Students		<b>Item</b>				<b>Count</b>	
		New Student				13	
		Existing Student, New Enrollment				25	
		Existing Student, Existing Enrollment				0	

beginning  
of the year

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✓ File Format			✓ Data Validation			* Data Summary			Import Results		
New / Existing Students			<b>Item</b>						<b>Count</b>		
			New Student						5		
			Existing Student, New Enrollment						3		
			Existing Student, Existing Enrollment						24		

middle of  
the year



# SCRIBE Snippet: Import Results

- **Number of Records in File** - total number of records in the import file
- **Number of Records Skipped with Errors** - authorized to skip during Data Validation phase
- **Number of Records Importable** - records not skipped, SCRIBE was able to import data
- **Number of Records Saved with Changes** - student's existing info in SCRIBE was changed with this import

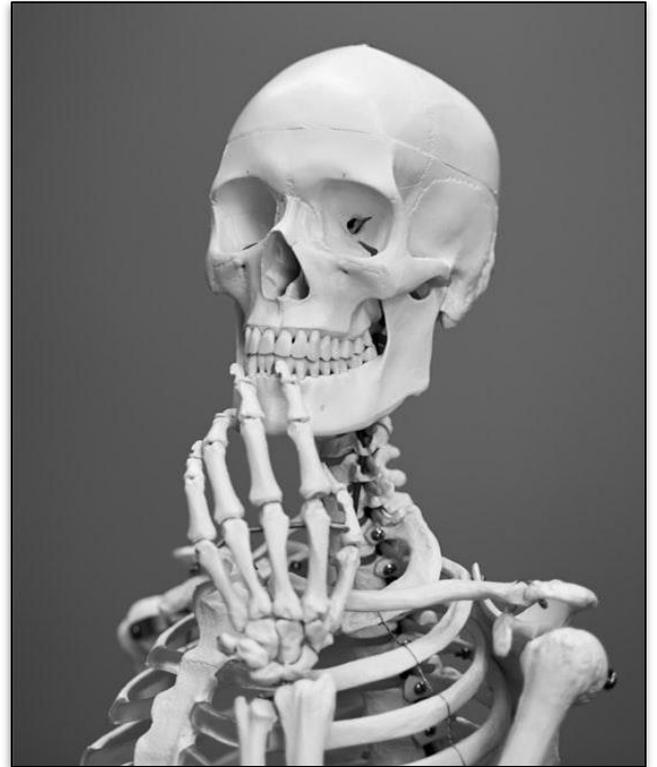
✓ File Format	✓ Data Validation	✓ Data Summary	✓ <b>Import Results</b>
Number of Records in File			10
Number of Records Skipped with Errors			4
Number of Records Importable			6
Number of Records Saved with Changes			4

# Poll: Office Hours

Xcalibur is thinking about holding office hours during which grants can drop in and...

- Ask the SCRIBE experts,
- Get grant-specific support, or
- Hang out with the Xcalibur team!

**What do you think?**



# 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>

# Resources

- Town Hall video recording & powerpoint on the Help Desk

[Town Halls folder](#)

- Additional Help Desk articles

[Enrollment folder](#)

[Import Webinars](#)

[Troubleshooting Imports](#)

**SCRIBE**  **SCRIBE Help Desk**

Home Solutions Forums Tickets

How can we help you today?

Enter your search term here... **SEARCH**

**Knowledge base**

**Town Halls**

Town Halls (3)

-  Attachments - June 5, 2020
-  Summer-y Reports - July 10, 2020
-  Enrollment - August 7, 2020

# Thank you for attending!

- Next Town Hall: Friday, September 4th at 2pm (eastern time)
- <https://tinyurl.com/TownHallTopicSubmission>

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**Allie Sheldon**

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