

Virtual Town Hall



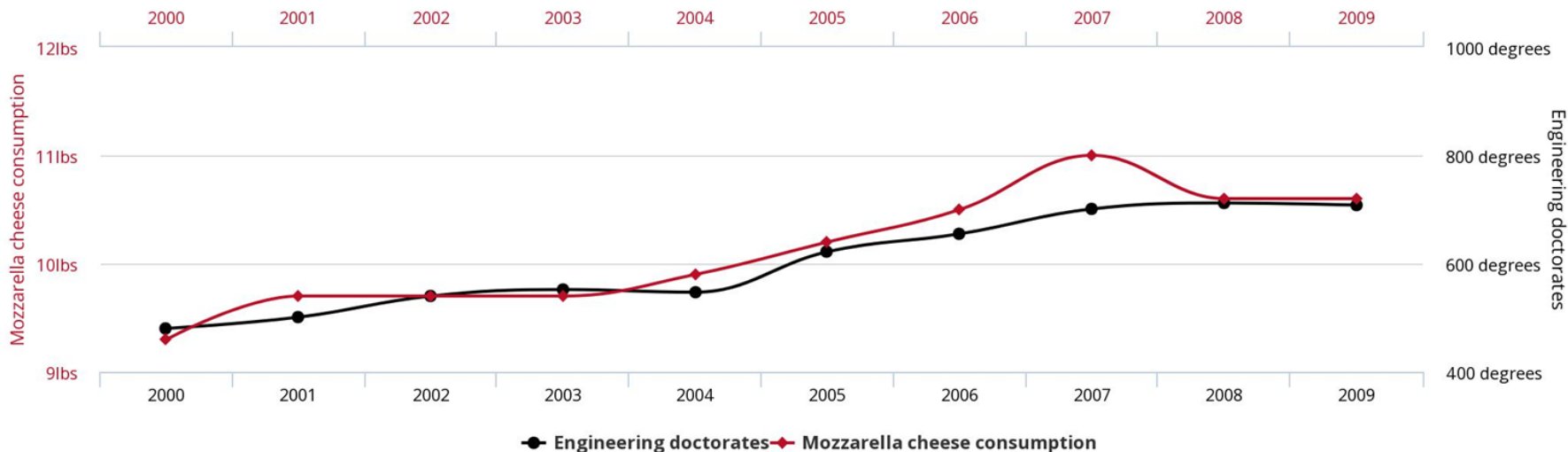
Back to “Reality:” Setting Up SCRIBE for the New School Year

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

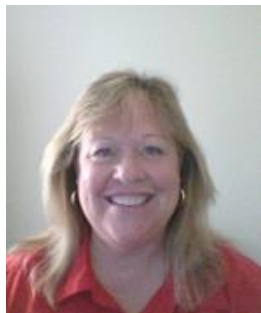


tylervigen.com



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



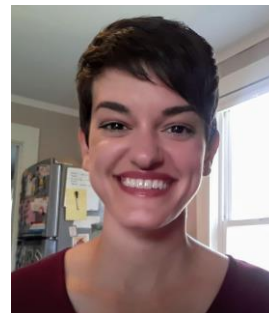
**Jim
Brown**
President



**Julie
Jaramillo**
Director of
Data and
Analytics



**Curt
Reese**
Chief
Technology
Officer



**Allie
Sheldon**
Data Analyst



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.

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 displays the Scribe Data Validation interface. At the top, there are four buttons: 'Import List', 'Download Original File', 'Delete Import', and 'Replace File'. Below these is the title 'Import 48590 - 2018 - Student Enrollment' and the filename '18-19_enrollment_BM'. On the right, it shows 'Uploaded 8/6/2020', 'Allie Sheldon', and 'Status: Data Validation Review'. Below the title, there are two tabs: 'File Format' (checked) and 'Data Validation'. Two orange callout boxes are positioned over the 'Delete Import' and 'Replace File' buttons, with arrows pointing to them. The first callout says 'Delete the import, go back to the import list and start over'. The second callout says 'Fix the errors and upload a new file to replace the file with errors'. Below the tabs, it says '10 records in file. 4 have errors.' and 'Fields with Errors'. There is a dropdown menu for 'Gender' with a red badge indicating '4 records'. Below this, it says '1 errors' and 'Malee - Expected type Boolean'. Two blue buttons are visible: 'Download Invalid Values' and 'Download Validation Info'. Two orange callout boxes are positioned over these buttons, with arrows pointing to them. The first callout says 'Summary spreadsheet of # of records that have errors'. The second callout says 'Detailed spreadsheet listing specific errors per line of data'. At the bottom left, there is a blue button with a right arrow and the text 'Complete Data Validation'.

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	Item	Count
	New Student	13
	Existing Student, New Enrollment	25
	Existing Student, Existing Enrollment	0

beginning
of the year

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	Item	Count
	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	✓ Import Results
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](#)



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

A screenshot of the SCRIBE Help Desk web application. 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 tabs 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 line. Underneath, there is a sub-section titled "Town Halls" with another horizontal orange line. Below this, it says "Town Halls (3)" and lists three items, each with a book icon: "Attachments - June 5, 2020", "Summer-y Reports - July 10, 2020", and "Enrollment - August 7, 2020".

Thank you for attending!

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

Julie Jaramillo

jjaramillo@xcalibur.com

Allie Sheldon

asheldon@xcalibur.com

