

Attachments

The attachments feature in SCRIBE is a great way to safely and securely store documents as well as to safely and securely transfer personally identifiable information between people who have access to SCRIBE. Where users have the corresponding permissions, they can upload an attachment as well as download any document that has been uploaded as an attachment (see Access to Attachments / Permissions below). Note that all users who can view the attachments can download them, no matter of who uploaded the attachment originally.

The types of files that can be upload as an attachment are:

- PDF (.pdf)
- Excel file or CSV file (.xls, .xlsx, .csv)
- Word document (.doc)
- Image (.gif, .jpg, or .png)
- Plain text document (.txt)
- Rich-text format document (.rft)

There are seven locations to store documents in SCRIBE (each is detailed below):

- Instance
- District
- School
- Student
- Family
- Staff
- Service

Attachment Reports

Once you have uploaded attachments to SCRIBE, you can run reports to get a list of the attachment information at each level of attachment. See the [Attachment Reports folder on the SCRIBE Help Desk](#) for additional information.

Naming Attachments

Best practice suggests establishing grant-wide naming conventions for attachments that allow for fast, easy identification of what data are in each attachment. Be sure to include information like the school year, what type of data are in the document, what school it is for, dates, service names, terms and/or other identifiers. For service attachments, you may want to use the service naming convention. Use naming conventions for naming the file when saving it on your computer as well as when entering the name of the file when attaching it in SCRIBE.

More Information About Attachments

Find additional details about Attachments beginning on pg. 15 of this tutorial:

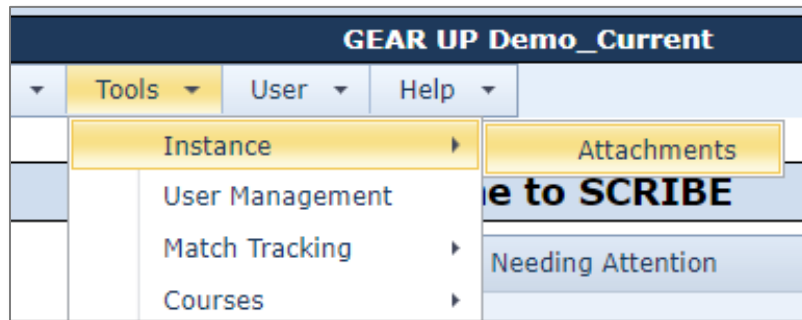
Accessing Attachments / Permissions	p. 14
Attachment Description	p. 15
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Attachment Tags	p. 16
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Grouping the Attachment List	p. 18
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Attachments

Instance Level Attachment

Who has access: Users who have instance-level permissions can upload and download attachments.

1. From the SCRIBE main menu, click **Tools > Instance > Attachments**.



2. The list of current attachments will be displayed in the Attachment List.

SCRIBE Home > Instance Attachment List									
Search									
0% full - Using 41,639 Kbs of your 10,000,000 Kbs. Add									
Drag a column header here to group by that column									
	Attachment Name	Description	File Size (in Kbs)	File Ext	Date Uploaded	Uploaded By	Program(s)	Tag(s)	
Download	19-20_CourseGrades_S1_WBHS	Imported	32	.xlsx	6/3/2020 11:44:52 AM	Allie Sheldon			
Download	19-20_CourseGrades_S2_WBHS		212	.xlsx	6/3/2020 11:45:11 AM	Allie Sheldon			
Download	19-20_MathTutoring_attendance_Jan2020_WBHS		2	.csv	6/3/2020 11:46:59 AM	Allie Sheldon			
3 Items Page 1 of 1 1 Page size: 20									

3. To add a new attachment, click **Add**.

SCRIBE Home > Instance Attachment List									
Search									
0% full - Using 41,639 Kbs of your 10,000,000 Kbs. Add									
Drag a column header here to group by that column									
	Attachment Name	Description	File Size (in Kbs)	File Ext	Date Uploaded	Uploaded By	Program(s)	Tag(s)	
Download	19-20_CourseGrades_S1_WBHS	Imported	32	.xlsx	6/3/2020 11:44:52 AM	Allie Sheldon			
Download	19-20_CourseGrades_S2_WBHS		212	.xlsx	6/3/2020 11:45:11 AM	Allie Sheldon			
Download	19-20_MathTutoring_attendance_Jan2020_WBHS		2	.csv	6/3/2020 11:46:59 AM	Allie Sheldon			
3 Items Page 1 of 1 1 Page size: 20									

Attachments

- a. Click **Browse** to select the file you want to attach from your computer.

SCRIBE Home > Instance Attachment List

Upload Attachment

Select File: *

Attachment Name: *

Description:

Program(s):

☐ GEAR UP ☐ Talent Search ☐ EIP
☐ Upward Bound ☐ Outreach

Tag(s):

<input type="checkbox"/> Photo	<input type="checkbox"/> College Application	<input type="checkbox"/> College Acceptance Letter
<input type="checkbox"/> Student Release Form	<input type="checkbox"/> Transcript/Report Card	<input type="checkbox"/> Attendance Record
<input type="checkbox"/> To Parents	<input type="checkbox"/> From Parents	<input type="checkbox"/> Counselor Notes
<input type="checkbox"/> Sign-in Sheet	<input type="checkbox"/> Permission Form	<input type="checkbox"/> Invoice
<input type="checkbox"/> Matching	<input type="checkbox"/> Survey	<input type="checkbox"/> Standardized Test Results
<input type="checkbox"/> Resume	<input type="checkbox"/> Transportation	<input type="checkbox"/> Food/Dining
<input type="checkbox"/> Hospitality	<input type="checkbox"/> Parent Submitted Documentation	<input type="checkbox"/> Course Related Documentation
<input type="checkbox"/> Event/Service Documentation	<input type="checkbox"/> Health Related Documentation	<input type="checkbox"/> Backup Documentation

Vendor Download Access: ☐ Yes - Vendors can download ☒ No - Vendors can not download

*Vendors are users with limited access to SCRIBE to upload/download vendor specific files.

- b. The **Attachment Name** will default to the name of the file you are attaching; however, you can type a different Attachment Name if needed. See Naming Attachments above (p. 1).
- c. The **Description** is optional. See Attachment Description below (p. 15) for more information and suggestions on the Description.
- d. The **Program(s)** and **Tag(s)** fields are optional. (see additional information below, p. 16)
- e. **Vendor Download Access** will default to No. Only some grants track vendors in SCRIBE. Reach out to your Xcalibur contact for more information on Vendors.
- f. Click **Upload File**. Now the attachment will be listed on the Attachment List. Anyone with access can download this attachment.

Attachments

- Click **Download** next to an attachment to download the file onto your computer.

SCRIBE Home > Instance Attachment List

Search
0% full - Using 41,639 Kbs of your 10,000,000 Kbs. Add

Drag a column header here to group by that column

	Attachment Name	Description	File Size (in Kbs)	File Ext	Date Uploaded	Uploaded By	Program(s)	Tag(s)	
Download	19-20_CourseGrades_S1_WBHS	Imported	32	.xlsx	6/3/2020 11:44:52 AM	Allie Sheldon			
Download	19-20_CourseGrades_S2_WBHS		212	.xlsx	6/3/2020 11:45:11 AM	Allie Sheldon			
Download	19-20_MathTutoring_attendance_Jan2020_WBHS		2	.csv	6/3/2020 11:46:59 AM	Allie Sheldon			

3 Items Page 1 of 1 1 Page size: 20

- Click the **trash can icon** to delete the attachment.

- Click the **pencil icon** to edit the attachment.

SCRIBE Home > Instance Attachment List

Search
0% full - Using 41,639 Kbs of your 10,000,000 Kbs. Add

Drag a column header here to group by that column

	Attachment Name	Description	File Size (in Kbs)	File Ext	Date Uploaded	Uploaded By	Program(s)	Tag(s)	
	<input type="text" value="19-20_CourseGrades_S1_WBHS"/>	<input type="text" value="Imported"/>							
	<p>Attachment Name <input type="text" value="19-20_CourseGrades_S1_WBHS"/></p> <p>Description <input type="text" value="Imported"/></p> <p>Program(s) <input type="checkbox"/> GEAR UP <input type="checkbox"/> Talent Search <input type="checkbox"/> EIP <input type="checkbox"/> Upward Bound <input type="checkbox"/> Outreach</p> <p>Tag(s) <input type="checkbox"/> Photo <input type="checkbox"/> College Application <input type="checkbox"/> College Acceptance Letter <input type="checkbox"/> Student Release Form <input type="checkbox"/> Transcript/Report Card <input type="checkbox"/> Attendance Record <input type="checkbox"/> To Parents <input type="checkbox"/> From Parents <input type="checkbox"/> Counselor Notes <input type="checkbox"/> Sign-in Sheet <input type="checkbox"/> Permission Form <input type="checkbox"/> Invoice <input type="checkbox"/> Matching <input type="checkbox"/> Survey <input type="checkbox"/> Standardized Test Results <input type="checkbox"/> Resume <input type="checkbox"/> Transportation <input type="checkbox"/> Food/Dining <input type="checkbox"/> Hospitality <input type="checkbox"/> Parent Submitted Documentation <input type="checkbox"/> Course Related Documentation <input type="checkbox"/> Event/Service Documentation <input type="checkbox"/> Health Related Documentation <input type="checkbox"/> Backup Documentation</p> <p>Is Vendor <input type="radio"/> Yes <input checked="" type="radio"/> No</p>								
Download	19-20_CourseGrades_S2_WBHS		212	.xlsx	6/3/2020 11:45:11 AM	Allie Sheldon			
Download	19-20_MathTutoring_attendance_Jan2020_WBHS		2	.csv	6/3/2020 11:46:59 AM	Allie Sheldon			

0 Items Page 1 of 1 1 Page size: 20

Note: You can edit the Attachment Name, Description, Program(s), Tag(s) and Is Vendor fields. You cannot edit the document that has been attached, replace the document or upload a new document. If necessary, delete the attachment (using the trash can icon) and upload a new document to attach.

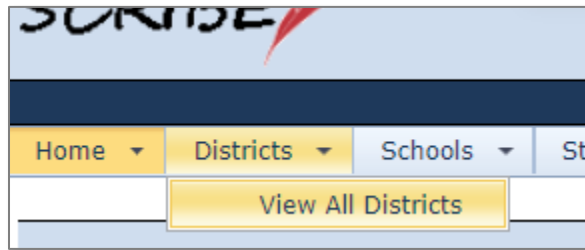
Click the **green check mark** to save the changes. Click the **red X** to cancel the edit and return to the Attachment List.

Attachments

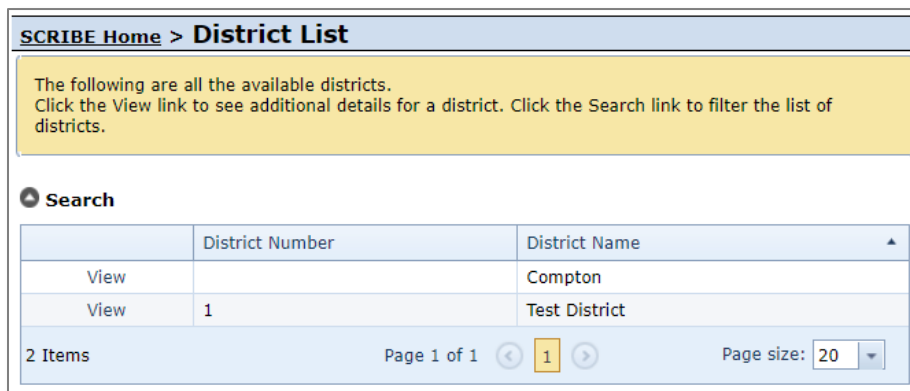
District Attachment

Who has access: Users who have instance-level permissions and district-level permissions.

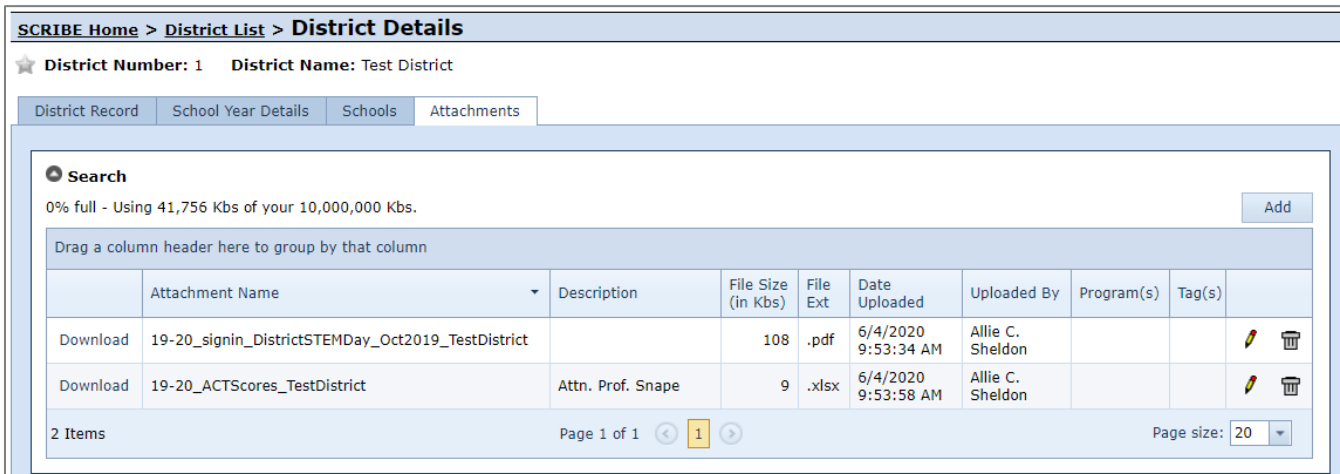
1. From the SCRIBE main menu, click **Districts > View All Districts**.



2. Click **View** next to the District whose attachments you want to view or add to.



3. The list of current attachments will be displayed in the Attachment List.



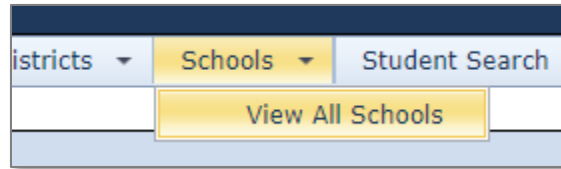
4. Click **Add** to upload a new attachment. Follow the steps outlined in Instance Attachment above (steps #3a-3f on pg. 2-3 of this PDF).
5. Click **Download** to download an attachment on the Attachment List.
6. Click the **trash can icon** to delete the attachment.
7. Click the **pencil icon** to edit the attachment. Follow the steps outlined in Instance Attachment above (step #6 on pg. 4 of this PDF).

Attachments

School Attachment

Who has access: Users who have instance-level, district-level (if the school is in the district for which they have permissions) and school-level permissions for the specific school.

1. From the SCRIBE main menu, click **Schools > View All Schools**.



2. Click **View** next to the School whose attachments you want to view or add to.

SCRIBE Home > School List

The following are all the available schools.
Click the View link to see additional details for a school. Click the Search link to filter the list of schools.

Search

Drag a column header here to group by that column

	School Number	School Name	District Name	Grades
View	1	Bayside Middle School	Test District	7 - 8
View	4	DeGrassi Junior High	Test District	7 - 8
View	1234	GU-Maine Test	Test District	7 - 12
View	2	West Beverly High School	Test District	9 - 12
View	3	William McKinley High School	Test District	9 - 12

5 Items Pages: 1 - 1 (5 items) Page size: All

3. Go to the **Attachments Tab**.
4. The list of current attachments will be displayed in the Attachment List.

SCRIBE Home > School List > School Details

★ **School Number:** 2 **School Name:** West Beverly High School

School Record School Year Details Staff Students Courses Services Student Groups **Attachments**

Search

0% full - Using 41,873 Kbs of your 10,000,000 Kbs. [Add](#)

Drag a column header here to group by that column

	Attachment Name	Description	File Size (in Kbs)	File Ext	Date Uploaded	Uploaded By	Program(s)	Tag(s)	
Download	19-20_procedures_BOYassembly_WBHS	Attn. Mr. White	108	.pdf	6/4/2020 10:03:36 AM	Allie C. Sheldon			Edit Delete
Download	19-20_enrollment_S1_WBHS	Imported	9	.xlsx	6/4/2020 10:03:16 AM	Allie C. Sheldon			Edit Delete

2 Items Page 1 of 1 Page size: 20

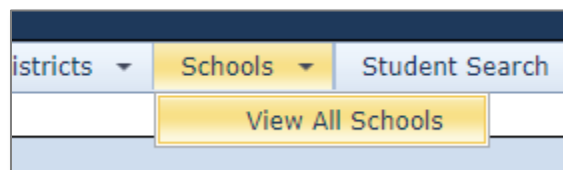
Attachments

5. Click **Add** to upload a new attachment. Follow the steps outlined in Instance Attachment above (steps #3a-3f on pg. 2-3 of this PDF).
6. Click **Download** to download an attachment on the Attachment List.
7. Click the **trash can icon** to delete the attachment.
8. Click the **pencil icon** to edit the attachment. Follow the steps outlined in Instance Attachment above (step #6 on pg. 4 of this PDF).

Student Attachment

Who has access: Users who have instance-level, district-level (if the student attends a school in the district for which they have permissions) and school-level permissions (if the student attends a school for which they have permissions).

1. From the SCRIBE main menu, click **Schools > View All Schools**.



2. Click **View** next to the School where the student attends.

SCRIBE Home > School List

The following are all the available schools.
Click the View link to see additional details for a school. Click the Search link to filter the list of schools.

Search

Drag a column header here to group by that column

	School Number	School Name	District Name	Grades
View	1	Bayside Middle School	Test District	7 - 8
View	4	DeGrassi Junior High	Test District	7 - 8
View	1234	GU-Maine Test	Test District	7 - 12
View	2	West Beverly High School	Test District	9 - 12
View	3	William McKinley High School	Test District	9 - 12

5 Items Pages: 1 - 1 (5 items) Page size: All

3. Click on the **Students Tab**.

Attachments

- Click **View** next to the name of the student whose attachments you want to view or add to.

SCRIBE Home > School List > School Details

★ **School Number:** 2 **School Name:** West Beverly High School

School Record School Year Details Staff **Students** Courses Services Student Groups Attachments

The following are the students enrolled at this school.
Click the add button to enroll a student at the school.


🔍 **Search** Add

Drag a column header here to group by that column

	Student ID	School-Student Id	First Name	Middle Name	Last Name ▲	Birthdate	School	Grade
View	432124		Bruce	Hulk	Banner	12/18/2004	West Beverly High School	12
View	108644		James	Bucky	Barnes	3/10/2002	West Beverly High School	11
View	789101		Luke		Cage	7/2/2004	West Beverly High School	11
View	108643		Peggy		Carter	4/9/2001	West Beverly High School	10
View	789789		Mike		Colter	8/26/2000	West Beverly High School	12
View	123456		Carol	Susan Jane	Danvers	10/4/2000	West Beverly	12

- The list of current attachments will be displayed in the Attachment List.

SCRIBE Home > School List > School Details > Student Details





★ **Student ID:** 123456 **Student Name:** Carol Susan Jane Danvers 



Demographics Notes Family Enrollment Standardized Tests Participation Groups **Attachments** College Enrollment

🔍 **Search** Add

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Drag a column header here to group by that column

	Attachment Name ▼	Description	File Size (in Kbs)	File Ext	Date Uploaded	Uploaded By	Program(s)	Tag(s)	
Download	19-20_ParentMeeting_Jan2020_C.Danvers		108	.pdf	6/4/2020 10:12:12 AM	Allie C. Sheldon			 
Download	18-19_transferdetails_KreeHS_CarolDanvers	Attn. Prof. McGonnogal	108	.pdf	6/4/2020 10:13:57 AM	Allie C. Sheldon			 

2 Items Page 1 of 1  **1**  Page size: 20 ▼

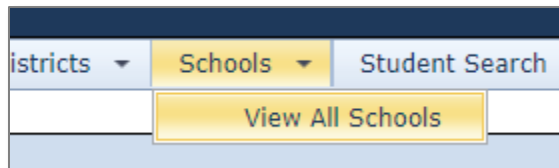
- Click **Add** to upload a new attachment. Follow the steps outlined in Instance Attachment above (steps #3a-3f on pg. 2-3 of this PDF).
- Click **Download** to download an attachment on the Attachment List.
- Click the **trash can icon** to delete the attachment.
- Click the **pencil icon** to edit the attachment. Follow the steps outlined in Instance Attachment above (step #6 on pg. 4 of this PDF).

Attachments

Family Attachment

Who has access: Users who have instance-level, district-level (if the student attends a school in the district for which they have permissions) and school-level permissions (if the family's student attends a school for which they have permissions).

1. From the SCRIBE main menu, click **Schools > View All Schools**.



2. Click **View** next to the School where the student attends whose family member you want to view.

SCRIBE Home > School List

The following are all the available schools.
Click the View link to see additional details for a school. Click the Search link to filter the list of schools.

Search

Drag a column header here to group by that column

	School Number	School Name	District Name	Grades
View	1	Bayside Middle School	Test District	7 - 8
View	4	DeGrassi Junior High	Test District	7 - 8
View	1234	GU-Maine Test	Test District	7 - 12
View	2	West Beverly High School	Test District	9 - 12
View	3	William McKinley High School	Test District	9 - 12

5 Items Pages: 1 - 1 (5 items) Page size: All

3. Click on the **Students Tab**.
4. Click **View** next to the name of the student whose family's attachments you want to view or add to.

SCRIBE Home > School List > School Details

★ **School Number:** 2 **School Name:** West Beverly High School

School Record School Year Details Staff **Students** Courses Services Student Groups Attachments

The following are the students enrolled at this school.
Click the add button to enroll a student at the school.

Search [Add](#)


Drag a column header here to group by that column

	Student ID	School-Student Id	First Name	Middle Name	Last Name	Birthdate	School	Grade
View	432124		Bruce	Hulk	Banner	12/18/2004	West Beverly High School	12
View	108644		James	Bucky	Barnes	3/10/2002	West Beverly High School	11
View	789101		Luke		Cage	7/2/2004	West Beverly High School	11

Attachments

- Go to the **Family Tab**.



SCRIBE Home > School List > School Details > Student Details

★ **Student ID:** 123456 **Student Name:** Carol Susan Jane Danvers 

Demographics Notes **Family** Enrollment Standardized Tests Participation Groups Attachments

The following are the family members of the student.
Click the add button to add a family member for this student.

[Add](#)

	First Name	Last Name	Family Member Type	
View	Joe	Danvers	Father	
View	Marie	Danvers	Mother	

- Click **View** next to the family member whose attachments you want to view or add to.
- Go to the **Attachments Tab**. The list of current attachments will be displayed in the Attachment List.

SCRIBE Home > School List > School Details > Student Details > Family Member Details





Id: None **Name:** Danvers, Marie

Demographics Participation **Attachments**

🔍 **Search**

0% full - Using 42,206 Kbs of your 10,000,000 Kbs. [Add](#)

Drag a column header here to group by that column

	Attachment Name	Description	File Size (in Kbs)	File Ext	Date Uploaded	Uploaded By	Program(s)	Tag(s)	
Download	19-20_parentpledge_S1_Danvers		108	.pdf	6/4/2020 10:21:36 AM	Allie C. Sheldon			 
Download	18-19_FAFSAchecklist_parents_Danvers	Imported	9	.xlsx	6/4/2020 10:21:25 AM	Allie C. Sheldon			 

2 Items Page 1 of 1 [1](#) Page size: 20

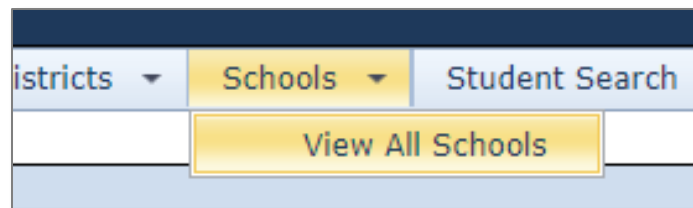
- Click **Add** to upload a new attachment. Follow the steps outlined in Instance Attachment above (steps #3a-3f on pg. 2-3 of this PDF).
- Click **Download** to download an attachment on the Attachment List.
- Click the **trash can icon** to delete the attachment.
- Click the **pencil icon** to edit the attachment. Follow the steps outlined in Instance Attachment above (step #6 on pg. 4 of this PDF).

Attachments

Staff Attachment

Who has access: Users who have instance-level, district-level (if the staff works at a school in the district for which they have permissions) and school-level permissions (if the staff works at a school for which they have permissions).

1. From the SCRIBE main menu, click **Schools > View All Schools**.



2. Click **View** next to the School where the staff member works.

SCRIBE Home > School List

The following are all the available schools.
Click the View link to see additional details for a school. Click the Search link to filter the list of schools.

Search

Drag a column header here to group by that column

	School Number	School Name	District Name	Grades
View	1	Bayside Middle School	Test District	7 - 8
View	4	DeGrassi Junior High	Test District	7 - 8
View	1234	GU-Maine Test	Test District	7 - 12
View	2	West Beverly High School	Test District	9 - 12
View	3	William McKinley High School	Test District	9 - 12

5 Items Pages: 1 - 1 (5 items) Page size: All

3. Click on the **Staff Tab**.
4. Click **View** next to the name of the staff whose attachments you want to view or add to.

Attachments

SCRIBE Home > School List > School Details

★ **School Number:** 2 **School Name:** West Beverly High School

School Record School Year Details **Staff** Students Courses Services Student Groups Attachments

The following are the staff assigned to this school.
Click the add button to add a staff to the school.

🔍 **Search** Add

Drag a column header here to group by that column

	Staff Id	First Name	Middle Name	Last Name ▲	Grade	Is Primary School	Is Service Participant Only
View	ALBUS.DUMBLEDORE@HOGWARTS.EDU	Albus		Dumbledore		Yes	No
View	ARGUS.FILCH@HOGWARTS.EDU	Argus		Filch		Yes	No
View	RUBEUS.HAGRID@HOGWARTS.EDU	Rubeus		Hagrid		Yes	No
View	ROLANDA.HOOCH@HOGWARTS.EDU	Rolanda		Hooch		Yes	No
View	REMUS.LUPIN@HOGWARTS.EDU	Remus		Lupin		Yes	No
View	MINERVA.MCGONAGALL@HOGWARTS.EDU	Minderva		McGonagall		Yes	No
View	ALASTOR.MOODY@HOGWARTS.EDU	Alastor		Moody		Yes	No

5. Go to the **Attachments Tab**. The list of current attachments will be displayed in the Attachment List.

SCRIBE Home > School List > School Details > Staff Details





★ **Staff Id:** RUBEUS.HAGRID@HOGWARTS.EDU **Staff Name:** Hagrid, Rubeus

Demographics Notes School Assignments Participation **Attachments**

🔍 **Search** Add

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Drag a column header here to group by that column

	Attachment Name ▼	Description	File Size (in Kbs)	File Ext	Date Uploaded	Uploaded By	Program(s)	Tag(s)	
Download	19-20_TeachingSchedule_S1_R.Hagrid		108	.pdf	6/4/2020 10:30:45 AM	Allie C. Sheldon			 
Download	18-19_TravelExpenses_NCCEPCBW_Feb2020_Hagrid	processed	9	.xlsx	6/4/2020 10:30:38 AM	Allie C. Sheldon			 

2 Items Page 1 of 1 ◀ 1 ▶ Page size: 20 ▼

6. Click **Add** to upload a new attachment. Follow the steps outlined in Instance Attachment above (steps #3a-3f on pg. 2-3 of this PDF).
7. Click **Download** to download an attachment on the Attachment List.
8. Click the **trash can icon** to delete the attachment.
9. Click the **pencil icon** to edit the attachment. Follow the steps outlined in Instance Attachment above (step #6 on pg. 4 of this PDF).
- 10.

Attachments

Service Attachment

Who has access: Users who have instance-level, district-level (if the service is associated with a school in a district for which they have permissions) and school-level permissions (if the service is associated with a school for which they have permissions).

1. From the SCRIBE main menu, click **Services > View All Services**.



2. Click **View** next to the Service whose attachments you want to view or add to.

SCRIBE Home > Service List									
The following are all the services. Click the view link to see additional details for a service. Click the search link to filter the list of services. Click the add button to add a new service.									
<div> <div>Search</div> <div>Add</div> </div>									
Drag a column header here to group by that column									
	Start Date	Service Name	Service Type	Service Type Additional Information	Is STEM?	Person Type(s)	School(s)	Participants	Hours
View	8/1/2019	OneT.FAC.FAFSAworkshop.Aug2019.WBHS	FAC - Financial Aid Counseling / Advising		No	Student	West Beverly High School	0	0 Hrs 0 Mins
View	9/1/2019	Rec.SWS.FridayWorkshop.Sep2019.WBHS	SWS - Student Workshops		No	Student	West Beverly High School	0	0 Hrs 0 Mins
View	10/1/2019	Rec.TMT.AlgebraAfterSchool.Oct2019.WBHS	T - Tutoring		No	Student	West Beverly High School	10	50 Hrs 15 Mins
View	11/1/2019	OneT.CSS.UTSA.Nov2019.WBHS	CSS - College Student Shadowing	testing123	No	Student	West Beverly High School	0	0 Hrs 0 Mins
View	12/1/2019	Rec.MEN.peer.Dec2019.WBHS	MEN - Mentoring		No	Student	West Beverly High School	0	0 Hrs 0 Mins
View	4/1/2020	Rec.MEN.FridayZoom.Apr2020.WBHS	MEN - Mentoring		No	Student	West Beverly High School	0	0 Hrs 0 Mins
								Total: 10	Total: 50 Hrs 15 Mins
<div> <div>0 Items</div> <div>Page 1 of 1</div> <div>1</div> <div>Page size: 20</div> </div>									

3. Go to the **Attachments Tab**. The list of current attachments will be displayed in the Attachment List.

Attachments

SCRIBE Home > Service List > Service Details

★ **Service Name:** Rec.TMT.AlgebraAfterSchool.Oct2019.WBHS **Start Date:** 10/1/2019 **End Date:** 10/31/2019

Service Details | Participation | Service Summary | **Attachments**

🔍 **Search**

0% full - Using 42,323 Kbs of your 10,000,000 Kbs. Add

Drag a column header here to group by that column

	Attachment Name	Description	File Size (in Kbs)	File Ext	Date Uploaded	Uploaded By	Program(s)	Tag(s)	
Download	Rec.TMT.AlgebraAfterSchool.Oct2019.WBHS_attendance	imported	9	.xlsx	6/3/2020 12:01:40 PM	Allie Sheldon			
Download	Rec.TMT.AlgebraAfterSchool.Oct2019.WBHS_agenda		30	.pdf	6/3/2020 12:01:23 PM	Allie Sheldon			

2 Items Page 1 of 1 1 Page size: 20

- Click **Add** to upload a new attachment. Follow the steps outlined in Instance Attachment above (steps #3a-3f on pg. 2-3 of this PDF).
- Click **Download** to download an attachment on the Attachment List.
- Click the **trash can icon** to delete the attachment.
- Click the **pencil icon** to edit the attachment. Follow the steps outlined in Instance Attachment above (step #6 on pg. 4 of this PDF).

Access to Attachments / Permissions

SCRIBE users from the same GEAR UP grant can have different permission levels within SCRIBE, depending on what levels and types of data they need access to. Users can upload and download attachments at whatever level(s) they have permissions.

Instance-level access allows users to see all data for of the all districts under the GEAR UP grant, which includes data associated with all the schools in all the districts (students, services, participation, staff). Users have access to all types of attachments.

District-level access allows users to see data for a specific district which includes data associated with all the schools in that district (students, services, participation, staff). Users may have access to one district or more than one district, depending on the needs of their role in GEAR UP. However, they cannot see data associated with any districts they do not have access to, even in the same GEAR UP grant. Users have access to District, School, Student, Family, Staff and Service attachments.

School-level access allows users to see data for a specific school (students, services, participation, staff). Users may have access to one school or more than one school, depending on the needs of their role in GEAR UP. However, they cannot see data associated with any schools they do not have access to, even in the same GEAR UP grant. Users have access to School, Student, Family, Staff and Service attachments.

Attachments

Attachment Description

The Attachment Description is an optional field to use for all seven locations of attachments. Users can complete the Description field when they are uploading an attachment or users can fill in the Description field any time after the attachment is uploaded (click the pencil icon next to the attachment to edit the fields).

The Description field can be used for tracking the status of a file. For example, whether the data has been imported into SCRIBE (once a user has imported the file into SCRIBE, they can change the Description to say "Imported."). The Description field can also be used to indicate for whom the file was uploaded, which may facilitate that person finding the correct file in the Attachment List.







Brainstorm with your data team what Descriptions may be useful for attachments and use standardized descriptions across all attachment locations and across school years.

SCRIBE Home > Instance Attachment List

Search

0% full - Using 41,639 Kbs of your 10,000,000 Kbs. Add

Drag a column header here to group by that column

	Attachment Name	Description	File Size (in Kbs)	File Ext	Date Uploaded	Uploaded By	Program(s)	Tag(s)	
Download	19-20_CourseGrades_S1_WBHS	Imported	32	.xlsx	6/3/2020 11:44:52 AM	Allie Sheldon			 
Download	19-20_CourseGrades_S2_WBHS	attn. Prof McGonagall	212	.xlsx	6/3/2020 11:45:11 AM	Allie Sheldon			 
Download	19-20_MathTutoring_attendance_Jan2020_WBHS		2	.csv	6/3/2020 11:46:59 AM	Allie Sheldon			 

3 Items Page 1 of 1 Page size: 20

SCRIBE Home > Instance Attachment List

Upload Attachment

Select File: Browse... *

Attachment Name: *

Description:

Program(s):

☐ GEAR UP ☐ Talent Search ☐ EIP

☐ Upward Bound ☐ Outreach

Tag(s):

☐ Photo ☐ Student Release Form ☐ To Parents ☐ Sign-in Sheet ☐ Matching ☐ Resume ☐ Hospitality ☐ Event/Service Documentation

☐ College Application ☐ Transcript/Report Card ☐ From Parents ☐ Permission Form ☐ Survey ☐ Transportation ☐ Parent Submitted Documentation ☐ Health Related Documentation

☐ College Acceptance Letter ☐ Attendance Record ☐ Counselor Notes ☐ Invoice ☐ Standardized Test Results ☐ Food/Dining ☐ Course Related Documentation ☐ Backup Documentation

Vendor Download Access:

☐ Yes - Vendors can download ☒ No - Vendors can not download

*Vendors are users with limited access to SCRIBE to upload/download vendor specific files.

Upload File Cancel

Attachments

Attachment Program(s)

The Attachment Program is an optional field to use for all seven locations of attachments. Users can check the box next to the associated Program(s) when they are uploading an attachment or users can check the program boxes any time after the attachment is uploaded (click the pencil icon next to the attachment to edit the fields).

The Attachment Program(s) field can be used for tracking which program(s) the file is associated with. For example, you might upload a sign-in sheet for a service that was held specifically for students in the GEAR UP program, in which case you could check the box next to GEAR UP in the Program(s) field.

Note: If your grant does not use Programs, you will see GEAR UP as the only program option.

The program checkbox is exclusive to the particular attachment file and will not affect students or staff assigned to programs or any other program data.

SCRIBE Home > Instance Attachment List

Upload Attachment

Select File: *

Attachment Name: *

Description:

Program(s):

- ☐ GEAR UP
- ☐ Talent Search
- ☐ EIP
- ☐ Upward Bound
- ☐ Outreach

Tag(s):

<input type="checkbox"/> Photo	<input type="checkbox"/> College Application	<input type="checkbox"/> College Acceptance Letter
<input type="checkbox"/> Student Release Form	<input type="checkbox"/> Transcript/Report Card	<input type="checkbox"/> Attendance Record
<input type="checkbox"/> To Parents	<input type="checkbox"/> From Parents	<input type="checkbox"/> Counselor Notes
<input type="checkbox"/> Sign-in Sheet	<input type="checkbox"/> Permission Form	<input type="checkbox"/> Invoice
<input type="checkbox"/> Matching	<input type="checkbox"/> Survey	<input type="checkbox"/> Standardized Test Results
<input type="checkbox"/> Resume	<input type="checkbox"/> Transportation	<input type="checkbox"/> Food/Dining
<input type="checkbox"/> Hospitality	<input type="checkbox"/> Parent Submitted Documentation	<input type="checkbox"/> Course Related Documentation
<input type="checkbox"/> Event/Service Documentation	<input type="checkbox"/> Health Related Documentation	<input type="checkbox"/> Backup Documentation

Vendor Download Access: ☐ Yes - Vendors can download ☒ No - Vendors can not download

*Vendors are users with limited access to SCRIBE to upload/download vendor specific files.

Attachment Tag(s)

The Attachment Tag(s) is an optional field to use for all seven locations of attachments. Users can check the box next to the associated Tag(s) when they are uploading an attachment or users can check the tag boxes any time after the attachment is uploaded (click the pencil icon next to the attachment to edit the fields).

The Attachment Tags(s) field can be used for tracking which category/categories the file is associated with. For the tags feature to be the most effective, it is important to be consistent with the use of Tags. Make sure everyone who is uploading attachments is aware of the tag feature and criteria you have laid out.

Attachments

SCRIBE Home > Instance Attachment List

Upload Attachment

Select File: *

Attachment Name: *

Description:

Program(s):

☐ GEAR UP
☐ Talent Search
☐ EIP
☐ Upward Bound
☐ Outreach

Tag(s):

☐ Photo
☐ Student Release Form
☐ To Parents
☐ Sign-in Sheet
☐ Matching
☐ Resume
☐ Hospitality
☐ Event/Service Documentation
☐ College Application
☐ Transcript/Report Card
☐ From Parents
☐ Permission Form
☐ Survey
☐ Transportation
☐ Parent Submitted Documentation
☐ Health Related Documentation
☐ College Acceptance Letter
☐ Attendance Record
☐ Counselor Notes
☐ Invoice
☐ Standardized Test Results
☐ Food/Dining
☐ Course Related Documentation
☐ Backup Documentation

Vendor Download Access:
☐ Yes - Vendors can download
☒ No - Vendors can not download

*Vendors are users with limited access to SCRIBE to upload/download vendor specific files.

Sorting the Attachment List

It is possible to sort the attachment list in ascending order (A through Z) or descending (Z through A) order by clicking on the column heading you want to sort. Clicking the column heading once will sort in ascending order, clicking the column heading again will sort in descending order.

A blue triangle will appear next to the column header indicating that is the column by which the list is being sorted. A triangle pointing up indicates the column is sorted in ascending order, a triangle pointing down indicates the column is sorted in descending order. In the example below, the Attachment List is sorted in ascending order by the Attachment Name.

SCRIBE Home > Instance Attachment List

Search

0% full - Using 41,639 Kbs of your 10,000,000 Kbs.

Drag a column header here to group by that column

	Attachment Name ▲	Description	File Size (in Kbs)	File Ext	Date Uploaded	Uploaded By	Program(s)	Tag(s)	
Download	19-20_CourseGrades_S1_WBHS	Imported	32	.xlsx	6/3/2020 11:44:52 AM	Allie Sheldon			
Download	19-20_CourseGrades_S2_WBHS		212	.xlsx	6/3/2020 11:45:11 AM	Allie Sheldon			
Download	19-20_MathTutoring_attendance_Jan2020_WBHS		2	.csv	6/3/2020 11:46:59 AM	Allie Sheldon			

3 Items
Page 1 of 1
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Attachments

column header here to group by that column		
	Attachment Name	De
ad	19-20_CourseGrades_S1_WBHS	Im

Note: Any attachment list and most lists in SCRIBE can be sorted in this way (e.g., Student List, Service List, School List, etc.).

Grouping the Attachment List

Drag a column header into the blue field above the column headers to group the attachments by that header. In the example below, the Attachment List is grouped by the File Ext (the file type). This means that all the .csv files will be listed in one group, all of the .xlsx files listed in one group, all .jpeg files, etc. until all files of the same type are in their own group.

SCRIBE Home > Instance Attachment List

Search
 0% full - Using 41,639 Kbs of your 10,000,000 Kbs.
 Add

File Ext

	Attachment Name	Description	File Size (in Kbs)	Date Uploaded	Uploaded By	Program(s)	Tag(s)	
▼ File Ext: .csv	Download 19-20_MathTutoring_attendance_Jan2020_WBHS		2	6/3/2020 11:46:59 AM	Allie Sheldon			
▼ File Ext: .xlsx	Download 19-20_CourseGrades_S2_WBHS	attn. Prof McGonagall	212	6/3/2020 11:45:11 AM	Allie Sheldon			
	Download 19-20_CourseGrades_S1_WBHS	Imported	32	6/3/2020 11:44:52 AM	Allie Sheldon			

3 Items
 Page 1 of 1
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 Page size: 20

0% full - Using 41,639 Kbs of you

File Ext

	Attachment Name
▼ File Ext: .csv	Download 19-20_MathTutoring
▼ File Ext: .xlsx	Download 19-20_CourseGrad

Attachments

Attachments can still be sorted ascending or descending by clicking on any column header, however they will be sorted accordingly within each group (e.g., all the .csv files will be sorted within the .csv group).

Note: Any attachment list and most other lists in SCRIBE can be grouped in this way (e.g., Student List, Service List, School List, etc.).

Searching for an Attachment

Narrow the number of attachments that are displayed on the Attachment List by narrowing the parameters through the Search box or search for a specific attachment.

1. Click the grey circle with white triangle next to **Search** to uncover the Search box.

The screenshot shows the 'Instance Attachment List' search interface. At the top, there is a breadcrumb trail: 'SCRIBE Home > Instance Attachment List'. Below this is a search section with a grey circle and a white triangle icon next to the word 'Search'. The search form includes several fields: 'Attachment Name:' (text input), 'Description:' (text input), 'File Extension:' (dropdown menu), 'Upload Date:' (date range selector with 'To' and 'From' fields), 'Program(s):' (checkboxes for GEAR UP, Talent Search, EIP, Upward Bound, Outreach, and Not Associated to any Program), 'Tag(s):' (checkboxes for Photo, Transcript/Report Card, Counselor Notes, Matching, Transportation, Course Related Documentation, Not Associated to any Tag, College Application, Attendance Record, Sign-in Sheet, Survey, Food/Dining, Event/Service Documentation, College Acceptance Letter, To Parents, Permission Form, Standardized Test Results, Hospitality, Health Related Documentation, Student Release Form, From Parents, Invoice, Resume, Parent Submitted Documentation, and Backup Documentation), and 'Vendor Download Access:' (radio buttons for Yes - Vendor can download, No - Vendor can not download, and All, with 'All' selected). A note at the bottom states: '*Vendors are users with limited access to SCRIBE to upload/download vendor specific files.' At the bottom left are 'Reset' and 'Search' buttons.

2. Complete any field(s) to search for attachments matching the parameters.
3. Click **Search**.

Additional Resources

The SCRIBE Town Hall from 6/5/20 discussed Attachments.

Watch the [recording of the webinar and download the powerpoint](#) in the Town Hall folder on the Help Desk. [Attachment Reports folder](#) in the Help Desk

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