

District Level Attachments Report

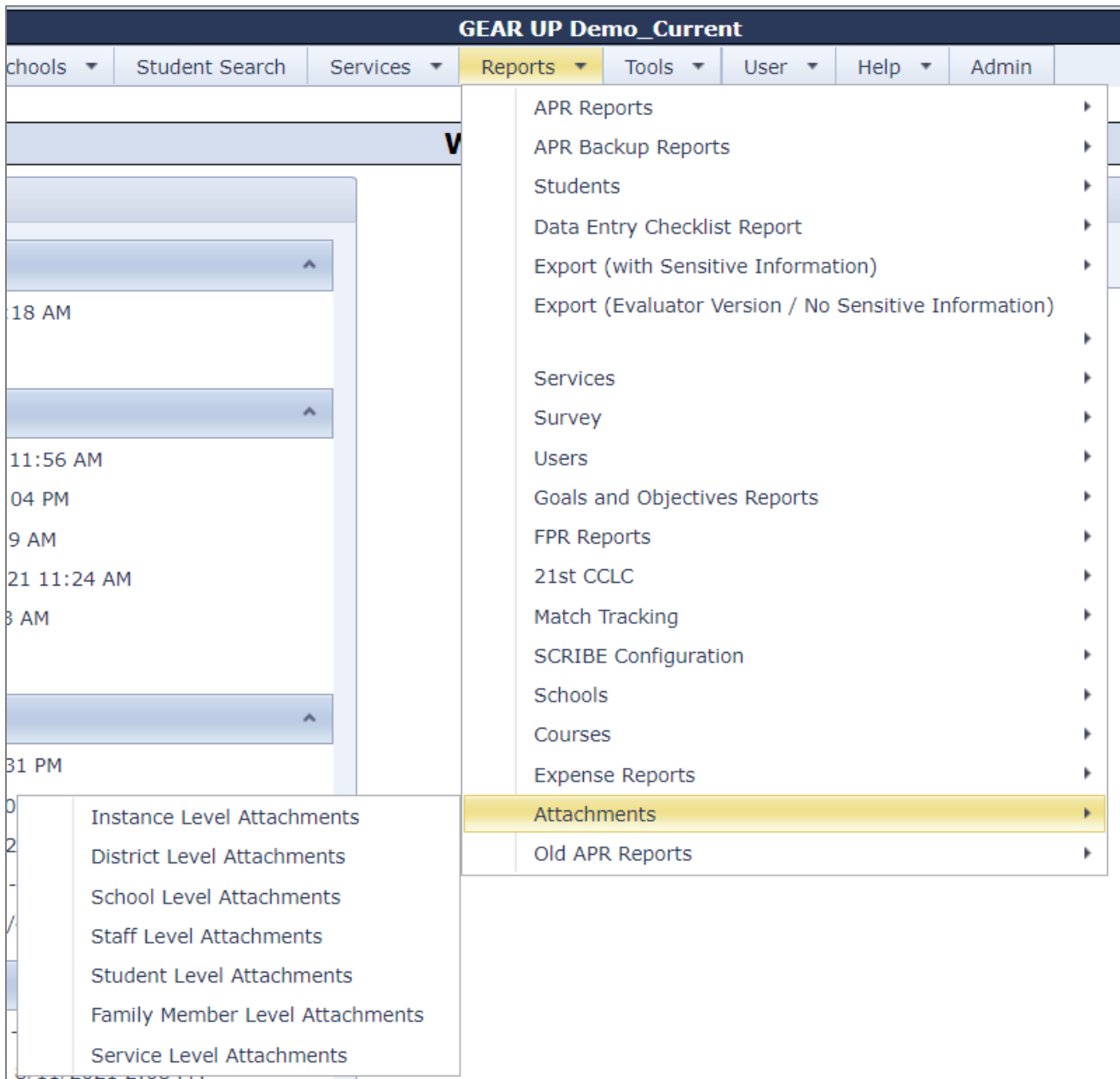
This tutorial details the district-level attachments report. For more information on the other levels of attachments reports, go to the [Attachment Reports folder](#) in the Help Desk.

There are several new reports in SCRIBE that list attachment details like attachment name, file type and tags for the seven different levels at which you can attach documents. These new reports are an easy way to see where attachments have been uploaded, when, and what types of documents they are.

District Level Attachments Report

All attachment reports are in SCRIBE under the Reports tab. If you do not see the Attachment option, submit a [Help Desk ticket](#) so they can be added to your SCRIBE district.

1. In SCRIBE, click **Reports > Attachments > District Level Attachments**



District Level Attachments Report

2. Select the Report Filters:

- a. **School Year(s):** Select the school year(s) to display the district(s) that were active during those years. There may have been different districts active earlier in your grant cycle (e.g., middle schools) than districts active in the later years (e.g., high schools or post-secondary institutions). As you select different school year(s) you may see the District(s) displayed change.

Note: School Year(s) filter does not pertain to the school year during which the attachments were uploaded to SCRIBE. The report will display all attachments that have been attached at the district-level for whichever district(s) you select under District(s). To filter the attachments displayed on the report by the date they were attached in SCRIBE, use the Attachment Date filter (details below).

- b. **District(s):** Select which district(s) whose attachments you would like displayed on the report. Only those districts that were active in SCRIBE during the School Year(s) selected will be available to select in the District(s) filter.

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SCRIBE Home > District Level Attachments

District Level Attachments

Report Filters

School Year(s): *

☐ 2021 - 2022

☐ 2017 - 2018

☒ 2020 - 2021

☐ 2016 - 2017

☐ 2019 - 2020

☐ 2015 - 2016

☐ 2018 - 2019

District(s): *

☒ Instance - GEAR UP Demo_Current
☐ District - Portland Public Schools
☐ District - Training District

Attachment Date: Custom ▾

To

Attachment Types:
☐ Select All

☐ .csv

☐ .doc

☐ .docx

☐ .gif

☐ .jpg

☐ .pdf

☐ .png

☐ .rtf

☐ .txt

☐ .xls

☐ .xlsb

☐ .xlsx

Attachment Tags:
☐ Select All

☐ Attendance Record

☐ Backup Documentation

☐ College Acceptance Letter

☐ College Application

☐ Counselor Notes

☐ Course Related Documentation

☐ Event/Service Documentation

☐ Food/Dining

☐ From Parents

☐ Health Related Documentation

☐ Hospitality

☐ Invoice

☐ Matching

☐ Parent Submitted Documentation

☐ Permission Form

☐ Photo

☐ Resume

☐ Sign-in Sheet

☐ Standardized Test Results

☐ Student Release Form

☐ Survey

☐ To Parents

☐ Transcript/Report Card

☐ Transportation

Programs:
☐ Select All

☐ EIP

☐ GEAR UP

☐ Talent Search

☐ Upward Bound

Uploaded By: --- Select One --- ▾

Report Format: *

☒ EXCEL
 ☐ PDF

Generate Report

3. Narrow the list of attachments on the report by using any/all of the other filter options:
 - a. **Attachment Date:** Select **Custom** from the dropdown menu and enter a custom date range. Only attachments that were attached at the district-level between the date range will be displayed on the report.

Select **Month** from the dropdown menu. Then select the month and year from the dropdown

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menus that will appear. Only attachments that were attached at the district-level during the month selected will be displayed on the report.

If no Attachment Date is specified, the report will display all attachments that have ever been attached to district-level attachments.

- b. **Attachment Types:** Select which type(s) of files you would like displayed on the report.

If no Attachment Type is specified, the report will display all attachment types that have been attached to district-level attachments.

- c. **Attachment Tags:** Any district-level attachments that have been tagged with the selected tags will be displayed on the report. Tags are added when the file is uploaded to district-level attachments. You can check the tag boxes any time after the attachment is uploaded by editing the attachment. Find additional information about tags in [Attachments](#) on the Help Desk.

If no Attachment Tag is specified, the report will display all attachments that have been attached to district-level attachments, whether they have tags or not.

- d. **Programs:** Any district-level attachments that have been associated with the selected Program(s) will be displayed on the report. You can associate an attachment with the program when the file is uploaded to district-level attachments. You can associate the file to a program any time after the attachment is uploaded by editing the attachment. Find additional information about programs in [Attachments](#) on the Help Desk.

Note: The Programs filter is specific to whether the attachment has been associated with any program. This does not have anything to do with whether students or staff are associated with any programs.

If no Program is specified, the report will display all attachments that have been attached to district-level attachments, whether they are associated with a program or not.

- e. **Uploaded By:** Select a person from the dropdown menu. Only attachments that were attached at the district-level by that person will be displayed on the report.

If no Uploaded By person is specified, the report will display all attachment types that have been attached to district-level attachments.

- f. **Report Format:** Select EXCEL or PDF. Best practice is to run the report as an **Excel** file (spreadsheet) so you can sort, filter, rearrange, and otherwise manipulate the report if desired, whereas a PDF is a fixed file that cannot be edited.

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4. Click **Generate Report**.

	A	B	C	D	E	F	G	H	I
1	District Level Attachments								
2	District(s): Training District								
3	School Year(s): 2020-2021								
9	District Number	District	Attachment Name	File Name	File Extension	Date Uploaded	Uploaded By	Program(s)	Tag(s)
10	1	Training District	2019_Semester1grades_Bayside	2019_Semester1grades_Bayside	.xlsx	12/3/2019	Allie Sheldon	GEAR UP	
11	1	Training District	GEAR UP Contract for parents	GEAR UP Contract for parents	.pdf	6/3/2020	Allie Sheldon		To Parents, Backup Documentation
12	1	Training District	Attendance for staff PD	Attendance for staff PD	.csv	9/12/2021	Allie Sheldon		Attendance Record

Additional resources

[Attachments](#) – a detailed PDF for how to access all 7 types of attachments and other notes on naming, sorting, permissions

[Town Hall from 6/5/2020 where attendees discussed attachments – recording, slides and notes](#)