

School Level Attachments Report

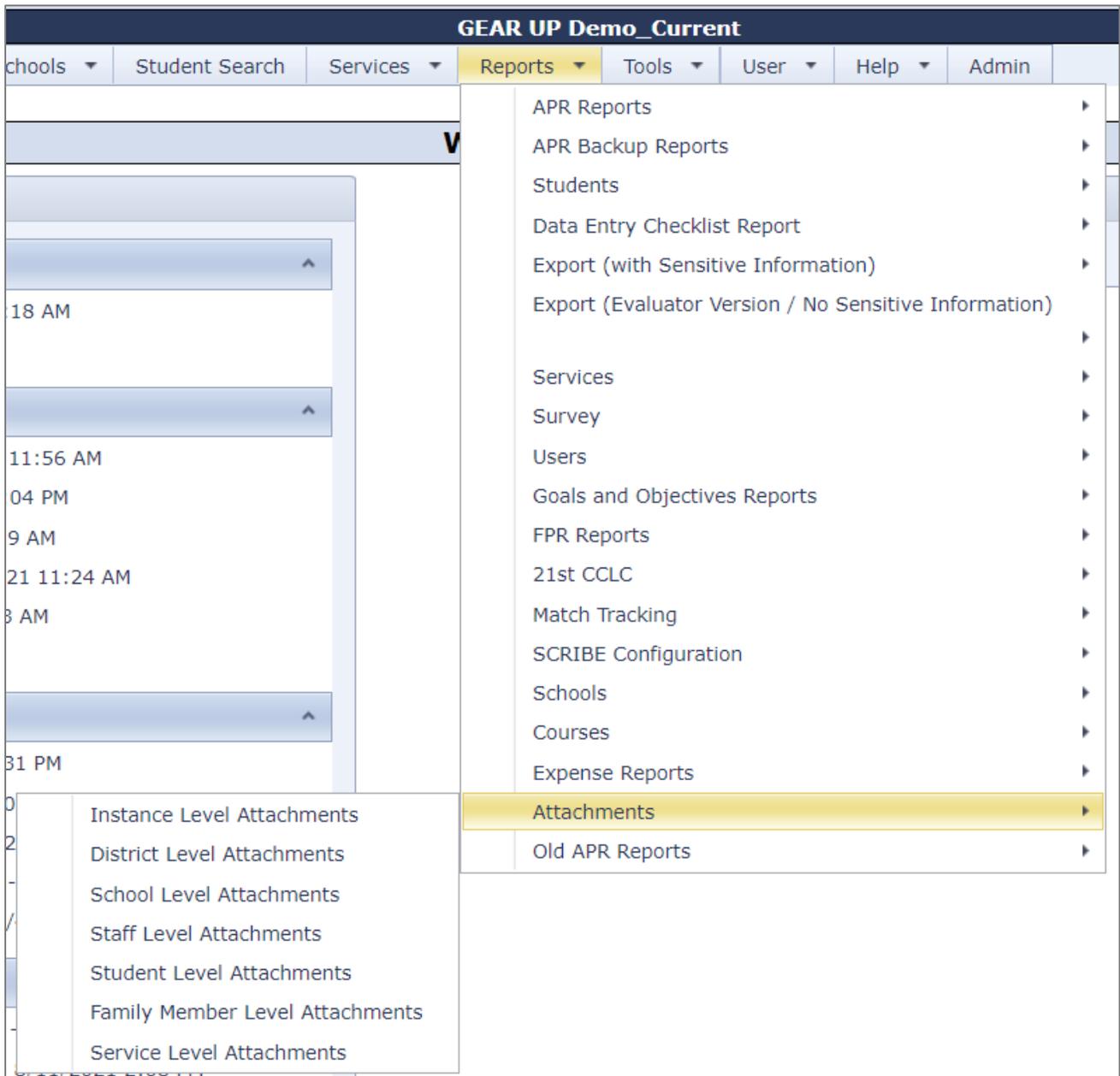
This tutorial details the school-level attachments report. For more information on the other levels of attachments reports, go to the [Attachment Reports folder](#) in the Help Desk.

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.

School 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 school.

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



School Level Attachments Report

2. Select the Report Filters:

- a. **School Year(s):** Select the school year(s) to display the schools that were active during those years. There may have been different schools active earlier in your grant cycle (e.g., middle schools) than schools active in the later years (e.g., high schools or post-secondary institutions). As you select different school year(s) you may see the School(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 school-level for whichever school(s) you select under School(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. **School(s):** Select which school(s) whose school-level attachments you would like displayed on the report. Only those schools that were active in SCRIBE during the School Year(s) selected will be available to select in the School(s) filter.

The screenshot shows the 'School Level Attachments' report filter interface. At the top, there is a breadcrumb trail: 'SCRIBE Home > School Level Attachments'. Below this is a yellow header bar with the text 'School Level Attachments'. The main content area is titled 'Report Filters' and contains three sections:

- School Year(s): *** A list of checkboxes for school years: 2021 - 2022, 2020 - 2021 (checked), 2019 - 2020, 2018 - 2019, 2017 - 2018, and 2016 - 2017.
- School(s): *** A tree view of schools. The 'Instance - GEAR UP Demo_Current' is expanded, showing two districts: 'District - Portland Public Schools' (expanded) and 'District - Training District' (expanded). Under 'District - Portland Public Schools', there are three schools: Jefferson High School, Madison High School, and Roosevelt High School. Under 'District - Training District', there are three schools: Bayside Middle-High School, DeGrassi Junior High, and West Beverly High School.
- Attachment Date:** A dropdown menu set to 'Custom', followed by two date input fields separated by 'To'.

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Attachment Types: <input type="checkbox"/> Select All	<input type="checkbox"/> .csv <input type="checkbox"/> .doc <input type="checkbox"/> .docx <input type="checkbox"/> .gif <input type="checkbox"/> .jpg <input type="checkbox"/> .pdf <input type="checkbox"/> .png <input type="checkbox"/> .rtf <input type="checkbox"/> .txt <input type="checkbox"/> .xls <input type="checkbox"/> .xlsm <input type="checkbox"/> .xlsx																								
Attachment Tags: <input type="checkbox"/> Select All	<table border="0" style="width: 100%;"><tr><td><input type="checkbox"/> Attendance Record</td><td><input type="checkbox"/> Backup Documentation</td><td><input type="checkbox"/> College Acceptance Letter</td></tr><tr><td><input type="checkbox"/> College Application</td><td><input type="checkbox"/> Counselor Notes</td><td><input type="checkbox"/> Course Related Documentation</td></tr><tr><td><input type="checkbox"/> Event/Service Documentation</td><td><input type="checkbox"/> Food/Dining</td><td><input type="checkbox"/> From Parents</td></tr><tr><td><input type="checkbox"/> Health Related Documentation</td><td><input type="checkbox"/> Hospitality</td><td><input type="checkbox"/> Invoice</td></tr><tr><td><input type="checkbox"/> Matching</td><td><input type="checkbox"/> Parent Submitted Documentation</td><td><input type="checkbox"/> Permission Form</td></tr><tr><td><input type="checkbox"/> Photo</td><td><input type="checkbox"/> Resume</td><td><input type="checkbox"/> Sign-in Sheet</td></tr><tr><td><input type="checkbox"/> Standardized Test Results</td><td><input type="checkbox"/> Student Release Form</td><td><input type="checkbox"/> Survey</td></tr><tr><td><input type="checkbox"/> To Parents</td><td><input type="checkbox"/> Transcript/Report Card</td><td><input type="checkbox"/> Transportation</td></tr></table>	<input type="checkbox"/> Attendance Record	<input type="checkbox"/> Backup Documentation	<input type="checkbox"/> College Acceptance Letter	<input type="checkbox"/> College Application	<input type="checkbox"/> Counselor Notes	<input type="checkbox"/> Course Related Documentation	<input type="checkbox"/> Event/Service Documentation	<input type="checkbox"/> Food/Dining	<input type="checkbox"/> From Parents	<input type="checkbox"/> Health Related Documentation	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Invoice	<input type="checkbox"/> Matching	<input type="checkbox"/> Parent Submitted Documentation	<input type="checkbox"/> Permission Form	<input type="checkbox"/> Photo	<input type="checkbox"/> Resume	<input type="checkbox"/> Sign-in Sheet	<input type="checkbox"/> Standardized Test Results	<input type="checkbox"/> Student Release Form	<input type="checkbox"/> Survey	<input type="checkbox"/> To Parents	<input type="checkbox"/> Transcript/Report Card	<input type="checkbox"/> Transportation
<input type="checkbox"/> Attendance Record	<input type="checkbox"/> Backup Documentation	<input type="checkbox"/> College Acceptance Letter																							
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<input type="checkbox"/> Event/Service Documentation	<input type="checkbox"/> Food/Dining	<input type="checkbox"/> From Parents																							
<input type="checkbox"/> Health Related Documentation	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Invoice																							
<input type="checkbox"/> Matching	<input type="checkbox"/> Parent Submitted Documentation	<input type="checkbox"/> Permission Form																							
<input type="checkbox"/> Photo	<input type="checkbox"/> Resume	<input type="checkbox"/> Sign-in Sheet																							
<input type="checkbox"/> Standardized Test Results	<input type="checkbox"/> Student Release Form	<input type="checkbox"/> Survey																							
<input type="checkbox"/> To Parents	<input type="checkbox"/> Transcript/Report Card	<input type="checkbox"/> Transportation																							
Programs: <input type="checkbox"/> Select All	<input type="checkbox"/> EIP <input type="checkbox"/> GEAR UP <input type="checkbox"/> Talent Search <input type="checkbox"/> Upward Bound																								
Uploaded By:	--- Select One --- ▾																								
Report Format: *	<input checked="" type="radio"/> EXCEL <input type="radio"/> PDF																								
<input type="button" value="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 school-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 menus that will appear. Only attachments that were attached at the school-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 school-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 school-level attachments.
 - c. **Attachment Tags:** Any school-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 school-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.

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

- d. **Programs:** Any school-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 school-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 school-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 school-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 school-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.

4. Click **Generate Report**.

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

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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](#)