

SCRIBE Import Webinar #1

Student Enrollment

Tuesday, June 4

Allie Sheldon

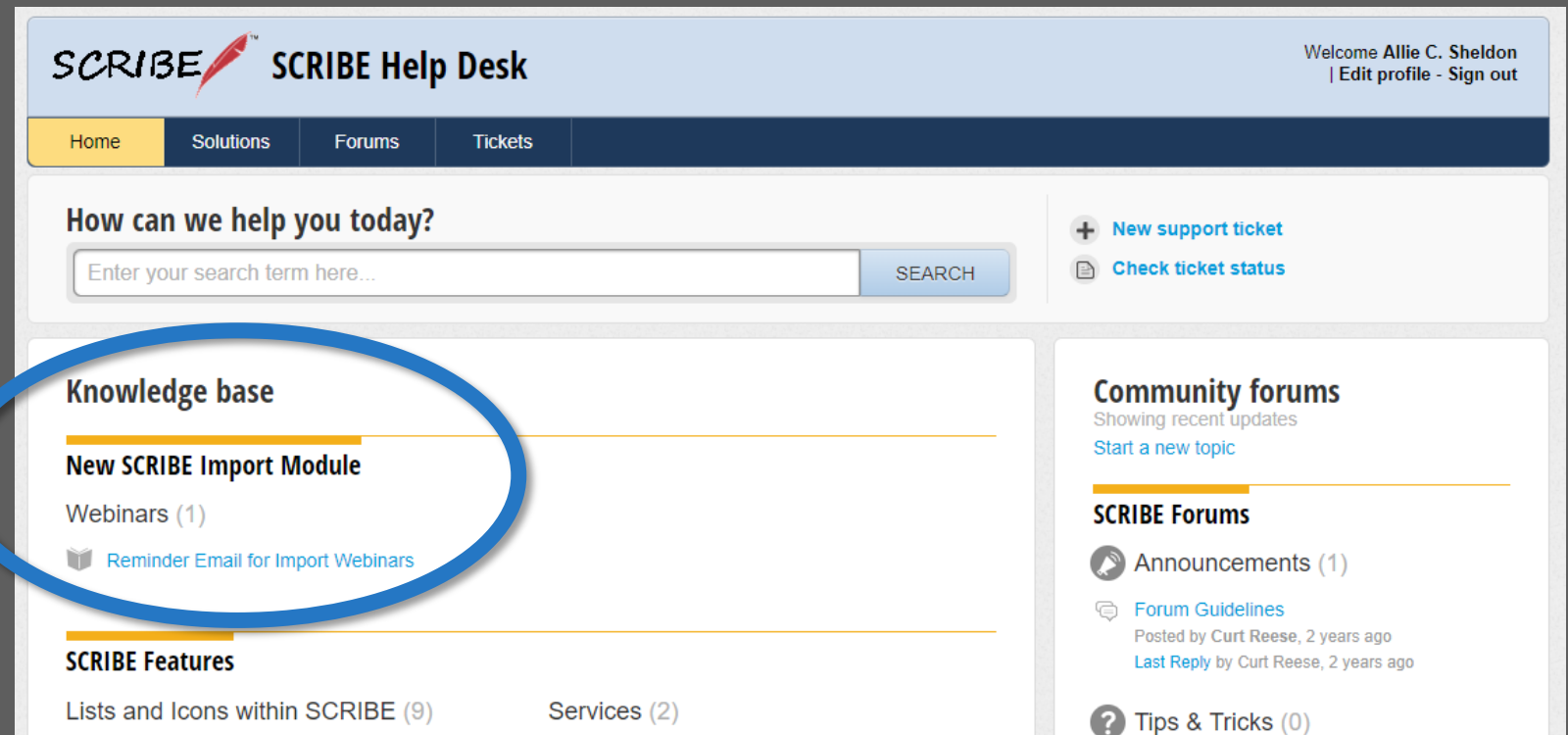
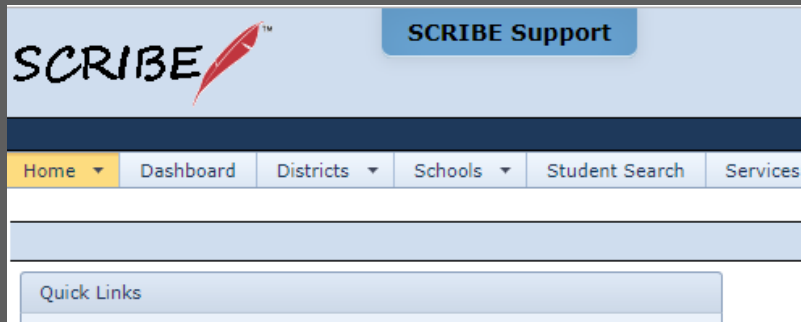


Agenda

New import
module
July 1
9 am est

- Student Enrollment overview
 - Introduce new look5 mins
- Student enrollment import with no errors10 mins
- Import with errors
 - How to identify errors and how to fix them10 mins
- Your questions – type into chat
throughout and remaining time
- Recording + slides will be posted in SCRIBE Help Desk

SCRIBE Help Desk



Student Enrollment

- Name, Student ID, School
- Record demographic information
 - Ethnicity, gender, IEP, foster care, etc.
- Add enrollment at the beginning of the school year
- Update enrollment throughout the year

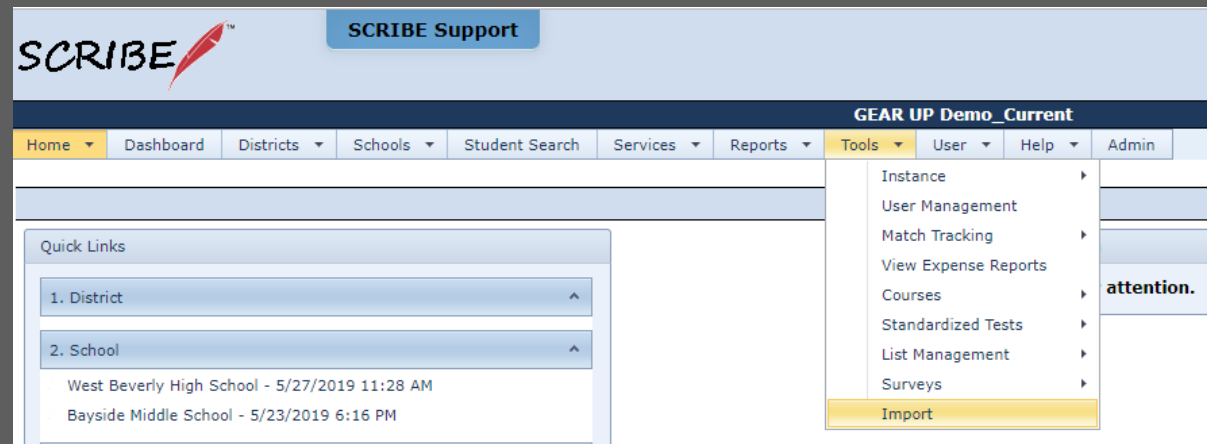
Old vs. New

Old	New
Blank in import = blank out data already in SCRIBE	Blank in import = data already in SCRIBE will remain in SCRIBE

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	StudentID	FirstName	MiddleName	LastName	FARM	Gender	Ethnicity	SchoolNumber	SchoolYear	GradeLevel	IEP	ESL	IsHomeless	IsInFosterCare
2	1234	Carol		Danvers		F	B	2	2018	11	N	N	N	Y
3	4567	T'Challa	Black	Panther		M	H	2	2018	11	N	N	Y	Y
4	4321	Natalia		Romanova	N	F	A	2	2018	10	Y	Y	N	Y
5	6789	Anthony	Edward	Stark	Y	M	I	2	2018	11	Y	Y	Y	N
6	9876	Stephen	Vincent	Strange	N	M	C	2	2018	10	Y	N	N	N

Old vs. New

- Import templates WILL NOT change
 - Same format – excel or csv
- Access the import module in SCRIBE the same path as before




Any questions?

Similarities

- Headings
- View

Differences

- No Search
- No trashcan
- No Tabs
- (Back to SCRIBE)

SCRIBE

SCRIBE Support

Standardized Collection and Reporting of Information Benefiting Education

GEAR UP Demo_Current

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Welcome, Allie Sheldon [Log Out](#)


Import List

The following are import files that have been uploaded and their current status. Click the search link to filter the list of uploaded imports. Click the New Import button to upload a new import file.


Search

New Import

	Import Source	Import Type	School Year	Date Uploaded	Uploaded By	Import Status	Filename	Date Processed	
View	GEAR UP Demo - Cohort Model	Student Enrollment	2018	6/1/2019 4:20 PM	Sheldon, Allie	Queued to be Imported	WestBeverlyHigh_AvengersEnrollment_4.27.19.csv		
View	GEAR UP Demo - Cohort Model	Service Participation	2016	8/30/2018 4:33 PM	Sheldon, Allie	Completed with No Issues	Csv import example with data mistakes FIXED.csv	8/30/2018	
View	GEAR UP Demo - Cohort Model	Service Participation	2016	8/30/2018 3:05 PM	Sheldon, Allie	Completed with No Issues	Csv import example with heading mistakes.csv	8/30/2018	
View	GEAR UP Demo - Cohort Model	Service Participation	2016	8/30/2018 2:04 PM	Sheldon, Allie	Completed with No Issues	How to Import csv into SCRIBE example 2.csv	8/30/2018	
View	GEAR UP Demo - Cohort Model	Service Participation	2016	8/30/2018 1:52 PM	Sheldon, Allie	Completed with No Issues	How to Import csv into SCRIBE example 1.csv	8/30/2018	
View	GEAR UP Demo - Cohort Model	Service Participation	2016	8/27/2018 1:58 PM	Sheldon, Allie	Completed with No Issues	TEST Participation import example 2016-2017 2.csv	8/27/2018	
View	GEAR UP Demo - Cohort Model	Service Participation	2016	8/27/2018 1:54 PM	Sheldon, Allie	Completed with No Issues	TEST Participation import example 2016-2017 1.csv	8/27/2018	
View	GEAR UP Demo - Cohort Model	Service Participation	2016	8/27/2018 11:33 AM	Sheldon, Allie	Completed with Issues	TEST Participation import example 2016-2017 with data mistakes.csv	8/27/2018	

SCRIBE

SCRIBE Support

GEAR UP Demo_Current  SCRIBE Import [Back to SCRIBE](#)

+ Add Import

Import Configs

Imports

Last 3 Months 10

Requiring Action 1

My Imports 8

All Imports 23

School Year: *** All Years *** Keyword:

Showing 1 to 8 of 8 entries

View	Uploaded	Filename	Status	Type	Uploader
View 31638	5/31/2019	18-19_StudentEnrollment_WestBeverlyHS_noissues.xl...	✔ Import Complete	Student Enrollment	Allie Sheldon
View 31637	5/27/2019	EnrollmentDemographicsCarryoverTest.csv	✔ Import Complete	Student Enrollment	Allie Sheldon
View 31636	5/23/2019	EnrollmentPrimarySchoolTest.csv	✔ Import Complete	Student Enrollment	Allie Sheldon
View 31634	5/23/2019	EnrollmentToSameSchoolTest.csv	✔ Import Complete	Student Enrollment	Allie Sheldon



SCRIBE Support

GEAR UP Demo_Current [SCRIBE Import](#)

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[+ Add Import](#)

[Import Configs](#)

Imports

[Last 3 Months](#) **10** [Requiring Action](#) **1** **My Imports** **8** [All Imports](#) **23**

School Year: ***** All Years ***** [▼](#) Keyword:

Showing 1 to 8 of 8 entries

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View 31618	4/29/2019	WestBeverlyHigh_CourseList_4.29.19.csv	✓ Import Complete	Course List	Allie Sheldon



SCRIBE Support

GEAR UP Demo_Current [SCRIBE Import](#)

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[Import Configs](#)

Imports

[Last 3 Months 10](#) [Requiring Action 1](#) [My Imports 8](#) [All Imports 23](#)

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Keyword:

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[+ Add Import](#)

Imports

[Import Configs](#)

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Select the import type that you want to import. Click the Next button to continue.

Import Source: GEAR UP Demo - Cohort Model

Import Type: --- SELECT ONE ---

- SELECT ONE ---
- Student Enrollment
- Attendance and Disciplinary Actions
- Course And Grades
- Standardized Tests and Assessments
- Course List
- Student Update
- Service List
- Service Participation

Next Cancel

Import List

Add Import

Import Source

GEAR UP Demo - Cohort Model

Import Type 9

- Attendance and Disciplinary Actions
- Course List
- Service List
- Service Participation
- Standardized Tests and Assessments
- Student Course Grades
- Student Enrollment
- Student Update
- Teachers

- Select Import Type from dropdown
- Click Next

- Select Import Type from list
- Will advance to next step automatically

The following are required parameters for the selected import type. Click the Next button to continue.

Import Type: Student Enrollment

Import Detail: GEAR UP Demo - Cohort Model - Student Enrollment

School Year: 2018 - 2019 ▼

Previous

Next

Cancel

Click the Browse button to select the import file to upload. After selecting the file, click the Next button to continue. Please note that the file upload may take a while.

The import process works with Comma-Separated Values text files (.csv). You may either upload a CSV text file directly (recommended) or an Microsoft Excel workbook (.xlsx). If you upload a Microsoft Excel file, the first worksheet will be converted to a CSV file (any other worksheets in the file will be ignored).

Import Detail: GEAR UP Demo - Cohort Model - Student Enrollment

Select File to Import:

Choose File

No file chosen

Previous

Next

Cancel

Import List

Add Import

Import Source

GEAR UP Demo - Cohort Model

Import Type

9

Student Enrollment

Import Config

GEAR UP Demo - Cohort Model - Student Enrollment

Provide your data as a CSV (comma-separated variable) file or MS Excel (XLSX) file with one Worksheet. It's best to only include the data you intend to be imported into SCRIBE.

[View Specification](#)

School Year

2018 - 2019 ▼

Data File

Choose import data file

Browse

Cancel

 Upload Import File

Import List

Add Import

Import Source

GEAR UP Demo - Cohort Model

Import Type


9

Student Enrollment

Import Config

GEAR UP Demo - Cohort Model - Student Enrollment

Provide your data as a CSV (comma-separated variable) file or MS Excel (XLSX) file with one row per student. It's best to only include the data you intend to be imported into the system. For more information, see the [Import Data Specification](#).

 View Specification

School Year

2018 - 2019

Data File

Choose import data file

Browse

Cancel

 Upload Import File

Import Specification



GEAR UP Demo - Cohort Model - Student Enrollment

***** = Required - field must be in your file

O = Optional - field should only be in your file if you are providing values

Field	Status	Description
SchoolNumber	*	School identifier
SchoolYear	*	School Year (ex: 2010 for the 2010-2011 school year)
StudentId	*	Student identifier
GradeLevel	*	
SchoolStudentId	O	School's Student identifier (if different from system Student identifier)
FirstName	*	First Name
MiddleName	O	Middle Name
LastName	*	Last Name
Suffix	O	Name Suffix (ex: Jr)
EntryCode	O	
EntryDate	O	
EntryNote	O	
ExitCode	O	
ExitDate	O	
ExitNote	O	

Any questions?

GEAR UP Demo_Current

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Change Instance

Welcome

Add Import

The import file has been validated and needs verification in order to proceed to the next stage in the import process. Review the validation report below and choose how to proceed. If you choose to approve the import file, the import file will be promoted to the next stage of the import process where it will be further verified against existing data and a detailed report of the data will be generated. You will be notified when this report has been generated and will be required to approve the import before the data is officially imported. You can check the status of your import on the import list screen. If you choose to not validate the import file, the file will be deleted. You can save the file and come back later to validate by selecting the save and validate later option.

Import Source: GEAR UP Demo - Cohort Model

Import Type: Student Enrollment

[View Import File Specification](#)

File Name: WestBeverlyHigh_AvengersEnrollment_4.27.19.csv

Date File Uploaded: 6/1/2019

Uploaded By: Sheldon, Allie

School Year: 2018

Status: User Verification Required

School Summary

School Number	School Name	Number of Records
2	West Beverly High School	5

Data Summary

This is a summary of the data in your import. Invalid records that can not be imported are not included in this summary. However, records with invalid values that can still be imported will be included.

School and Grade Level Summary

Overall

Number of Records: 5

Gender	Count
Female	2
Male	3

Verification

☐ File is valid, advance to the Pre-Processing step.
NOTE: You will have a chance to review the Pre-Processing Report before the data is imported.

☐ File is not valid, cancel this import.
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☐ Save and validate/review later.
The Import will be saved with the "User Verification Required" status. The process will be on hold until you return to SCRIBE to indicate the file is valid.

Previous

Save

Cancel

Import List

Download Original File

Import 31626 - 2018 - Student Enrollment

WestBeverlyHigh_SpringEnrollment_5.1.19.csv

File Format

Data Validation

Data Summary

Import Results

GEAR UP Demo - Cohort Model - Student Enrollment

No File Format issues found. 🍏

8 of 8 required fields 10 of 51 optional fields

Field	Status	Description
SchoolNumber	✓	School identifier
SchoolYear	✓	School Year (ex: 2010 for the 2010-2011 school year)
StudentId	✓	Student identifier
GradeLevel	✓	Required field
SchoolStudentId	○	School's Student identifier (if different from system Student identifier)
FirstName	✓	First Name

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Import Type: Student Enrollment

[View Import File Specification](#)

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Previous

Save

Cancel

Import ListDownload Original File

Import 31626 - 2018 - Student Enrollment

WestBeverlyHigh_SpringEnrollment_5.1.19.csv

✓ File Format

Data Validation

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GEAR UP Demo - Cohort Model - Student Enrollment

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8 of 8 required fields 10 of 51 optional fields

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GEAR UP Demo_Current

Home ▾ Districts ▾ Schools ▾ Student Search ▾ Services ▾ Reports ▾ Tools ▾ User ▾ Help ▾

Change Instance

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Import Source: GEAR UP Demo - Cohort Model
Import Type: Student Enrollment
[View Import File Specification](#)
File Name: WestBeverlyHigh_AvengersEnrollment_4.27.19.csv
Date File Uploaded: 6/1/2019
Uploaded By: Sheldon, Allie
School Year: 2018
Status: User Verification Required

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Previous Save Cancel

Import List Download Original File

Import 31626 - 2018 - Student Enrollment

WestBeverlyHigh_SpringEnrollment_5.1.19.csv

✓ File Format Data Validation Data Summary Import Results

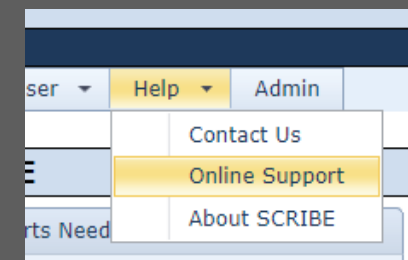
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Go to SCRIBE Help Desk for how tos or to submit a help ticket






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View	GEAR UP Demo - Cohort Model	Student Enrollment	2018	6/1/2019 4:49 PM	Sheldon, Allie	Queued for Preprocessing	WestBeverlyHigh_AvengersEnrollment_4.27.19.csv		
Page 1 of 1 (1 items)  1 									Page size: 20 

Showing 1 to 4 of 4 entries

View	Uploaded	Filename	Status	Type	Uploader
View 31626	5/1/2019	WestBeverlyHigh_SpringEnrollment_5.1.19.csv	 Queued for Data Validation	Student Enrollment	Allie Sheldon
View 31622	4/29/2019	CourseList_Import_statisticstest.csv	 Import Complete	Course List	Allie Sheldon
View 31618	4/29/2019	WestBeverlyHigh_CourseList_4.29.19.csv	 Import Complete	Course List	Allie Sheldon
View 31606	4/27/2019	WestBeverlyHigh_AvengersEnrollment_4.27.19.csv	 Import Complete	Student Enrollment	Allie Sheldon

Show 100  entries

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Next

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New Import

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View	GEAR UP Demo - Cohort Model	Service Participation	2018	5/29/2019 4:38 PM	Hacker, Chris	Completed with No Issues	Rec.TMT.PeerTutoring.OCT2018.CAH.csv	5/29/2019	
View	GEAR UP Demo - Cohort Model	Service Participation	2018	5/29/2019 4:16 PM	Parra, Geronimo	Completed with No Issues	Rec.TMT.Peer.Oct2018.GJP.csv	5/29/2019	
View	GEAR UP Demo - Cohort Model	Service Participation	2018	5/29/2019 4:00 PM	Hacker, Chris	Completed with No Issues	Rec.TMT.Peer.Oct2018.CAH.csv	5/29/2019	

Showing 1 to 4 of 4 entries

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View 31618	4/29/2019	WestBeverlyHigh_CourseList_4.29.19.csv	✓ Import Complete	Course List	Allie Sheldon
View 31606	4/27/2019	WestBeverlyHigh_AvengersEnrollment_4.27.19.csv	✓ Import Complete	Student Enrollment	Allie Sheldon

Show entries





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View	GEAR UP Demo - Cohort Model	Service Participation	2018	5/29/2019 4:16 PM	Parra, Geronimo	Completed with No Issues	Rec.TMT.Peer.Oct2018.GJP.csv	5/29/2019	
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Show entries





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View 31622	4/29/2019	CourseList_Import_statisticstest.csv	 Import Complete	Course List	Allie Sheldon
View 31618	4/29/2019	WestBeverlyHigh_CourseList_4.29.19.csv	 Import Complete	Course List	Allie Sheldon
View 31606	4/27/2019	WestBeverlyHigh_AvengersEnrollment_4.27.19.csv	 Import Complete	Student Enrollment	Allie Sheldon

Show entries

Previous **1** Next

Any questions?

Let's get into SCRIBE!

- I'll demo a student enrollment import
- Then I'll demo an import with some mistakes, show how SCRIBE will tell us there are issues and demo how to fix them

Thank you for attending!

- Next webinar: Tuesday, June 11
10 am pacific / 1 pm eastern

Services and Participation

- Allie Sheldon
asheldon@xcalibur.com

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New import
module
July 1
9 am est