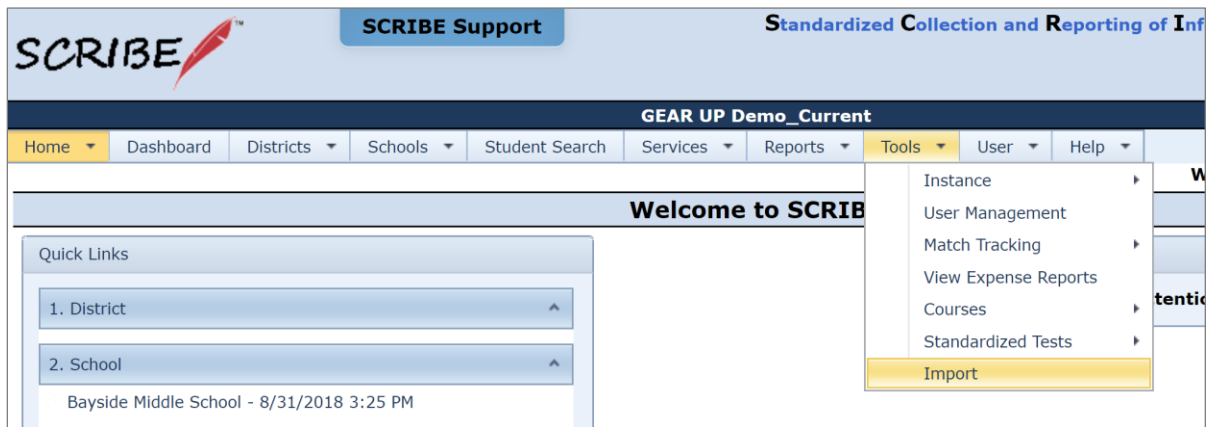


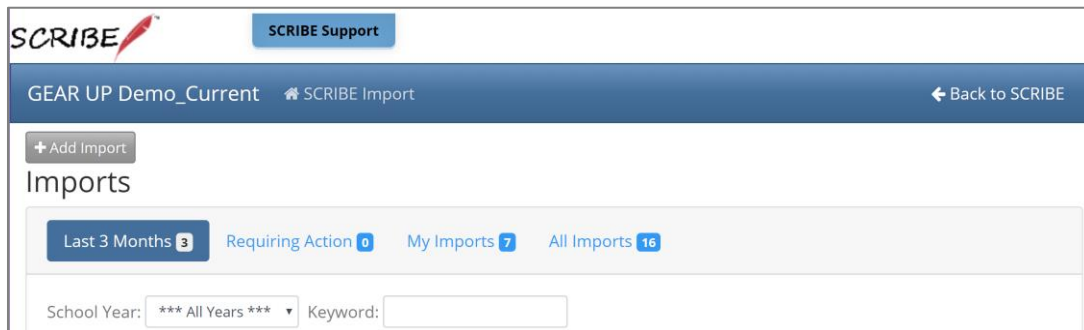
## How To Import Data in SCRIBE

After you have created and saved an import file (.xlsx or .csv), follow these steps to import the data from your file into the SCRIBE database. *Note: This import procedure works for any type of data you are importing into SCRIBE.*

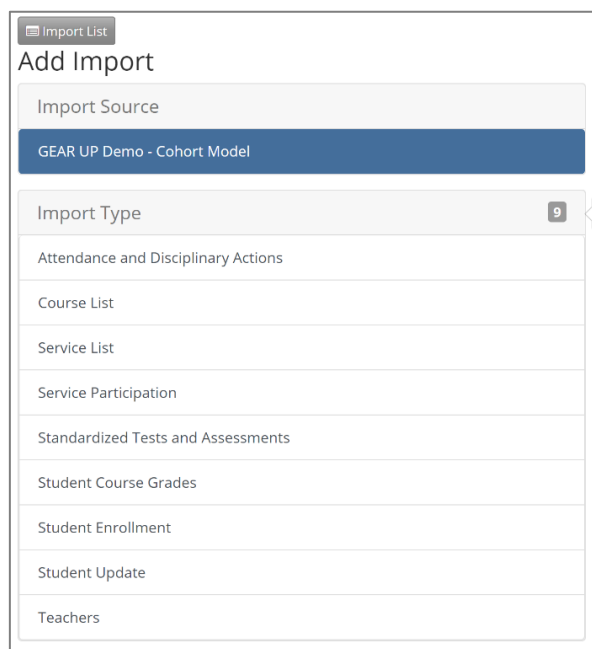
1. From the SCRIBE main menu, click **Tools > Import**



2. Click the **Add Import** button



3. Select the **Import Type** from the list



## How To Import Data in SCRIBE

4. Select the **School Year** for which you want to import the data from the dropdown menu.

5. Click **Browse** to select the file you want to import from your computer. Once you have selected the file, click **Upload Import File**.
6. The **View Specification** button will display a list of all required and optional fields you can include in your import and the corresponding heading.

Note: The Import Specification list is specific to the type of import you are importing and the required fields for your grant.

Field	Status	Description
ExternalServiceId	*	Service Identifier
PersonId	*	Person Identifier
PersonTypeId	*	Person Type Identifier
SchoolNumber	*	School Identifier
DateOfParticipation	*	Date person participated in service (ex: mm/dd/yyyy)
TimeOfParticipation	○	Time of day person participated in service (ex: hh:mmAM)
HoursOfParticipation	○	Hours of participation
MinutesOfParticipation	○	Minutes of participation

## How To Import Data in SCRIBE

7. The **File Format** step will indicate whether there are any File Format issues with your import. If there are no issues, you will see a green thumbs up. You will also see a circle of blue dots next to the **Data Validation** tab, indicating SCRIBE is working on this step. See Troubleshooting SCRIBE Imports in the Help Desk for how to address issues.

Import List Download Original File Import Config

Import 31668 - 2018 - Student Enrollment  
18-19\_StudentEnrollment\_WestBeverlyHS.xlsx

Uploaded 6/12/2019  
Allie Sheldon  
Status: Queued for Data Validation

✓ 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 6 of 51 optional fields View Legend

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
MiddleName	✔	Middle Name

- a. Click the **View Legend** button to see what the different Status colors and symbols mean.

File Format Legend

File Format Information	Your File Result
Field is required to be in the file	✔ - Field is included in your file ✖ - Field is NOT included in your file
Field is optional for the file	✔ - Field is included in your file ○ - Field is NOT included in your file
Field is not defined for the file	? - Field is included in your file but will be ignored / not imported

Close

- b. If your file has unknown fields, they will be listed at the bottom of the File Format list and indicated in the Status column with an orange question mark. Click the **Complete File Format Review** button.

CourseLevel	✔	Optional field
StandardCourse	✔	Optional field
CourseType	?	Unknown field - data in this field will not be imported
FinalOverrideCredits	?	Unknown field - data in this field will not be imported
CreditsToComplete	?	Unknown field - data in this field will not be imported
StandardCourseExternalId	?	Unknown field - data in this field will not be imported

→ Complete File Format Review

## How To Import Data in SCRIBE

### c. Choose **Cancel Import** or **Approve File Format**.

Complete File Format Review

☐

Cancel Import - I do not want to proceed with this import file. The Import will be deleted.

☐

Approve File Format - I approve this file for validation. I understand that data in unknown fields will be ignored.





Close

Save File Format Result

Click **Save File Format Result**.

You will see a circle of blue dots and **Queued for Data Validation** under Status on the Import List in the row of the file you just uploaded. This symbol indicates SCRIBE is working on this step, no action is required at this time.

Showing 1 to 4 of 4 entries

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

Show  entries





Previous

1

Next

8. The status will change to **Data Validation Review** and an orange asterisk will appear next to the Status on the Import List when the file needs to be reviewed. You will also get an email from SCRIBE telling you the file needs to be reviewed.

Showing 1 to 4 of 4 entries

View	Uploaded	Filename	Status	Type	Uploader
<a href="#">View 31626</a>	5/1/2019	WestBeverlyHigh_SpringEnrollment_5.1.19.csv	 Data Validation Review	Student Enrollment	Allie Sheldon
<a href="#">View 31622</a>	4/29/2019	CourseList_Import_statisticstest.csv	 Import Complete	Course List	Allie Sheldon
<a href="#">View 31618</a>	4/29/2019	WestBeverlyHigh_CourseList_4.29.19.csv	 Import Complete	Course List	Allie Sheldon
<a href="#">View 31606</a>	4/27/2019	WestBeverlyHigh_AvengersEnrollment_4.27.19.csv	 Import Complete	Student Enrollment	Allie Sheldon

Show  entries

Previous

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Next

Click **View** next to the import you would like to open.

## How To Import Data in SCRIBE

If there were no issues with the import, you will see a green thumbs up. Click the **Complete Data Validation** button.

See Troubleshooting SCRIBE Imports in the Help Desk for how to address issues.

[Import List](#) [Download Original File](#) [Delete Import](#) [Replace File](#)

### Import 31626 - 2018 - Student Enrollment

WestBeverlyHigh\_SpringEnrollment\_5.1.19.csv

[✓ File Format](#) [★ Data Validation](#) [Data Summary](#) [Import Results](#)

5 records in file. 0 have errors.

#### Fields with Errors

No errors to report. 🍀

[→ Complete Data Validation](#)

Select **Cancel Import**, **Revalidate Import** or **Proceed to Summary**.

Complete Data Validation Review ×

☐ **Cancel Import** - I do not want to proceed with this import file. The Import will be deleted.

☐ **Revalidate Import** - I have updated SCRIBE to address reported errors and want this file re-validated.

☐ **Proceed to Summary**

Note: This will not yet change your SCRIBE data.

[Close](#) [Save Data Validation Result](#)

Click **Save Data Validation Result**.

9. If you selected **Proceed to Summary**, the import process will automatically advance to the **Data Summary** step. An orange asterisk will appear next to the Data Summary Review tab indicating it is ready for you to review. An orange asterisk will also appear next to Data Summary Review on the import list and you will receive an email from SCRIBE indicating your file is ready for review. Typically this happens immediately.

Showing 1 to 4 of 4 entries

View	Uploaded	Filename	Status	Type	Uploader
<a href="#">View 31626</a>	5/1/2019	WestBeverlyHigh_SpringEnrollment_5.1.19.csv	★ Data Summary Review	Student Enrollment	Allie Sheldon
<a href="#">View 31622</a>	4/29/2019	CourseList_Import_statisticstest.csv	✓ Import Complete	Course List	Allie Sheldon
<a href="#">View 31618</a>	4/29/2019	WestBeverlyHigh_CourseList_4.29.19.csv	✓ Import Complete	Course List	Allie Sheldon
<a href="#">View 31606</a>	4/27/2019	WestBeverlyHigh_AvengersEnrollment_4.27.19.csv	✓ Import Complete	Student Enrollment	Allie Sheldon

Showing  entries

[Previous](#) [1](#) [Next](#)

## How To Import Data in SCRIBE

10. The **Data Summary** tab displays a summary of the data you are importing. Review this to ensure it is accurate.

Import 31626 - 2018 - Student Enrollment  
WestBeverlyHigh\_SpringEnrollment\_5.1.19.csv

Uploaded 5/1/2019  
Allie Sheldon  
Status: Data Summary Review

File Format Data Validation **Data Summary** Import Results

5 Records in file  
5 Records summarized  
5 Records with new or changed information to save to SCRIBE

School and Grade Level Summary

Overall ▾ 5 records

Gender	Item	Count
	Female	2
	Male	3

Ethnicity	Item	Count
	AmInd	1
	Asian	1
	Black	1
	Hisp	1
	White	1

- a. Click the arrow next to each grade level to expand the records for that grade level.

West Beverly High School - Grade Level 10 ▾ 2 records

Gender	Item	Count
	Female	1
	Male	1

Ethnicity	Item	Count
	Asian	1
	White	1

IEP	Item	Count
	Y	2

ESL	Item	Count
	N	1
	Y	1

New / Existing Students	Item	Count
	New Student	2
	Existing Student, New Enrollment	0
	Existing Student, Existing Enrollment	0

West Beverly High School - Grade Level 11 ▸ 3 records

Complete Data Summary

11. Click the **Complete Data Summary** button.

## How To Import Data in SCRIBE

12. Select **Cancel Import**, **Revalidate Import** or **Approve Import**.

Complete Data Summary Review

- Cancel Import** - I do not want to proceed with this import file. The Import will be deleted.
- Revalidate Import** - I have updated SCRIBE to address reported errors and want this file re-validated.
- Approve Import** - I approve this file to be imported.  
Warning! This cannot be undone and will change your SCRIBE data.

Close

Save Data Summary Result

Click **Save Data Summary Result**.

13. You will see a circle of blue dots next to the **Import Results** tab and next to Queued for Import on the import list, indicating SCRIBE is working on importing your file. No action is required.

Import List

Download Original File

Import 31627 - 2018 - Student Enrollment

WestBeverlyHigh\_SpringEnrollment\_5.1.19.csv

Uploaded 5/4/2019  
Allie Sheldon  
Status: Queued for Import

File Format

Data Validation

Data Summary

Import Results

5 Records in file

5 Records summarized

5 Records with new or changed information to save to SCRIBE

Summary approved on 5/4/2019 7:43:55 PM by Allie Sheldon

Showing 1 to 5 of 5 entries

View	Uploaded	Filename	Status	Type	Uploader
<a href="#">View 31627</a>	5/4/2019	WestBeverlyHigh_SpringEnrollment_5.1.19.csv	Queued for Import	Student Enrollment	Allie Sheldon
<a href="#">View 31626</a>	5/1/2019	WestBeverlyHigh_SpringEnrollment_5.1.19.csv	Queued for Import	Student Enrollment	Allie Sheldon
<a href="#">View 31622</a>	4/29/2019	CourseList_Import_statisticstest.csv	Import Complete	Course List	Allie Sheldon
<a href="#">View 31618</a>	4/29/2019	WestBeverlyHigh_CourseList_4.29.19.csv	Import Complete	Course List	Allie Sheldon
<a href="#">View 31606</a>	4/27/2019	WestBeverlyHigh_AvengersEnrollment_4.27.19.csv	Import Complete	Student Enrollment	Allie Sheldon

Show 10 entries

Previous 1 Next

14. Once the import is complete, you will see a green check mark next to Import Complete under **Status** on the Import List.

Showing 1 to 4 of 4 entries

View	Uploaded	Filename	Status	Type	Uploader
<a href="#">View 31627</a>	5/4/2019	WestBeverlyHigh_SpringEnrollment_5.1.19.csv	Import Complete	Student Enrollment	Allie Sheldon
<a href="#">View 31622</a>	4/29/2019	CourseList_Import_statisticstest.csv	Import Complete	Course List	Allie Sheldon
<a href="#">View 31618</a>	4/29/2019	WestBeverlyHigh_CourseList_4.29.19.csv	Import Complete	Course List	Allie Sheldon
<a href="#">View 31606</a>	4/27/2019	WestBeverlyHigh_AvengersEnrollment_4.27.19.csv	Import Complete	Student Enrollment	Allie Sheldon

Show 10 entries

Previous 1 Next

## How To Import Data in SCRIBE

15. Click **View** in the row of the file you just imported to see the **Import Results** tab which lists how many records were imported, how many had errors, etc.

The screenshot shows the 'Import Results' tab for a file named 'WestBeverlyHigh\_SpringEnrollment\_5.1.19.csv'. The status is 'Import Complete'. The results are as follows:

Metric	Value
Number of Records in File	5
Number of Records Skipped with Errors	0
Number of Records Importable	5
Number of Records Saved with Changes	5

A blue box indicates: 'Import completed 5/4/2019 7:47:07 PM'.

## Navigating the Import List and other Useful Notes

### Sorting and Filtering the Import List

The screenshot shows the 'Imports' section with a filter bar. The 'School Year' dropdown is set to '\*\*\* All Years \*\*\*' and the 'Keyword' box is empty. Below the filter bar, a table lists imports with columns: View, Uploaded, Filename, Status, and Type.

View	Uploaded	Filename	Status	Type
<a href="#">View 31687</a>	6/19/2019	18-19_Grades_WBHS.xlsx	Data Validation Review	Student Course Grades
<a href="#">View 31685</a>	6/19/2019	18-19_Courses_WBHS.xlsx	Import Complete	Course List
<a href="#">View 31681</a>	6/18/2019	18-19_SATscores_WBHS_nonames.xlsx	Import Complete	Standardized Tests and Assessments
<a href="#">View 31678</a>	6/17/2019	18-19_SATscores_WBHS_issues_corrected_Validated.c...	Import Complete	Standardized Tests and Assessments

1. Select a **School Year** from the dropdown menu to display only imports for that school year.
2. Type a **Keyword** into the box to display imports with those keywords.  
Note: Using conventions for naming your import files will help when filtering by keyword (e.g., all enrollment imports should contain “enrollment” in the file name, include the school name in all imports for that school, etc.)



## How To Import Data in SCRIBE

Imports

[Last 3 Months 26](#)
[Requiring Action 1](#)
[My Imports 18](#)
[All Imports 39](#)

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

Showing 1 to 10 of 26 entries

View	Uploaded	Filename	Status	Type
<a href="#">View 31687</a>	6/19/2019	18-19_Grades_WBHS.xlsx	★ Data Validation Review	Student Course Grades
<a href="#">View 31685</a>	6/19/2019	18-19_Courses_WBHS.xlsx	✓ Import Complete	Course List
<a href="#">View 31681</a>	6/18/2019	18-19_SATscores_WBHS_nonames.xlsx	✓ Import Complete	Standardized Tests and Assessments
<a href="#">View 31678</a>	6/17/2019	18-19_SATscores_WBHS_issues_corrected_Validated.c...	✓ Import Complete	Standardized Tests and Assessments

3. Click the four buttons above School Year and Keyword to display:
  - a. **Last 3 Months** – all imports uploaded in the last three months.
  - b. **Requiring Action** – all imports that require your action to advance to the next step.  
Note: These imports will have an orange asterisk next to the status.
  - c. **My Imports** – all imports you have uploaded.
  - d. **All Imports** – all imports that have been uploaded to SCRIBE including imports from the previous import modules.

The number next to each button indicates the number of imports in that specific filter.

### Buttons within the Import Steps

1. Click **Import List** button to go back to the import list.
2. Click **Download Original File** to download the original excel or .csv file you uploaded.
3. Click **Delete Import** to delete the import including the file you uploaded. You will be taken back to the Import List once the import has been deleted.
4. Click **Replace File** to select a new file from your computer to replace the file you uploaded.

[Import List](#)
[Download Original File](#)
[Delete Import](#)
[Replace File](#)

Import 31688 - 2018 - Student Enrollment

18-19\_StudentEnrollment\_WestBeverlyHS.xlsx

[✓ File Format](#)
[★ Data Validation](#)
[Data Summary](#)
[Import Results](#)

To return to the SCRIBE home page, click the **Back to SCRIBE** button located above the Import List.

[← Back to SCRIBE](#)