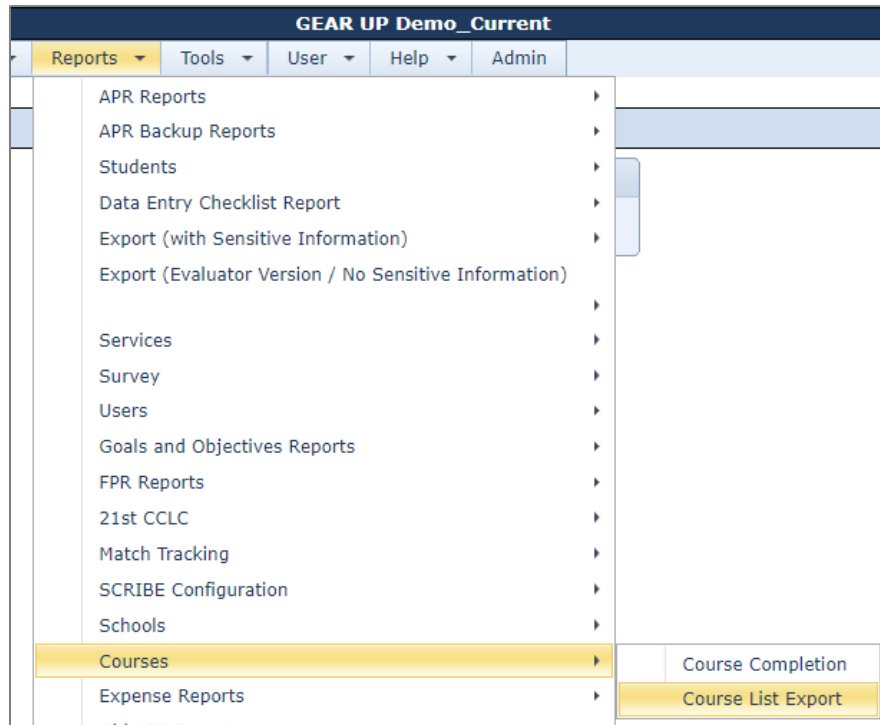


## How to Run a Course List Export

Users can add courses manually and through an import. This PDF covers how to run a Course List Export from SCRIBE which will generate a list of all courses that have been added to SCRIBE in a given school year for the selected school(s).

### Run a Course List Export

1. From the SCRIBE main menu, click **Reports > Export (with Sensitive Information) > Student Transcript – Course Grades**.



2. Select the **School Year** from the dropdown menu. Select the **School(s)**. Click **Generate Report**.

**SCRIBE Home > Course List Export**

This is an export of all courses mapped to an instance.

**Report Filters**

**School Year:** \* 2019 - 2020 ▼

**School(s):** \*

☐ Instance - GEAR UP Demo\_Current

☐ District - Test District

☐ Bayside Middle School

☐ College

☐ West Beverly High School

Generate Report

## How to Run a Course List Export

3. The Course List export contains the following fields:
- a. SchoolYear: school year selected on the export parameters (see step 2 above).
  - b. SchoolNumber: unique identifier for each school used in SCRIBE. Indicates which school the course is assigned to in SCRIBE.
  - c. School: name of school the course is assigned to in SCRIBE.
  - d. CourseNumber: unique identifier for each course.
  - e. CourseName: name of course.
  - f. CourseTypeID: field will be blank.
  - g. CourseType: field will be blank.
  - h. CourseLevelID: code indicating level for course, if applicable. Not all courses have a CourseLevelID.
  - i. CourseLevel: lists level for course, if applicable (e.g., Honors/Advanced, Advanced Placement, International Baccalaureate). Not all courses have a CourseLevel.
  - j. Credits: indicates the portion of the final grade each grade entered makes up (e.g., 0.5 credits indicates that two grades are required in SCRIBE to calculate the final grade as each grade makes up .5 of the final grade).
  - k. FinalOverrideCredits: field will be blank. Not all grants will see the final override field.
  - l. ScoringMethodID: code indicating scoring method: 1 for decimal, 2 for lookup.
  - m. ScoringMethod: lists scoring method: Lookup or Decimal.
  - n. CourseResultGroupID: code indicating course result group if ScoringMethod is Lookup. If the ScoringMethod is Decimal, this field will be blank.
  - o. CourseResultGroup: lists the course result group if ScoringMethod is Lookup. If the ScoringMethod is Decimal, this field will be blank.
  - p. StandardCourseID: code for standard course, if applicable. Not all courses will have a StandardCourseID.
  - q. StandardCourse: lists standard course name, if applicable (e.g., Algebra 1, Biology, Geometry). Not all courses will have a StandardCourse.
  - r. CreditsToComplete: field will contain 1 or blank.
  - s. StandardCourseExternalID: for internal use by SCRIBE if course has StandardCourse. Not all courses will have a StandardCourseExternalID.

## How to Run a Course List Export

### Sample Service List Export

	A	B	C	D	E	F	G	H	I	J
1	School Year	School Number	School	CourseNumber	CourseName	Course Typeld	Course Type	Course Levelld	CourseLevel	Credits
2	2019	2	West Beverly High School	Alg12019wbhs	Algebra I					0.50
3	2019	2	West Beverly High School	Alg22019Honwbhs	Algebra I Honors			3	Honors/Advanced	0.50
4	2019	2	West Beverly High School	Biology2019wbhs	Biology					0.50
5	2019	2	West Beverly High School	17155000wbhs	Biology AP			4	Advanced Placement	0.50
6	2019	2	West Beverly High School	Calc2019wbhs	Calculus					0.50
7	2019	2	West Beverly High School	Chem2019wbhs	Chemistry					0.50
8	2019	2	West Beverly High School	FinMathdualwbhs	Finite Math - dual			5	College Course/Dual Credit	0.50
9	2019	2	West Beverly High School	12025000wbhs	Spanish Language					0.50
10	2019	2	West Beverly High School	10014152IBwbhs	IB English I 9th			7	International Baccalaureate	0.50

K	L	M	N	O	P	Q	R	S
FinalOverride Credits	Scoring Methodld	Scoring Method	Course Result Groupld	CourseResultGroup	Standard Courseld	Standard Course	CreditsTo Complete	Standard Course Externalld
	2	Lookup	5	SCRIBE Default - Generic Grade A+ to D-,F,P,I,NC	3	Algebra I	1	AlgI
	2	Lookup	5	SCRIBE Default - Generic Grade A+ to D-,F,P,I,NC	3	Algebra I	1	AlgII
	2	Lookup	5	SCRIBE Default - Generic Grade A+ to D-,F,P,I,NC	15	Biology	1	Bio
	2	Lookup	5	SCRIBE Default - Generic Grade A+ to D-,F,P,I,NC	15	Biology	1	Bio
	2	Lookup	5	SCRIBE Default - Generic Grade A+ to D-,F,P,I,NC	8	Calculus	1	Calc
	2	Lookup	5	SCRIBE Default - Generic Grade A+ to D-,F,P,I,NC	16	Chemistry	1	Chem
	2	Lookup	5	SCRIBE Default - Generic Grade A+ to D-,F,P,I,NC				
	2	Lookup	5	SCRIBE Default - Generic Grade A+ to D-,F,P,I,NC				
	2	Lookup	5	SCRIBE Default - Generic Grade A+ to D-,F,P,I,NC	31	English/Lan	1	LangArts9

### Additional Resources

[How to Add a Course Manually](#)

[How to Add a Course Via Import](#)

[How to Add Grades Manually](#)

[How to Add Grades via Import](#)

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