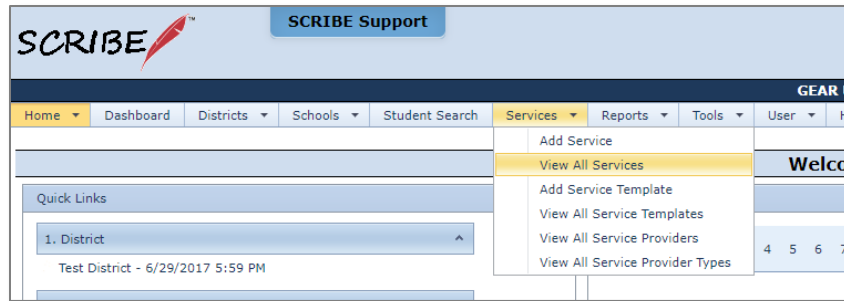


## How to Create a Service Manually

Services are events and activities that further the GEAR UP goals and objectives that are GEAR UP sponsored or GEAR UP branded. Users can create services manually and through an import. This PDF covers creating services manually. See [How to Create Services via Import](#) article, PDF and video on the [SCRIBE Help Desk](#).

### Create Service Manually

1. From the SCRIBE main menu, click **Services > View All Services**.



2. Click **Add**.

The screenshot shows the 'SCRIBE Home > Service List' page. At the top, a yellow banner reads: 'The following are all the services. Click the view link to see additional details for a service. Click the search link to filter the list of services. Click the add button to add a new service.' Below this is a search bar with a magnifying glass icon and an 'Add' button. A table with the following columns is shown: 'Start Date', 'Service Name', 'Participants', 'Service Type', 'Service Type Additional Information', 'Is STEM?', 'Person Type(s)', 'School(s)', and 'Hours'. The table is empty, with the text 'No data to display' in the center. At the bottom, there's a summary bar showing 'Total: 0' and 'Total: 0 Hr 0 Min'. On the left, it says '0 Items'. In the center, it says 'Pages: 1 - 0 (0 items)' with navigation arrows. On the right, there's a 'Page size: All' dropdown.

3. Check the box next to the **School** the service is assigned to. Best practice recommends one school per service. If multiple schools took part in the same service, create a different service for each school. Click **Next**.

The screenshot shows the 'SCRIBE Home > Add Service' page. At the top, a yellow banner reads: 'Choose school(s) that you wish to create a copy of this service or the school(s) you wish to share this service.' Below this is a section titled 'Choose whether to copy to or share with selected school(s): \*' with two radio buttons: 'Copy' (selected) and 'Share'. Below that is a section titled 'School(s): \*' with a list of schools and checkboxes: 'Bayside Middle School', 'DeGrassi Junior High', 'West Beverly High School' (checked), 'College', 'GU-Maine Test', 'William McKinley High School', and 'CourseCompletion\_Test'. At the bottom right, there are 'Next' and 'Cancel' buttons. At the bottom left, there's a legend: '\* - Required Field'.

## How to Create a Service Manually

4. Check the box next to the **Person Type** for the service. Best practice recommends one person type per service. Click **Next**.

**SCRIBE Home > Add Service**

Choose the person type(s) that this service will be associated to. The service will be further defined based on the person type(s) you choose.

**Person Type(s): \***

☒ Student  
☐ Parent/Guardian  
☐ Staff

Previous

Next

Cancel

\* - Required Field

5. Choose the **Service Type Category**.
  - a. Note: The Service Type Category choices displayed will depend on which person type was selected during the previous step.

**SCRIBE Home > Add Service**

Choose the high-level categories for this Service. The service will be further defined based on the categories you choose.

**Service Type Category: \***

<input checked="" type="radio"/>	Tutoring/homework assistance	Tutoring and homework assistance for students
<input type="radio"/>	Support Services	Activity that enhances student learning. Intervention classes, test prep, credit recovery, Odyssey, E2020, READ 180, ACHIEVE 3000, and other approved GUNM reading intervention curriculum. Sat., before, during or after school prep for SAT, ACT or other exam.
<input type="radio"/>	Rigorous academic curricula	Rigorous academic curricula
<input type="radio"/>	Comprehensive mentoring	One-on-one instructional, personal and/or professional activities with student
<input type="radio"/>	Financial aid counseling/advising	Financial aid counseling/advising
<input type="radio"/>	Counseling/advising/academic planning/career counseling	Personal, academic, college and career
<input type="radio"/>	College Exposure - College visit/college student shadowing	Student visits for academic information and/or student spends time with a college student and learns about college life
<input type="radio"/>	Career Exposure - Job site visit/job shadowing	Student visits for information about a field of work and/or student spends time with a professional and learns about job activities and required skills
<input type="radio"/>	Summer programs	

## How to Create a Service Manually

6. Choose the **Service Delivery Category**. SCRIBE will only allow one Service Delivery Category per service. If you deliver the same service in person and virtually (e.g., tutoring), create two services, one for in person and one for virtual. Click **Next**

<input type="radio"/>	Workshops	College preparation, study skill, career, or other
<input type="radio"/>	Family/cultural events	Social activities for parents and students. Includes sporting events, picnics, award banquets and other

**Service Delivery Category: \***

<input type="radio"/>	Virtual	Virtual delivery remotely or by software service
<input type="radio"/>	Real (Not Virtual)	In person or Face-to-Face delivery
<input type="radio"/>	Telephonic	Delivery of service remotely over the phone.

**Service Timing Category: \***

<input checked="" type="radio"/>	N/A	
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7. Add details to the Service Type if applicable (for example, add the IPEDS number for the college visited when creating a college visit service). Click **Next**.

**SCRIBE Home > Add Service**

Choose the details for this Service. You can go to the previous screen to change the high-level categories which effect the details displayed here.

**Service Type:** (Category - Tutoring/homework assistance) \*

<input checked="" type="radio"/>	TMT - Math Tutoring	
----------------------------------	---------------------	--

**Service Delivery:** (Category - Real (Not Virtual)) \*

<input checked="" type="radio"/>	Real service delivery method	
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**Service Timing:** (Category - N/A)\*

<input checked="" type="radio"/>	N/A	
----------------------------------	-----	--

\* - Required Field

## How to Create a Service Manually

8. Enter the **Name/Description of Activity** using the proper naming conventions. Copy the Name/Description of Activity and paste it for the **External ID**. Use the same naming conventions for in person and virtual services, using the description portion of the naming convention to provide the necessary details about the service.

Enter the **Start Date** and **End Date** for the service. Click **Save**.

**SCRIBE Home > Add Service**

Enter the name and dates of the service. You can choose a service summary to attach to this service. You can go to the previous screens to change the service details.

**Service Type Category:** Tutoring/homework assistance  
**Service Type:** TMT - Math Tutoring  
**Service Delivery Category:** Real (Not Virtual)  
**Service Delivery:** Real service delivery method  
**Service Timing Category:** N/A  
**Service Timing:** N/A

**Name/Description of Activity:**  \*

**School Year:** 2019 - 2020 ▼ \*

**External Id:**

**Date of Activity/Date Started:**

**End Date:**

**Service Provider(s):**  
☐ Albus Dumbledore ☐ Caroline Erickson ☐ Celeste Evans  
☐ Kelly Johnson ☐ Walter White

**Is STEM?** ☐ Yes ☒ No

**Is ELL?** ☐ Yes ☒ No

**Person Type(s):** Student

**Include Not In Any Program?:** ☒ Yes ☐ No \*

**Service Notes:**  
  
500 characters left.

**Service Summary:** Default Activity Summary ▼ \*

\* - Required Field

Now the service exists in SCRIBE and participation is able to be added once the date of the service has passed.

## Additional Resources

[How to Create a Service via Import](#)

[Notes on Virtual Services](#)

[How to Run a Service List Export](#)

[How to Add Participation Manually](#)

[How to Add Participation via Import](#)