

How to Add Students to a Student Group via Import

Student groups are useful for informally grouping students from the same school (e.g., tutoring groups, mentoring groups, clubs, F list, students to watch, etc.). Using [a student group to add participation](#) saves time because participation can be added to the entire Student Group or a subsection of group members. Filtering reports using Student Groups allows users to monitor data more closely for targeted groups.

Before group members can be added, however, you must create the group in SCRIBE. See [How to Create a Student Group Manually](#). You can [add and delete students manually](#). This tutorial covers how to add students to a group via import.

Create the Student Group File to Import

Determine the required and optional fields for a Student Group import. There are two ways:

- Look at the Student Group Import Template in your grant's Google Drive folder.** Every import template has a tab that has the field headings and a tab that describes each field, whether the field is required, the type of data needed for that field and where to find that data.

	A	B	C	D	E	F
1	StudentGroupID	SchoolYear	StudentID	FirstName	MiddleName	LastName
2						
3						
4						
5						
6						
7						
8						
9						

Navigation: StudentGroup | FieldsDescribed | (+)

	A	B	C
1	Field Name	Required	Comments
2	StudentGroupID	Y	Look at the url in the browser while on the Student Groups Detail Page
3	StudentID	Y	Unique identifier for every student
4	SchoolYear	Y	Year of first marking period
5	FirstName	N	Not Imported used for data collection
6	MiddleName	N	Not Imported used for data collection
7	LastName	N	Not Imported used for data collection
8			
9			

Navigation: StudentGroup | FieldsDescribed | (+)

Note: Remember to download the Import Template from the Google folder and save it on your desktop before editing it. Click **File > Download > Microsoft excel**.

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- b. The second way to determine the required fields: In SCRIBE click **Tools > Import**. Click **Add Import**. Select the Import Type. Click the **View Specification** button.

The screenshot shows the SCRIBE web application interface. At the top, there's a header with the SCRIBE logo and a 'SCRIBE Support' button. Below the header, a navigation bar shows 'GEAR UP Demo_Current' and 'SCRIBE Import' with a 'Back to SCRIBE' link. The main content area is titled 'Add Import' and contains three sections: 'Import Source' (with a '2' icon), 'Import Type' (with a '9' icon), and 'Import Config'. The 'Import Source' section shows 'GEAR UP Demo - Cohort Model'. The 'Import Type' section shows 'Student Group Membership'. The 'Import Config' section shows 'GEAR UP Demo - Student Group Membership'. To the right of these sections, there's a text box explaining that data can be imported as a CSV or MS Excel (XLSX) file with one worksheet. Below this is a 'View Specification' button. Further down, there's a 'School Year' dropdown menu set to '2018 - 2019' and a 'Data File' section with a 'Choose import data file' button and a 'Browse' button. At the bottom right, there are 'Cancel' and 'Upload Import File' buttons.

The **Import Specification** list will appear in a popup box. The fields with a red asterisk are required.

The screenshot shows a 'Import Specification' popup box. It has a title bar with a close button (X). The main content area is titled 'GEAR UP Demo - Student Group Membership' and contains a description: 'This import is used to associate Students to a Student Group. The Student and Student Group must already exist in the SCRIBE system.' Below the description is a legend: '* = Required - field must be in your file' and 'O = Optional - field should only be in your file if you are providing values'. Below the legend is a table with three columns: 'Field', 'Status', and 'Description'. The table lists three fields: 'StudentGroupId' (Required), 'StudentId' (Required), and 'SchoolYear' (Required). At the bottom right of the popup, there is a 'Close' button.

Field	Status	Description
StudentGroupId	*	Student Group identifier
StudentId	*	Student identifier
SchoolYear	*	School Year (ex: 2010 for the 2010-2011 school year)

Note: SCRIBE will consider any fields included in the import that are not listed on the Import Specification list as “unknown” fields during the import process. See [Troubleshooting Imports](#) on the SCRIBE Help Desk for more information on unknown fields.

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Fields

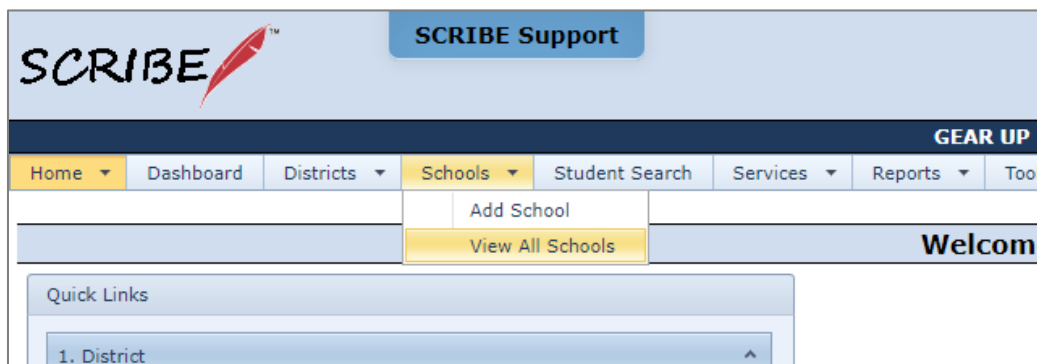
Fields are the different data categories you can include in the Grades import file (e.g., StudentID, SchoolNumber, etc.) listed as separate columns in the spreadsheet. Some fields are **required**, meaning SCRIBE will not import your file without them. Some are **optional**, meaning it is up to you whether or not to include them in the import file.

Note: Fields (columns) can be in the import file in any order. Field headings must be spelled correctly but capitalization does not matter (e.g., SchoolNumber = schoolnumber = SCHOOLNUMBER = sChOoInUmBer). There are no spaces in the field headings (e.g., SchoolNumber is not the same as School Number).

Fields in a Grades Import (* indicates a required field)

- StudentGroupID*: unique identifier for each Student Group created in SCRIBE.

In SCRIBE, click **Schools > View All Schools**.



Click **View** next to the school where the student group was created.

SCRIBE Home > School List				
The following are all the available schools. Click the View link to see additional details for a school. Click the Search link to filter the list of schools.				
Search				
Drag a column header here to group by that column				
	School Number	School Name	District Name	Grades
View	1	Bayside Middle School	Test District	7 - 8
View	2	West Beverly High School	Test District	9 - 12
View	3	William McKinley High School	Test District	9 - 12
View	4	DeGrassi Junior High	Test District	7 - 8
View	5	College	Test District	Post-Secondary -
View	CourseCompletion_Test	CourseCompletion_Test	Test District	K - Post-Secondary
View	1234	GU-Maine Test	Test District	7 - 12
7 Items				
Pages: 1 - 1 (7 items) 1 Page size: All				

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In the **Student Groups** tab, click **View** next to the group to which you want to add students.

The screenshot shows the SCRIBE interface for a school. The breadcrumb trail is "SCRIBE Home > School List > School Details". The school information is "School Number: 2" and "School Name: West Beverly High School". The "Student Groups" tab is selected. A yellow message box says: "The following are the student groups associated to this school. Click the add button to add a student group to the school." Below this is a search bar and an "Add" button. A table lists three student groups:

	Student Group Name
View	Spanish Club
View	Thursday Tutoring Group
View	Time Travelers

At the bottom, it says "3 Items", "Page 1 of 1", and "Page size: 20".

In the URL, the StudentGroupID is the number after StudentGroupID= (in this example, 11375).

mhs.xcaliburscribe.com/SCRIBE/Student/StudentGroupDetail.aspx?StudentGroupID=11375&SchoolId=784

b. **StudentID***: unique identifier for each student used in SCRIBE.

In SCRIBE, click **Schools > View All Schools**.

The screenshot shows the SCRIBE main menu. The "Schools" dropdown menu is open, and the "View All Schools" option is highlighted.

Click **View** next to the school where the student(s) attend.

The screenshot shows the SCRIBE "School List" page. A yellow message box says: "The following are all the available schools. Click the View link to see additional details for a school. Click the Search link to filter the list of schools." Below this is a search bar. A table lists five schools:

	School Number	School Name	District Name	Grades
View	1	Bayside Middle School	Test District	7 - 8
View	2	West Beverly High School	Test District	9 - 12
View	3	William McKinley High School	Test District	9 - 12
View	4	DeGrassi Junior High	Test District	7 - 8
View	5	College	Test District	Post-Secondary - Fresh

At the bottom, it says "5 Items", "Pages: 1 - 1 (5 Items)", and "Page size: All".

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Under the **Students Tab**, the students enrolled at the school will be displayed. Copy the student's Student ID and paste it in the StudentID column in the Service Participation spreadsheet.

SCRIBE Home > School List > School Details

★ **School Number:** 2 **School Name:** West Beverly High School

School Record School Year Details **Staff** **Students** Courses Services Student Groups Attachments

The following are the students enrolled at this school.
Click the add button to enroll a student at the school.

● **Search** Add

Drag a column header here to group by that column

	Student ID	School-Student Id	First Name	Middle Name	Last Name	Birthdate	School	Grade
View	108642		Steve		Rogers	7/4/2000	West Beverly High School	9
View	108643		Peggy		Carter	4/9/2001	West Beverly High School	10
View	108644		James	Bucky	Barnes	3/10/2002	West Beverly High School	11
View	123456		Carol	Susan Jane	Danvers	10/4/2000	West Beverly High School	12
View	123457		Captain		Marvel	10/5/2003	West Beverly High School	9

- c. SchoolYear*: first year in the two year school year (e.g., “2019” for the 2019-2020 school year, “2020” for the 2020-2021 school year)

Note: Import files are limited to one school year per file.

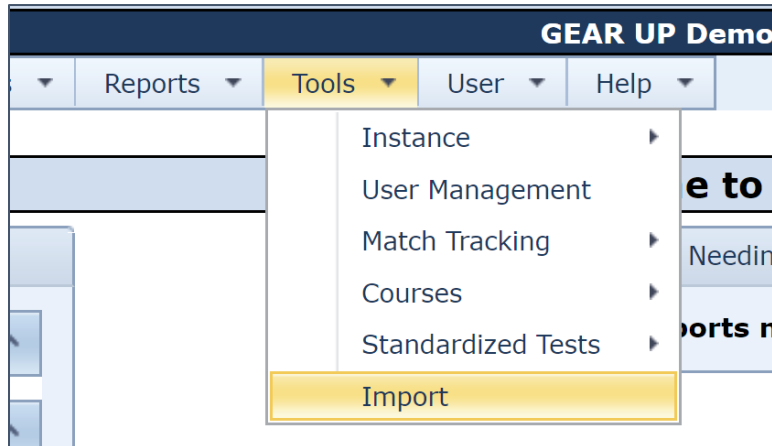
Sample Student Group Import File

	A	B	C	D	E	F
1	StudentGroupID	SchoolYear	StudentId	FirstName	LastName	MiddleName
2	11375	2019	432124	Bruce	Banner	Hulk
3	11375	2019	108644	James	Barnes	Bucky
4	11375	2019	789101	Luke	Cage	
5	11375	2019	108643	Peggy	Carter	
6	11375	2019	789789	Mike	Colter	
7	11375	2019	123456	Carol	Danvers	Susan Jane
8	11375	2019	123458	Nick	Fury	
9	11375	2019	987654	Jean	Grey	
10	11375	2019	321012	Jessica	Jones	
11	11375	2019	456788	Erik	Kilmonger	
12	11375	2019	654321	Scott	Lang	
13	11375	2019	123457	Captain	Marvel	
14	11375	2019	246810	Wanda	Maximoff	Scarlet
15	11375	2019	951158	Christine	Palmer	
16	11375	2019	456789	T'Challa	Panther	Black
17	11375	2019	963963	Peter	Parker	Spidey

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Import Student Group Import File

1. Save the Student Group Import file following best practice naming conventions: include the school year, type of import, other necessary details like group name, quarter or semester, school/district name or abbreviation (e.g., 19-20_StudentGroup_TimeTravelers_S1_WBHS).
2. In SCRIBE, click **Tools > Import**.



3. Click **Add Import**.



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4. Select the **Import Type**: Student Group Membership

GEAR UP Demo_Current SCRIBE Import

Import List

Add Import

Import Source 2

GEAR UP Demo - Cohort Model

Import Type 11

- Attendance and Disciplinary Actions
- College Enrollment – Outreach Format
- Course List
- Service List
- Service Participation
- Standardized Tests and Assessments
- Student Course Grades
- Student Enrollment
- Student Group Membership

5. Make sure the **School Year** is correct. Click **Browse** to select the import file from your computer. Click **Upload Import File**. Follow the import process.

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

Import List

Add Import

Import Source 2

GEAR UP Demo - Cohort Model

Import Type 11

Student Group Membership

Import Config

GEAR UP Demo - Student Group Membership

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

2019 - 2020

Data File

Choose import data file [Browse](#)

[Cancel](#) [Upload Import File](#)

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Additional Resources

[How to Import Data PDFs](#) and [webinars](#)

[Troubleshooting Imports](#)

[How to Create a Student Group Manually](#)

[How to Add or Delete Students from a Student Group Manually](#)

[How to Run a Student Group Export](#)

[Which Reports Can Be Filtered by Student Group?](#)

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