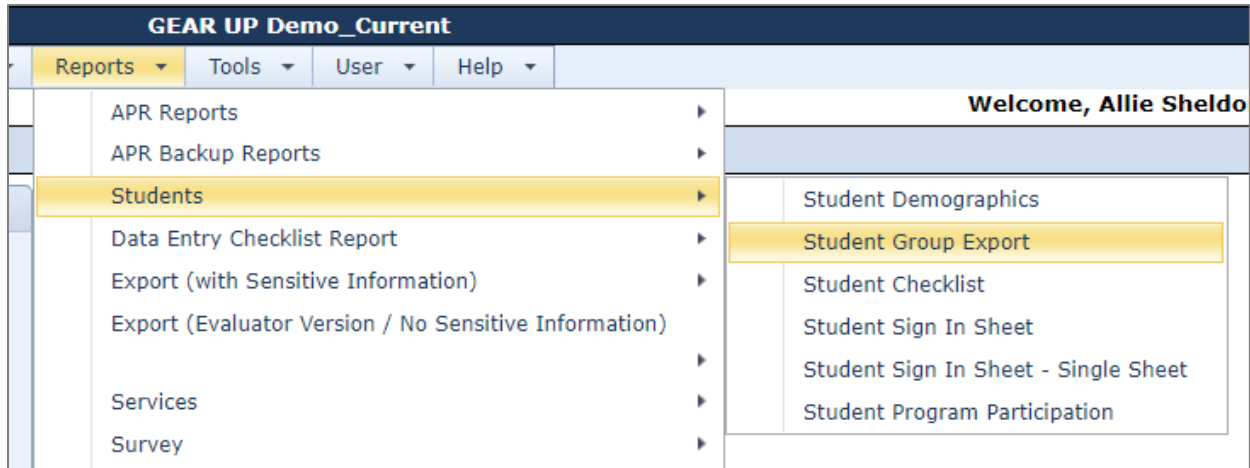


How to Run a Student Group Export

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.). This PDF covers how to run a Student Group Export from SCRIBE which will generate a list of all assigned to a Student Group in SCRIBE.

Run a Student Group Export

1. From the SCRIBE main menu, click **Reports > Students > Student Group Export**.



2. Select the **School Year** from the dropdown menu, if desired. Otherwise leave All School Years selected.

Select the **School** from the dropdown menu.

A screenshot of the SCRIBE Home > Student Group Export page. The page has a light blue header with the breadcrumb 'SCRIBE Home > Student Group Export'. Below the header is a yellow box with the text 'This report shows student group membership.' Underneath is a 'Report Filters' section. It contains four filter fields: 'School Year:' with a dropdown menu set to 'All School Years'; 'School: *' with a dropdown menu set to '--- Select One ---'; 'Student Group: *' with the text 'Must select a School first.'; and 'Report Format: *' with two radio buttons, 'EXCEL' and 'PDF', where 'PDF' is selected. A 'Generate Report' button is located at the bottom right of the filter section.

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Once you select a school, a dropdown menu will appear next to **Student Group**. Select the Student Group whose membership you would like to export.

SCRIBE Home > Student Group Export

This report shows student group membership.

Report Filters

School Year: 2019 - 2020

School: * West Beverly High School

Student Group: * --- Select One ---

Report Format: * --- Select One ---

Spanish Club

Thursday Tutoring Group

Time Travelers

Any Student Group

Generate Report

Select Excel for **Report Format**. Click **Generate Report**.

3. The Student Group Export contains the following fields:
 - a. Student Group: name of the student group.
 - b. School Number: unique identifier assigned to every school in SCRIBE.
 - c. School: name of school where group is assigned in SCRIBE.
 - d. School Year: school year .
 - e. Student ID: unique identifier for student used in SCRIBE.
 - f. School Student ID: school ID, not used to identify the student in SCRIBE.
 - g. First Name: student first name.
 - h. Middle Name: student middle name.
 - i. Last Name: student last name.
 - j. Suffix: student suffix.
 - k. Birthdate: student birthdate.
 - l. Grade Level: student grade level.

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Sample Student Group Export

	A	B	C	D	E	F	G	H	I	J	K	L
1	Student Group											
2	School Year: 2019 - 2020											
3	School: West Beverly High School											
4	Student Group: Time Travelers											
5	This report shows student group membership.											
6												
7	Student Group	School Number	School	School Year	Student ID	School Student Id	First Name	Middle Name	Last Name	Suffix	Birthdate	Grade Level
8	Time Travelers	2	West Beverly High School	2019	432124		Bruce	Hulk	Banner		12/18/2004	12
9	Time Travelers	2	West Beverly High School	2019	108644		James	Bucky	Barnes		3/10/2002	11
10	Time Travelers	2	West Beverly High School	2019	789101		Luke		Cage		7/2/2004	11
11	Time Travelers	2	West Beverly High School	2019	108643		Peggy		Carter		4/9/2001	10
12	Time Travelers	2	West Beverly High School	2019	789789		Mike		Colter		8/26/2000	12
13	Time Travelers	2	West Beverly High School	2019	123456		Carol	Susan Jane	Danvers		10/4/2000	12
14	Time Travelers	2	West Beverly High School	2019	987654		Jean		Grey	III	6/3/2000	12
15	Time Travelers	2	West Beverly High School	2019	456788		Erik		Kilmonger		9/6/2000	9

You can use this export as the basis for creating an import file for another type of data. For example, if the Student Group is a tutoring group, the Student Group Export could help create a sign in sheet, a spreadsheet for documenting attendance at tutoring or the basis of a Participation Import to enter students' participation in the tutoring group into SCRIBE. See [How to Add Participation via Import](#) for more information.

Or for example, if the Student Group is a classroom, the Student Group Export could help create the basis for an [attendance import](#), [grades import](#) or participation import if GEAR UP services are delivered to classes.

Additional Resources

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

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

[How to Add Students to a Student Group via Import](#)

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