

## How to Add Service Participation using a Student Group

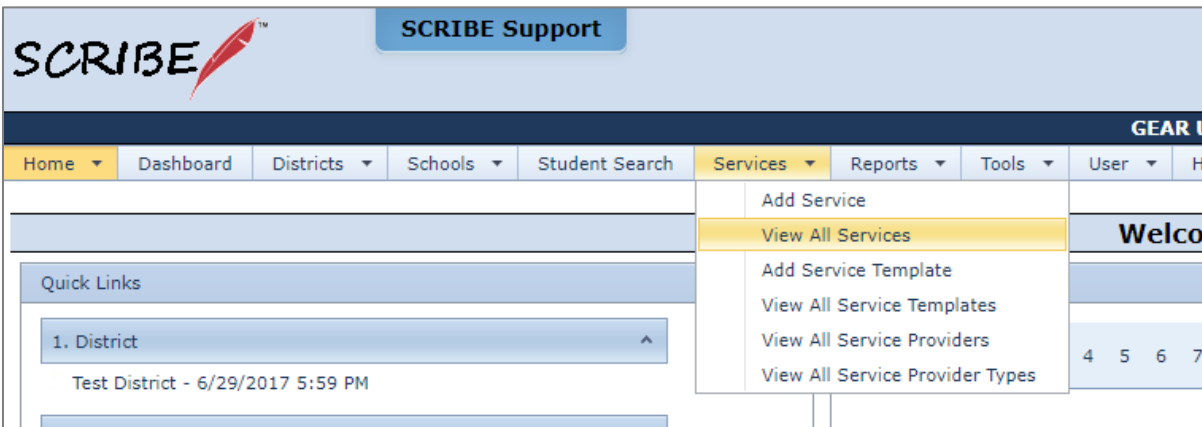
Users can add Service Participation manually and through an import. This PDF covers adding service participation manually using a student group.

Before participation can be added for a service, the service must exist in SCRIBE. See [How to Create a Service Manually PDF](#) and [video](#) and [How to Create a Service via Import PDF](#) and [video](#) for more information on creating services.

Before participation can be added using a student group, the student group must be created in SCRIBE and group members must be added. See [How to Create a Student Group Manually](#) for more information.

### Add Participation using a Student Group

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



2. Click **View** next to the school where the service has been entered that you want to add participation to.

**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.  
Click the Add button to add a new school.

**Search**

Add

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 -

5 Items

Pages: 1 - 1 (5 items)

1

Page size: All

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- Click the grey circle next to **Search** to uncover the Search Box. Confirm the School Year is the correct school year in which the service occurred. If not, select the correct school year from the dropdown menu and click the **Search** button at the bottom of the box.

Note: You can narrow the services that are displayed in the Service List by selecting any parameters in the Search box and clicking Search.

**Search**

Service Name:

External Id:

Service Type: All Service Types ▼

Start Date:  To

School: All Schools ▼

School Year: 2019 - 2020 ▼

**Advanced Search**

- Click **View** next to the service to which you want to add participation.

SCRIBE Home > Service List

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.

**Search**

Drag a column header here to group by that column

	Start Date ▼	Service Name	Participants	Service Type	Service Type Additional Information	Is STEM?	Person Type(s)	School(s)	Hours
<a href="#">View</a>	1/2019	Rec.MEN.peer.Dec2019.WBHS	0	MEN - Mentoring		No	Student	West Beverly High School	0 Hrs 0 Mins
<a href="#">View</a>	1/2019	OneT.CSS.UTSA.Nov2019.WBHS	0	CSS - College Student Shadowing	testing123	No	Student	West Beverly High School	0 Hrs 0 Mins
<a href="#">View</a>	1/2019	Rec.TMT.AlgebraAfterSchool.Oct2019.WBHS	0	TMT - Math Tutoring		No	Student	West Beverly High School	0 Hrs 0 Mins
<a href="#">View</a>	1/2019	Rec.SWS.Fridayworkshop.Sep2019.WBHS	0	SWS - Student Workshops		No	Student	West Beverly High School	0 Hrs 0 Mins
<a href="#">View</a>	1/2019	OneT.FAC.FAFSAworkshop.Aug2019.WBHS	0	FAC - Financial Aid Counseling / Advising		No	Student	West Beverly High School	0 Hrs 0 Mins

**Total: 0** **Total: 0 Hr 0 Min**

0 Items Pages: 1 - 1 (5 items)  Page size: All ▼

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5. If any participation has been added for this service already, the students' information and participation details will be displayed. To add participation, click **Add**.

SCRIBE Home > Service List > Service Details

★ Service Name: Rec.TMT.AlgebraAfterSchool.Oct2019.WBHS Start Date: 10/1/2019 End Date: 10/31/2019

Service Details Participation Service Summary Attachments

The following is the service participation for this service.

Click the Add button to add more participation for this service.

Click the Pencil icon to edit the service participation information. To delete service participation, check the checkboxes of the service participation you wish to delete and then click the Delete button.

You can edit multiple participation entries by selecting the participation entries you want to edit and clicking the Multi-Edit button.

Search

Activity Report Multi-Edit Delete

Drag a column header here to group by that column

Id	First Name	Middle Name	Last Name	Birthdate	Person Type	Grade Level	Date	Hours
No data to display								

Total: 0 Hr 0 Min

0 Items Pages: 1 - 1 (0 Items) Page size: All

Activity Report Delete Selected

6. Enter the **Date of Participation**, **Time of Participation** (optional), and **Hours** and/or **Minutes of Participation**.

Note: The Date of Participation must occur within the Service Start and End dates and must be the current date or a date in the past (you cannot add participation for a service that has not happened yet). The maximum number of minutes allowed is 59.

SCRIBE Home > Add Participation

Enter participation date and hours and select participants from list(s).  
Click Save and Add More to save participation and continue to add more participation or  
Click Save and Close to save participation and close form.

Service Detail Participation

School: West Beverly High School

School Year: 2019 - 2020

Service Name: Rec.TMT.AlgebraAfterSchool.Oct2019.WBHS

Service Start Date: 10/1/2019

Service End Date: 10/31/2019

Person Type(s): Student

Programs: GEAR UP

Allow Not In Any Program?: Yes

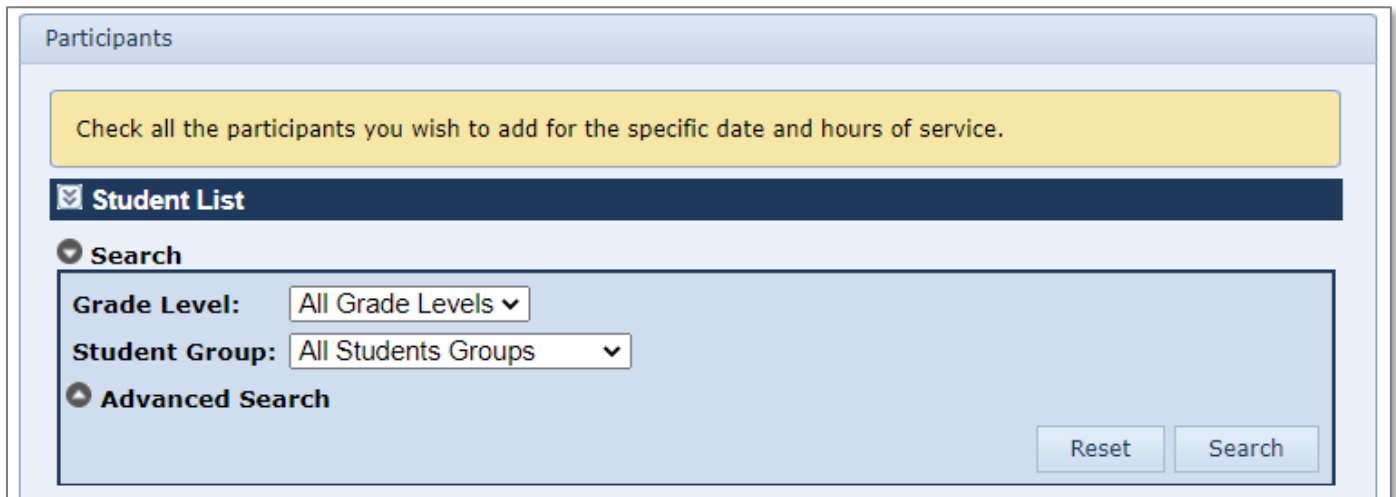
Date of Participation:  \*

Time of Participation:

Hours of Participation:  Hours  Minutes \*

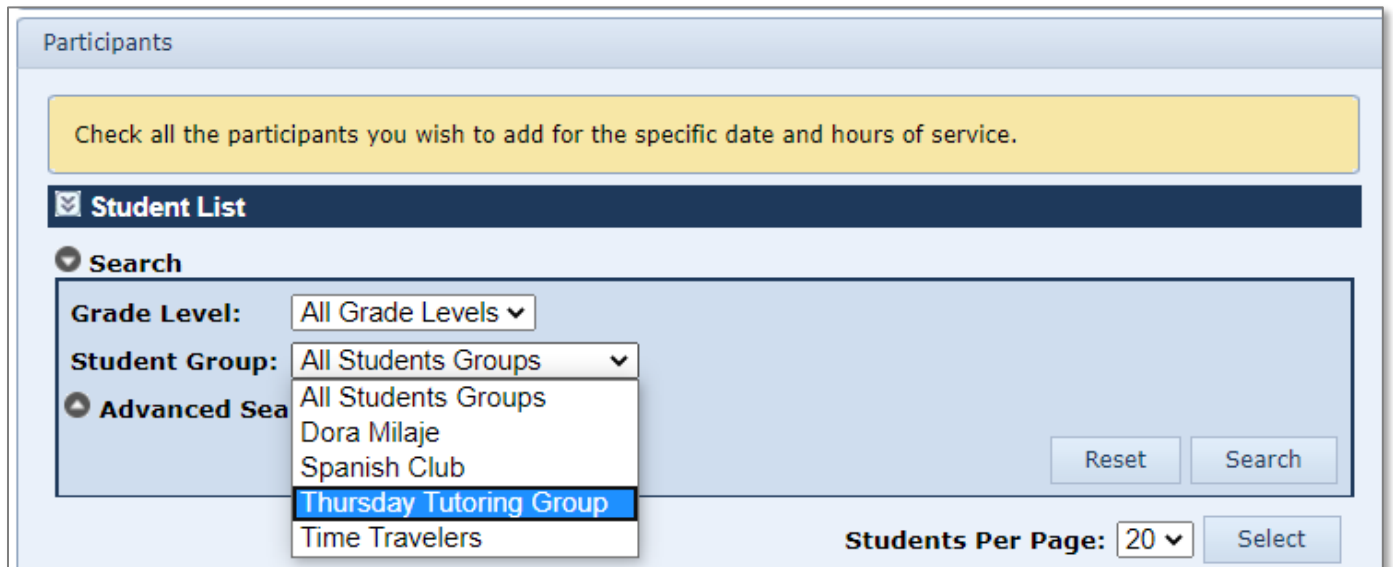
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- Click the grey circle next to **Search** to reveal the Search Box. This will allow you to narrow the students who are displayed in the student list by **Grade Level** or **Student Group**.



The screenshot shows a web interface titled "Participants". At the top, a yellow box contains the instruction: "Check all the participants you wish to add for the specific date and hours of service." Below this is a dark blue header with a white checkmark icon and the text "Student List". Underneath, there is a section titled "Search" with a grey circle icon to its left. This section contains two dropdown menus: "Grade Level:" with "All Grade Levels" selected, and "Student Group:" with "All Students Groups" selected. Below these is a radio button labeled "Advanced Search". At the bottom right of the search section are two buttons: "Reset" and "Search".

- Select the **Student Group** from the dropdown menu. Click **Search**.



This screenshot shows the same "Participants" form as the previous one, but with the "Student Group:" dropdown menu open. The menu lists several options: "All Students Groups", "Dora Milaje", "Spanish Club", "Thursday Tutoring Group" (which is highlighted in blue), and "Time Travelers". The "Search" button is still visible at the bottom right. Additionally, at the bottom right of the form, there is a label "Students Per Page:" followed by a dropdown menu showing "20" and a "Select" button.

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9. Now only students who are members of the selected student group will be displayed. Check the box next to the names of the students who participated in the service, keeping in mind not all students in the group may have been present at this particular service.

Participants

Check all the participants you wish to add for the specific date and hours of service.

Student List

Search

Grade Level: All Grade Levels ▼  
Student Group: Thursday Tutoring Group ▼  
Advanced Search

Reset Search

Students Per Page: 20 ▼ Select

<input type="checkbox"/>	Student ID	School-Student Id	First Name	MiddleName	Last Name ▲	Birthdate	Grade
<input checked="" type="checkbox"/>	432124		Bruce	Hulk	Banner		12
<input checked="" type="checkbox"/>	108644		James	Bucky	Barnes		11
<input checked="" type="checkbox"/>	789101		Luke		Cage	07/02/2004	11
<input type="checkbox"/>	108643		Peggy		Carter	04/09/2001	10
<input checked="" type="checkbox"/>	789789		Mike		Colter	08/26/2000	12
<input checked="" type="checkbox"/>	123456		Carol	Susan Jane	Danvers	10/04/2000	12
<input checked="" type="checkbox"/>	123458		Nick		Fury	07/04/2004	10
<input checked="" type="checkbox"/>	987654		Jean		Grey	06/03/2000	12

1

\* - Required Field

Save and Add More Save and Close Close

Note: Students you have checked are cleared when you switch between pages of students. Either click **Save and Add More** when switching pages or change the **Students Per Page** to All to display all students and eliminate the need to change pages.

10. Click **Save and Close** once you have selected all of the students.
11. Now these students will be displayed under the **Participation tab** for this service.

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### Additional Resources

How to Create a Service Manually [PDF](#) and [video](#)

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

How to Add Participation Manually [PDF](#) and [video](#)

How to Add Participation via Import [PDF](#) and [video](#)

[How to Run a Participation Export](#)

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