How to Add Service Participation using a Student Group

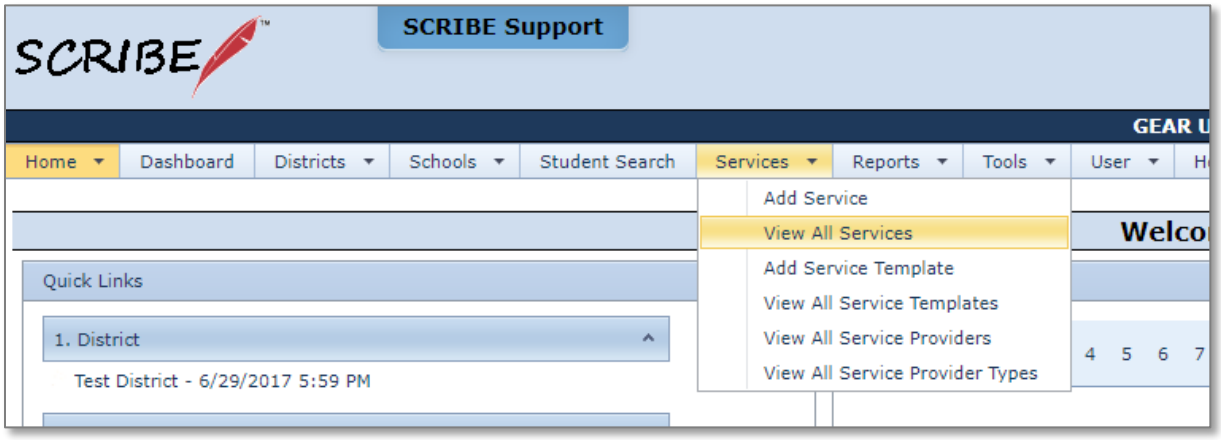
Users can add Service Participation manually and through an import. This PDF covers adding service participation manually using a student group.

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.

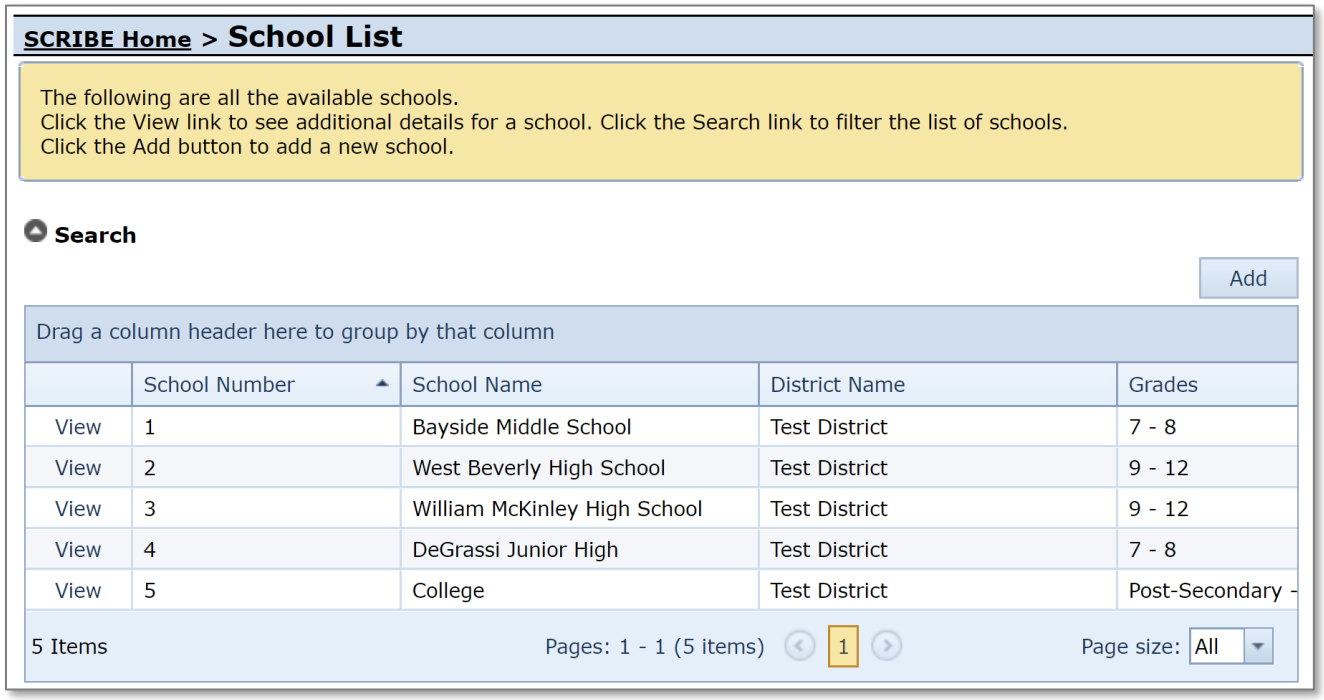
Before participation can be added using a student group, the student group must be created in SCRIBE and group members must be added. See How to Create a Student Group Manually for more information.

Add Participation using a Student Group

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



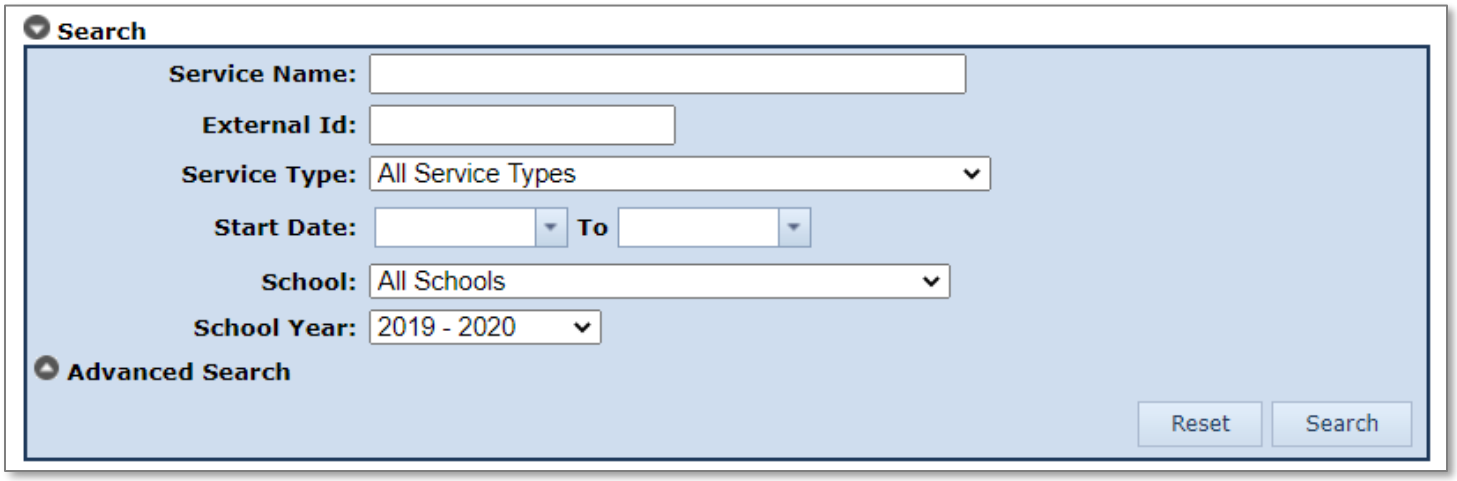
2. Click **View** next to the school where the service has been entered that you want to add participation to.



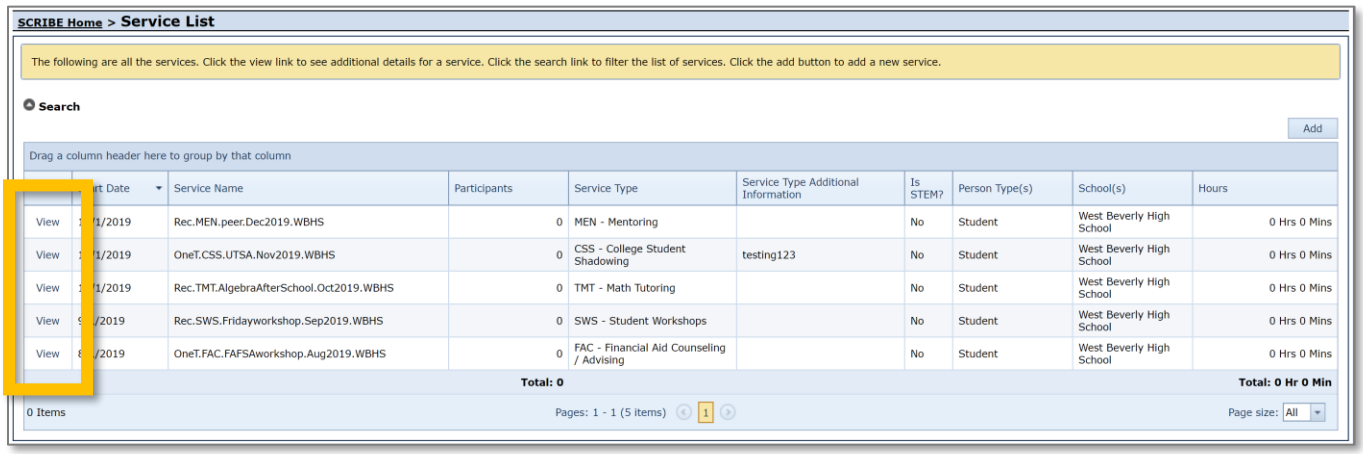
How to Add Service Participation using a Student Group

3. 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.

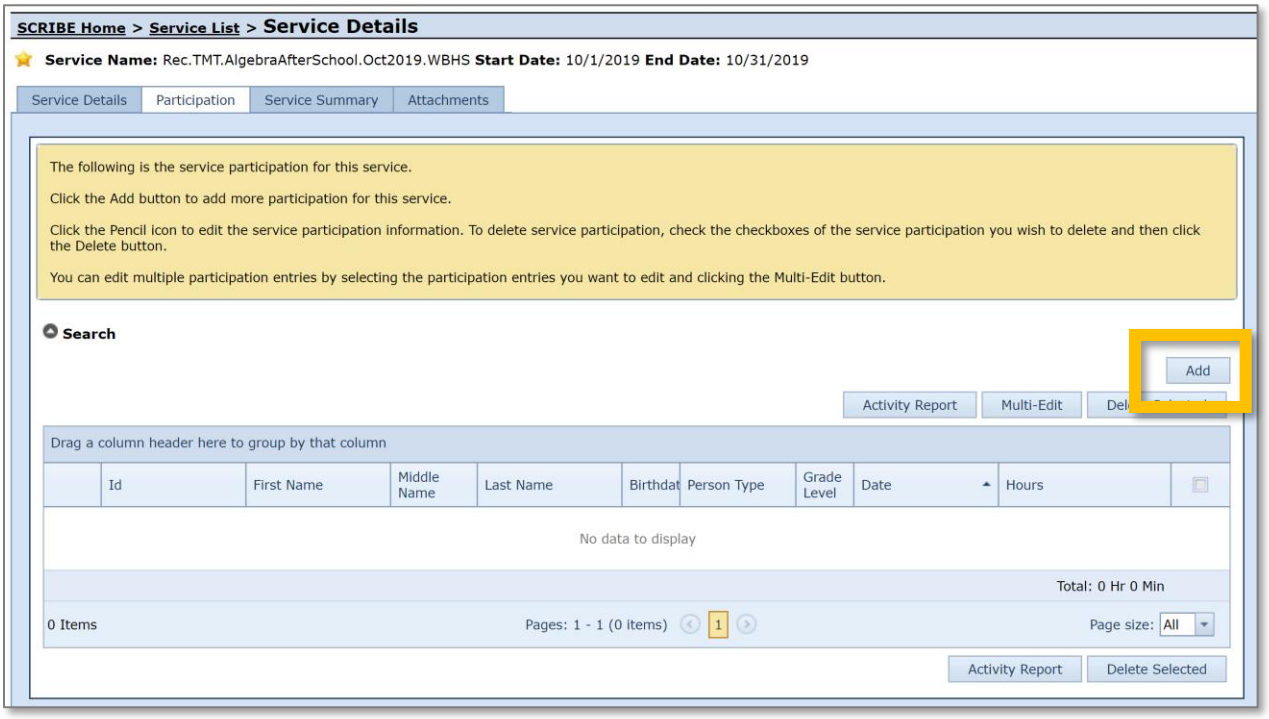


4. Click **View** next to the service to which you want to add participation.

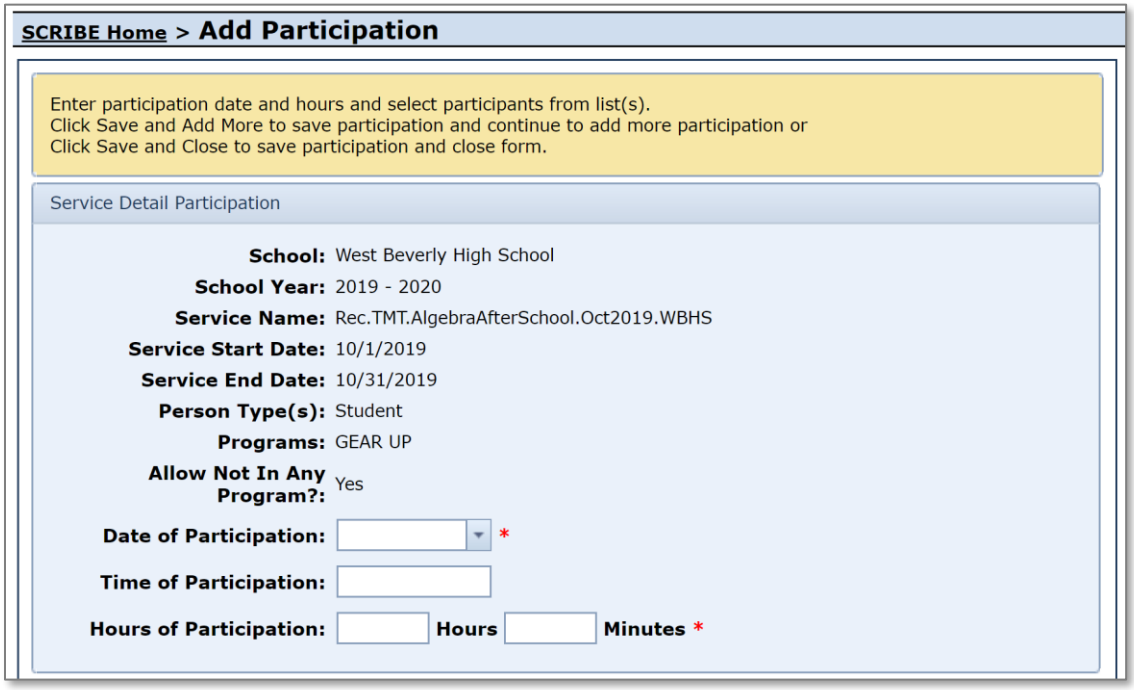


How to Add Service Participation using a Student Group

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**.

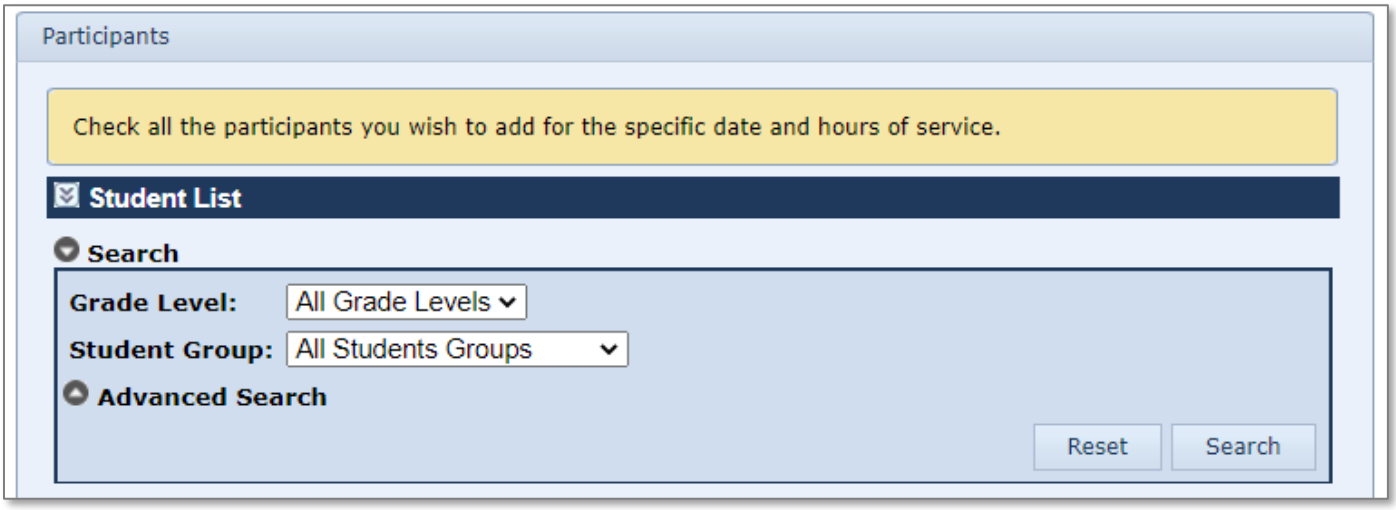


6. Enter the **Date of Participation**, **Time of Participation** (optional), and **Hours** and/or **Minutes of Participation**.
   Note: The Date of Participation must occur within the Service Start and End dates and must be the current date or a date in the past (you cannot add participation for a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

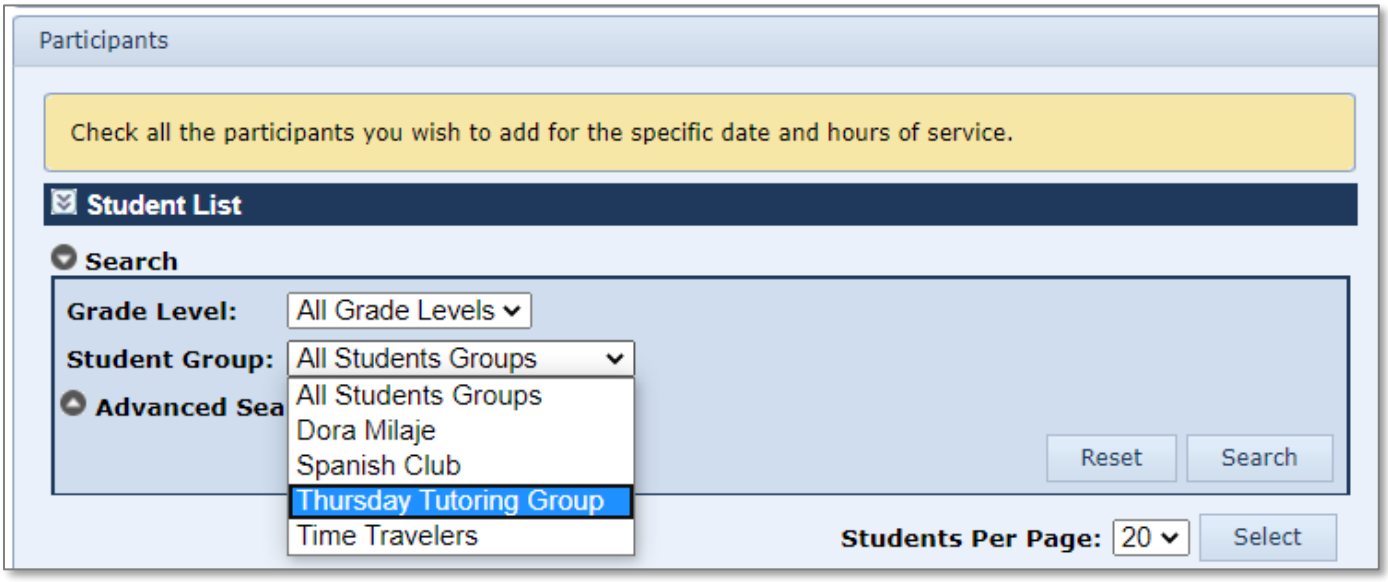


How to Add Service Participation using a Student Group

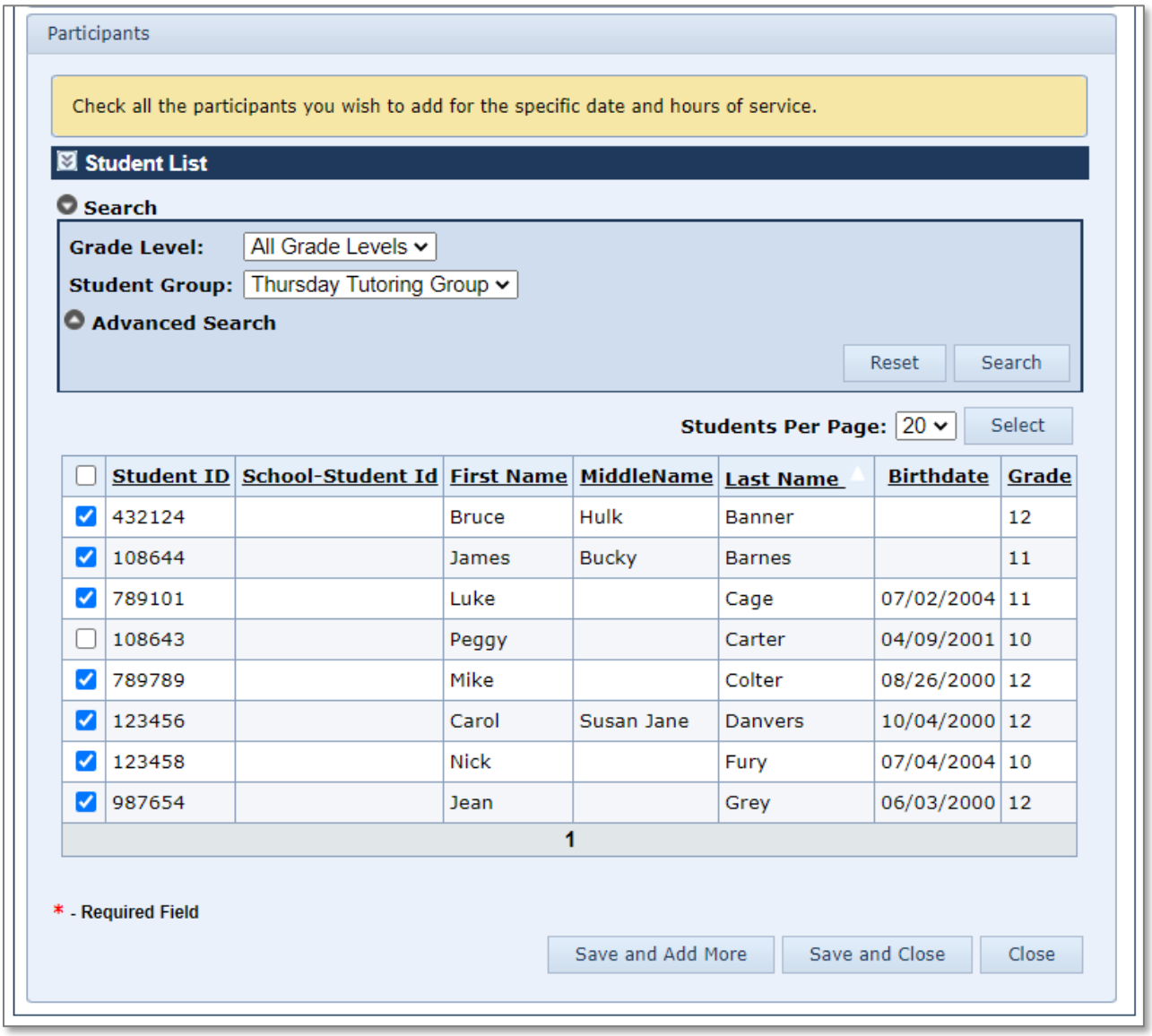
7. Click the grey circle next to **Search** to reveal the Search Box. This will allow you to narrow the students who are displayed in the student list by **Grade Level** or **Student Group**.



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



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.



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.

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.