

# Virtual Town Hall



December 4, 2020

Recordings and Notes Housed at  
<https://xcalibur.freshdesk.com/support/solutions>

# Nuts and Bolts

- As you enter, you will be muted.
- Please remain on mute until you are ready to speak.
- If you have access to a camera, please turn it on. We want to see your smiling faces!
- Don't forget about the chat features of Zoom. You can send private messages to other members of the meeting, or you can send group messages.

# Purpose

**Discussion:** Engage in topics that affect all of us while not declaring what is right or wrong. The community will share ideas and ways to work through problems in data collection and SCRIBE utilization.

**SCRIBE Snippet:** Provide a quick tip for using SCRIBE that is connected to the discussion topic.

# The Xcalibur Team



**Tricia  
Brainard**  
Director of  
Research and  
Evaluation



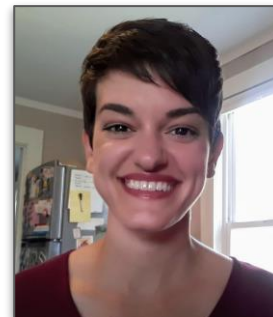
**Jim  
Brown**  
President



**Julie  
Jaramillo**  
Director of  
Data and  
Analytics



**Curt  
Reese**  
Chief  
Technology  
Officer

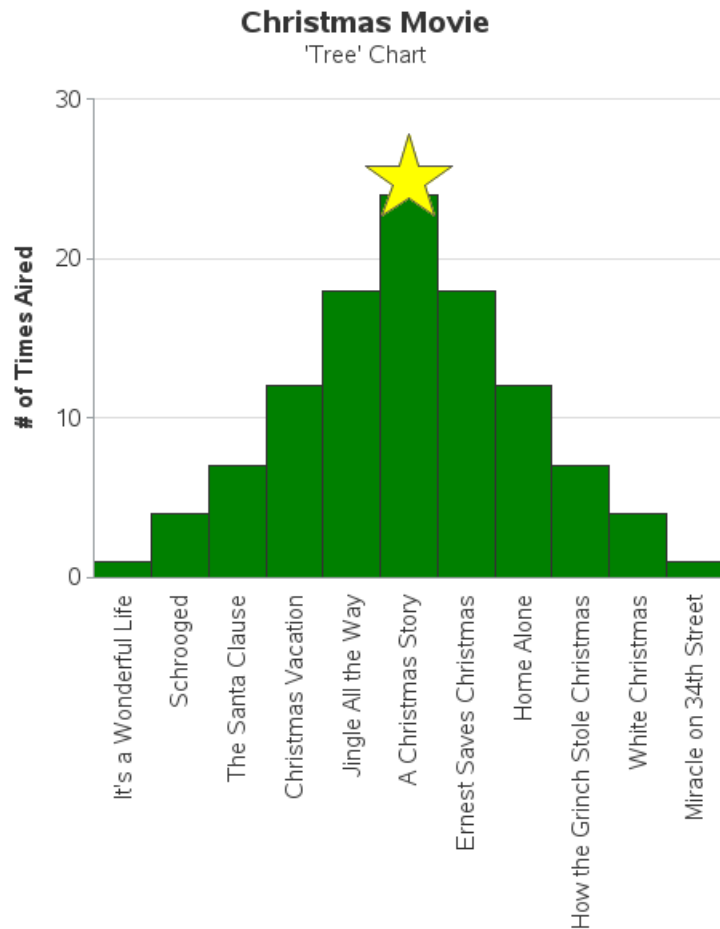


**Allie  
Sheldon**  
Data Analyst



*Xcalibur fosters understanding using data among educational professionals to empower students in becoming college and career ready.*

# Data Disa



# Discussion Questions

- What data sources do you use for postsecondary enrollment?
- How do you track postsecondary enrollment?
- What tips do you have for postsecondary enrollment tracking?

# SCRIBE Snippet: College Enrollment Tab

## SCRIBE Home > Student Details

★ **Student ID:** ZYX987 **Student Name:** Harry Sheldon



Demographics Notes Family Enrollment Standardized Tests Participation Groups Attachments **College Enrollment**

The following are the college enrollment data for this student. These data are imported. You can add additional college enrollment records by clicking the Add button. Only college enrollment records added through the SCRIBE interface can be modified. Imported college enrollment records can only be modified via Imports.

Note: No college import data found.

Add

\*  
**Start:** 09/23/2019 **End:** 06/03/2024  
**College Code:** 010115 **College:** University of Texas San Antonio **State:** TX **Type:** **Sector:**  
**Status:** Full-time **Class Level:** Sophomore (Undergraduate)  
**Enrollment Major 1 (CIP):** Walks **Enrollment Major 2 (CIP):** Treats  
**Graduated:** No **Graduation Date:** **Degree:**  
**Degree Major 1 (CIP):** **Degree Major 2 (CIP):**  
**Degree Major 3 (CIP):** **Degree Major 4 (CIP):**  
**Created:** 12/03/2020 - Allie Sheldon **Last Update:**



Add College Enrollment data manually or through import

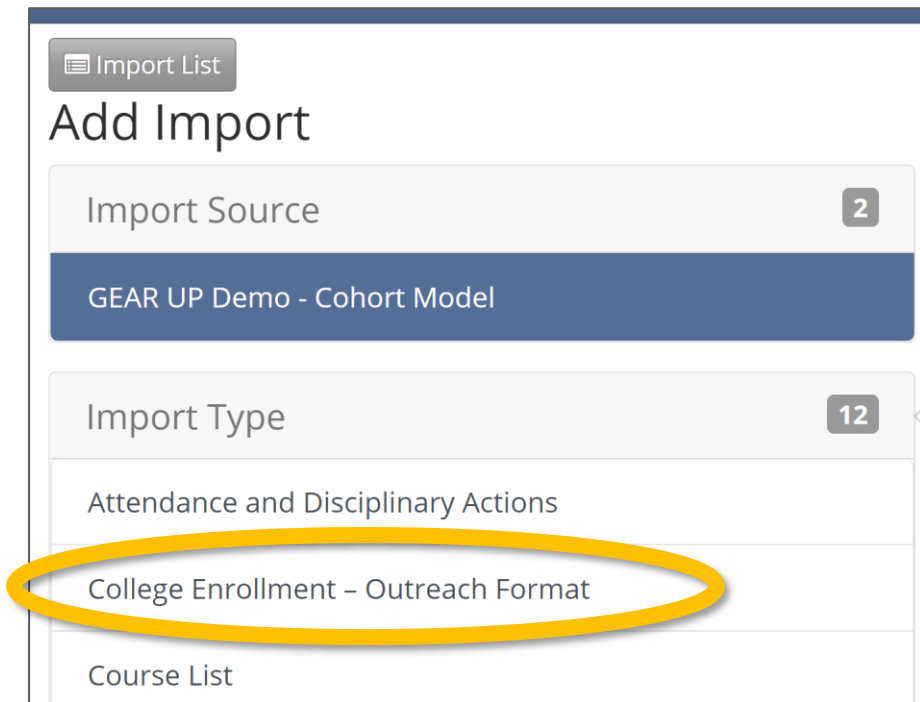
To add manually,  
student must be enrolled in  
**SCRIBE**  
\*in any school year\*

PSE “Schools” in SCRIBE

You will not see this tab  
unless you ask for this  
feature to be added to  
**SCRIBE**

er ready.

# SCRIBE Snippet: College Enrollment Import



The screenshot shows the 'Add Import' interface in the Scribe system. At the top, there is a tab labeled 'Import List'. Below it, the title 'Add Import' is displayed. The form is divided into two main sections: 'Import Source' and 'Import Type'. The 'Import Source' section has a dropdown menu with 'GEAR UP Demo - Cohort Model' selected, and a small grey box with the number '2' to its right. The 'Import Type' section has a dropdown menu with 'College Enrollment - Outreach Format' selected, and a small grey box with the number '12' to its right. The 'College Enrollment - Outreach Format' option is circled in yellow. Below the 'Import Type' section, there are two more options: 'Attendance and Disciplinary Actions' and 'Course List'.

Import List

## Add Import

Import Source 2

GEAR UP Demo - Cohort Model

Import Type 12

Attendance and Disciplinary Actions

College Enrollment - Outreach Format

Course List

College Enrollment Import is aligned to the National Student Clearinghouse report

Students in the import must be enrolled in SCRIBE (Student ID)  
\*in any school year\*

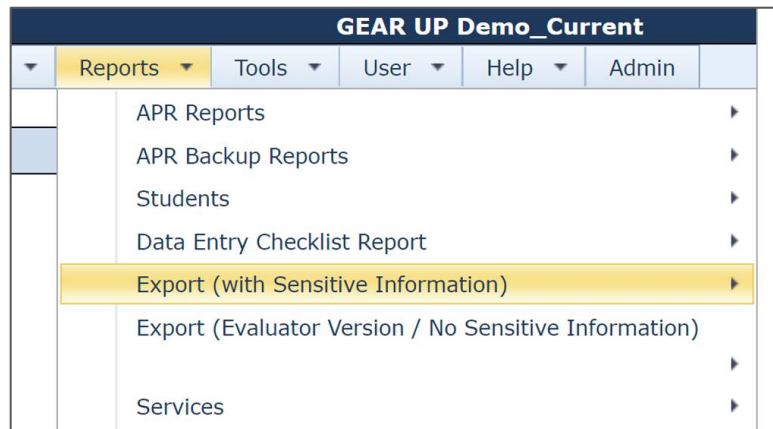
Let us know if you access the NSC High School Report or NSC Outreach Report

Better to keep your info in SCRIBE than on a bunch of spreadsheets!



# SCRIBE Snippet: NSC Export

Reports > Export (with sensitive information) >  
**Student Export for Uploading to NSC**



Export formatted to upload to NSC

12<sup>th</sup> graders enrolled in SCRIBE

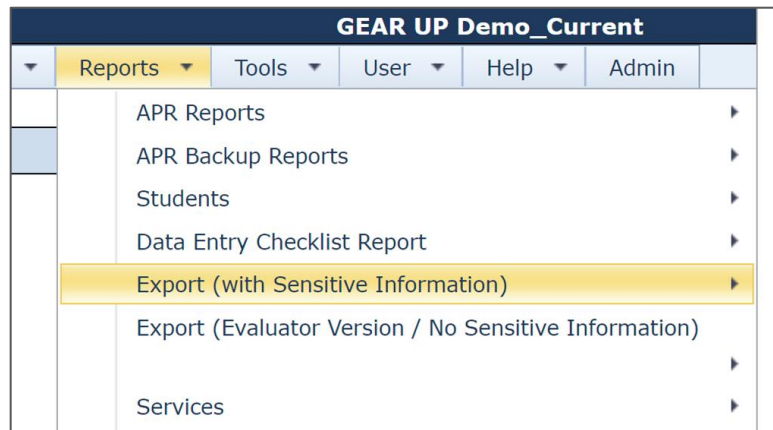
Collect students' birthdates!

Ask Xcalibur to add this report for you



# SCRIBE Snippet: College Enrollment Export

Reports > Export (with sensitive information) >  
**College Enrollment Export**



Students who have college enrollment info in SCRIBE

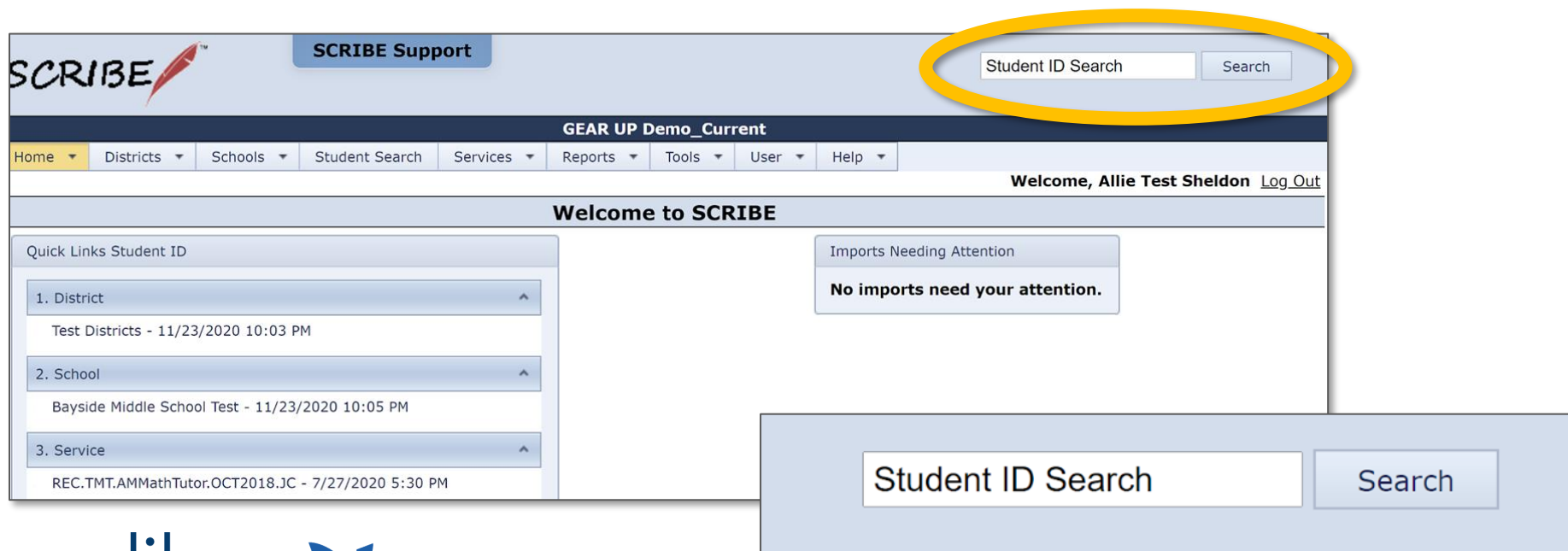
Includes StudentID, name, school (SCRIBE), college info

We are working on adding more reports for college enrollment



# SCRIBE Release - December 11

## Student Search Box



The screenshot displays the SCRIBE application interface. At the top left is the SCRIBE logo. To its right is a "SCRIBE Support" button. In the top right corner, a "Student ID Search" input field and a "Search" button are highlighted with a yellow circle. Below the header is a navigation bar with a "GEAR UP Demo\_Current" title and a menu containing "Home", "Districts", "Schools", "Student Search", "Services", "Reports", "Tools", "User", and "Help". To the right of the menu, it says "Welcome, Allie Test Sheldon" with a "Log Out" link. Below the navigation bar is a "Welcome to SCRIBE" section. On the left, there is a "Quick Links Student ID" panel with three expandable sections: "1. District" (showing "Test Districts - 11/23/2020 10:03 PM"), "2. School" (showing "Bayside Middle School Test - 11/23/2020 10:05 PM"), and "3. Service" (showing "REC.TMT.AMMathTutor.OCT2018.JC - 7/27/2020 5:30 PM"). On the right, there is a box titled "Imports Needing Attention" with the message "No imports need your attention." Below the main interface, a larger, detailed view of the "Student ID Search" box and "Search" button is shown.



# SCRIBE Release - December 11

## Scholarship Module

- Track scholarships students apply for & receive
- Information webinar at the end of January, 2021
- Drop your email in chat if you're interested
- Check your email for webinar invitation



# Next Town Hall – February 5<sup>th</sup>

We're taking a break from the Town Hall in January

- Check your email in January for an invitation to the February town hall



# Office Hours – Dec. 16<sup>th</sup>

- Monthly on the third Wednesday of each month
- 11:00 AM - 1:00 PM (eastern)
- Register [HERE](#)
- You will receive a standing calendar invite with the Zoom invite for the third Wednesday of each month
- If you will not be attending, you can delete the specific occurrence from your calendar



# Submitting a Topic



Topics for discussion and the SCRIBE snippet come from our community. Use the link below to submit a discussion topic and/or a SCRIBE snippet topic for an upcoming town hall.

<https://tinyurl.com/TownHallTopicSubmission>

# Resources

- Town Hall video recording & powerpoint on the Help Desk

[Town Halls folder](#)

- [SCRIBE Help Desk](#)

- [Xcalibur Events](#)

- [Office Hours Registration](#)



A screenshot of the SCRIBE Help Desk web application. The header is light blue with the "SCRIBE" logo (a red pen icon) and the text "SCRIBE Help Desk". Below the header is a dark blue navigation bar with white text links: "Home", "Solutions", "Forums", and "Tickets". The main content area has a white background. It starts with the heading "How can we help you today?" followed by a search bar with the placeholder text "Enter your search term here..." and a blue "SEARCH" button. Below this is a section titled "Knowledge base" with a yellow horizontal bar. Underneath, there is another yellow horizontal bar followed by the heading "Town Halls". Below this heading, it says "Town Halls (3)" and lists three items, each with a book icon: "Attachments - June 5, 2020", "Summer-y Reports - July 10, 2020", and "Enrollment - August 7, 2020".



# Thank you for attending!

- Next Town Hall: Friday, February 5<sup>th</sup> at 2pm (eastern time)
- [Register Here](#)

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