Virtual Town Hall

What's the **theme** of this playlist?

Win a Starbuck's gift card!

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SCRIBE Help 5¢

THE DOCTOR IS IN
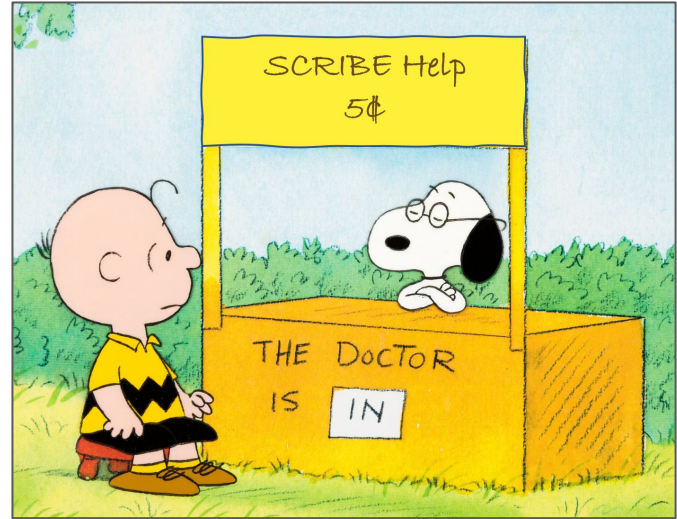
Ask the Data Doctors
April 2, 2021

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.

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The Xcalibur Team

Tricia Brainard
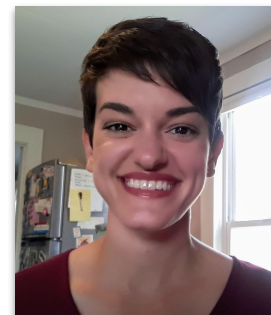Director of Research and Evaluation

Jim Brown
President

Julie Jaramillo
Director of Data and Analytics

Curt Reese Chief Technology Officer

Allie Sheldon
Data Analyst

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Data Disaster

1,048,575 records in file. **1,026,992** have errors.

Fields with Errors

StudentID **❯** **1,026,312 records**

Grade **❯** **680 records**

CourseNumber **❯** **1,025,475 records**

Term **❯** **1,025,475 records**
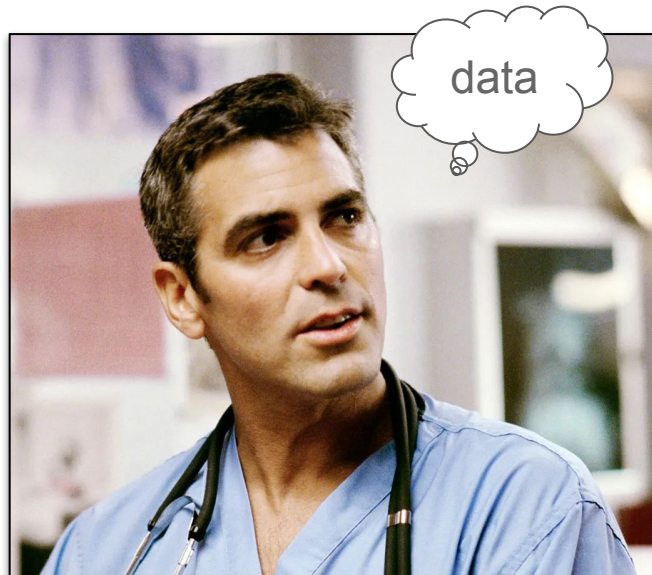
→ Complete Data Validation

Agenda

- ✓ Data Disaster
- ● What's on Your Mind?
- ● Connecting Parents to Students
- ● Reporting Services in the 2021 APR
- ● Top 5 Aspects of SCRIBE
- ● Updates

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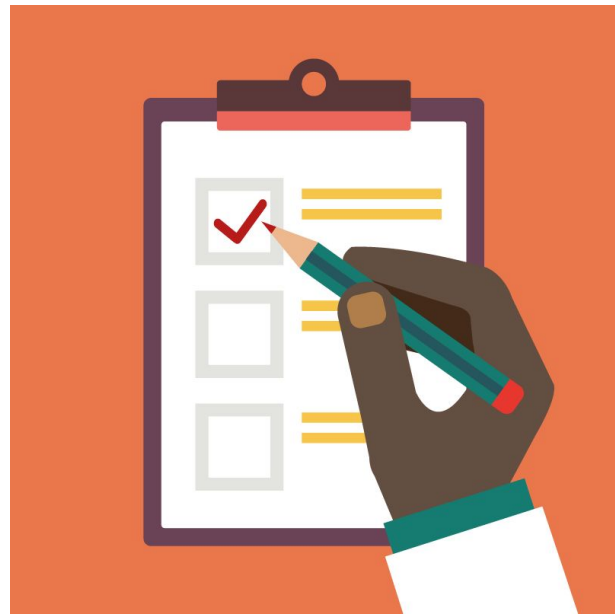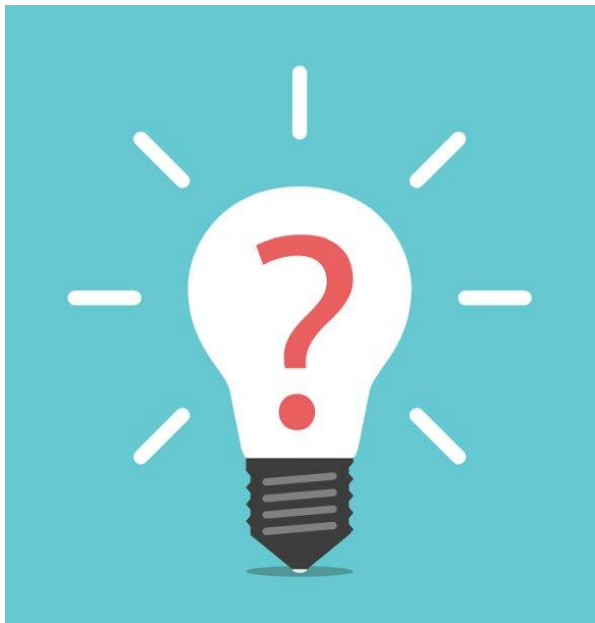
Discussion Question

What's on your mind?

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Discussion Question

How do I connect parents to students accounts?

Connecting Parents and Students

The only way to access family members is through a student. Family members are dependent on their respective students.

When importing participation you use the student's ID.

Key Questions for Family Data
- Are you importing students or creating them manually?
- Are you tracking family data (e.g. name and contact information), or are you tracking generic data about parents (e.g. the parent/guardian of Zach Morris)?

Connecting Parents and Students

Importing Students

- Some grants are set up to create a set number of "generic" family members for students when they are first created.
- In this case, students have to be created through an import.
- Family members for students created manually must be created manually.
- Talk to the Xcalibur team to determine whether your grant is set up to create "generic" family members automatically.
- "Generic" family members can changed to "specific" family members through a student enrollment import.

Connecting Parents and Students

Manually Creating Parents

- Access a student.
- Click on the Family tab.
- Click Add.
- Enter the required data.

⭐ **Student ID:** TEST9 **Student Name:** Zach Morris

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

The following are the family members of the student.
Click the add button to add a family member for this student.

Add

	First Name	Last Name ▲	Family Member Type	
View	Jackie	Morris	Guardian	🗑
View	Parent of	Zach Morris	Mother	

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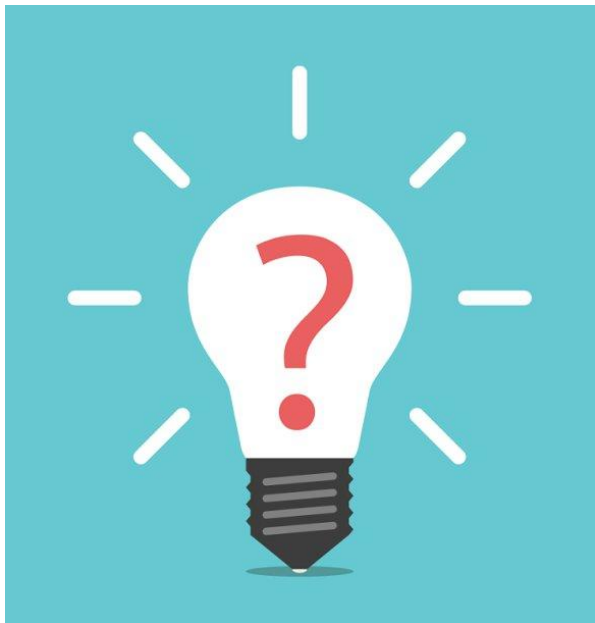
Reporting Services

I know the reporting period for the 2021 APR.

If there is no academic activity during this reporting period, can we submit the activities and services that happened for the 2020-2021 school year?

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Top 5 Aspects of SCRIBE

What are the top 5 most important aspects of SCRIBE that a GEAR UP program should generally use both as data management practices and to prepare for the APR?

Top 5 Aspects of SCRIBE

- Know your data.
- Monitor data collection and entry.
- Treat data as an on going process.
- Perfection is the enemy of good.
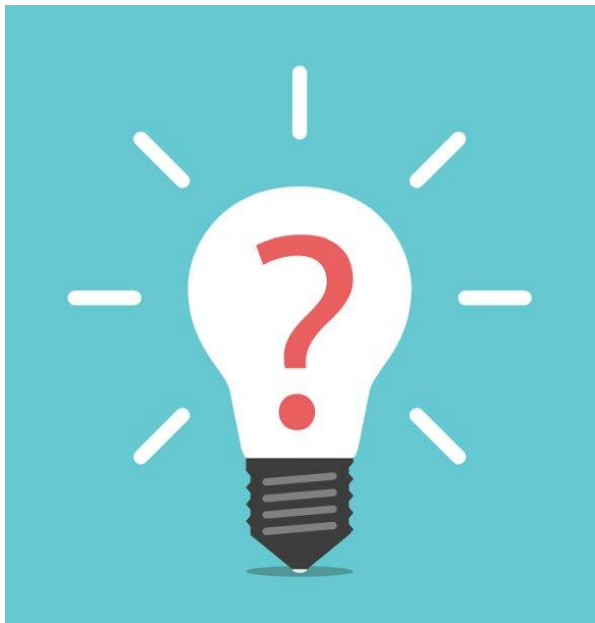- Live with your data infrastructure for the school year.

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Top 5 Aspects of SCRIBE

- Imports, Imports, Imports!
- Identified Surveys.
- Attachments.
- Exports.
- College Enrollment Module.

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Discussion Question

For the service naming convention, is there any drawback to having an 'all months' option for the same services offered every month? Or must we always create discrete services by month?
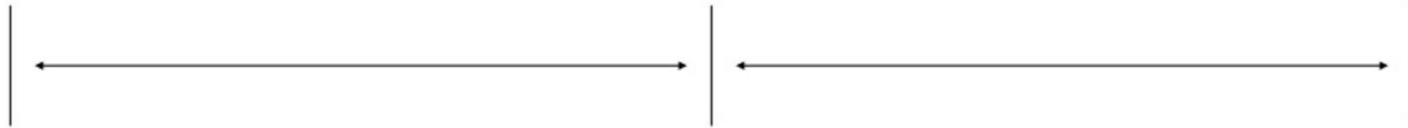
Closing Thought

Perfection is the enemy of good.   *-Voltaire*

NOTHING   **SOMETHING**   **PERFECTION**

Measurable Distance   **Infinite** Distance

Office Hours Update

- Monthly on the third Wednesday
- 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 occurence from your calendar

No Office Hours in April!

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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

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Resources

- Town Hall video recording & powerpoint on the Help Desk

  Town Halls folder

  APR Folder on Help Desk

- SCRIBE Help Desk

- Xcalibur Events

- Office Hours Registration

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Thank you for attending!

- Next Town Hall: Friday, May 7th at 2:00 PM (Eastern)

- [Register here](#)

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