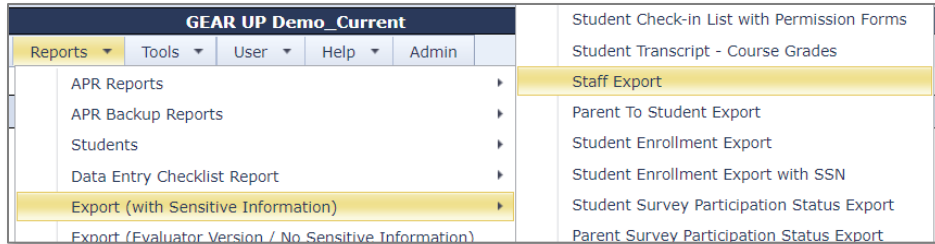


How to Use a Staff Export to Create a Staff List Import

SCRIBE users can export data already added to SCRIBE, and with a few edits and additions can turn that file into an import file.

Run a Staff Export

1. In SCRIBE, click **Reports > Export (with Sensitive Information) > Staff Export**.
2. Select the **School Year(s)**, **School(s)** and any other filters.



3. Select the **School Year** and **School(s)**.
Tip: Run the report as a CSV (not Excel) because the field headings (column headings) in the CSV format align more with the import template than the excel format (the field headings are the same in both formats, but there are spaces between the words in the excel format – “First Name” and no spaces between the words in the CSV format – “FirstName”).
4. Click **Generate Report**.

A screenshot of the 'SCRIBE Home > Staff Export' configuration page. The page has a yellow header bar with the title. Below it is a yellow box with the text 'Staff Export (for professional development lists, verification, etc...)'. The main section is titled 'Report Filters'. Under 'Participants By Program(s):', there are several checkboxes: GEAR UP, Talent Search, EIP, Upward Bound, Not In Any Internally Tracked Program, and Not In Any Program. A note states: 'NOTE: Internally tracked programs are programs that you track service data for within SCRIBE.' The 'School Year: *' is set to '2020 - 2021'. The 'School(s): *' section shows a tree view of schools. Under 'District - Training District', 'Bayside Middle School' and 'West Beverly High School' are selected with blue checkmarks. The 'Staff Status:' section has 'Active' selected. The 'Report Format: *' section has 'CSV' selected. A 'Generate Report' button is at the bottom right.

How to Use a Staff Export to Create a Staff List Import

Access the Teacher List Import Template

1. Open the Teacher List Import Template in the Google training folder. A link to the import templates can be found in the SCRIBE Manual.
 - a. The first tab of the import template is a blank spreadsheet with the Field Headings

The screenshot shows a Google Sheets interface for a spreadsheet titled "Teachers_ImportTemplate". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Add-ons, and Help. The toolbar shows various formatting options. The spreadsheet has columns A through G. Row 1 contains the following headers: SchoolYear, SchoolNumber, LastName, FirstName, MiddleName, TeacherID, and Title. Rows 2 through 5 are empty. The bottom of the interface shows three tabs: "Staff List" (selected), "FieldDescriptions", and "Example".

| | A | B | C | D | E | F | G |
|---|------------|--------------|----------|-----------|------------|-----------|-------|
| 1 | SchoolYear | SchoolNumber | LastName | FirstName | MiddleName | TeacherID | Title |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |

- b. The second tab of the import template has the Fields Descriptions – the field name, whether that field is required for importing into SCRIBE and additional information about each field.
 - i. All of the Field Names in your import file must match the template.
 - ii. All of the fields marked Required must be in the import file.

The screenshot shows the same Google Sheets interface, but with the "FieldDescriptions" tab selected. The spreadsheet has columns A through C. Row 1 contains the following headers: Field Name, Required, and Comments. Rows 2 through 3 contain data for SchoolYear and SchoolNumber. Row 4 contains a note: "Column MUST be in the file import". The bottom of the interface shows three tabs: "Staff List", "FieldDescriptions" (selected), and "Example".

| | A | B | C |
|----|-----------------------------------|----------|--|
| 1 | Field Name | Required | Comments |
| 2 | SchoolYear | Required | Year of first marking period for the 2020-2021 school year, enter 2020 for the 2021-2022, enter 2021 |
| 3 | SchoolNumber | Required | In SCRIBE go to Schools > View All Schools for a list of School Numbers. |
| 17 | Emergency | | |
| 18 | | | |
| 19 | Column MUST be in the file import | | |

How to Use a Staff Export to Create a Staff List Import

Create Your Teacher List Import File

1. In the Staff List export file, adjust any field headings that do not match the Teacher List Import Template.
Ex- StaffID in the staff list export should be TeacherID in the import.
2. Delete any fields from the export file that do not appear in the import template (e.g., ServiceID, StartMonth, DistrictName, etc.)
 - a. If left in the import file, these fields will be flagged as Unknown Fields when you import the file.

| | A | B | C | D | E | F | G | H | I | J |
|---|----------|-----------|------------|--------|----------------------------|-------|-----------|--------------|-------------------|--------|
| 1 | LastName | FirstName | MiddleName | Suffix | StaffId | Title | AlmaMater | EmailAddress | OtherEmailAddress | School |
| 2 | Anderson | Judy | | | Anderson@baysidemiddle.edu | | | | | |
| 3 | Apple | Pam | | | Apple@baysidemiddle.edu | | | | | |
| 4 | Bobby | Bob | | | Bobby@baysidemiddle.edu | | | | | |
| 5 | Chippy | Red | | | Chippy@baysidemiddle.edu | | | | | |
| 6 | Cho | Judy | | | Cho@baysidemiddle.edu | | | | | |
| 7 | Green | Tom | | | Green@baysidemiddle.edu | | | | | |

3. Update the data in each column to make sure it is formatted correctly, according to the import template.

Ex – The School is listed in the staff list export while the import template says the column should be called SchoolNumber and contain the SCRIBE school number, not the name of the school.

| | A | B | C | D | E | F | G | H |
|---|-----------|-----------|-----------------------------|-------|-----------|--------------|------------|-----------------------|
| 1 | LastName | FirstName | StaffId | Title | AlmaMater | EmailAddress | SchoolYear | School |
| 2 | Anderson | Judy | Anderson@baysidemiddle.edu | | | | 2020 | 1 |
| 3 | Apple | Pam | Apple@baysidemiddle.edu | | | | 2019 | Bayside Middle School |
| 4 | Bobby | Bob | Bobby@baysidemiddle.edu | | | | 2019 | Bayside Middle School |
| 5 | Chippy | Red | Chippy@baysidemiddle.edu | | | | 2019 | Bayside Middle School |
| 6 | Cho | Judy | Cho@baysidemiddle.edu | | | | 2019 | Bayside Middle School |
| 7 | Green | Tom | Green@baysidemiddle.edu | | | | 2019 | Bayside Middle School |
| 8 | Henderson | Tom | Henderson@baysidemiddle.edu | | | | 2019 | Bayside Middle School |

4. Update the data in any column that needs to be updated for the current import.

Ex – Update the SchoolYear column

| | A | B | C | D | E | F | G | H |
|---|-----------|-----------|-----------------------------|-------|-----------|--------------|------------|-----------------------|
| 1 | LastName | FirstName | StaffId | Title | AlmaMater | EmailAddress | SchoolYear | School |
| 2 | Anderson | Judy | Anderson@baysidemiddle.edu | | | | 2020 | 1 |
| 3 | Apple | Pam | Apple@baysidemiddle.edu | | | | 2019 | Bayside Middle School |
| 4 | Bobby | Bob | Bobby@baysidemiddle.edu | | | | 2019 | Bayside Middle School |
| 5 | Chippy | Red | Chippy@baysidemiddle.edu | | | | 2019 | Bayside Middle School |
| 6 | Cho | Judy | Cho@baysidemiddle.edu | | | | 2019 | Bayside Middle School |
| 7 | Green | Tom | Green@baysidemiddle.edu | | | | 2019 | Bayside Middle School |
| 8 | Henderson | Tom | Henderson@baysidemiddle.edu | | | | 2019 | Bayside Middle School |

How to Use a Staff Export to Create a Staff List Import

5. Remove any staff that do not need to be added to SCRIBE for the new school year. Add any staff members who need to be added to the list.
6. Save the file and import into SCRIBE.