

How to Enter Data

Here are the steps you can take to enter data into SCRIBE. You can find a link to the SCRIBE login [here](#).

1. Work with your Facilitator to have them create a service for you.
2. Click on the service being provided under *Quick Links & 3. Service*.

Or

Click on the *Service* drop menu, Click *View All Services*, and click *View Service* for the service you wish to enter.

3. Check the *Service Details* to make sure the information is correct.
4. Click *Participation*.
5. Click *Add*.
6. Fill out the *Date of Participation* and *Hours of Participation*. Click the check box for the students who participated. Once complete, click *Save and Close*.

2. Once you log into SCRIBE, you will be directed to the home page. Under *Quick Links* is *Services*. Click on the service you would like to add participants to.

SCRIBE
Standardized Collection and Reporting of Information Benefiting Education

Iowa SCRIBE Training

Home Districts Schools Student Search Services Reports Tools User Help

Welcome, Nathan Svare [Log Out](#)

Welcome to SCRIBE

Quick Links

1. District
Cedar Rapids Comm School District - 7/13/2015 2:05 PM
2. School
Roosevelt Middle School - 7/13/2015 2:06 PM
Mckinley Middle School - 7/13/2015 2:05 PM
3. Service
Iowa State University Visit - 7/14/2015 11:16 AM
529 College Savings Event for Parents - 7/13/2015 2:14 PM
Mr. Anderson's Mentoring - 7/13/2015 2:14 PM
Monday Math Tutoring (Before School) - 7/13/2015 2:09 PM
4. Student
5. Teacher

SCRIBE News

7/1/2015
SCRIBE 2015.4.0 Released.
Xcalibur is very excited to announce that SCRIBE v2015.4.0 is now live! [Details](#)

5/11/2015
By popular demand - Student School Id added to Student Lists!
Over the last few weeks, we have had many clients request that the Student School Id be included in the student lists in... [Details](#)

xcalibur

Once you click on the service you would like to add participants to, you will be brought to the *Service Details* page. Before clicking on the *Participation* tab, ensure that the School Year, Service Name, and Service Type Category are correct.

SCRIBE Standardized Collection and Reporting of Information Benefiting Education

Iowa SCRIBE Training

Home ▾ Districts ▾ Schools ▾ Student Search ▾ Services ▾ Reports ▾ Tools ▾ User ▾ Help ▾

Welcome, Nathan Svare [Log Out](#)

SCRIBE Home > Service Details

★ Service Name: Mr. Anderson's Mentoring Start Date: 9/11/2015 End Date: 5/6/2016

Service Details Funding Participation Service Summary Attachments

This tab shows the detail information for the service.
Click the Edit button to edit the service details.
Click the Delete button to delete the service.

School(s): Mckinley Middle School
School Year: 2014 - 2015
Service Name: Mr. Anderson's Mentoring
Service Id: 43408
External Id:
Start Date: 9/11/2015
End Date: 5/6/2016
Service Provider(s):
Service Summary:
Is STEM? No
Is ELL? No
Person Type(s): Student
Allow Not In Any Program?: Yes
Service Type Category: Comprehensive mentoring
Service Type: MAD - ADULT
Service Delivery Category: Real (Not Virtual)
Service Delivery: Real service delivery method
Service Timing Category: N/A
Service Timing: N/A

Modification History

Edit Delete

Section 508 Statement Xcalibur

Copyright 2015 Xcalibur
Powered By SCRIBE version 2015.4.0

Once you click on the Participation tab, click the *Add* button.

SCRIBE Standardized Collection and Reporting of Information Benefiting Education

Iowa SCRIBE Training

Home ▾ Districts ▾ Schools ▾ Student Search Services ▾ Reports ▾ Tools ▾ User ▾ Help ▾ Welcome, Nathan Svare [Log Out](#)

SCRIBE Home > Service Details

★ **Service Name:** Mr. Anderson's Mentoring **Start Date:** 9/11/2015 **End Date:** 5/6/2016

Service Details Funding **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**



Drag a column header here to group by that column

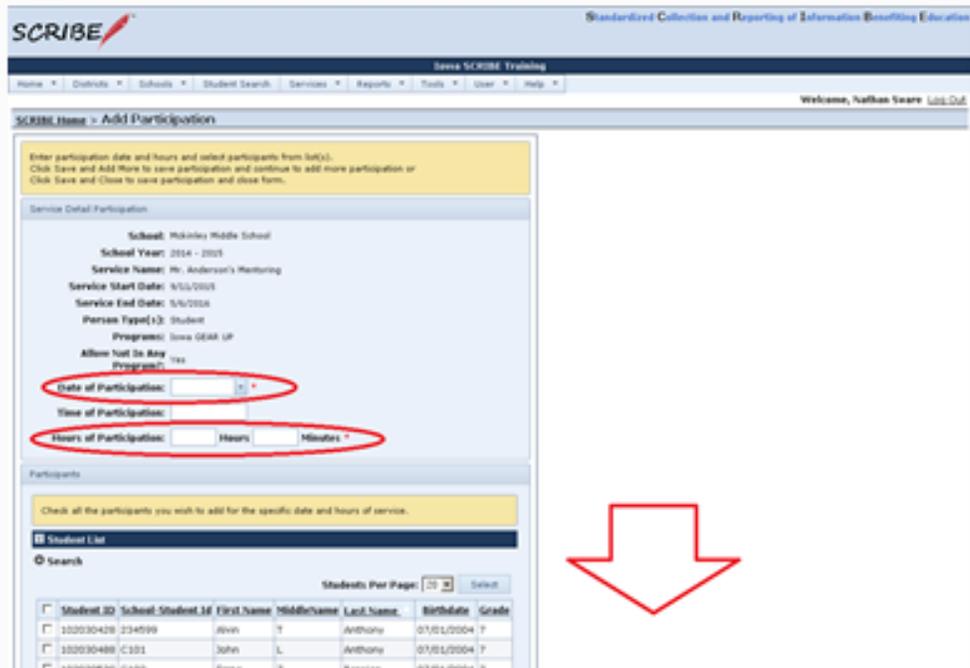
| Id | First Name | Middle Name | Last Name | Birthda | Person Type | Date | Hours | |
|--------------------|------------|-------------|-----------|---------|-------------|------|-------|--|
| No data to display | | | | | | | | |

Total: 0 Hr 0 Min

0 Items Page 1 of 0 Page size: 20

Once you click the *Add* button, you will enter the Add Participation screen. Fill out the date of participation and hours of participation. When you finish the date of participation and hours of participation, scroll down to the bottom.

Add Participation – Date & Hours, Scroll Down



SCRIBE Standardized Collection and Reporting of Information Benefiting Education

Serve SCRIBE Training

Home Districts Schools Student Search Services Reports Tools Users Help

Welcome, Nathan Sware [Log Out](#)

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: McKinley Middle School
School Year: 2014 - 2015
Service Name: Mr. Anderson's Mentoring
Service Start Date: 5/15/2014
Service End Date: 5/15/2014
Person Type(s): Student
Program(s): Iowa GEAR UP
Allow Not to Be Program?: Yes

Date of Participation:

Time of Participation:

Hours of Participation: Hours Minutes

Participants

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

Student List

Search

Students Per Page: Select

| <input type="checkbox"/> | Student ID | School Student ID | First Name | Middle Name | Last Name | Birthdate | Grade |
|--------------------------|------------|-------------------|------------|-------------|-----------|------------|-------|
| <input type="checkbox"/> | 102030420 | 234599 | John | T | Anthony | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030480 | C101 | John | L | Anthony | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030510 | F101 | John | T | Anthony | 07/01/2004 | 7 |

Next to Students Per Page, you can click the drop down arrow and click All. Once you click All, you can click select. This will allow you to view all students.

Participants

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

Student List

Search

Students Per Page: All

| <input type="checkbox"/> | Student ID | School-Student Id | First Name | MiddleName | Last Name | Age | Date | Grade |
|--------------------------|------------|-------------------|------------|------------|-----------|------------|------|-------|
| <input type="checkbox"/> | 102030428 | 234599 | Alvin | T | Anthony | 10 15 | 004 | 7 |
| <input type="checkbox"/> | 102030488 | C101 | John | L | Anthony | 20 25 | 004 | 7 |
| <input type="checkbox"/> | 102030539 | C102 | Dena | Z | Barajas | 30 | 004 | 7 |
| <input type="checkbox"/> | 102030566 | C103 | Timmy | V | Bean | 35 40 | 004 | 7 |
| <input type="checkbox"/> | 102030430 | C104 | Dwight | N | Boone | 07/01/2004 | 7 | |
| <input type="checkbox"/> | 102030408 | C105 | Kurt | C | Boyle | 07/01/2004 | 7 | |
| <input type="checkbox"/> | 102030405 | C106 | Clayton | H | Browning | 07/01/2004 | 7 | |
| <input type="checkbox"/> | 102030531 | C107 | Krystal | E | Browning | 07/01/2004 | 7 | |
| <input type="checkbox"/> | 102030541 | C108 | Kurt | F | Camacho | 07/01/2004 | 7 | |
| <input type="checkbox"/> | 102030527 | C109 | Arturo | K | Christian | 07/01/2004 | 7 | |
| <input type="checkbox"/> | 102030542 | C110 | Randy | Y | Clarke | 07/01/2004 | 7 | |
| <input type="checkbox"/> | 102030483 | C111 | Hannah | D | Cordova | 07/01/2004 | 7 | |
| <input type="checkbox"/> | 102030437 | C112 | Keith | Y | Dickerson | 07/01/2004 | 7 | |
| <input type="checkbox"/> | 102030426 | C113 | Jennie | D | Doyle | 07/01/2004 | 7 | |
| <input type="checkbox"/> | 102030480 | C114 | Yvette | F | Drake | 07/01/2004 | 7 | |
| <input type="checkbox"/> | 102030433 | C115 | Mary | D | Duffy | 07/01/2004 | 7 | |
| <input type="checkbox"/> | 102030421 | C116 | Sammy | H | Duffy | 07/01/2004 | 7 | |
| <input type="checkbox"/> | 102030425 | C117 | Maria | U | Ellison | 07/01/2004 | 7 | |
| <input type="checkbox"/> | 102030544 | C118 | Sonia | K | Faulkner | 07/01/2004 | 7 | |
| <input type="checkbox"/> | 102030561 | C119 | Theodore | P | Franklin | 07/01/2004 | 7 | |

1 2 3

* - Required Field

On the left side of the screen, there are boxes next to the student information. Click the box for each student who participated in the activity/event. Once you are completed, scroll down to the bottom and click on *Save and Close*.

The screenshot shows a web browser window with a URL: <https://mhs.xcalburscribe.com/SCRIBE/Service/AddParticipation.aspx?ServiceId=43408>. The page displays a table of student participation records. The table has columns for checkboxes, student IDs, names, and dates. Several checkboxes are checked and circled in red. At the bottom of the table, there is a red arrow pointing to the 'Save and Close' button.

| Checkbox | Student ID | Name | Initials | Last Name | Date | Grade | |
|-------------------------------------|------------|------|----------|-----------|----------|------------|---|
| <input type="checkbox"/> | 102030544 | C118 | Sonia | K | Faulkner | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030561 | C119 | Theodore | P | Franklin | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030525 | C120 | Jana | B | Galloway | 07/01/2004 | 7 |
| <input type="checkbox"/> | 78787878 | | Bailey | | Grant | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030403 | C121 | Randy | Z | Horton | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030407 | C122 | Melvin | Z | Hunter | 07/01/2004 | 7 |
| <input checked="" type="checkbox"/> | 102030409 | C123 | Daphne | K | King | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030406 | C124 | Brent | J | Krueger | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030404 | C125 | Courtney | H | Lara | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030435 | C126 | Earl | L | Le | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030484 | C127 | Lamont | Y | Mahoney | 07/01/2004 | 7 |
| <input checked="" type="checkbox"/> | 102030417 | C128 | Sonia | I | Mcintosh | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030536 | C129 | Kelvin | F | Molina | 07/01/2004 | 7 |
| <input checked="" type="checkbox"/> | 102030534 | C130 | Sidney | R | Murillo | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030424 | C131 | Arlene | A | Nunez | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030492 | C132 | Lesley | K | Pittman | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030412 | C133 | Roderick | Y | Porter | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030524 | C134 | Cedric | Q | Pugh | 07/01/2004 | 7 |
| <input checked="" type="checkbox"/> | 102030564 | C135 | Karl | M | Pugh | 07/01/2004 | 7 |
| <input checked="" type="checkbox"/> | 102030537 | C136 | Gerald | D | Ramirez | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030540 | C137 | Tyrone | O | Ray | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030414 | C138 | Lee | Y | Roman | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030486 | C139 | Meghan | D | Shannon | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030413 | C140 | Roland | T | Shea | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030431 | C141 | Ismael | T | Stanley | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030563 | C142 | Danielle | S | Stein | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030482 | C143 | Melvin | P | Terrell | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030434 | C144 | Kristine | Z | Thornton | 07/01/2004 | 7 |
| <input type="checkbox"/> | 102030543 | C145 | Gloria | Q | Vega | 07/01/2004 | 7 |

* - Required Field

Save and Add More Save and Close Close

Tip: At the top of the student list, if you click on the top most box on the left, it will select all students for you. You are then able to individual unselect students if needed.

After clicking *Save and Exit*, you will be brought back to the Service Details page. From here you can add more students into that service or click on the *Home* tab in the upper left hand corner to select a different service.

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 Selected

Drag a column header here to group by that column

| | Id | First Name | Middle Name | Last Name | Birthdate | Person Type | Date | Hours | |
|--|-----------|------------|-------------|-----------|-----------|-------------|-----------|-----------------------------|--|
| | 102030531 | Krystal | E | Browning | 7/1/200 | Student | 7/14/2015 | 1 Hr 15 Mins | |
| | 102030541 | Kurt | F | Camacho | 7/1/200 | Student | 7/14/2015 | 1 Hr 15 Mins | |
| | 102030437 | Keith | Y | Dickerson | 7/1/200 | Student | 7/14/2015 | 1 Hr 15 Mins | |
| | 102030480 | Yvette | F | Drake | 7/1/200 | Student | 7/14/2015 | 1 Hr 15 Mins | |
| | 102030421 | Sammy | H | Duffy | 7/1/200 | Student | 7/14/2015 | 1 Hr 15 Mins | |
| | | | | | | | | Total: 6 Hrs 15 Mins | |

5 Items Page 1 of 1 Page size: 20

Activity Report Delete Selected

Please let your facilitator know if you have any questions. GEAR UP Iowa facilitators would be more than happy to host a training at your school/district if you would like to train those who will be entering data into SCRIBE.

GEAR UP Iowa will provide a SCRIBE Training during the spring annual conference if you are looking for a refresher or to train new SCRIBE users.