

# SCRIBE Data Entry Cheat Sheet

Activity	Description	Example
Counseling/Advising (various codes)	Includes activities with individual or small groups of students and involves discussing personal growth issues like decision making, family issues; college/career planning; and course selection. Includes CAP - Counseling/ Advising/ Academic Planning (for secondary students), PCAP - Postsecondary Counseling/ Advising/ Academic Planning (for postsecondary students only) and NSO - Postsecondary New Student Orientation (for postsecondary new student orientations only)	College Access and Exploration Week; Txt 4 Success; College Decision Day; Financial Literacy Programming; CFVV Account Creation (real delivery type); Marshall University New Student Orientation
Mentoring (various codes)	Meets with assigned students on a regular basis, either on campus or off, and addresses issues such as academic, social, organizational or life skill development. Includes HERO - HEROs Mentoring, SSS - Student Success Society and MEN - Other Mentoring (description required)	HEROs meetings, Student Success Society meetings; Student Leadership Academy (use other and note "SLA" in text box)
Financial Aid Counseling (FAC)	Assists students in understanding financial aid, including FAFSA, scholarships, financial aid literacy, savings plans and comparing award letters	FAFSA completion events; FAFSA one-on-one counseling
Workshops (WS)	Include interactive informal classroom-level or large- or small-group sessions that involve hands-on experiences for each student	Virtual Career Academy
Tutoring/HW Assistance (various codes)	Provides supplementary academic instruction designed to increase students' academic achievement. Includes TMT - Math Tutoring, TSC - Science Tutoring, TLA - English/Language Arts Tutoring, TAS - Tutoring ACT / SAT and TUT - Other Tutoring	Math & English Tutoring

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Activity	Description	Example
College Visits (CVS)	A student's visit to a college campus that is facilitated/led by GU staff, teachers, other school staff or college representative – only time spent on campus (excluding travel) is included in activity	Bluefield State Virtual Campus Tour; Marshall University College Visit
Job Site Visits (JOB)	Offers students exposure to the workplace and reinforces the link between classroom learning, work requirements and postsecondary education	Walker Job Site Visit; Greenbrier Job Site Visit
Educational Field Trips (EFT)	Where students leave their school and travel to another location, and include an academic component linked to classroom activities	Math and Science Expo; Clay Center STEM Trip
Summer Programs (SUM)	Include an experience over the course of one or multiple days during the summer and can serve to bridge knowledge between school years	GEAR UP U
Rigorous Academic Curricula (CUR)	Supplemental rigorous coursework that is provided through GU funds	Dual Enrollment Coursework; STEM Bootcamp

## Data Entry Tips

- Make sure a completed Activity Sign-In Sheet accompanies all data, including backend reporting
- Check to see if the top portion of each Activity Sign-In Sheet is complete. Add any missing or fix incorrect information to each.
- Any financial aid activity, including financial aid workshops and counseling, should be coded as FAC – Financial Aid Counseling
- Write NIS next to any student not in SCRIBE
- Check delivery type – CFWV account creation is “real” and IXL tutoring is “virtual”