  
NAU/AZ GEAR UP contracts with XCalibur for data storage and management services on a data management system called “SCRIBE” (**S**tandardized **C**ollection and **R**eporting of Information Benefiting **E**ducation). The website portal is: <https://mhs.xcaliburscribe.com/SCRIBE/SCRIBEInfo.aspx>

The Assistant Director for Data Management and Program Effectiveness is responsible for ensuring any and all SCRIBE users are given appropriate access/user rights to SCRIBE data. Each Site Coordinator, for example is given “read only” rights to data about the students at their schools, while the Data Input Operator has full read/write access to all students at all AZ GEAR UP Schools. ISCCR/Evaluation staff have “evaluator” rights only, which means they cannot access any personally identifiable information about students or parents.

The Assistant Director for Data Management also serves as the liaison to XCalibur staff to discuss potential enhancements, troubleshoot problems, and facilitate/organize training if/when needed.

**About Xcalibur/SCRIBE:**

Xcalibur has been supporting GEAR UP since 1999 and has worked with over 30 GEAR UP grants in Maine, Ohio, Kentucky, DC, Pennsylvania, Connecticut, New Jersey, North Carolina, South Carolina, Oklahoma, West Virginia, and Texas. SCRIBE for GEAR UP is useful to all levels of users within GEAR UP, and SCRIBE works well on mobile devices (iPad or Android), imports data from other school information systems, and provides a variety of reports and exports that facilitates using data to promote program improvement and to target services to students based on need, as well as reporting to management and the US Department of Education.

SCRIBE provides GEAR UP grantees with strict security levels and web access that allows users to easily track student enrollment, demographic, academic, attendance, and participation data; import many types of student, parent, or teacher information; track, administer, and monitor surveys; and provides a comprehensive suite of reports, graphs, tables, and exports that meet the needs of directors, program managers, site coordinators, and evaluators.

Xcalibur staff have revised and refined the user experience based upon suggestions from GEAR UP clients over the last decade, and continue to make improvements to the system based on client feedback.

**AZ GEAR UP’s record keeping system for collecting and reporting student outcome/achievement data and participation in GEAR UP activities (frequency of data collected, method used to collect and maintain data regarding student, parent and teacher participation in GEAR UP activities):**

**Site Coordinators** gather student, parent and teacher participation data (in the form of sign-in sheets and service logs) as services are provided, and transmit it to the NAU GEAR UP State Office on a weekly basis. The **Arizona Department of Education** (ADE) provides all enrollment data, including student demographics, withdrawals, returns and Year End Statuses (at the end of each school year indicating whether students are promoted, retained or graduated). ADE also provides attendance (absence) data on a monthly basis. **Data Liaisons** designated by the superintendent in each district provide course and academic data each semester (course grades, credits, and GPAs). All of this data is then entered /uploaded by the GEAR UP Data Entry Operator into a proprietary database, ‘SCRIBE for GEAR UP,’ through a password-protected web connection and stored on a secure server. Each data point is linked at the student level through a unique identifying number for each student. All project personnel with access to student data have been trained on FERPA requirements and NAU data security policies and procedures.

**Linking student outcome/achievement data with student participation / using the data collected to evaluate and guide the project:**

Reports of aggregate or student-level data are easily exported via the SCRIBE interface. Any AZ GEAR UP SCRIBE user can run an export/report at any time, combining variables as desired. This allows project staff to link achievement data with participation data to guide the targeting of services on a regular basis and allows the GEAR UP Evaluator to evaluate the effectiveness of interventions annually. Most importantly, every spring, at AZ GEAR UP’s annual planning meeting, findings and data from the annual Evaluation report, both project-wide and school-specific, are provided to the members of our partner schools’ GEAR UP Task Forces who are in attendance. The Task Forces then consider that data during the dedicated, intensive planning time provided at the annual meeting, ensuring that action plans for each year are always data-informed/data-driven.

**How SCRIBE works:**

SCRIBE user information, including training videos are available on their website. Because the system is frequently updated, changed and improved, information about how the system works is not included in this manual. For the most up-to-date information about using SCRIBE, go to: <https://xcalibur.freshdesk.com/support/home>.