SCHOLAR Registration - SEEMIS Schools FAQs

What do I need to do to register for SCHOLAR?

You need to set-up your curriculum as usual in Click & Go. Your school needs to do the following to register Staff and Students:
1. Assign Students' options;
2. Set-up classes (COS);
3. Assign Teachers to classes (SETTS).

What are the benefits of registering for SCHOLAR?

Registration provides named people with personal accounts that allow access to online materials including progress and assessment reports. The progress report displays the history of an individual's visit to a page. The assessment report displays the performance results from the specialised assessment system. There are four types of people recognised in the system:

• SCHOLAR Coordinator;
• Principal Teacher;
• Class Teachers;
• Students.

There is a hierarchy of responsibility that leads from the SCHOLAR Coordinator to the Students. The SCHOLAR Coordinator has access to all reports of all teaching sets in their school. The Principal Teacher has access to all reports of all teaching sets in their subject. The Class Teacher will be able to see reports for all Students in their teaching set. The Student will access specific subjects and their own performance reports. The reporting system is a valuable teaching resource but Teachers must register as named individuals in order to gain access to class reports.

How do I send the data?

You do not need to send data - SEEMIS send us data files direct on a regular basis.

What is the minimum data required in the system for SCHOLAR registration?

The absolute minimum that you need to do is assign Students' options. This ensures that Students are registered for subjects. Please note that no Teacher data is generated if Staff are not assigned to classes.

When do schools need to update their MIS?

You need to have the minimum data in the system by end of May to receive individual named passwords in June. Schools should continue to update their Click&Go system to enable passwords to be created for all Students and Staff.

What data is required in the system to allow Teachers to track the Students' progress in the Reporting System?

Teachers need to be associated with Students in their class. Your school needs to complete the following to register Staff and Students:
1. Assign Students' options;
2. Set-up classes (COS);
3. Assign Teachers to classes (SETTS).

Who should I contact if I'm having difficulty with discrepancies in the data sent and the passwords returned by SCHOLAR?

You can now view the data you have sent to SCHOLAR by following these steps: Application > Management > Scholar > View Scholar Data > Student/Teacher > (options available) > Sent to Scholar/Current/Planning.

Contact SEEMIS Help desk for issues to do with the system.

Contact ssreg@hw.ac.uk for issues related to SCHOLAR registration.

How do I register Students who still do not have a password?

Please continue to update Click&Go. Each time the centrally uplifted files are sent to us we will return passwords for any new Student or Teacher who are included in these files.

The passwords don't seem to work?

Please extend the column widths on the Excel spreadsheets for both Students and Staff to reveal the full usernames and passwords. The Student's username is their FULL 9 digit SCN number. The leading zeros may not be visible on your spreadsheet – this is an Excel problem.

What if a Student is studying a subject in another school?

This Student is identified in an MIS by the ScotXed flag denoting "home" (01) or "remote" (02) status. Their details will come through to us from both schools. This allows the Pupil to appear in the Class Reports of the Teacher in both schools and be able to monitor their progress.

Schools should share/copy records over to the remote school within SEEMIS.