

SCHOLAR Registration - Pearson Phoenix (e1) Schools FAQs

What do I need to do to register for SCHOLAR?

Ensure Curriculum Manager is set up with students correctly enrolled for new cohort. Ensure SQA default exam codes set for each teaching set.

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 specialized assessment system. There are four types of people recognized 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.

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 send the Student and Staff data files to SCHOLAR?

You need to have the minimum data in the system by the end of May to receive individual named Passwords in June. Schools should continue to update their system throughout the year to ensure all students and staff have their own password.

How can I check if there is student data available from the MIS before June?

Create an export and open the file. If it contains correct data, save as a csv file and send to us by email to ssreg@hw.ac.uk.

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. Teacher data is taken from the default teacher of a Teaching Set and also the Timetable.

If we use Timetabler in Phoenix for Forward Planning – but this does not roll over until August – what teacher data will we receive from SCHOLAR after we send them the SCHOLAR Staff Export file?

You will receive a spreadsheet containing a password for each registered subject in the name of "Temp Teacher". If you have designated a default teacher in your system, then the passwords will be in the name of the Default teacher.

Who should I contact if I'm having difficulty exporting the files?

Contact your Phoenix Support Officer who may be in your school or based in your local authority. You can also view the Pearson Phoenix Export Instructions on the SCHOLAR website.

Why do we need to export staff data?

There are additional benefits, e.g. the teacher has their username and password from the beginning and we are able to register more named staff through extracting data from the timetable.

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

Students details will be exported from your MIS automatically each time you export a file. If a student is missing – check that their details are set up correctly and they are allocated to a teaching set.

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.

When importing, a dialogue box says that the file should be called Scholar_XXXXXX.csv, but it is called SchoolNameTeacher.csv. Will it still import into Phoenix?

The file will still import correctly into Phoenix, there is no need to rename it. The name of the file does not affect the import process; it is the contents of the file that matters.