

April 2008

Using your Phoenix system to create a *SCHOLAR* return.

1. Pupil registration

There is software on your existing Phoenix system to assist with the registering of pupils who intend to use *SCHOLAR* materials. Please link with the person that deals with Timetabling.

The document attached, "**Creating *SCHOLAR* Export files from your Phoenix system**", is to help you with this registration.

Please note that the software produces a *csv* (comma separated variable) file for transmission to *SCHOLAR*. This is to standardise format across all *SCHOLAR* Phoenix schools.

Schools who send in the data file by 31/5/08 will receive student and teacher passwords to start the new 5th & 6th year session.

- **In summary, therefore, we hope that you will be able to produce an appropriate Phoenix-generated *csv* file for initial *SCHOLAR* registration for session 2008-09.**

NB: Because of the danger of losing leading zeroes from SCNs in spreadsheets, you should NOT attempt to open the *csv* file before despatch. (If you wish, you could make a copy of the file and open that. Note that leading SCN zeroes may disappear when that file is opened.)

We feel that a uniform approach by all Phoenix schools will assist at the *SCHOLAR* end and also enable Phoenix software enhancements to be made that will ease the administrative burden on schools.

After receipt of your first *csv* file, information will be sent to you regarding passwords and future registration updates.

PLEASE NOTE – the student passwords must be given to the pupils. At no time should a pupil be given the ***school cpd password*** which is only for teacher use.

Do NOT send in more than one *csv* file in the first instance.

2. Staff registration

This year we intend to automate the registration of staff and the issue of passwords.

Please note the instructions regarding the export/import of staff data files on page 4 of the attached document:

"Creating *SCHOLAR* Export files from your Phoenix system".

- **We hope that you will also be able to produce an appropriate Phoenix-generated *csv* file for *SCHOLAR* teachers for session 2008-09.**

Creating *SCHOLAR* export files from your Phoenix system.

These instructions are intended for operators or co-coordinators who are unfamiliar with the *SCHOLAR* export/import process located in the *SQA2000* module in Phoenix (> *Reports & Analysis* > *Standard reports*). Experienced operators may find them somewhat laboured but they should act as an *aide-memoire*. (Please note, however, that we are introducing electronic issue of Staff passwords this year. See Page 4.)

1. Initial Phoenix set-up requirements:

- The *SCHOLAR* export process is dependent on students being allocated to appropriate SQA courses. (This does NOT mean that the students have to be *enrolled as candidates with SQA* at this stage.)
- Allocation to courses in Phoenix is handled in *Curriculum Manager* and, for next session, the details need to be set up in advance of the new session so that the *SCHOLAR* data can be extracted.
- The following exemplar should look familiar to Phoenix users. Teaching sets for students doing *SCHOLAR* - related courses would need to be set up in advance for next session. This should be done in April/May if you intend to make a *SCHOLAR* export to obtain materials for June. (If you are unable to create these sets, you will need to seek help from your usual Phoenix support system.)

Ensure correct session.

Ensure correct SQA default code for the set. (If none of your sets for next session have default codes, use *Quick edit Set details* to enter SQA codes.)

If your teaching sets contain students who are doing SQA courses at *different levels*, you will need to click on *Pupils (Students)* and then *edit the exams* for the individual(s) concerned. Here is an example. The first student is to take AH rather than H Biology. Click on student. Click on *Edit exam*.

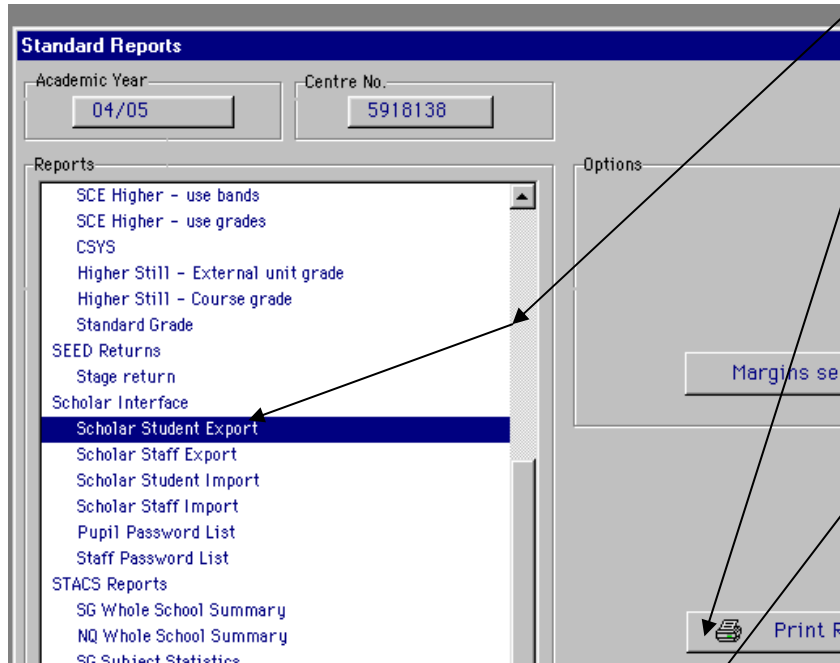
Select *Advanced Higher* and then highlight *C007 Biology* and click on *Select*.

Each composite set can be handled in this way. It is time well spent since, **when you do your SQA entries, you can use the *Enrol from sets* option.**

- Once you are confident that students who are starting in *SCHOLAR* - related courses have been linked to appropriate sets and SQA exams in *Curriculum Manager* for session 2008-09, you are ready to produce an export file:

2. Producing a Student Export file:

Go into > *SQA2000* > *Reports & Analysis* > *Standard Reports*



Pull down the slider to reveal near bottom of the list: *Scholar Interface*. Select: *Scholar Student Export*.

Now click on *Print Report*

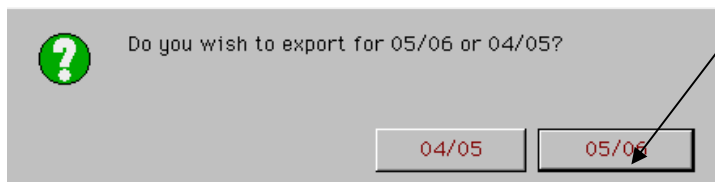
You will then see a screen message:

Do you wish to export for 08/09 or 07/08?

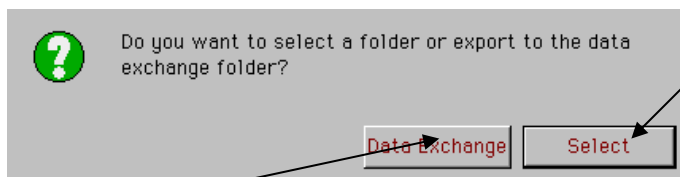
Use the 08/09 option for *next sessions' students who will take SQA exams in 2009*. You can do this to produce a *Scholar Export* as soon as you have set up your *Curriculum files* for session 08/09 and allocated SQA courses to the students in the S5/6 teaching sets.

You will need to take care with composite classes as, for example, some may be doing AH Biology and others H Biology.

If in doubt, seek help from your usual EA Phoenix help source.



- Once you have selected the appropriate session, you will see the export-process taking place.
- It should not take long. When the process is complete, you will see a screen message:



Alternatively, you can use the browse facility to select an appropriate destination for the file. For users who do not have direct access to their *Data Exchange* folder, this will be the sensible route to take. (Some users just send the file to their *Desktop*.)

Click here to send the file to *Data Exchange* in your *Phoenix* folder. It is a *.csv* file named *Scholar_nnnnnn.csv* (where *nnnnnn* is your school SEED number.) It is wise to check that a correct data export file has been made, **BUT DO NOT OPEN IT.** (If you *really* want to see it, *make a copy* and open that!)

- Go into your *Data Exchange* folder (or other folder if you used *Select*) and locate the file.

You will probably find a large number of files in this folder. The quickest way to find the *Scholar* file could be to click on *View* on the task bar and *Arrange icons ... by Date*

The actual icon you see will depend on your local applications software. This example is from a system running *Excel* version 8.0. If you double click on the icon, it *may* open up directly in *Excel* (or another spreadsheet application). **Do NOT do this!** If you *cannot resist taking a look*, right click on the icon and make a copy. You can then open the copy.

The important thing is to e-mail the unopened copy of *Scholar_nnnnnn.csv* to *SCHOLAR*.

3. You should now check the data.

As stated before, *there is no need to open the file* if you are happy that your teaching sets in *Curriculum Manager* were properly set up. If unsure, make a copy of the file and open it in your spreadsheet or other suitable application.

Send the original .csv file by e-mail to: **ssreg@hw.ac.uk**

If you do not have e-mail facilities on your Phoenix workstation, you will need to send the file to a workstation that *does* have e-mail facilities. The simplest way to do this is probably to save the .csv file to a floppy disk first by copying it from the *Data Exchange* folder. (This can be done at the *Print Report* stage by using the *Select* browse facility if you wish.)

Now take the floppy to your e-mail workstation and e-mail it to: **ssreg@hw.ac.uk**

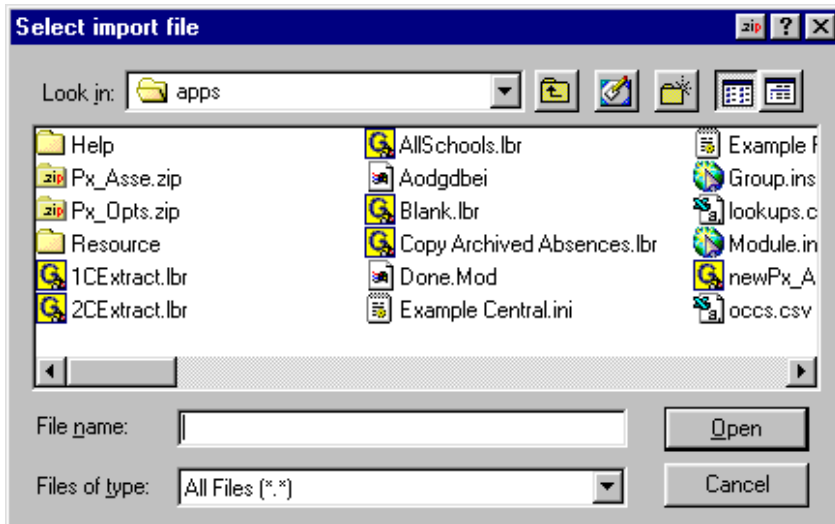
- When your .csv file arrives at SCHOLAR, passwords are added to the student names on the file.**
- SCHOLAR then e-mails the original file back to you. On receipt of this, DO NOT OPEN THE FILE.**

4. Dealing with the Student Import file:

In Phoenix go to > **SQA2000** > **Reports & Analysis** > **Standard Reports**

Click on *Scholar Student Import* and you will get this screen message. Click OK and then locate your import file from *SCHOLAR* by finding it using the "browse" facility. You may have stored the incoming file on a floppy disk if your e-mail facilities are at a different PC. You may have chosen to put the file into the Phoenix *Data Exchange* or into *My Documents*. The choice is yours. (Some users have decided to create a separate *SCHOLAR* folder in *Data Exchange* or in *My Docs*). Once you have located the file **Scholar_nnnnnn.csv**, you open it and it will import.

You can now use the *Student Password List* facility to create password lists by teaching set etc.



Note: Student passwords are stored in *Pupil Records > Current pupils > External IDs*. They are also stored for leavers. If a pupil is readmitted during the session, her/his *SCHOLAR* password will still show. *SCHOLAR* will deactivate student passwords at the end of the academic session. If a student enrolls in a *SCHOLAR*-based course for the *next* academic session, Phoenix will overwrite the old password with a new one supplied by *SCHOLAR* in June (or later, depending on the date of the .csv enrolment.)

5. Producing a Staff Export file:

Automatic export of data from Phoenix for staff attached to courses using *SCHOLAR* materials **depends on the staff being attached to a specific teaching set**. This can be achieved in one of two ways:

- a. Make the staff member the **Default teacher** in the teaching set record in *Curriculum Manager*
- b. Allocate the staff member at least one teaching period with the teaching set for the 2008-09 timetable.

If you do not have the 2008-09 timetable entered, then allocate the teacher(s) as defaults using:

Curriculum Manager > Teaching sets > Quick edit teaching set details.

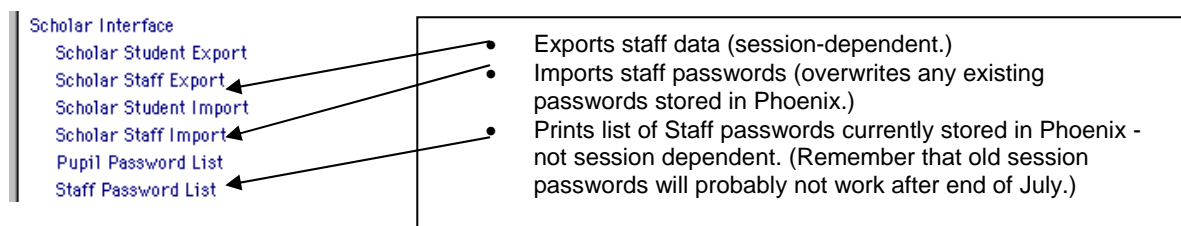
Select *S5/6* and *Default teacher* and allocate staff to appropriate teaching set(s).

(You can always remove this data later if you wish, after you have made a *SCHOLAR* export.)

It is worth noting that *once a staff SCHOLAR password has been imported into Phoenix, it will remain with that teacher and appears on printed staff password lists*. However, the password will NOT WORK once *SCHOLAR* deactivates it (usually at the end of June in the relevant session.)

If a member of staff is responsible for and/or is timetabled for a *SCHOLAR*-based teaching set in the *next* academic session, a new password will be issued and will import into Phoenix, *overwriting the old one*. (Staff may therefore have two passwords available in June, one referring to the current academic session and a newly issued one for the new academic session. They should both work to access the *SCHOLAR* details for the relevant teaching set(s), **but only the latest one issued will be available in Phoenix.**)

The export/import procedures for staff details/passwords are similar to those for students:



The Staff .csv files are more robust than those for pupils since they are unlikely to contain numerical data beginning with a zero. They may therefore be opened (for the inquisitive) without problem.

Staff passwords will not appear on screen in *Personnel Records* in Phoenix. However, current staff *SCHOLAR* passwords *will* appear in the staff *Complete Record* report accessed via: *Personnel Manager > Reports > Standard Reports > Complete Record*.

Summary:

- Ensure that *Curriculum Manager* is properly set up with students correctly enrolled for 2008-09.
- Ensure SQA default exam codes set for each teaching set, and “exception students” exams edited.
- Do *Scholar Student Export*. Send **unopened .csv file** to *SCHOLAR*.
- Ensure *either* default teacher set *or* teacher(s) timetabled for each set.
- Send *Scholar Staff Export* .csv file to *SCHOLAR*.
- Do *Scholar Student Import* from **unopened .csv file** from *SCHOLAR*.
- Do *Scholar Staff Import* (from .csv file from *SCHOLAR*).
- Print password lists in appropriate form (E.g. by teaching set.)
- Inform staff of passwords via printed list.
(Phoenix version 1.29 will store the current staff password in *Personnel Manager*.)
- After students/staff return in August, repeat the export/import processes as and when student/staff changes are made to teaching sets.