

October 2009

Using your Pearson e¹ system to create a *SCHOLAR* return.

1. Pupil registration

There is software on your e¹ 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 e¹ 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* schools.

Schools who send in the data file by 31/5 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 e¹-generated *csv* file for initial *SCHOLAR* registration.**

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 schools will assist at the *SCHOLAR* end and also enable 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 cpdpassword*** 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 e¹ system".

- **We hope that you will also be able to produce an appropriate e¹-generated *csv* file for *SCHOLAR* teachers for session 2008-09.**

Good luck with the procedures this year.

Creating *SCHOLAR* export files from your e¹ system.

These instructions are intended for operators or co-coordinators who are unfamiliar with the *SCHOLAR* export/import process located in the SQA module in e¹ [Reports >> SQA >> Scholar Interface Export](#)). 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 e¹ set-up requirements:

- The *SCHOLAR* export process is dependent on students being allocated to appropriate SQA courses. This is done by enrolling pupils to Teaching Sets which are linked to the correct SQA Exam code. (This does NOT mean that the students have to be *enrolled as candidates with SQA* at this stage.)
- Allocation to courses in e¹ 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 e¹ 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 e¹ support system.)
- The Teaching Set should be linked to the correct SQA Code under Curriculum Details.
- All pupils enrolled in this set should have the correct exam code.
- Teachers should be linked to the Teaching set.

Teaching Set			
Code	S6CH	Name	S6 Chemistry
Minimum Pupil	0	Maximum Pupil	33
Curriculum Details			
Course(s)		Subject	Chemistry
Year Group(s)	Secondary 6	Exam(s)	NQ-08/09-C012-13
Timetable			
Block		Max. Periods	
Start/End	14/08/2008 - 28/06/2009	Total Hours	
Room(s)	Lab07		
Teacher(s)	Adams, Janet		
Pupils			
Code	Name	Gender	Exam(s)
098730	Ankers, Caitlin	Girl	NQ-08/09-C012-13
097955	Barnaby, Gemma	Girl	NQ-08/09-C012-13
098078	Boa, Sean	Boy	NQ-08/09-C012-13
1 Boys , 2 Girls , 3 Total			

2. Producing a Student Export file:

Go to [Reports >> SQA >> Scholar Interface Export](#).

Select the correct Academic Year and Export Type.

Scholar Interface Export

> Export

Academic Year *

Export Type * Pupil Staff

Click on Continue and the system should list all eligible records.

Scholar Interface Pupil Export

cohort	CentreNumber	SubjectID	SCHNo	Forename	Surname	Password	Class	Year	Status
008	1234567	C012 13	████████	Ryan	TILLMAN	kek5qar	S6CH	S6	01
008	1234567	C012 13	████████	Sarah A	URQUHART		S6CH	S6	01
008	1234567	C012 13	████████	Rachel C	TIDEY		S6CH	S6	01

Download the File and save it to a location of your choice. It is a .csv file named *Scholar_ttttt.nnnnnn.csv* (where ttttt is the type of file and 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!)

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 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-mail's the original file back to you. On receipt of this, DO NOT OPEN THE FILE.**

4. Dealing with the Student Import file:

Repeat the process above but select the Scholar interface Pupil or Staff Import.

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, e¹ will overwrite the old password with a new one supplied by *SCHOLAR* in June (or later, depending on the date of the .csv enrolment.) 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 can be found under the Confidential tab in *Personnel Records* in e¹.

Summary:

- Ensure that *Curriculum Manager* is properly set up with students correctly enrolled.
- Ensure SQA default exam codes set for each teaching set, and "exception students" exam code edited.
- Create the *Scholar Interface 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.
- After students/staff return in August, repeat the export/import processes as and when student/staff changes are made to teaching sets.