

## SCHOLAR Registration SEEMIS Schools FAQs

### What do I need to do to register for SCHOLAR?

You need set-up your curriculum as usual in Click & Go. Your school needs to the following to register staff and students:

1. Assign Student's options;
2. Set-up classes (COS)
3. Assign Teachers to classes (SETTS).

### Why do I need to do this?

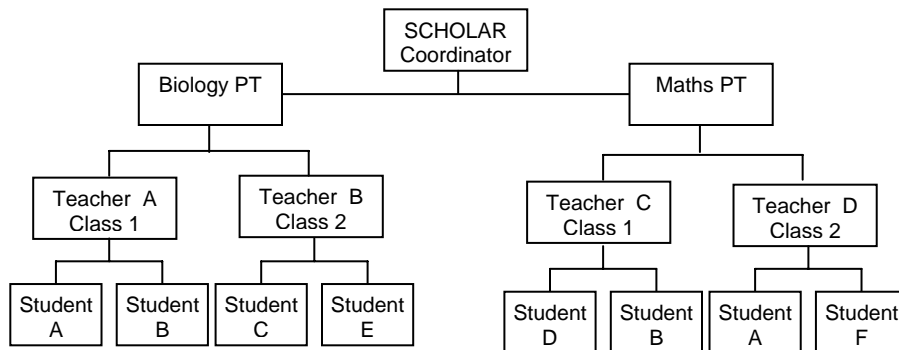
We want to reduce the administrative burden for your school. The aim is to extract data that should already be in the system so there's no duplication of work.

### 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 (see diagram below). 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?

There is no need to send the data because we collect data directly from SEEMIS.

### **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 the Click&Go system?**

You need to have the minimum data in the system by end of May to receive AH Study Guides and Passwords in June. Schools should continue to update their Click&Go system to enable passwords to be created for 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 do the following to register staff and students:

1. Assign Student's options;
2. Set-up classes (COS);
3. Assign Teachers to classes (SETTS).

### **How can we flag the Principal Teacher in the data file?**

This 'flag' automatically collected from the data already in the system. If there is not a named principal teacher then an additional password is created, e.g. for 'PT in Biology.

### **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.

### **What can we do if we do not use SEEMIS Click&Go for SCHOLAR?**

The spreadsheet will therefore have to be created manually OR data exported from your MIS and sent to us in the correct format (see document on the web on the required data format).

### **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?**

A student who is on the roll of one school (Home school) but studies at another school (Remote school) can be registered for SCHOLAR at the Remote school. The Remote school should use the ScotXed flag '02' to denote a 'Pupil on the roll of another school'.

This improvement allows the Pupil to appear in the Class Reports of the Teacher in the Remote school and be able to monitor their progress.