

Data Specification for SCHOLAR Registration Data

1. Overview

This document describes the data required by the SCHOLAR unit from NON SEEMis LA Secondary Schools, SCIS Schools and ASN Schools in Scotland for enrolling students on SCHOLAR courses.

2. Administrative Data Specification – New Schools who are not already enrolled

New schools who have agreed to subscribe with SCHOLAR are required to provide the administrative data below so that we can enrol the school before the system will accept registration information. The data required is as follows:

School SQA Centre Number*	School Telephone Number*
School Name*	
School Address*	School Email address*
School Local Education Authority*	School Town*
Coordinator First Name*	School County*
Coordinator Last Name*	School Postcode*
Coordinator Email Address*	School Head Teacher

Data marked with **an * is essential** and registrations cannot be processed without this data. The other data is **required**, but registrations can be processed without it.

The SCHOLAR contact is the contact for the registration process in the school.

The SCHOLAR contact will be notified by email when they are able to access the system to retrieve the usernames and passwords for students and staff upon registration.

The SCHOLAR contact is also given a username and password and this information is included in the text of the emails sent at the beginning of the new Cohort.

Further email notifications will be sent, throughout the Cohort to the school contact if and when there have been updates.

3. Registration Data Specification

3.1 File format

Data can be provided in Microsoft Excel, or .csv (comma separated values) files. Strings should be qualified by quotation marks (") in csv files. Files may contain the field headings described below in the first row of data.

3.2 Student data file

The student data file must contain the following fields, the fields that should be left blank on the student spreadsheet are the StudentPassword and StudentAddedDate (see **4.1 Example Student Spreadsheets**)

All other fields must contain some data and if these fields are left blank then that record will not be imported.

Item	Description	Acceptable Values
Cohort	Current year of study	The year of study as a four digit integer and optional group code (e.g. 2020 or 2020SCO)
SchoolSQA	Unique identifier for the school.	The unique SQA identifier for the school
SubjectID	SQA Subject Code	SQA subject code, as a string, for the required course. Any spaces in the code must be retained.
StudentSCN	Unique identifier for the student	The Student Candidate Number is the student's unique identifier. It is a nine digit integer, the ninth digit of which is a check digit which is validated upon import into the system. If the number is less than nine digits then it is padded with 0's in front of the number prior to being validated. The SCN is used as the Student's username.
StudentFirstName	Student's first name	This is limited to 50 characters and can include all alphanumeric characters, spaces and standard punctuation (except for commas). (Note: Only the first 20 characters are used in the VLE*)
StudentLastName	Student's last name	The field is limited to 50 characters and can include all alphanumeric characters, spaces and standard punctuation (except for commas). (Note: Only the first 20 characters are used in the VLE*)
StudentPassword	Student's password	The password is generated by the database upon import into the system and should therefore be left blank if the student has not already been given a password for the current cohort and can be blank or populated thereafter. The field is limited to 10 characters and can include all alphanumeric characters.
Class	Class identifier	Accepts any string up to 7 characters, and hence the SEEMIS teaching set code.
Year	Year of study	The year of study, will accept any string up to 20 characters.
Status	Enrolment status of student	This field should contain a two digit number; one of the valid ScotXed values below: 01 - Pupil on the roll of this school except for those attending full time Further Education courses outside the school. 02 - Pupil on the roll of another school. 03 - Adult - attending day education. 04 - Pupil on the roll of this school attending full time Further Education courses outside this school. 99 - Other
StudentAddedDate	Date when the student was first registered	The date is generated by the database upon import into the system and can be left blank. Alternatively the column may be omitted altogether.

* VLE is the Virtual Learning Environment, which is used to deliver the online learning materials.

3.3 Staff data file

The staff data file must contain the following fields, the only fields that can be left blank on the staff spreadsheet are the StaffID, StaffPassword, StaffEmail, and TeacherAddedDate (see **4.2 Example Teacher Spreadsheets**). All other fields must contain some data and if these fields are left blank then that record will not be imported.

Item	Description	Acceptable Values
Cohort	Current year of study	The year of study as a four digit integer and optional group code (e.g. 2020 or 2020SCO)
SchoolSQA	Unique identifier for the school.	The unique identifier for the school as an integer
SubjectID	Subject Code	The subject ID is the SQA subject code, as a string, for the required course.
StaffID	Unique identifier for the teacher	Currently the Staff ID is a unique identifier generated within the database that is used for the teacher's username. This should be left blank if the teacher has not already been given an ID for the current cohort and can be blank or populated thereafter. The field is limited to 11 characters and can include all alphanumeric characters.
StaffFirstName	Teacher's first name	This is limited to 50 characters and can include all alphanumeric characters, spaces and standard punctuation (except for commas). (Note: Only the first 20 characters are used in the VLE*)
StaffLastName	Teacher's last name	The field is limited to 50 characters and can include all alphanumeric characters, spaces and standard punctuation (except for commas). (Note: Only the first 20 characters are used in the VLE*)
StaffPassword	Teacher's password	The password is generated by the database upon import into the system and should therefore be left blank if the student has not already been given a password for the current cohort and be blank or populated thereafter. The field is limited to 10 characters and can include all alphanumeric characters.
Class	Class identifier	Accepts any string up to 7 characters, and hence the SEEMIS teaching set code.
StaffEmail	Email address	Accepts a string of up to 50 characters.
PT	Principal Teacher flag	This field should contain a single digit number: 1 = Principal Teacher, 0 = Not Principal Teacher
TeacherAddedDate	Date when the teacher was first registered	The date is generated by the database upon import into the system and can be left blank. Alternatively the column may be omitted altogether.

* VLE is the Virtual Learning Environment, which is used to deliver the online learning materials.

4. Example Data

4.1 Example Student Spreadsheets

This example spreadsheet shows eight students studying two different subjects (one student is enrolled for both subjects). Note that all fields are filled in except for the 'password' and 'StudentAddedDate' fields. If any of the required fields are left blank then that record will not be imported.

Cohort	SchoolSQA	SubjectID	StudentSCN	StudentFirstName	StudentLastName	StudentPassword	Class	Year	Status	StudentAddedDate
2020	8431630	C807 76	12345678	Natalie	Brogan		1	S5	01	
2020	8431630	C807 76	00123456	Julie	Callaghan		1	S6	01	
2020	8431630	C807 76	01475200	Ross	Campbell		1	S6	01	
2020	8431630	C807 76	00056324	Nicola	Croly		1	S5	01	
2020	8431630	C813 76	05546987	Pamela	Haran		1	S6	02	
2020	8431630	C813 76	00001245	Ryan	Healy		1	S6	01	
2020	8431630	C813 76	07894561	Julie	Kennaway		1	S6	01	
2020	8431630	C813 76	06578125	Kirsty	Love		1	S5	01	
2020	8431630	C807 76	06578125	Kirsty	Love		1	S5	01	

This example shows the spreadsheet as it is returned to the school. Note that passwords and the dates have been added.

Cohort	SchoolSQA	SubjectID	StudentSCN	StudentFirstName	StudentLastName	StudentPassword	Class	Year	Status	StudentAddedDate
2020SCO	8431630	C807 76	12345678	Natalie	Brogan	qot5sak	1	S5	01	09/06/2011 15:05
2020SCO	8431630	C807 76	00123456	Julie	Callaghan	hih7xok	1	S6	01	09/06/2011 15:05
2020SCO	8431630	C807 76	01475200	Ross	Campbell	siq2tih	1	S6	01	09/06/2011 15:05
2020SCO	8431630	C807 76	00056324	Nicola	Croly	koy5xoy	1	S5	01	09/06/2011 15:05
2020SCO	8431630	C813 76	05546987	Pamela	Haran	vis2ven	1	S6	02	09/06/2011 15:06
2020SCO	8431630	C813 76	00001245	Ryan	Healy	xih8yoj	1	S6	01	09/06/2011 15:06
2020SCO	8431630	C813 76	07894561	Julie	Kennaway	geh7bey	1	S6	01	09/06/2011 15:06
2020SCO	8431630	C813 76	06578125	Kirsty	Love	dog5sew	1	S5	01	09/06/2011 15:06
2020SCO	8431630	C807 76	06578125	Kirsty	Love	dog5sew	1	S5	01	09/06/2011 15:06

4.2 Example Teacher Spreadsheets

This example spreadsheet shows two teachers teaching two different subjects (one teacher is enrolled for both subjects). Note that all fields are filled in except for the StaffID, StaffPassword and TeacherAddedDate fields. If any required fields are left blank then that record will not be imported.

Cohort	SchoolSQA	SubjectID	StaffID	StaffFirstName	StaffLastName	StaffPassword	Class	Email	PT	TeacherAddedDate
2020	8431630	C807 76		Staff	One		1	email@school.gov.uk	1	
2020	8431630	C813 76		Staff	Two		1	emailtwo@school.gov.uk	0	
2020	8431630	C807 76		Staff	Two		1	emailtwo@school.gov.uk	0	

This example shows the spreadsheet as it is returned to the school. Note that IDs (usernames), passwords and dates have been added.

Cohort	SchoolSQA	SubjectID	StaffID	StaffFirstName	StaffLastName	StaffPassword	Class	Email	PT	TeacherAddedDate
2020SCO	8431630	C807 76	stone	Staff	One	fem8ned	1	email@school.gov.uk	1	07/06/2011 10:34
2020SCO	8431630	C813 76	sttwo	Staff	Two	hed5cog	1	emailtwo@school.gov.uk	0	02/07/2011 16:51
2020SCO	8431630	C807 76	sttwo	Staff	Two	hed5cog	1	emailtwo@school.gov.uk	0	02/07/2011 16:51