

# Further Education College Student Enrolment Process

## Flexible approach to student accounts

Colleges have access to two different types of student account and are free to choose, for each course, which type would best suit the needs of their students.

- For college-based students only requiring occasional access to a small number of activities within a Scholar course, where lecturers do not need access to student progress or attainment records, “**Generic Student Accounts**” are ideal, providing access to all our online course resources with no enrolment or set-up required.
- For students who will make more regular use of Scholar, distance learners and students attending a secondary school, “**Individual Student Accounts**” provide a far more supportive learning environment, providing full access to all Scholar courses while also providing lecturers with the detailed progress and assessment information.

The table below summarises the key features of each type of student account.

	Individual Student Account	Generic Student Account
<b>Students are:</b>		
• welcomed by name;	✓	
• presented with an individualised list of courses;	✓	
• able to access all of the courses offered by Scholar;	✓	✓
• able to pick up from where previous session ended;	✓	
• able to review their progress through each course;	✓	
• able to review their performance in course assessments;	✓	
• able to submit extended answers to be marked by a lecturer.	✓	
<b>Lecturers are:</b>		
• able to view class lists;	✓	
• able to view the activities attempted by each student;	✓	
• able to review student work patterns;	✓	
• able to view detailed assessment data for each student;	✓	
• able to mark extended answers submitted by their students;	✓	
• be able to view heatmaps for each class, showing areas where understanding is secure and areas where students have struggled to answer well.	✓	

## Generic accounts for use at your college

The college Scholar Contact will be provided with the usernames and passwords for the college's generic student account and the generic lecturer account.

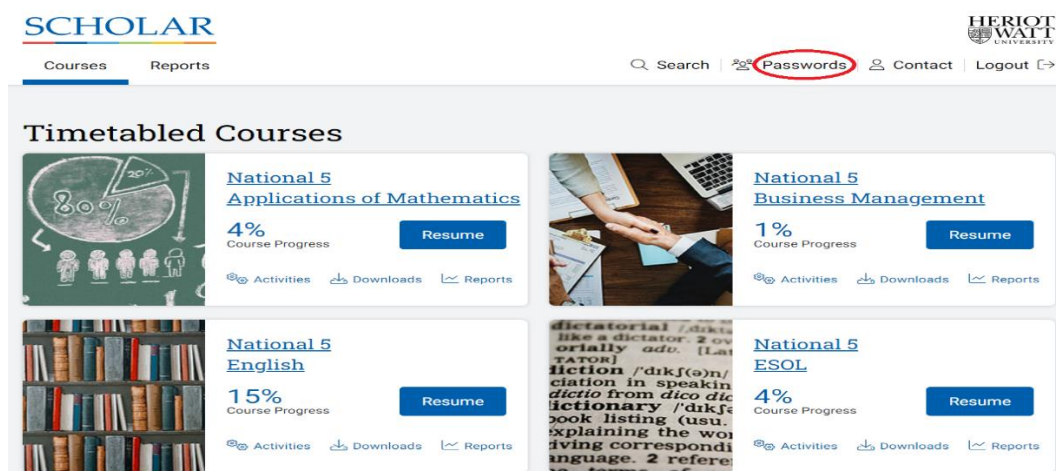
These accounts will provide access to all courses, but user progress will not be recorded.

## Obtaining Individual accounts for lecturers and students

To enroll students into classes, two spreadsheets are required.

- SpreadsheetStudents  
This provides class lists for the students with one row per student per course.
- SpreadsheetStaff  
This identifies the staff teaching each class with one row per lecturer per class.

The college Scholar Contact can upload these spreadsheets directly into Scholar from within the Password Manager, accessed using the Passwords option at the top of their login screen.



To upload the spreadsheets, please save your spreadsheets as a **.xlsx file**. Select the "Upload Spreadsheet" option.

Please do not add or remove columns, they must be returned in the same format for successful processing.



## SpreadsheetStudents

For each course a student is studying, one row in SpreadsheetStudents must be completed.

Field	Description	Acceptable Values
Cohort	Identifies the teaching session	This should always be "2025SCO"
SchoolSQA	Unique centre identifier	SQA Centre Number for your college
SubjectID	SQA Course Code	SQA subject code, as a string, for the required course. Spaces in the SQA subject code must be retained. The list of valid codes is provided in the tab "List of Subject IDs".
StudentSCN	Unique identifier for the student	The Student Candidate Number is the student's unique identifier. 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).
StudentLastName	Student's last name	This is limited to 50 characters and can include all alphanumeric characters, spaces and standard punctuation (except for commas).
StudentPassword	Student Password	LEAVE BLANK
Class	Class identifier	This is the name used to identify each class group within a course.  For example, if there are three N5 Mathematics classes, they could be called: <ul style="list-style-type: none"> <li>• "1", "2" and "3"</li> </ul> or <ul style="list-style-type: none"> <li>• "Class 1", "Class 2", "Class 3"</li> </ul> or <ul style="list-style-type: none"> <li>• "WBSet1", "WBSet2", "KLSet1"</li> </ul> These class codes are then used in in the Teacher Spreadsheet to identify which teacher is teaching each class.
Year	Year group for student	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 - Student on the roll of the college except for those attending full time courses outside the college. 02 - Student on the roll of a school or other college. 03 - Adult - attending day education. 99 - Other
DateAdded	Date when the student was first registered	LEAVE BLANK

## SpreadsheetStaff

For each class, at least one row of SpreadsheetStaff must be completed.

If a class is taught by more than one lecturer- a row must be included for each of the lecturers who are teaching this class.

Field	Description	Acceptable Values
Cohort	Identifies the teaching session	This should always be "2025SCO"
SchoolSQA	Unique school identifier	SQA Centre Number for your school
Subject ID	SQA Course Code	SQA subject code, as a string, for the required course. Any spaces in the code must be retained. The list of valid codes is provided in the tab "List of Subject IDs".
StaffID	Unique identifier for the lecturer	LEAVE BLANK
StaffFirstName	Lecturer's first name	This is limited to 50 characters and can include all alphanumeric characters, spaces and standard punctuation (except for commas).
StaffLastName	Lecturer's last name	This is limited to 50 characters and can include all alphanumeric characters, spaces and standard punctuation (except for commas).
StaffPassword	Lecturer's password	LEAVE BLANK
Class	Class identifier	<p>This is the name used to identify each class group within a course.</p> <p>For example, if there are three Higher Mathematics classes, they could be called:</p> <ul style="list-style-type: none"><li>• "1", "2" and "3"</li></ul> <p>or</p> <ul style="list-style-type: none"><li>• "Class 1", "Class 2", "Class 3"</li></ul> <p>or</p> <ul style="list-style-type: none"><li>• "WBSet1", "WBSet2", "KLSet1"</li></ul> <p>These class codes must match those used to identify classes in the Student Spreadsheet.</p>
StaffEmail	Email address	Accepts a string of up to 50 characters.
PT	Flag to grant special viewing rights within the reporting package	<p>This field must contain a single digit number, either:</p> <ul style="list-style-type: none"><li>1 = Lecturer able to view all classes within subject</li><li>0 = Lecturer requiring only access to their own classes</li></ul> <p>In the reporting system, lecturers are normally only able to view the progress of students in the classes that they teach.</p> <p>If a lecturer needs to be able to track the progress of all students in all classes within a certain subject, enter a "1" in this column.</p>
DateAdded	Date when the student was first registered	LEAVE BLANK

## Example Spreadsheets

This example shows fully completed student and teacher spreadsheets for three different classes.

- There are two National 5 Biology classes, one taught by Adam Smith (13 students) and the other by Mary Ford (8 students). Adam is the Principal Teacher of Biology and would like to be able to review the progress of all Biology classes.
- There is one National 5 Chemistry class (12 students) taught by Mary Ford.

### SpreadsheetStudent

Cohort	SchoolSQA	SubjectID	StudentSCN	StudentFirstName	StudentLastName	StudentPassword	Class	Year	Status	Date Added
2025SCO	465092	C807 75	001243214	Archibald	Arbuthnot		1	Y1	1	
2025SCO	465092	C807 75	123456781	Natalie	Brogan		1	Y1	1	
2025SCO	465092	C807 75	001234562	Julie	Callaghan		1	Y1	1	
2025SCO	465092	C807 75	000563241	Nicola	Croly		1	Y1	1	
2025SCO	465092	C807 75	001326353	Dillon	Daniels		1	Y1	1	
2025SCO	465092	C807 75	001246521	Emily	Davis		1	Y1	1	
2025SCO	465092	C807 75	001234122	Celia	Imrey		1	Y1	1	
2025SCO	465092	C807 75	000564352	Mark	McDonald		1	Y1	1	
2025SCO	465092	C807 75	014752002	Ross	McTavish		1	Y1	1	
2025SCO	465092	C807 75	072823194	Anthony	Royle		1	Y1	1	
2025SCO	465092	C807 75	000571932	Lewis	Smith		1	Y1	1	
2025SCO	465092	C807 75	026152633	Sarah-Jane	Smith		1	Y1	1	
2025SCO	465092	C807 75	025142635	Claudia	Stirling		1	Y1	1	
2025SCO	465092	C807 75	029300127	Rollan	Bollan		2	Y1	1	
2025SCO	465092	C807 75	026162542	Sara	Brown		2	Y1	1	
2025SCO	465092	C807 75	029300104	Geraldine	Ford		2	Y1	1	
2025SCO	465092	C807 75	010203219	George	Green		2	Y1	1	
2025SCO	465092	C807 75	000410215	Samuel	Johnson		2	Y1	1	
2025SCO	465092	C807 75	020193102	Fredrick	Plymouth		2	Y1	1	
2025SCO	465092	C807 75	000213410	Zak	Spark		2	Y1	1	
2025SCO	465092	C807 75	000321321	Emily	Timney		2	Y1	1	
2025SCO	465092	C813 75	001243214	Archibald	Arbuthnot		1	Y1	1	
2025SCO	465092	C813 75	010201102	Erin	Armstrong		1	Y1	1	
2025SCO	465092	C813 75	029300122	Rollan	Bollan		1	Y1	1	
2025SCO	465092	C813 75	001234561	Julie	Callaghan		1	Y1	1	
2025SCO	465092	C813 75	000563241	Nicola	Croly		1	Y1	1	
2025SCO	465092	C813 75	010220121	Louis	Ellington		1	Y1	1	
2025SCO	465092	C813 75	055469872	Pamela	Haran		1	Y1	1	
2025SCO	465092	C813 75	014752001	Ross	McTavish		1	Y1	1	
2025SCO	465092	C813 75	014752002	Ross	McTavish		1	Y1	1	
2025SCO	465092	C813 75	000214311	Alexander	Selkirk		1	Y1	1	
2025SCO	465092	C813 75	026152633	Sarah-Jane	Smith		1	Y1	1	
2025SCO	465092	C813 75	000213410	Zak	Spark		1	Y1	1	

C807 75 is the SQA course code  
for National 5 Biology

C813 75 is the SQA course code  
for National 5 Chemistry

SpreadsheetStaff

Cohort	SchoolSQA	SubjectID	StaffID	StaffFirstName	StaffLastName	StaffPassword	Class	StaffEmail	PT	Date Added
2025SCO	465092	C807 75		Adam	Smith		1	A-Smith@school.gov.uk	1	
2025SCO	465092	C807 75		Mary	Ford		2	M-Ford@school.gov.uk	0	
2025SCO	465092	C813 75		Mary	Ford		1	M-Ford@school.gov.uk	0	