

# 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 of 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.

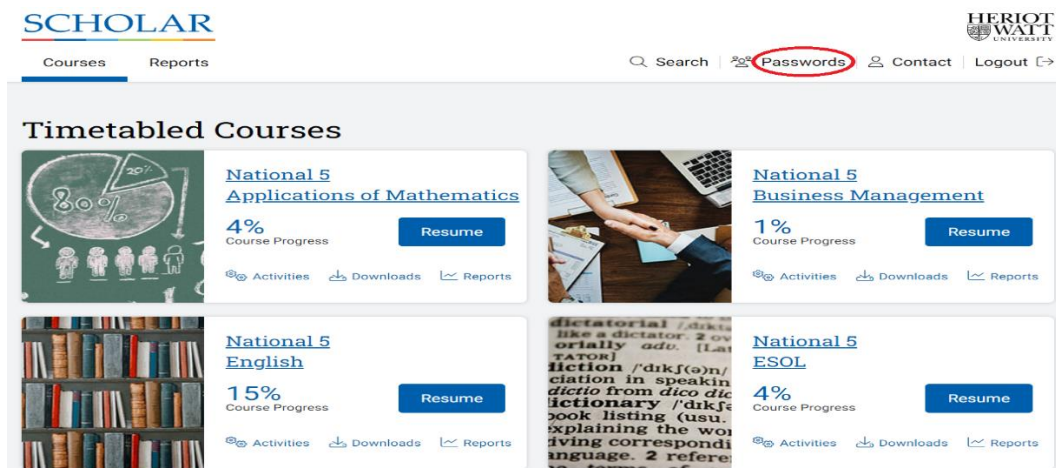
These accounts will provide access to all courses, but user progress will not be recorded.

## 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, select the "Upload Spreadsheet" option and add the staff and student spreadsheets saved as a .xlsx file.

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 "2026SCO"   |
| 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.<br>If the number is less than nine digits then it is padded with 0's in front of the number prior to being validated.<br><br>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.<br><br>For example, if there are three N5 Mathematics classes, they could be called:<br><ul style="list-style-type: none"> <li>• "1", "2" and "3"</li> </ul> or<br><ul style="list-style-type: none"> <li>• "Class 1", "Class 2", "Class 3"</li> </ul> or<br><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:<br>01 - Student on the roll of the college except for those attending full time courses outside the college.<br>02 - Student on the roll of a school or other college.<br>03 - Adult - attending day education.<br>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 "2026SCO"  |
| 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.<br>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 |
|---------|-----------|-----------|------------|------------------|-----------------|-----------------|-------|------|--------|------------|
| 2026SCO | 465092    | C807 75   | 001243214  | Archibald        | Arbuthnot       |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 123456781  | Natalie          | Brogan          |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 001234562  | Julie            | Callaghan       |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 000563241  | Nicola           | Croly           |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 001326353  | Dillon           | Daniels         |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 001246521  | Emily            | Davis           |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 001234122  | Celia            | Imrey           |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 000564352  | Mark             | McDonald        |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 014752002  | Ross             | McTavish        |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 072823194  | Anthony          | Royle           |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 000571932  | Lewis            | Smith           |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 026152633  | Sarah-Jane       | Smith           |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 025142635  | Claudia          | Stirling        |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 029300127  | Rollan           | Bollan          |                 | 2     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 026162542  | Sara             | Brown           |                 | 2     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 029300104  | Geraldine        | Ford            |                 | 2     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 010203219  | George           | Green           |                 | 2     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 000410215  | Samuel           | Johnson         |                 | 2     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 020193102  | Fredrick         | Plymouth        |                 | 2     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 000213410  | Zak              | Spark           |                 | 2     | Y1   | 1      |            |
| 2026SCO | 465092    | C807 75   | 000321321  | Emily            | Timney          |                 | 2     | Y1   | 1      |            |
| 2026SCO | 465092    | C813 75   | 001243214  | Archibald        | Arbuthnot       |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C813 75   | 010201102  | Erin             | Armstrong       |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C813 75   | 029300122  | Rollan           | Bollan          |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C813 75   | 001234561  | Julie            | Callaghan       |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C813 75   | 000563241  | Nicola           | Croly           |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C813 75   | 010220121  | Louis            | Ellington       |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C813 75   | 055469872  | Pamela           | Haran           |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C813 75   | 014752001  | Ross             | McTavish        |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C813 75   | 014752002  | Ross             | McTavish        |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C813 75   | 000214311  | Alexander        | Selkirk         |                 | 1     | Y1   | 1      |            |
| 2026SCO | 465092    | C813 75   | 026152633  | Sarah-Jane       | Smith           |                 | 1     | Y1   | 1      |            |
| 2026SCO | 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 |
|---------|-----------|-----------|---------|----------------|---------------|---------------|-------|-----------------------|----|------------|
| 2026SCO | 465092    | C807 75   |         | Adam           | Smith         |               | 1     | A-Smith@school.gov.uk | 1  |            |
| 2026SCO | 465092    | C807 75   |         | Mary           | Ford          |               | 2     | M-Ford@school.gov.uk  | 0  |            |
| 2026SCO | 465092    | C813 75   |         | Mary           | Ford          |               | 1     | M-Ford@school.gov.uk  | 0  |            |