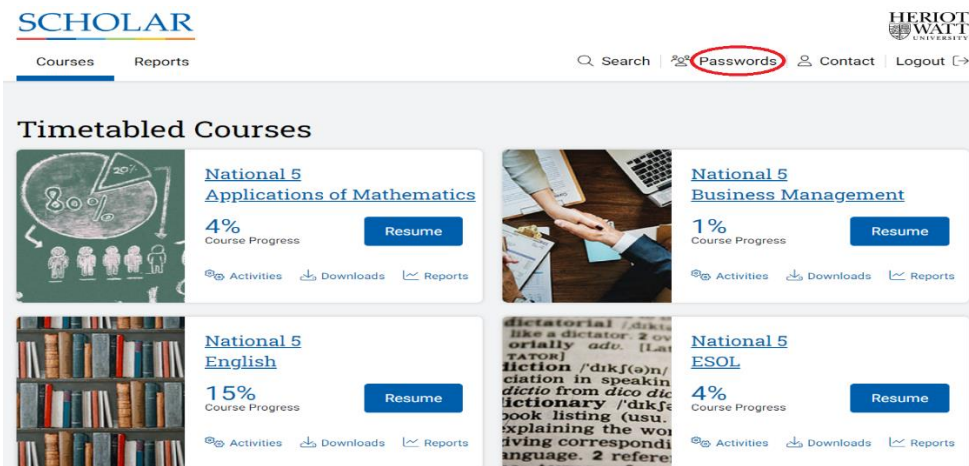


## Learner Enrolment Process

To enrol students into classes, two spreadsheets are required.

- SpreadsheetPupils  
*This provides class lists for the learners with one row per learner per course.*
- SpreadsheetStaff  
*This identifies the staff teaching each class with one row per teacher per class.*

School Scholar Contacts can upload 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.

**\*\*\*\* TIP \*\*\* BEFORE UPLOADING SPREADSHEETS, PLEASE HIGHLIGHT THE SPREADSHEET AND SELECT DATA AND SORT BY COLUMN C – SUBJECT ID AND COLUMN H CLASS – this sorts both spreadsheets into the same order and you can quickly check that each subject and class are there, any missing should stand out.**

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



You can upload just one of the spreadsheets, the student file or the staff file, or both if you wish.

Please note: At certain times of the year it can take up to 3 working days for our system to update with any changes you make.

## SpreadsheetPupils

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

Field	Description	Acceptable Values
Cohort	Identifies the teaching session	This should always be <b>"2026SCO"</b>
SchoolSQA	Unique school identifier	SQA Centre Number for your school
SubjectID	SQA Course Code	SQA subject code, as a string, for the required course. Spaces in the SQA subject code must be retained. <b>The list of valid codes is provided in the tab "List of Subject IDs".</b>
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, <b>we cannot accept commas.</b>
StudentPassword	Student Password	<b>LEAVE BLANK</b>
Class	Class identifier	This is the name used to each class groups 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	S3, S4, S5 or S6
Status	Enrolment status of student	Enter <b>"1"</b> Pupil enrolled with your school Enter <b>"2"</b> Pupil attending your school who is enrolled at another school.
DateAdded	Date when the student was first registered	<b>LEAVE BLANK</b>

## SpreadsheetStaff

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

If a class is taught by more than one teacher- a row must be included for each of the teachers 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	<b>SQA subject code, as a string, for the required course.</b> <b>**Any spaces in the code must be retained**.</b> <b>The list of valid codes is provided in the tab "List of Subject IDs".</b>
StaffID	Unique identifier for the teacher	<b>LEAVE BLANK</b>
StaffFirstName	Teacher's first name	This is limited to 50 characters and can include all alphanumeric characters, spaces and standard punctuation, <b>we cannot accept commas. This must exactly how they have previously been added to SCHOLAR or a 2<sup>nd</sup> account will be raised.</b>
StaffLastName	Teacher's last name	This is limited to 50 characters and can include all alphanumeric characters, spaces and standard punctuation, <b>we cannot accept commas. This must exactly how they have previously been added to SCHOLAR or a 2<sup>nd</sup> account will be raised.</b>
StaffPassword	Teacher's password	<b>LEAVE BLANK</b>
Class	Class identifier	This is the name used to each class groups within a course.  For example, if there are three Higher 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 <u>must</u> match those used to identify classes in the Student Spreadsheet.
StaffEmail	Email address	Enter the member of staffs School email address
PT	Principal Teacher flag	This field must contain a single digit number, either: <b>1 = Principal Teacher or Faculty Head</b> <b>0 = Class Teacher</b>  In the reporting system, class teachers are able to view the progress of learners in the classes that they teach.  If a teacher needs to be able to track the progress of all learners within a certain subject, for example if they are a Principal Teacher or a Faculty Head, enter a "1" in this column.
DateAdded	Date when the student was first registered	<b>LEAVE BLANK</b>

## Example Spreadsheets

This example shows fully completed pupil and teacher spreadsheets for three different S4 classes.

- There are two National 5 Biology classes, one taught by Adam Smith (13 learners) and the other by Mary Ford (8 learners). 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 learners) taught by Mary Ford.

### Pupil Spreadsheet

Cohort	SchoolSQA	SubjectID	StudentSCN	StudentFirstName	StudentLastName	StudentPassword	Class	Year	Status	Date Added
2026SCO	465092	C807 75	001243214	Archibald	Arbuthnot		1	S4	1	
2026SCO	465092	C807 75	123456781	Natalie	Brogan		1	S4	1	
2026SCO	465092	C807 75	001234562	Julie	Callaghan		1	S4	1	
2026SCO	465092	C807 75	000563241	Nicola	Croly		1	S4	1	
2026SCO	465092	C807 75	001326353	Dillon	Daniels		1	S4	1	
2026SCO	465092	C807 75	001246521	Emily	Davis		1	S4	1	
2026SCO	465092	C807 75	001234122	Celia	Imrey		1	S4	1	
2026SCO	465092	C807 75	000564352	Mark	McDonald		1	S4	1	
2026SCO	465092	C807 75	014752002	Ross	McTavish		1	S4	1	
2026SCO	465092	C807 75	072823194	Anthony	Royle		1	S4	1	
2026SCO	465092	C807 75	000571932	Lewis	Smith		1	S4	1	
2026SCO	465092	C807 75	026152633	Sarah-Jane	Smith		1	S4	1	
2026SCO	465092	C807 75	025142635	Claudia	Stirling		1	S4	1	
2026SCO	465092	C807 75	029300127	Rollan	Bollan		2	S4	1	
2026SCO	465092	C807 75	026162542	Sara	Brown		2	S4	1	
2026SCO	465092	C807 75	029300104	Geraldine	Ford		2	S4	1	
2026SCO	465092	C807 75	010203219	George	Green		2	S4	1	
2026SCO	465092	C807 75	000410215	Samuel	Johnson		2	S4	1	
2026SCO	465092	C807 75	020193102	Fredrick	Plymouth		2	S4	1	
2026SCO	465092	C807 75	000213410	Zak	Spark		2	S4	1	
2026SCO	465092	C807 75	000321321	Emily	Timney		2	S4	1	
2026SCO	465092	C813 75	001243214	Archibald	Arbuthnot		1	S4	1	
2026SCO	465092	C813 75	010201102	Erin	Armstrong		1	S4	1	
2026SCO	465092	C813 75	029300122	Rollan	Bollan		1	S4	1	
2026SCO	465092	C813 75	001234561	Julie	Callaghan		1	S4	1	
2026SCO	465092	C813 75	000563241	Nicola	Croly		1	S4	1	
2026SCO	465092	C813 75	010220121	Louis	Ellington		1	S4	1	
2026SCO	465092	C813 75	055469872	Pamela	Haran		1	S4	1	
2026SCO	465092	C813 75	014752001	Ross	McTavish		1	S4	1	
2026SCO	465092	C813 75	014752002	Ross	McTavish		1	S4	1	
2026SCO	465092	C813 75	000214311	Alexander	Selkirk		1	S4	1	
2026SCO	465092	C813 75	026152633	Sarah-Jane	Smith		1	S4	1	
2026SCO	465092	C813 75	000213410	Zak	Spark		1	S4	1	

C807 75 is the SQA course code  
for National 5 Biology

C813 75 is the SQA course code  
for National 5 Chemistry

Teacher Spreadsheet

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	