# Learner Enrolment Process

To enrol students into classes, two spreadsheets are required.

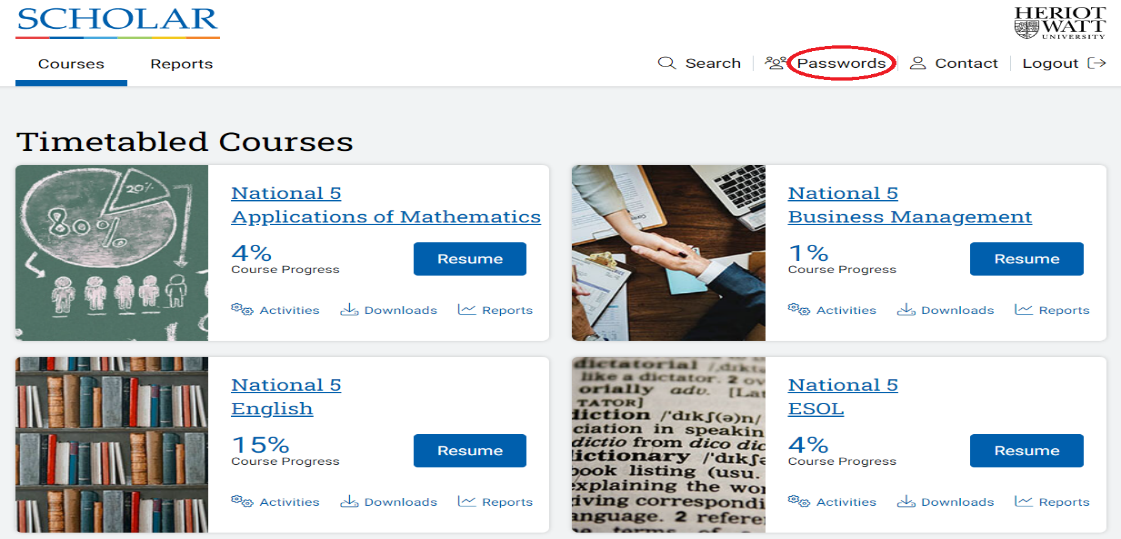
* SpreadsheetPupils

*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 are required to 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 SPREADHEETS, PLEASE HIGHTLIGHT 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.**



### 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 “**2026SCO**” |
| 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\*\*.**  **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, **we cannot accept commas.** |
| StudentLastName | Student's last name | This is limited to 50 characters and can include all alphanumeric characters, spaces, and standard punctuation, **we cannot accept commas.** |
| StudentPassword | Student Password | **LEAVE BLANK** |
| 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:   * “1”, “2” and “3”   or   * “Class 1”, “Class 2”, “Class 3”   or   * “WBSet1”, “WBSet2”, “KLSet1”   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 “**1**” Pupil enrolled with your school  Enter “**2**” Pupil attending your school who is enrolled at another school. |
| 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 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 | **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 teacher | **LEAVE BLANK** |
| StaffFirstName | Teacher's first name | This is limited to 50 characters and can include all alphanumeric characters, spaces and standard punctuation **we cannot accept commas.** **This must exactly match the teacher’s first name in SEEMiS.** |
| StaffLastName | Teacher's last name | This is limited to 50 characters and can include all alphanumeric characters, spaces and standard punctuation **we cannot accept commas.**  **This must exactly match the teacher’s last name in SEEMiS.** |
| StaffPassword | Teacher’s password | **LEAVE BLANK** |
| 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:   * “1”, “2” and “3”   or   * “Class 1”, “Class 2”, “Class 3”   or   * “WBSet1”, “WBSet2”, “KLSet1”   These class codes must match those used to identify classes in the Student Spreadsheet. |
| StaffEmail | Email address | Please enter staff school email address as it appears in SEEMiS. |
| PT | Principal Teacher flag | This field must contain a single digit number, either:  **1 = Principal Teacher or Faculty Head**  **0 = Class Teacher**  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 | **LEAVE BLANK** |

### 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

C813 75 is the SQA course code for National 5 Chemistry

C807 75 is the SQA course code for National 5 Biology

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |  |

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 |  |