

NorTLE Setup - Data Import - Creating User Accounts and Access to Teaching Groups

STAGE 1) Setting up Subjects and Sets by year.

All data should be organised by year, subjects and codes as illustrated below.

The following are example codes but they can be in any format that the schools typically recognise and use. Each code is assigned to a subject and year and it is a "**unique reference**." Notice some examples: **09B/Art**, **bart**, **9smart**. They can be in a SIMs type of format as with the first example. They could use a cunning text format which is wacky!, and they might be in some other centre-designed format.

year	subject	code
9	Art	09B/Art
9	Art	bart
9	Art	9smart
10	Art	10A/Art
11	Art	11c/Art
12	Applied GCE ICT Single Award	12c/ICT
12	Applied GCSE ICT Dual Award	12ICTgroup2
13	AVCE ICT Single Award	13d/ICT
13	AVCE ICT Dual Award	13c/ICT

This process is a prerequisite to importing teacher and student data.

STAGE 2) Required fields for teachers

When importing all teachers using the batch import facility we / you require the data to be provided using the **noted field names** and in a csv file as outlined in this document. You will of course be able to import them individually as new teachers join the school. This data can be imported with or without e-mails and sets. (We recommend including email addresses and these will be hidden.)

id	title	first_name	surname	email	username	password	memorable_word	sets
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Sets should be detailed along the row, each in an individual column / cell however many there are, saved as a csv file (note that the 'sets' heading / field name is **not** needed). It is possible to omit sets information although this would mean that teachers had to select the sets they teach through 'Manage Sets' before students were able to select their sets / groups.

STAGE 3) Required fields for students

When you / we import students this will be done **by year** and the following information is required. Once again, email addresses can be included (and hidden) or omitted. Save as csv files – **one per year group**.

id	first_name	surname	email	username	password	memorable_word	sets
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If available, sets information for students can be included on the csv files along each row, each set in an individual column / cell.

If Sets information is not included, students are able to take responsibility for their own learning and enrol themselves into their own sets, by using the 'Manage Sets' facility.

Important Points

- Memorable words must be 6 to 8 letters in length and consist of a-z only (no punctuation, numbers or capital letters).
- Please use the headings exactly as illustrated above.
- We recommend that schools allocate their own usernames and passwords - it would support BECTA's recommendations if existing usernames and passwords were used. However, if a username is already in use, it will be altered to ensure it is unique.
- Id's must be unique; **UPN for pupils and DfES numbers for teachers**.
- The school needs to check that the data is correct before it is uploaded.
- We strongly recommend that all data is imported and not created manually within the Administration Suite.

Please contact John Harbottle to discuss any of these matters before and while working on your data.

(v12)