

Importing learners into Plan-it

1. Preparing new learners to use Plan-it

To be able to use the Plan-it site learners need to be imported into the Plan-it system by S-cool.

The following information needs to be sent to your School Support Team (SST), who will then send it on to S-cool so that learners can be imported into the Plan-it system. Your SST will need to receive the information at least two weeks before you intend to use Plan-it.

2. Information required by S-cool for each learner

- First name
- Surname
- Year group
- Tutor group (or other group e.g. PSHE. Please note: learners can only be in one group, either tutor group or other)
- Date of birth
- Gender
- Ethnicity
- UPIN (Unique Pupil Identification Number)

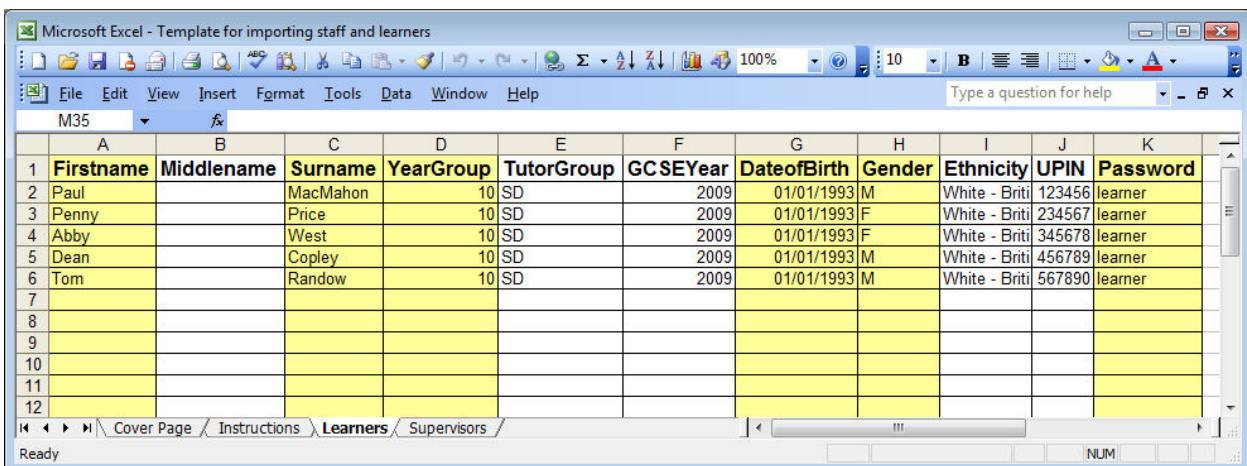
Your SST will send you an Excel/CSV file called '**Template for importing staff and learners**'. Please use this template to provide your SST with learner details. It can also be downloaded from section 4 of the online Plan-it Handbook (www.s-cool.co.uk/planithandbook).

The import template includes four separate worksheets. These are:

- Cover page - to provide school and contact details for the S-cool Client Support Team
- Instructions - please read the instructions carefully before adding data to the template
- Learners - worksheet for adding learner data
- Supervisors - worksheet for adding staff data

The information that is provided about each learner in the import template will be the details they use to login to Plan-it.

Example of completed Learner worksheet:



	A	B	C	D	E	F	G	H	I	J	K
1	Firstname	Middlename	Surname	YearGroup	TutorGroup	GCSEYear	DateofBirth	Gender	Ethnicity	UPIN	Password
2	Paul		MacMahon	10	SD	2009	01/01/1993	M	White - Briti	123456	learner
3	Penny		Price	10	SD	2009	01/01/1993	F	White - Briti	234567	learner
4	Abby		West	10	SD	2009	01/01/1993	F	White - Briti	345678	learner
5	Dean		Copley	10	SD	2009	01/01/1993	M	White - Briti	456789	learner
6	Tom		Randow	10	SD	2009	01/01/1993	M	White - Briti	567890	learner
7											
8											
9											
10											
11											
12											

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3. Learners imported into the Plan-it system in a previous academic year

If your learners used Plan-it last year, their information will have automatically been rolled on a year i.e. Year 9 will have become Year 10. If they are able to remember the password they used last year, they can continue to use it.

If however learners have forgotten their passwords, secondary (temporary) passwords can be issued by your SST. When a secondary password is used to login the learner is forced to change it to something memorable.

Details of all learners who are in the system can be sent to the school Plan-it co-ordinator by your SST.