



User guide for e-Jass Bulk Upload

V1.3: Updated November 2016

Junior Award Scheme for Schools (JASS)

Friends of the Award | Castlebrae Community High School | 2a Greendykes Road
Edinburgh | EH16 4DP

admin@jassschools.org.uk | 0131 538 4028 | www.jassschools.org.uk

Introduction

Welcome to e-Jass. e-Jass is essentially an on-line version of the standard (Junior Award Scheme for Schools) JASS Folder and Pack and follows the same processes of setting activity objectives, planning, gathering evidence and reflection on completion. As well as removing the need to retain bulky folders and evidence records, e-Jass allows the teacher or mentor to view all the Students' records in one place and to review progress at individual levels.

There are three JASS levels that can be completed through the e-Jass online system - Bronze, Silver, and Gold. Records are retained after an Award has been completed and can be passed on to the Student's next class or school if they are also using e-Jass.

This is the guide for the e-Jass administrator. The admin is responsible for setting up e-Jass for your school/organisation. This role sets up classes, mentors, and students.

Terms

e-Jass Administrator – person appointed by school or organisation to manage e-Jass.

Mentor – teacher or other individual responsible for the participants. There can more than one Mentor per class or group.

Jass Champion – Based within the school / organisation, this individual must be independent of the delivery of e-Jass as they have the final quality check of e-Jass awards.

Students – e-Jass participant. All students must be assigned to a Group and a Mentor Group or Class – group of students can be assigned to a Mentor too.



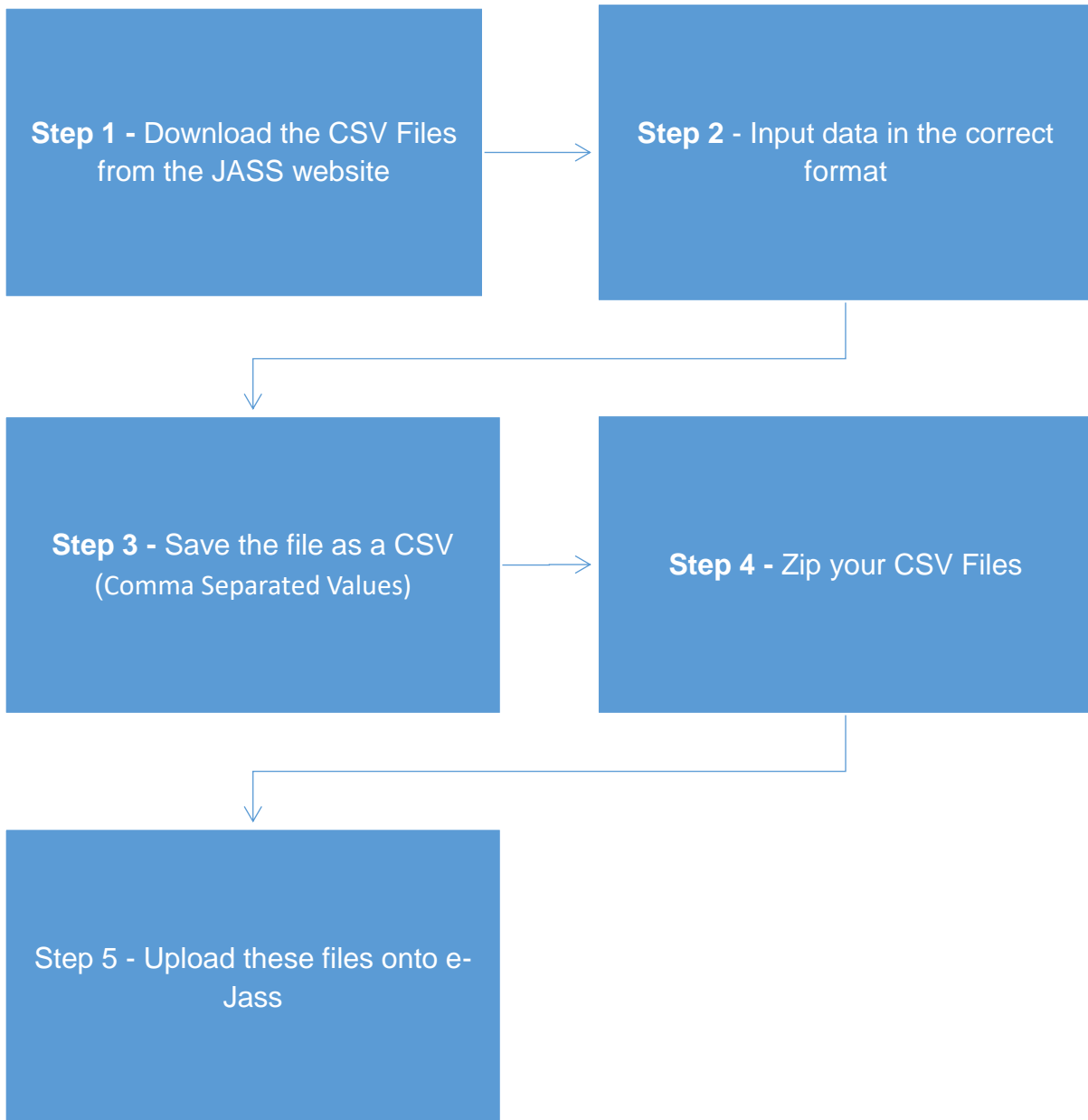
The same person can hold both Mentor and Administrator roles.

Troubleshooting

This guide is designed as a quick guide to the e-Jass administrator view. If you have any further queries or for technical issues please contact our development team on admin@jassschools.org.uk or 0131 538 4028.

This guide explains how to prepare and import your data into the E-JASS online system.

Bulk Upload Steps



Step 1 – Downloading the CSV Files

The two CSV files are available to download on the information for Organisations resources page on the JASS website. This is found at: www.jassschools.org.uk/organisations-information

There are two files, one for mentor and one for participants. Please download the files you require. Once downloaded please do not change the file names as this will invalidate the data import.

Step 2 – Inputting Data

Open the CSV files in your chosen programme (Excel works well in Windows). Once opened please do not alter the column headings. Again this will invalidate the data import.

The details required are as follows:

Mentors:

- The school email address of the teacher (this will be the teacher's username)
- The surname and title of the teacher
- An initial password (the user can change this later)
- The class or classes that they should be assigned to (teachers can be assigned to multiple classes)

The data will look something like this:

| | A | B | C | D | E | F | G |
|---|-----------------------|-------|-----------|----------|----------|---------|---------|
| 1 | Username | Title | FirstName | Surname | Password | Class 1 | Class 2 |
| 2 | morag@ourschool.org | Mrs | Morag | Paterson | Bikajsh7 | 6C | 6B |
| 3 | richard@ourschool.org | Mr | Richard | Davidson | Kiajsjh3 | 7A | |

Participants

- The student's official candidate number or pupil identifier (this will be the student's username)
- The participants first and last names
- An initial password (the user can change this later)
- The class that they should be assigned to (students can be assigned on only one class)
- The award level they should be assigned to (B for Bronze, S for Silver, G for Gold)

| | A | B | C | D | E | F |
|---|----------|-----------|----------|----------|-------|-------|
| 1 | Username | FirstName | Surname | Password | Class | Award |
| 2 | 7378272 | Amy | Richards | Ke8ghs | 6C | B |
| 3 | 6363522 | Peter | Smith | Usjuw3 | 6B | S |
| 4 | 9383728 | Nicola | Thomson | Ujakiji2 | 7A | G |
| 5 | | | | | | |

Step 3 – Saving the Data

These spreadsheets need to be saved (or exported) as CSV files (Comma Separated Values). Almost all common spreadsheet applications - Microsoft Excel, Apple Numbers and Google Sheets - will allow you do this.

The file containing the mentor information should be saved as 'mentors.csv' and the student information should be saved as 'students.csv'. Please ensure these are accurate.

After saving your files they should look something like

mentors.csv

Username, Title, FirstName, Surname, Password, Class1, Class2
morag@ourschool.org, Mrs, Morag, Paterson, Bikajsh7, 6C, 6B
richard@ourschool.org, Mr, Richard, Davidson, Kiajsjh3, 7A

students.csv

Username, FirstName, Surname, Password, Class, Award
7378272, Amy, Richards, Ke8ghs, 6C, B
6363522, Peter, Smith, Usjuw3, 6B, S
9383728, Nicola, Thomson, Ujakiji2, 7A, G

Step 4 – Zipping your CSV Files

The final step in preparing your data is to 'zip' or 'compress' your files. The method of doing this depends on your computer but approximate steps are:

Windows Computers

1. In Windows Explorer select both of your csv files
2. Right click - choose the option 'Send To > Compressed (zipped) folder'

Apple OSX Computers

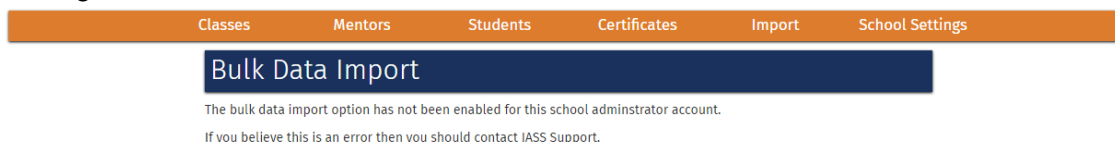
1. In Finder select both of your csv files
2. Right (Ctrl) click - choose the option 'Compress 2 Items'

Your data is now prepared and is ready to be imported into e-Jass.

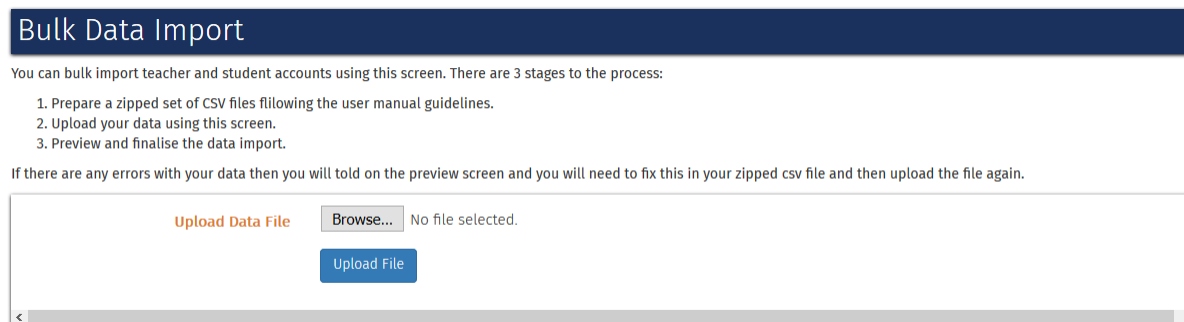
Step 5 - Uploading onto e-Jass

Once completed the final step is to upload this file into e-Jass. Please login to e-Jass as an e-Jass administrator.

Once logged-in click on the Import Tab on the top navigation bar. Please note this setting is disabled initially, however please contact us if you would like use of the Bulk Upload settings.



Within the Import Tab there is a “Browse” button. Navigate to the newly created CSV files on your PC, and select these, then select “Upload File”.



If the upload is unsuccessful you will be notified immediately on the e-Jass system. If this occurs please ensure you have followed the above steps. If you still receive this error then please contact our development team on admin@jassschools.org.uk or 0131 538 4028.

Contact Us

We are constantly looking to develop both the JASS and e-Jass award, and welcome your suggestions and feedback. Customer satisfaction is of paramount importance to us, please contact us at the following with further input.

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