

GLOW DATA FEED

This enables the user to update Glow with data from Click+Go - Students, Teaching Staff, Non-Teaching Staff and Main Contacts.

Each local authority has access to Glow data for ALL establishments. Through the HQ Glow package, they can set up a Nightly Schedule to update Glow for establishments.

- Application
- Data Utilities
- Glow data feed

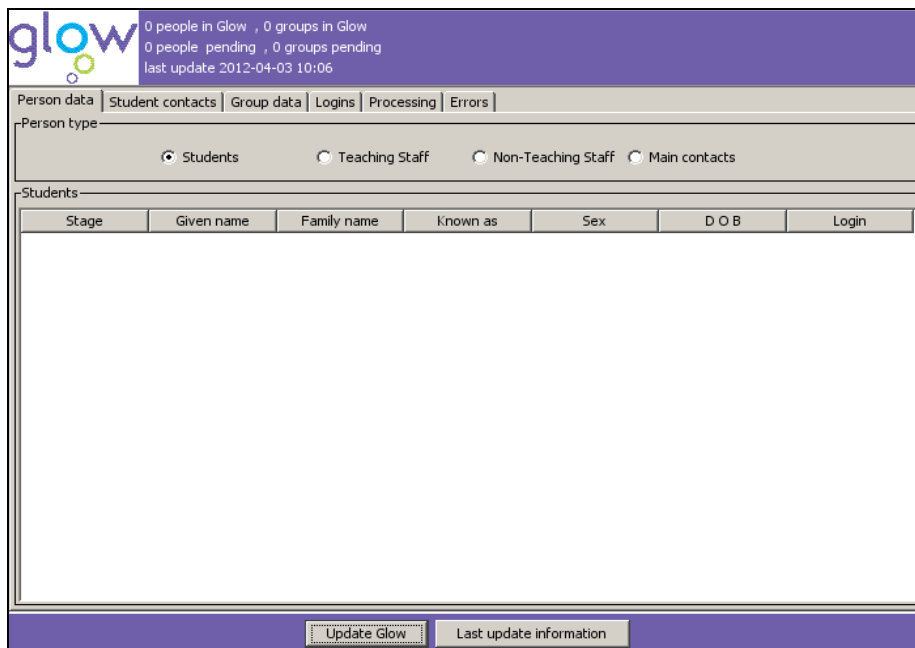
Glow Information Bar

This displays the number of people and groups currently in Glow as well as the number of people and groups pending. The date and time of the last update to Glow is also displayed.

Person Data

1. This tab displays the information that Glow currently holds
2. Clicking **UPDATE GLOW**, will update Glow with all Students, Teaching Staff, Non-Teaching Staff and Main Contacts from Click+Go

NOTE: Only one person can update Glow at a time.



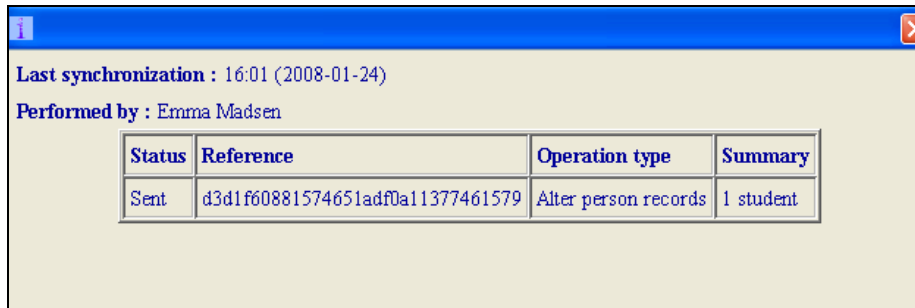
3. Once Glow have acknowledged the data it will appear on the screen

NOTE: This may take a few days

Person type						
<input checked="" type="radio"/> Students <input type="radio"/> Teaching Staff <input type="radio"/> Non-Teaching Staff <input type="radio"/> Main contacts						
Students						
Stage	Given name	Family name	Known as	Sex	D O B	Login
S1	Ciaran William	Al-Sharari	Ciaran	Male	1995-11-07	{unknown}
S1	Jennifer	Anderson	Jennifer	Female	1996-01-26	{unknown}
S1	Darren Cameron	Andrew	Darren	Male	1995-07-19	{unknown}
S1	Jonathan	Bell	Jonathan	Male	1995-09-10	{unknown}

Last Update Information

1. Click **LAST UPDATE INFORMATION**
2. A report is displayed with details of the last update to Glow, with the user's name

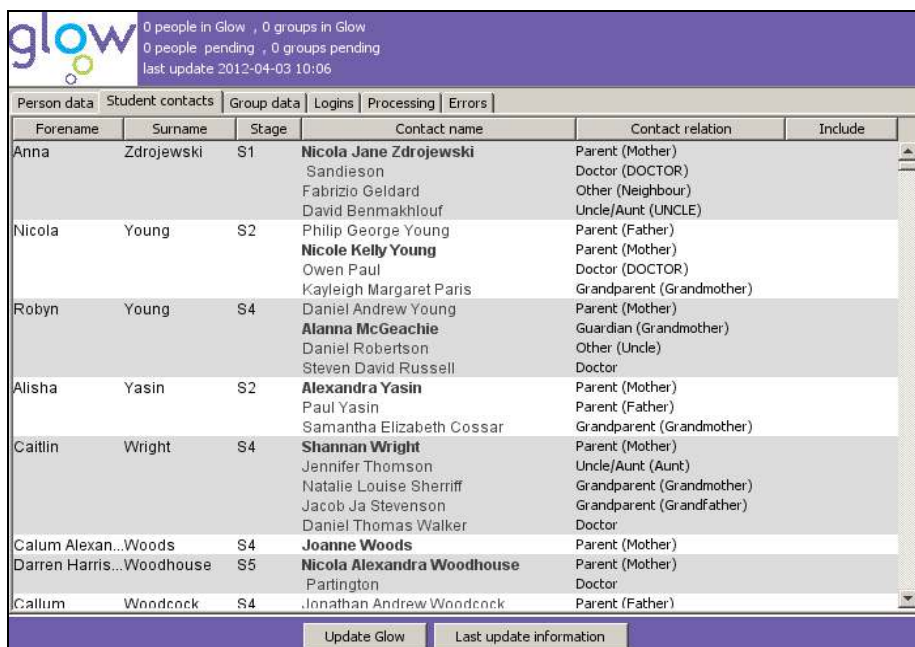


Last synchronization : 16:01 (2008-01-24)
Performed by : Emma Madsen

Status	Reference	Operation type	Summary
Sent	d3d1f60881574651adf0a11377461579	Alter person records	1 student

Student Contacts

1. Shows the pupils details and their contacts. The Main Contact is in Bold



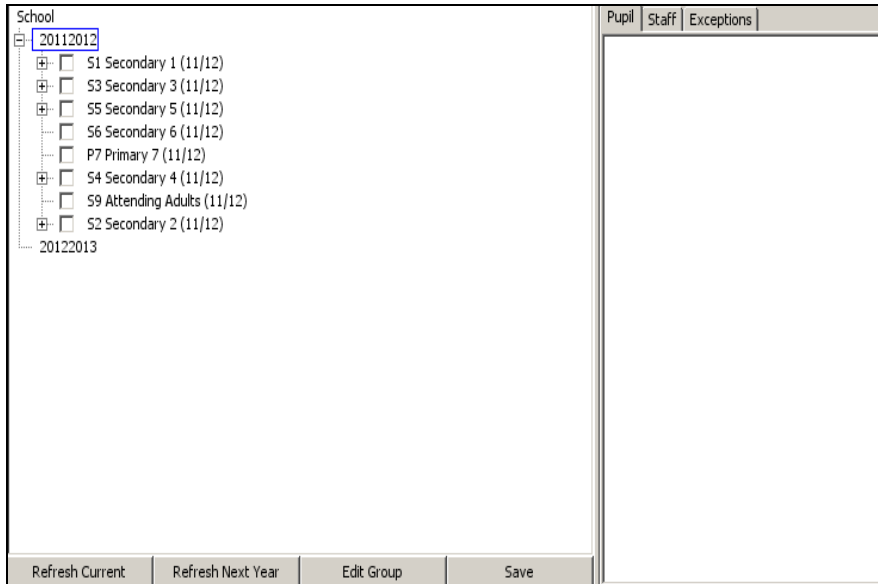
0 people in Glow , 0 groups in Glow
 0 people pending , 0 groups pending
 last update: 2012-04-03 10:06

Forename	Surname	Stage	Contact name	Contact relation	Include
Anna	Zdrojewski	S1	Nicola Jane Zdrojewski	Parent (Mother)	
			Sandieson	Doctor (DOCTOR)	
			Fabrizio Geldard	Other (Neighbour)	
			David Benmakhoulouf	Uncle/Aunt (UNCLE)	
Nicola	Young	S2	Philip George Young	Parent (Father)	
			Nicole Kelly Young	Parent (Mother)	
			Owen Paul	Doctor (DOCTOR)	
			Kayleigh Margaret Paris	Grandparent (Grandmother)	
Robyn	Young	S4	Daniel Andrew Young	Parent (Mother)	
			Alanna McGeachie	Guardian (Grandmother)	
			Daniel Robertson	Other (Uncle)	
			Steven David Russell	Doctor	
Alisha	Yasin	S2	Alexandra Yasin	Parent (Mother)	
			Paul Yasin	Parent (Father)	
			Samantha Elizabeth Cossar	Grandparent (Grandmother)	
Caitlin	Wright	S4	Shannan Wright	Parent (Mother)	
			Jennifer Thomson	Uncle/Aunt (Aunt)	
			Natalie Louise Sherriff	Grandparent (Grandmother)	
			Jacob Ja Stevenson	Grandparent (Grandfather)	
			Daniel Thomas Walker	Doctor	
Calum Alexan...	Woods	S4	Joanne Woods	Parent (Mother)	
Darren Harris...	Woodhouse	S5	Nicola Alexandra Woodhouse	Parent (Mother)	
			Partington	Doctor	
Callum	Woodcock	S4	Jonathan Andrew Woodcock	Parent (Father)	

Update Glow Last update information

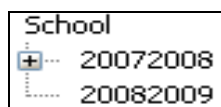
Group Data

This tab is used to import Information from Click+Go and send to Glow. Information needs to be sent in stages. Year Groups first, then classes and lastly students and staff. The next information can only be sent once Glow have acknowledged the previous information sent. This tab will show data being sent, pending and acknowledged using different colour text.



Importing Year Groups and Classes

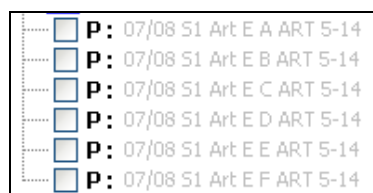
1. Import the information from Click+Go by clicking **REFRESH CURRENT** for the Current Year Groups, and/or **REFRESH NEXT YEAR** for the Planned Year Groups
2. Click the plus sign next to the school year to display the Year Groups




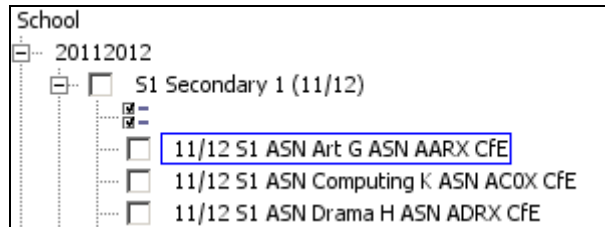
3. Select the information to be sent to Glow
4. The letter **A** means **Add To Glow** and the data appears in green font



5. Clicking **SAVE** will save the changes, and this will be sent in the overnight feed
6. Clicking **UPDATE GLOW** will send the changes immediately
7. Information sent to Glow, is displayed in **grey** with a **P - Pending** next to it

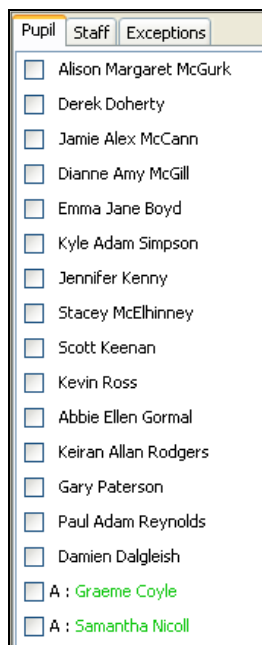


8. Once Click+Go has had a response from Glow, the information will be displayed in black text without the P or the A
9. The next stage can then be sent
NOTE: To send **ALL** Class Groups select  under each Year Group



Importing Pupils and Staff

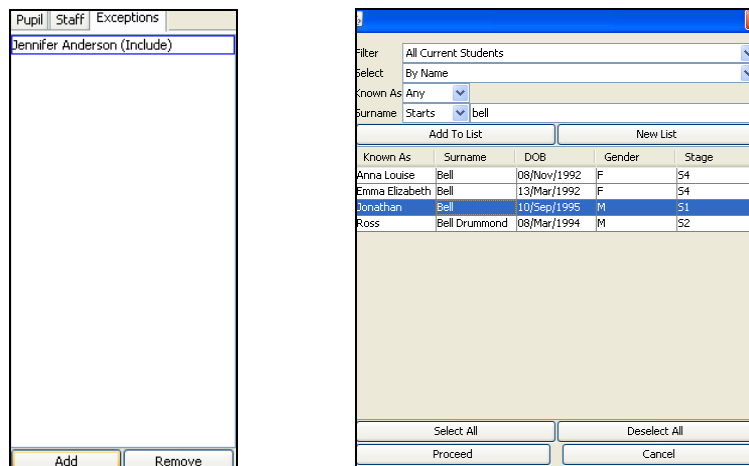
1. Pupils / Staff timetabled in Click+Go for specific Classes will show under the Pupil / Staff Tabs
2. Select the pupils or staff to be sent to Glow
3. The letter **A** means **Add To Glow** and the data appears in green font
4. Information sent to Glow, is displayed in **grey** with a **P - Pending** next to it
5. Once Click+Go has had a response from Glow, the information will be displayed in black text without the P or the A
NOTE: In order to send more data to Glow, click **REFRESH CURRENT** or **REFRESH NEXT YEAR**



Exceptions

This can be used to add or remove an additional membership for a pupil who is not in a class in Click+Go.

1. Select the **class** and then the **Exceptions** tab, click **ADD** to add a pupil
2. Once the pupil is selected, click **PROCEED**



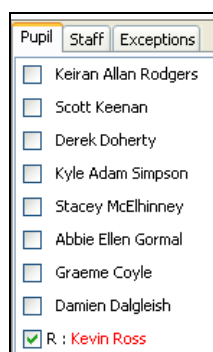
Known As	Surname	DOB	Gender	Stage
Anna Louise	Bell	08/Nov/1992	F	54
Emma Elizabeth	Bell	13/Mar/1992	F	54
Jonathan	Bell	10/Sep/1995	M	51
Ross	Bell Drummond	08/Mar/1994	M	52

3. To remove a pupil from here, select the pupil and click **REMOVE**
4. Click **SAVE**

Changes in Click+Go

Any changes made in Click+Go need to be updated through Glow. This could be Pupil name, main contact or marked as leaver changes, class changes, teacher changes. The change would be made as normal in Click+Go, and updated in Glow.

1. Click **REFRESH CURRENT** or **REFRESH NEXT YEAR**
2. Select the information to send to Glow
3. Information removed appears in red with the letter **R – Remove**, next to it
4. Click **SAVE**
5. Once Glow has accepted the removal, any new information can then be selected and sent through again



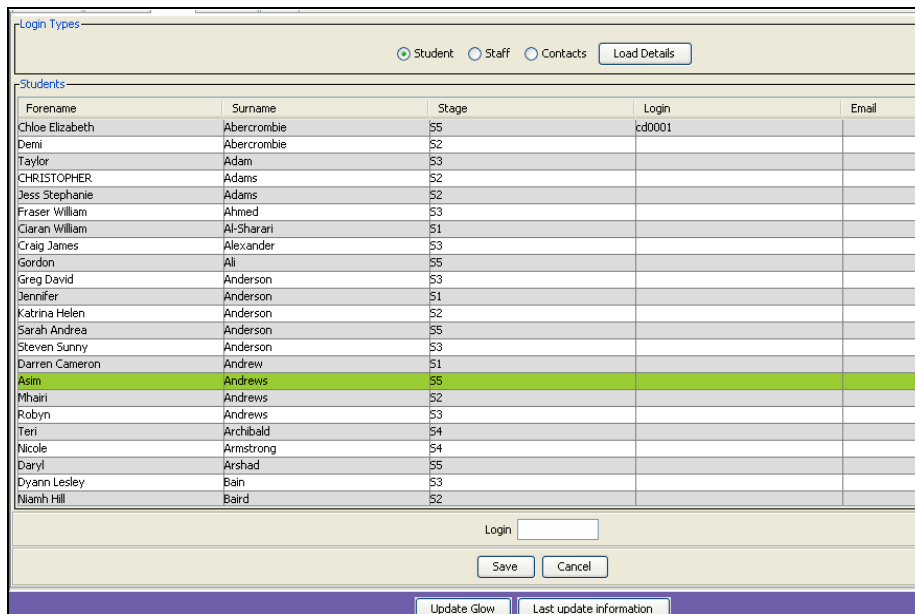
<input type="checkbox"/>	Keiran Allan Rodgers
<input type="checkbox"/>	Scott Keenan
<input type="checkbox"/>	Derek Doherty
<input type="checkbox"/>	Kyle Adam Simpson
<input type="checkbox"/>	Stacey McElhinney
<input type="checkbox"/>	Abbie Ellen Gormal
<input type="checkbox"/>	Graeme Coyle
<input type="checkbox"/>	Damien Dalgleish
<input checked="" type="checkbox"/>	R : Kevin Ross

Logins

Pupils, Staff and Main Contacts are viewed here. Glow logins can be entered for Pupils and Staff.

NOTE: The login is limited to 18 characters. It can include numbers, letters, a hyphen, an underscore and/or a full stop.

1. Select the **Student** or **Staff** option and click **LOAD DETAILS**
2. Select the pupil or member of staff, type their login in the text box
3. Click **SAVE**



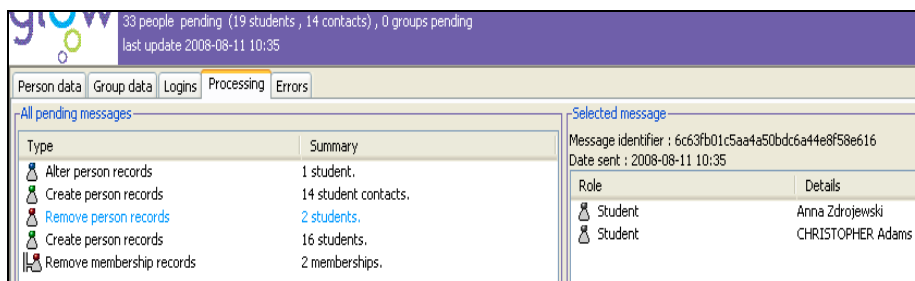
The screenshot shows a web interface titled "Login Types". At the top, there are radio buttons for "Student" (selected), "Staff", and "Contacts", along with a "Load Details" button. Below this is a table of students with columns for Forename, Surname, Stage, Login, and Email. The row for "Asim Andrews" with Stage "S5" is highlighted in green. Below the table is a "Login" text input field, "Save" and "Cancel" buttons, and at the bottom, "Update Glow" and "Last update information" buttons.

Forename	Surname	Stage	Login	Email
Chloe Elizabeth	Abercrombie	S5	cd0001	
Demi	Abercrombie	S2		
Taylor	Adam	S3		
CHRISTOPHER	Adams	S2		
Jess Stephanie	Adams	S2		
Fraser William	Ahmed	S3		
Ciaran William	Al-Sharari	S1		
Craig James	Alexander	S3		
Gordon	Ali	S5		
Greg David	Anderson	S3		
Jennifer	Anderson	S1		
Katrina Helen	Anderson	S2		
Sarah Andrea	Anderson	S5		
Steven Sunny	Anderson	S3		
Darren Cameron	Andrew	S1		
Asim	Andrews	S5		
Mihairi	Andrews	S2		
Robyn	Andrews	S3		
Teri	Archibald	S4		
Nicole	Armstrong	S4		
Daryl	Arshad	S5		
Dyann Lesley	Bain	S3		
Niamh Hill	Baird	S2		

Processing

When data is sent to Glow a list of all pending messages is displayed here.

1. Select a pending record to display the details on the right of the screen
2. Once Glow acknowledges this data, the pending files disappear from here



The screenshot shows a web interface titled "Processing" with a status bar at the top indicating "33 people pending (19 students, 14 contacts), 0 groups pending" and "last update 2008-08-11 10:35". Below the status bar are tabs for "Person data", "Group data", "Logins", "Processing" (selected), and "Errors". The main area is split into two panes: "All pending messages" and "Selected message".

Type	Summary
Alter person records	1 student.
Create person records	14 student contacts.
Remove person records	2 students.
Create person records	16 students.
Remove membership records	2 memberships.





































The "Selected message" pane shows:

- Message identifier : 6c63fb01c5aa4a50bdc6a44e8f58e616
- Date sent : 2008-08-11 10:35
- Role: Student (Anna Zdrojewski)
- Role: Student (CHRISTOPHER Adams)

Errors

All records returned from Glow with errors are displayed here.

1. Select the error message to view the details
2. Select the error record to view the error
3. Error is displayed in red

All failed messages		Selected message	
Type	Summary	Role	Details
 Remove membership records	1 membership.	 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
 Create membership records	1 membership.	 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
 Create membership records	17 memberships.	 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
		 Student member	Pupil 10001:1fa7abb6-6f96-463a-b742-3...
Error details		An internal error occurred in sub-system KSDEPMInterface.	