

FROM SCHOOL COCKPIT

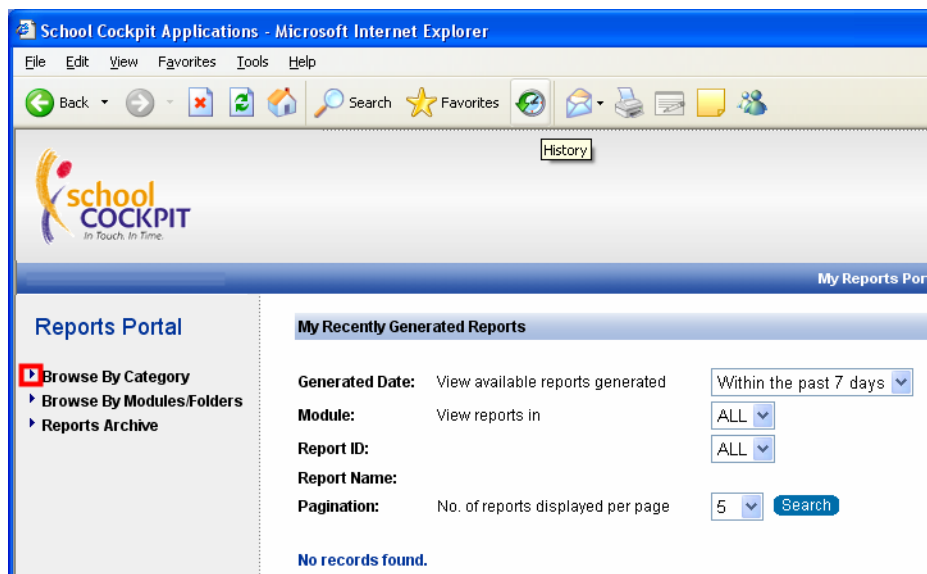
To complete the following steps, you will need a valid user account to access the School Cockpit website to download the Student cockpit file.

Step 1: Authorized User to log on to School Cockpit. Click on the **Reports** link.



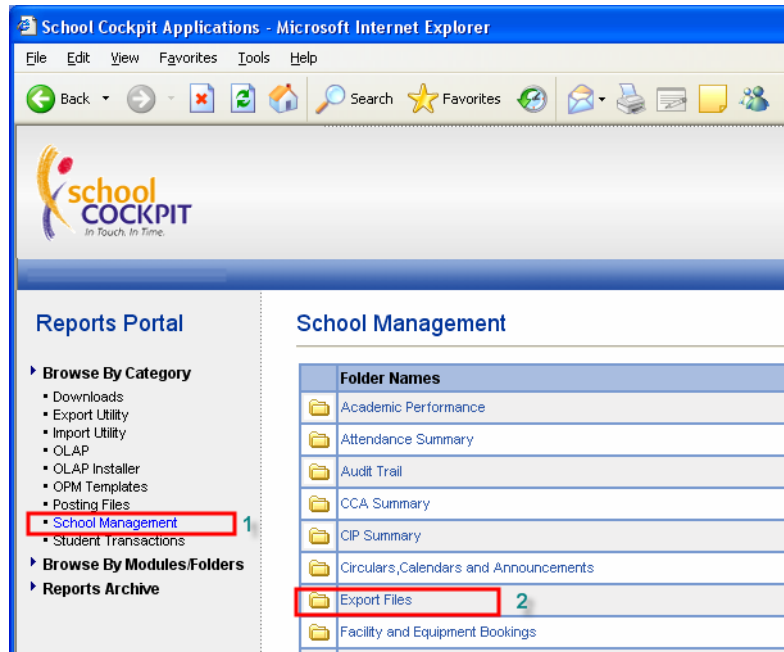
The screenshot shows the School Cockpit Portal homepage. The browser title is "School Cockpit Portal - - Microsoft Internet Explorer". The address bar contains "http://schoolcockpit.moe.gov.sg/portal/dt". The page header includes the School Cockpit logo and the Ministry of Education logo. A navigation menu at the top right contains links for Home, Customise, Change Password, Site Map, Reports (highlighted with a red box), Templates, Help, and Log Out. A sidebar on the right titled "Do You Know?" contains a "Reports Portal" section with a description: "You can now view the parameters (description) of the reports you have generated to assist you in differentiating your report outputs with the same name." The main content area displays a "Welcome to School Cockpit..." message, the date "Monday, 5 May 2008", and a "Message Centre" with three items: "Circulars", "Announcements", and "Messages". The "My Students" section shows "My Form Class: P6-6H".

Step 2: Under **Reports Portal** section, click on **Browse By Category**.

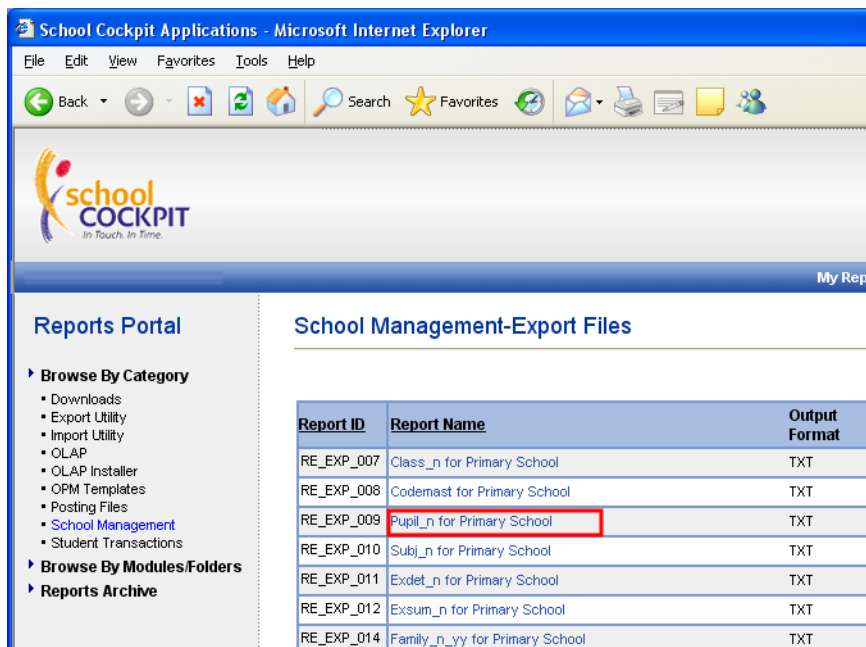


The screenshot shows the School Cockpit Applications page. The browser title is "School Cockpit Applications - Microsoft Internet Explorer". The address bar contains "http://schoolcockpit.moe.gov.sg/portal/dt". The page features the School Cockpit logo and the Ministry of Education logo. A navigation menu at the top right contains links for Home, Customise, Change Password, Site Map, Reports, Templates, Help, and Log Out. A sidebar on the left titled "Reports Portal" contains three options: "Browse By Category" (highlighted with a red box), "Browse By Modules/Folders", and "Reports Archive". The main content area displays "My Recently Generated Reports" with filters for "Generated Date", "Module", "Report ID", "Report Name", and "Pagination". The "Generated Date" filter is set to "Within the past 7 days", "Module" and "Report ID" are set to "ALL", and "Pagination" is set to "5". A "Search" button is visible. Below the filters, it says "No records found."

Step 3: Under Reports Portal section, click on the following links.
School Management → Export files



Step 4: Click on **Pupil_n for Primary/School**.



Step 5: The **Parameters** page will be displayed as shown below:

Run Pupil_n for Primary School

Parameters

Level*: P1
Class: ALL
Student Status*: ALL

Select accordingly

Generate Reset

Select the option accordingly and click **Generate**.

Step 6: After the export file is generated, return to the main screen as follows.

School Cockpit Applications - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

school COCKPIT In Touch. In Time

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My Reports Portal Home | My Favourite Reports | My Report Jobs

Reports Portal

- Browse By Category
 - Downloads
 - Export Utility
 - Import Utility
 - OLAP
 - OLAP Installer
 - OPM Templates
 - Posting Files
 - School Management
 - Student Transactions
- Browse By Modules/Folders
- Reports Archive

School Management-Export Files

Report Definitions

Report ID	Report Name	Output Format	Generated Date	Expires On	Download
RE_EXP_007	Class_n for Primary School	TXT			
RE_EXP_008	Codemast for Primary School	TXT			
RE_EXP_009	Pupil_n for Primary School P6, ALL, Active	TXT	05/05/2008 11:09am	08/05/2008 12:00am	
RE_EXP_010	Subj_n for Primary School	TXT			
RE_EXP_011	Exdet_n for Primary School				
RE_EXP_012	Exsum_n for Primary School				
RE_EXP_014	Family_n_yy for Primary School				
RE_EXP_022	Exdet_n_yy (Updated in Mar 2005)				
RE_EXP_028	Exsum_n for Primary School (Updated				

1. Double-click this icon to view the export file in plain text with Word Pad.
2. Right click on the icon to download the export file.
• Select 'Save Target As...' (see right)
• Next, you will be prompted to specify the location to save the export file
• Click 'Save' to save file into location specified.

Open Link
Open Link in New Window
Save Target As...
Print Target

Right click on the icon. Select **Save Target As ...**

Please specify the location to save the export file e.g. **c:\Temp\Pupil_X_XX.txt**.

Click **Save** to save file into specified location.

Save As

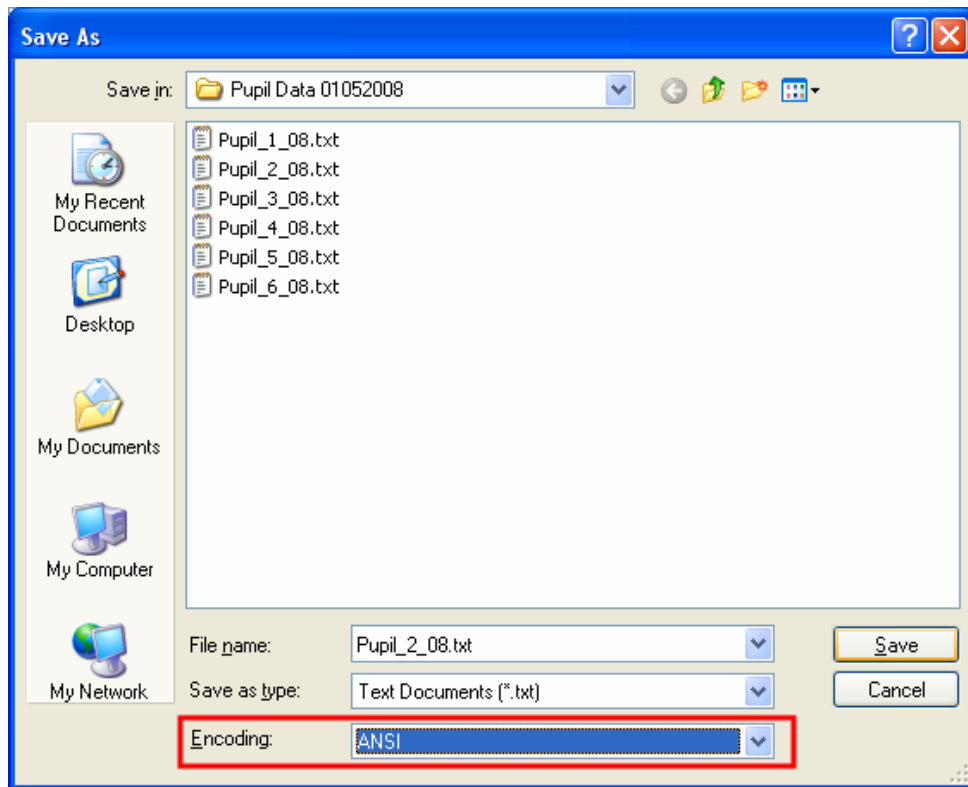
Save in: Desktop

My Recent Documents
Desktop
My Documents
My Computer
My Network

File name: Pupil_6_08.txt
Save as type: Text Document

Save Cancel

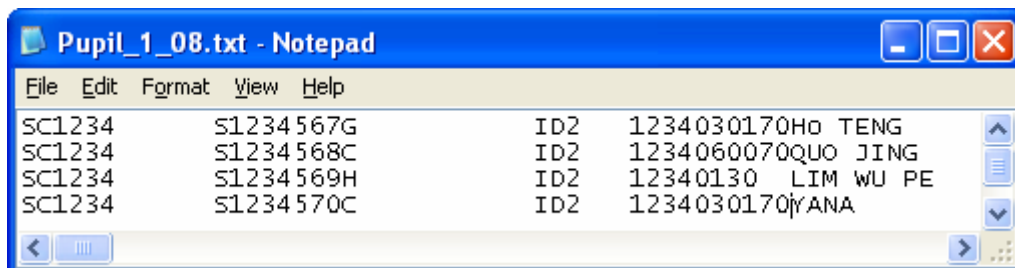
Step 7: Open the same file with **Notepad** application and **Save As** with the **ANSI** encoding as shown.



The output file can now be imported to the Winscore 5 application.

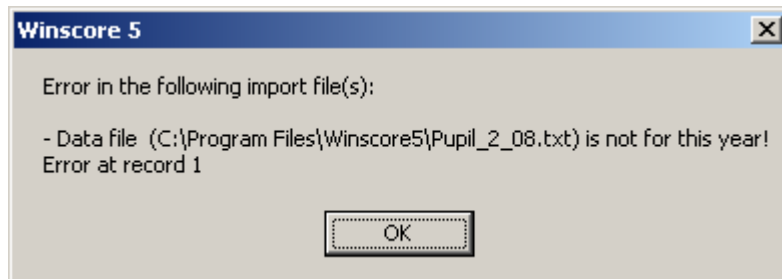
Sample Cockpit File

A sample of the successful imported cockpit file should be similar to the following.



FAQ

1. I got the following error message while importing the school cockpit file.



Complete Step 7 and try to import the file again.

2. It still fails after I have completed Step 7. What should I do?

Suggest open the file with Notepad and make sure it is similar to the sample Cockpit file shown above. If the file is very much different, suggest re-download the text file from the School Cockpit Website again.

For further issues, you may report the problem to the following email address:
support@datascan.com.sg