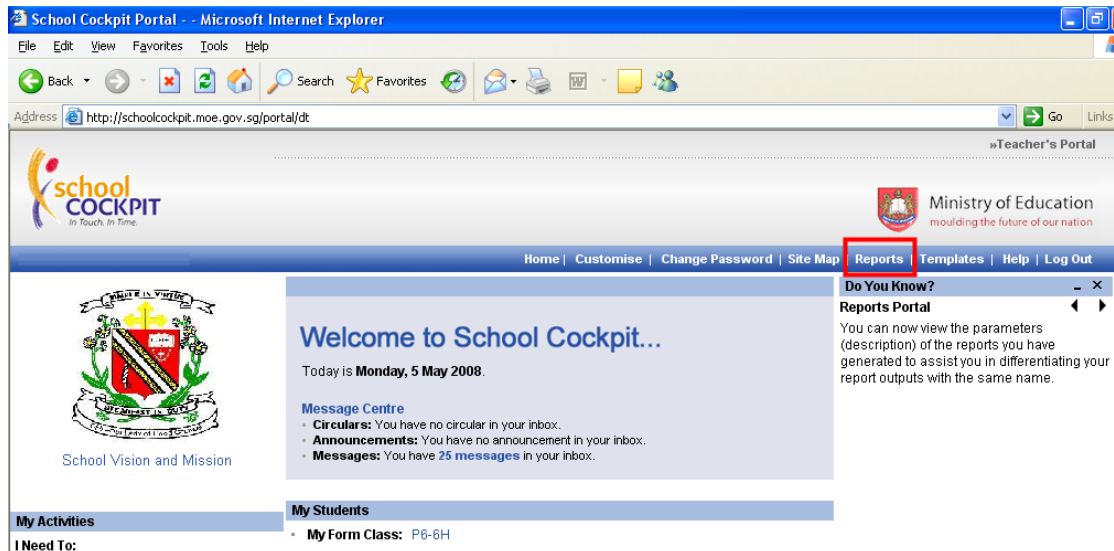


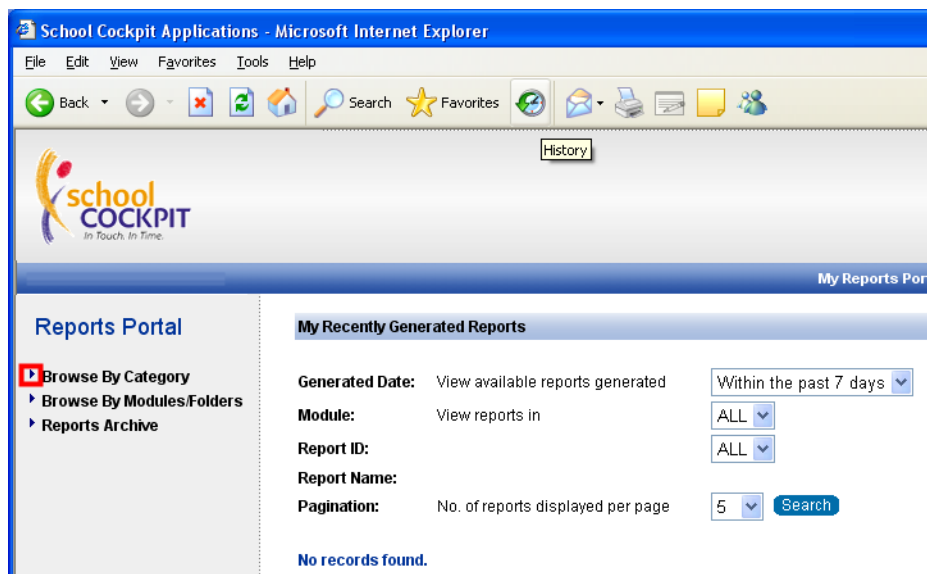
FROM SCHOOL COCKPIT

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

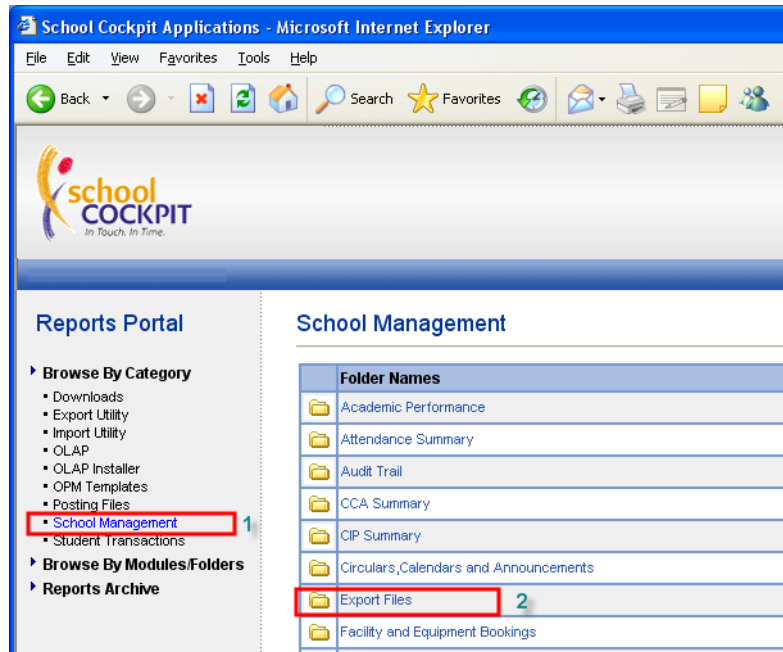
Step 1: Authorized User to log on to School Cockpit. Click on the **Reports** link.



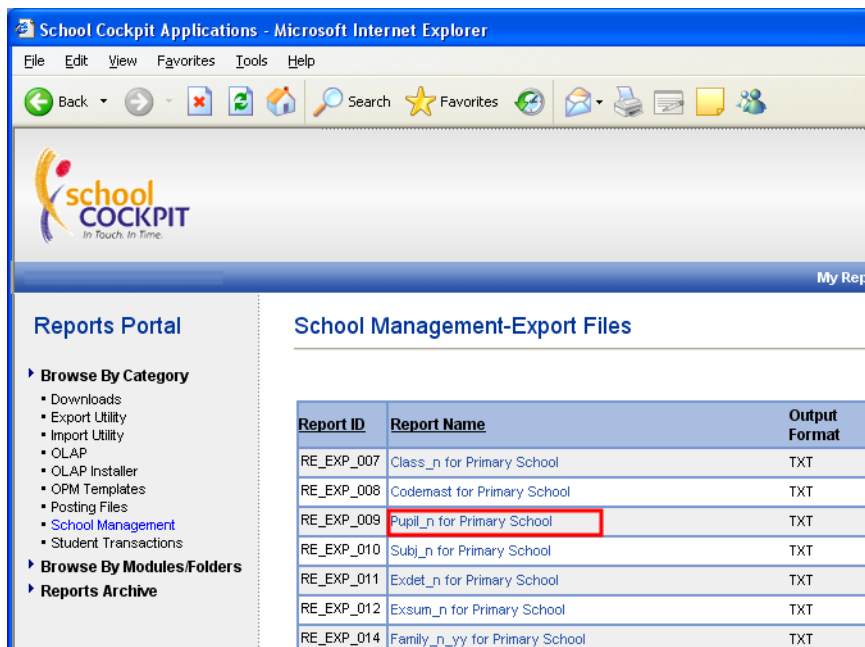
Step 2: Under **Reports Portal** section, click on **Browse By Category**.



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



Step 4: Click on **Pupil_n for Primary/Ssecondary 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 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	

My Recently Generated Reports

Generated Date: View available reports generated Within the past 7 days
Module: View reports in ALL
Report ID: ALL
Report Name:
Pagination: No. of reports displayed per page 5 Search

Report ID	Report Name	Generated Date	Expires On	Download
RE_EXP_009	Pupil_n for Primary School Parameters: P6, ALL, Active	05/05/2008 11:09am	08/05/2008 12:00am	

OR

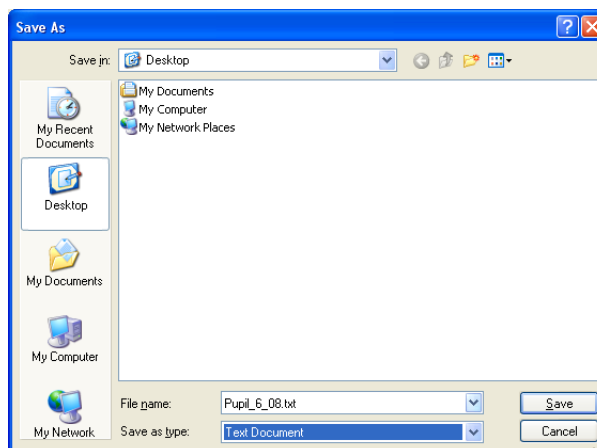
- Open Link
- Open Link in New Window
- Save Target As...
- Print Target

Right click on the icon and select "Save Target As..."

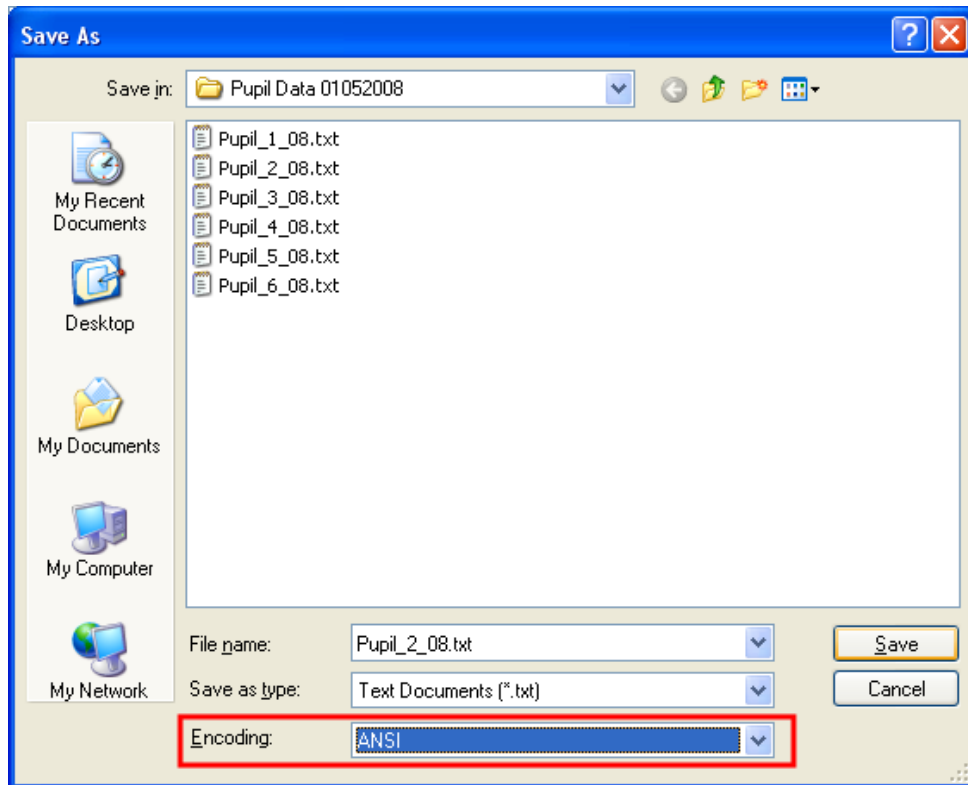
Right click on the icon from any of the above sample web pages.
Select **Save Target As ...**

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.



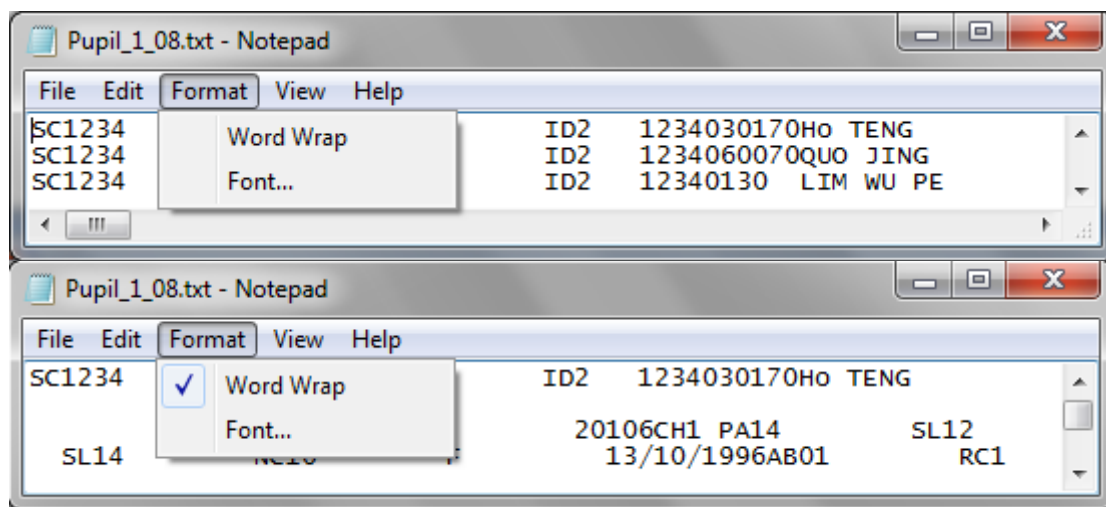
Step 7: Open the same file with **Notepad** application and **Save As** with the **ANSI** encoding as shown. (You need to perform this step if you are running an older version of the Winscore program. You may skip this step if you are running Winscore 5 Build 006 and above).



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

Sample Cockpit File

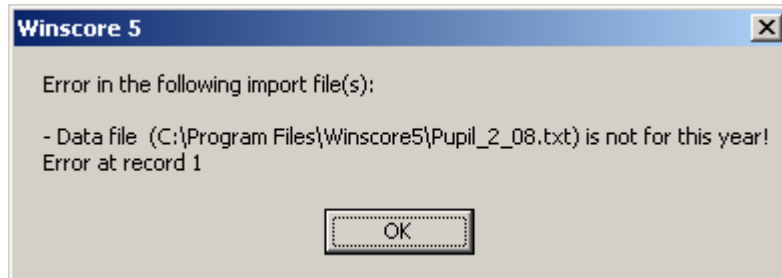
A sample of the successful imported cockpit file should be similar to the following viewing from Notepad. The Word Wrap has no effect on the actual data.



Both the above format are acceptable by Winscore application

FAQ

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

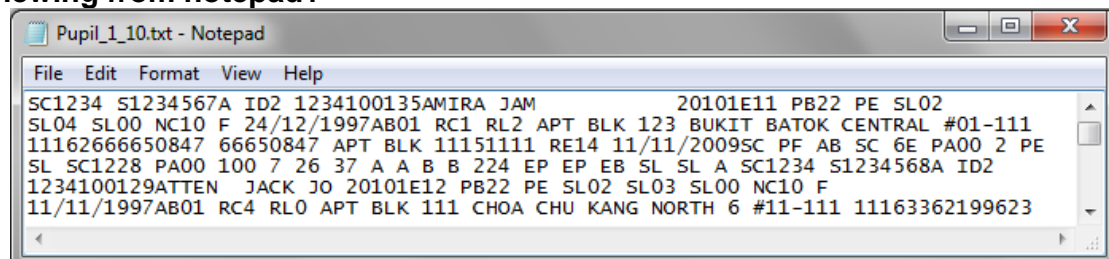


Complete Step 7 and try to import the file again.

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.

3. I have re-downloaded from cockpit but the file still looks as follow viewing from notepad?



Ensure you follow the procedure in step 6. DO NOT CLICK on the icon, instead you should right click and “Save Target as...”.

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