

OneGrade Combined Import and Scheduler Guide

OneGrade Version 1.39 onwards includes a Combined Import screen. This means that instead of separate Student, Enrolment and Quals on Entry imports for the Value added (VA) and English and Maths (EM) modules, the same data import sources can now be used to populate VA and EM modules at the same time.

All of the Data Imports featured on the Combined Import screen can also be scheduled to be automatically imported on a regular basis (e.g. daily or weekly) using an Import Service.

The Import Service is typically installed on a server and is able to regularly import data into OneGrade, perform data summaries and send emails to confirm if jobs have been successful or not.

This document will provide guidance on:

- The new import screens in the OneGrade admin (client) system
- Related new system values and settings
- Import Specifications - preparing new combined import views in SQL server
- Using the import scheduling feature
- Installing the new OneGrade import service on the server
- The email service and error logging

This guide has been updated since the Version 1.39.0 release. Changes are highlighted.

This guide has been updated since the Version 1.41.0 release. Changes are highlighted.

Change to Import Specification: StaffUser (New OAuthUserName(NULL) field) (p.18)

Change to Import Specification: StudentUser (New OAuthUserName(NULL), PermissionGroupName(NULL) fields) (p.18,19)

New AttendanceByCourse, AttendanceByRegister and StudentImage imports (p.21).

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Quick Start

The Combined Import screen will import combined VA and English / Maths data. Therefore some small changes need to be made to the Student, Enrolment, Quals on Entry and StaffTeachingGroup Import datasources.

If you only use the Core (VA) module and do not have the English/Maths module, make the following alterations to your import datasources:

Student: Add the fields Exempt_DiffDisab, Exempt_Overseas, Exempt_Lessthan150Hours. Each should have a value of 0 or "N".

Enrolment: No Change

Quals On Entry: No Change

Staff Teaching Group: No Change

If you use both the Core (VA) module and the English/Maths module, make the following alteration to your Core (VA) datasources:

Student: Add the fields Exempt_DiffDisab, Exempt_Overseas, Exempt_Lessthan150Hours. They should have the values assigned to them in the English/Maths Student datasource.

Enrolment: No change to the fields, but make sure you are not excluding English/Maths enrolments.

Quals On Entry: No change to the fields, but note that multiple English/Maths Quals on Entry can be imported. (The importer will automatically de-duplicate multiple identical Quals on Entry)

StaffTeachingGroup: No change to the fields, but ensure that you are not excluding English/Maths Groups.

The full Specifications and description of the datasource specifications are on Page 15 onwards in this guide.

Use the Combined Import Screen in the same way as the existing Core (VA), English/Maths and Delta Import screens.

To use the Automated Import Scheduler, you must first install the OneGrade Import Service. (See Page 21).

Once Installed, use the Combined Import screen and the Job Schedule screen to schedule and manage the imports. Configure the email notifications via the System Settings Values screen (described from Page 25 onwards)

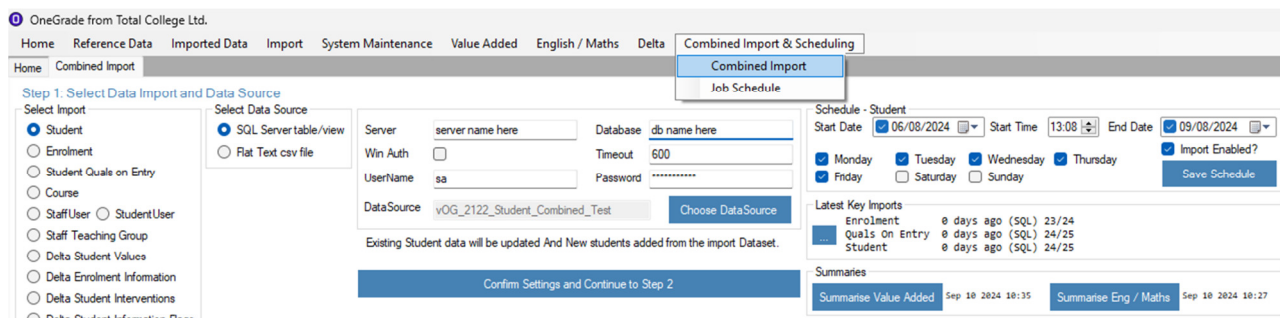
Changes to OneGrade Admin (Client) System – a Summary

The client system includes a “Combined Import & Scheduling” menu option, with 2 screens available:



Combined Import Screen

On this screen you can import data from selected data sources and schedule each import to run automatically (if the OneGrade Import Service is installed and running). Full import specifications are described later in this guide.



Note:

When using the Automated Import Scheduler, Windows Authentication cannot be used. You must specify an SQL Server Username and Password.

Job Schedule Screen

Use this screen to schedule and manage jobs run by the import service. Note that the top 11 rows relate to the imports, while the lower 3 are other SQL jobs which can now be run on a scheduled task:

Job Name	Job Type	Job Description	Enabled	Execution Start Date	Job Schedule	Schedule Days	Import Details	Last Executed Date	Last Execution Message	Added to Queue
Combined (VA and EM) Enrolment I	Import	Combined (VA and EM) Enrolment I	True	09/09/2024	13:09	09/09/2024	(SQL) Server-SQL User MonitorImportDB DataSou...	09/09/2024 14:39	14:39:26 Successfully Executed Job ID=1 Import So...	False
Combined (VA and EM) QOE Import	Import	Combined (VA and EM) QOE Import	True	05/09/2024	13:06	09/09/2024	(SQL) Server-SQL DB ProMonitorImportDB DataSou...	09/09/2024 14:39	14:44:26 Successfully Executed Job ID=2 Import So...	False
Combined (VA and EM) Staff Teach	Import	Combined (VA and EM) Staff Teach...	True	05/09/2024	13:07	09/09/2024	(SQL) Server-SQL DB ProMonitorImportDB DataSou...	09/09/2024 14:44	14:44:45 Successfully Executed Job ID=3 Import So...	False
Combined (VA and EM) Student In	Import	Combined (VA and EM) Student In...	True	06/09/2024	13:08	09/09/2024	(SQL) Server-SQL DB ProMonitorImportDB DataSou...	09/09/2024 14:44	14:44:53 Successfully Executed Job ID=4 Import So...	False
Course Import	Import	Course Import	True	05/09/2024	13:09	09/09/2024	(SQL) Server-SQL DB ProMonitorImportDB DataSou...	09/09/2024 14:44	14:44:54 Successfully Executed Job ID=5 Import So...	False
DeltaEnrolmentInformation Import	Import	DeltaEnrolmentInformation Import	True	05/09/2024	13:11	09/09/2024	(SQL) Server-SQL DB MIS DataSourceDelta_Enrole...	09/09/2024 14:44	14:44:56 Error Executing Job ID=7 (Padding is invalid...	False
DeltaStudentInformationFlags Import	Import	DeltaStudentInformationFlags Import	True	05/09/2024	13:12	09/09/2024	(SQL) Server-SQL DB MIS DataSourceDelta_Student...	09/09/2024 14:44	14:44:56 Error Executing Job ID=8 (Padding is invalid...	False
DeltaStudentInterventions Import	Import	DeltaStudentInterventions Import	True	05/09/2024	13:13	09/09/2024	(SQL) Server-SQL DB MIS DataSourceDelta_Interve...	09/09/2024 14:44	14:44:57 Error Executing Job ID=9 (Padding is invalid...	False
DeltaStudentValues Import	Import	DeltaStudentValues Import	True	05/09/2024	14:40	09/09/2024	(SQL) Server-SQL DB MIS DataSourceDelta_Student...	09/09/2024 14:44	14:44:58 Error Executing Job ID=10 (Padding is inval...	False
StaffUser Import	Import	StaffUser Import	True	06/09/2024	13:16	09/09/2024	(SQL) Server-SQL DB WLCGeneral DataSourceWLC...	09/09/2024 14:44	14:44:69 Successfully Executed Job ID=12 Import G...	False
StudentUser Import	Import	StudentUser Import	True	05/09/2024	13:17	09/09/2024		09/09/2024 14:45	14:45:00 Error Executing Job ID=13 (Argument canno...	False
DB Reindex	SQL Task	Reindexes the Database	True	05/09/2024	13:10	09/09/2024		09/09/2024 14:44	14:44:55 Successfully Executed Job ID=6	False
EM Summary	SQL Task	Run the English / Maths Summary	True	05/09/2024	13:15	09/09/2024		09/09/2024 14:44	14:44:58 Successfully Executed Job ID=11	False
VA Summary	SQL Task	Run the Value Added Summary	True	05/09/2024	13:18	09/09/2024		09/09/2024 14:45	14:45:01 Successfully Executed Job ID=14	False

New System Values relevant to this document

These 12 system values are relevant to the import service:

System Setting Name	System Setting Description	Default Value	System Setting Value
EmailLoginPassword	The password for the user	ENCRYPTED: [fixed ENCRYPTED:]	ENCRYPTED:j1jn7QTMTQ5MEIvtdRoMQ==
EmailLoginUser	The User ID		onegradeservice@totalcollege.co.uk
EmailPort	The Port to connect to	587	587
EmailSenderAddress	The email address		onegradeservice@totalcollege.co.uk
EmailSenderFriendlyName	The friendly name		OneGrade Service (Gerry)
EmailServer	The Email Server		mail.totalcollege.co.uk
EmailUseSSL	Whether to send emails using SSL (YES or NO)	NO	NO
ImportServiceEmailSendWhen	Specifies when emails are sent after executing each job (NONE, EXCEPTION, ALL)	EXCEPTION	ALL
ImportServiceEmailSubject	Specifies the email Subject	{ASSEMBLYNAME} - Poll {SUBJECTTYPE}...	{ASSEMBLYNAME} - Poll {SUBJECTTYPE}
ImportServiceEmailToAddress	Specifies the email address(es) to send emails to (multiple emails can be separated by :)		gery@totalcollege.co.uk
ImportServicePollFrequency	The frequency (in minutes) the ImportService polls for jobs	5	
ImportServiceSendTestEmail	When set to YES, the ImportService will send a test email, when it next polls (also when...	NO	

These system settings define how frequently the Import Service polls (checks to see if a job is scheduled) and how it should connect to an SMTP email server (e.g. Microsoft Exchange) to send success / failure emails.

Combined Import Screen – Detailed Description

The import scripts have previously been separated between Core VA (main quals) and English/Maths (GCSE and FS) for the following imports:

- Student
- Student Quals on Entry
- Enrolment

If your college uses both the Core and English/Maths modules of OneGrade, you will currently be using separate views for each of the imports listed above. The Core VA and English/Maths data can now be combined for into a single set of data for each of those imports.

Two important notes about the combined imports:

1. When using the combined imports, the **Enrolment** import should be run first. This is so that OneGrade can identify which students are enrolled on Maths and English courses.
2. A summary should always be run after performing a set of combined imports, either manually or as a scheduled job (scheduling imports and summaries is covered in full in the next section)

Combined Enrolment Import

Select 'Enrolment' in the left hand list and check the Server and Database connection details are correct.

Then click on 'Choose DataSource' to select your new combined Enrolment import view:

The screenshot shows the OneGrade web application interface. At the top, there is a navigation menu with options: Home, Reference Data, Imported Data, Import, System Maintenance, Value Added, English / Maths, Delta, and Combined Import & Scheduler. The 'Combined Import' tab is active. Below the navigation, the main content area is titled 'Step 1: Select Data Import and Data Source'. On the left, there is a 'Select Import' list with radio buttons for: Student, Enrolment (selected), Student Quals on Entry, Course, Staff User, Student User, Staff Teaching Group, Delta Student Values, Delta Enrolment Information, Delta Student Interventions, and Delta Student Information Flags. To the right of this list is a 'Select Data Source' section with radio buttons for: SQL Server table/view (selected) and Flat Text csv file. Further right, there is a form for database connection details: Server (PW-DBSQL-01), Database (ProMonitorImportDB), Win Auth (unchecked), Timeout (600), UserName (sa), Password (masked), and DataSource (vOG_2425_Enrolment_Combined_Test). A 'Choose DataSource' button is next to the DataSource field. Below this form is a 'System Settings' section with a warning: 'All existing enrolments will be removed For the Ac Yr(s) in the import data.' and a 'Confirm Settings and Continue to Step 2' button. In the foreground, a 'CombinedImportData_Details' dialog box is open, displaying a success message: 'Successfully connected to database. Please select a datasource from the list below:'. It shows the 'vOG_2425_Enrolment_Combined_Test' data source selected in a dropdown menu, and 'Save' and 'Cancel' buttons at the bottom.

Click on 'Save' to confirm the connection to the import view, then click on 'Confirm Settings and Continue to Step 2':

OneGrade from Total College Ltd.

Home Reference Data Imported Data Import System Maintenance Value Added English / Maths Delta Combined Import & S

Home Combined Import

Step 1: Select Data Import and Data Source

Select Import

- Student
- Enrolment
- Student Quals on Entry
- Course
- StaffUser StudentUser
- Staff Teaching Group
- Delta Student Values
- Delta Enrolment Information
- Delta Student Interventions
- Delta Student Information Flags

Select Data Source

- SQL Server table/view
- Flat Text csv file

Server: Database:

Win Auth: Timeout:

UserName: Password:

DataSource: [Choose DataSource](#)

[System Settings](#) All existing enrolments will be removed For the Ac Yr(s) in the import data.

[Confirm Settings and Continue to Step 2](#)

Next click on 'Import Data' as seen below:

Step 2: Data Verification and Import

[< Return to Step 1](#)

[Import Data](#)

The Enrolment Import should be run before the Student and QOE Imports.
This is so that Students enrolled on English and Maths can be identified.

This Combined Import will not Summarise automatically after an import.
After a successful import, use the Summarise button(s) above to do this manually.

The notes in blue text above mention the importance of running the enrolment import first, plus the need to summarise data (either manually or via a scheduled task) after running the imports.

Note:

The System Setting "Enrolment Import - Retain existing enrolments for students not being imported" is ignored by the Combined Enrolment Import. When an Enrolment dataset is imported using the Combined Enrolment Import, ALL Enrolments will be removed from OneGrade and be replaced.

Upon clicking 'Import Data', the system firstly identifies any duplicates in the Core VA data, if they exist:

Step 2: Data Verification and Import Identify Duplicates.

< Return to Step 1 Import Data There are duplicated VA records in the datasource. Please see below for details.

	AcademicYearID	StudentRef	LearningAmRef	CourseCode	CompletionID	StartDate
▶	21/22	429204	60162995	28391W	1	23/08/2021
	21/22	431040	60162995	28391W	1	06/07/2021
	22/23	430575	60326219	28392W/N	1	26/09/2022
	22/23	433669	60326219	28392W/N	1	10/11/2023
	22/23	451400	60326219	28392W/N	1	14/09/2023
	22/23	456454	60326219	28392W/N	1	13/09/2022
	22/23	456664	60326219	28392W/N	1	01/09/2023

Import ✕

i The import found some duplicated VA records. To remove the duplicated records (where a record has a duplicate, the first record will be kept) and continue, press OK. Else press Cancel to stop the import.

OK Cancel

If there are any other data errors including incorrect number of columns, invalid datasource, invalid data formats (e.g. incorrect date formats etc.) then these will also be flagged at this point.

The Enrolment import also checks for valid Course and TeachingGroup Codes. It is important to note that a distinct TeachingGroup code must only be related to one Course Code within the dataset. For example, if there are some enrolments within TeachingGroup "ALEVELENGLISH-01" and some are on Course "A-ENGLISH" and other enrolments on Course "ALEVELENGLISH", the errors will be displayed and the import will not proceed:

Step 2: Data Verification and Import Checking Courses and Groups.

< Return to Step 1 Import Data There was a problem with the data being imported. Some Groups belong to multiple course codes. Please see below for details.

	AcademicYearID	CourseCode	TeachingGroupCode	Source
▶	26/27	A-ENGLISH	ALEVELENGLISH-01	from import dataset
	26/27	ALEVELENGLISH	ALEVELENGLISH-01	from import dataset

You can continue with the Import, but within OneGradePlus, you may find that some affected enrolments are missing. You should ensure within your enrolment import dataset that a TeachingGroupCode is related to a single Course Code. (One method of doing this is to concatenate the CourseCode to the TeachingGroupCode to ensure uniqueness)

When data verification checks are complete, Clicking 'OK' in the dialogue box above will confirm the Core VA enrolment data to be imported:

Step 2: Data Verification and Import Display Data.

< Return to Step 1 Next >> The VA datasource has been deduplicated. Press Next>> to continue.

	ID	AcademicYearID	StudentRef	LearningAmRef	CourseCode	CompletionID	Grade	StartDate	PlannedEndDate	ActualEndDate	UserDefinedString1
▶	1	21/22	149852	60162995	28391W	2	P	13/09/2021	20/02/2025	20/06/2024	PW
	2	21/22	245070	00300605	27427W	2		14/09/2020	31/12/2022	21/06/2022	PW
	3	21/22	255910	60308643	29490W/N	2	P	26/10/2021	01/11/2024	20/04/2024	PF
	4	21/22	283018	60162995	28391W	2		13/09/2021	09/03/2025	26/06/2024	PW
	5	21/22	327304	60190358	29503W	1		07/01/2022	25/02/2023		PF
	6	21/22	327304	60190541	29502W/T	1		05/03/2022	09/03/2024		PF

Clicking 'Next' on the screen above identifies any English/Maths data duplicates, if they exist:

Step 2: Data Verification and Import ■ Identify Duplicates.

< Return to Step 1 Next >> There are duplicated EM records in the datasource. Please see below for details.

AcademicYearID	StudentRef	LearningAimRef	CourseCode	CompletionID	StartDate
24/25	467416	60142923	GCSE-ENG	1	02/09/2024

Import

i The import found some duplicated EM records. To remove the duplicated records (where a record has a duplicate, the first record will be kept) and continue, press OK. Else press Cancel to stop the import.

OK Cancel

The English/Maths data to be imported is then confirmed:

Step 2: Data Verification and Import ■ Display Data.

< Return to Step 1 Finish Import The EM datasource has been deduplicated. Press Finish Import to continue.

ID	AcademicYearID	StudentRef	LearningAimRef	CourseCode	CompletionID	OutcomeID	Grade	StartDate	PlannedEndDate	ActualEndDate	UserDefinedString1
2208	24/25	175720	60146060	GCSE-MAT	1			02/09/2024	20/06/2025		L
2728	24/25	428935	60142923	GCSE-ENG	1			02/09/2024	20/06/2025		PW
2729	24/25	428935	60146060	GCSE-MAT	1			02/09/2024	20/06/2025		PW
2761	24/25	430831	60142923	GCSE-ENG	1			02/09/2024	20/06/2025		PF
2762	24/25	430831	60146060	GCSE-MAT	1			02/09/2024	20/06/2025		PF
2794	24/25	433296	60146060	GCSE-MAT	1			02/09/2024	20/06/2025		PF
2796	24/25	433299	60142923	GCSE-ENG	1			02/09/2024	20/06/2025		PW
2797	24/25	433299	60146060	GCSE-MAT	1			02/09/2024	20/06/2025		PW

Click 'Finish Import' and then 'OK' to complete the process:

Step 2: Data Verification and Import ■ Populating OneGradePlus Data.

< Return to Step 1 Finish Import The EM datasource has been deduplicated. Press Finish Import to continue.

ID	AcademicYearID
2208	24/25
2728	24/25
2729	24/25
2761	24/25
2762	24/25
2794	24/25

Import Successful

i The Data has been successfully transferred to the database tables.

OK

Combined Student Import

First select the newly combined 'Student' import view and click 'Confirm Settings and Continue to Step 2':

Click 'Import Data' below when the connection to the view is confirmed:

The Enrolment Import should be run before the Student and QOE Imports. This is so that Students enrolled on English and Maths can be identified.

This Combined Import will not Summarise automatically after an import. After a successful import, use the Summarise button(s) above to do this manually.

If there are any data errors including incorrect number of columns, invalid datasource, invalid data formats (e.g. incorrect date formats etc.) then these will also be flagged at this point.

Check any duplicates which are identified and click 'OK' when happy to continue:

AcademicYearID	StudentRef
24/25	138902
24/25	281189
24/25	405260
24/25	416948
24/25	430288
24/25	430575
24/25	434903

The Core VA student dataset to be imported is then confirmed:

Step 2: Data Verification and Import ■ Display Data.

< Return to Step 1 Next >> The VA datasource has been deduplicated. Press Next>> to continue.

ID	AcademicYearID	StudentRef	Surname	Forenames	DOB	Ethnicity	LLDDandHealthPrc	Gender	FreeSchoolMeal	TutorGroupCode
1	24/25	100301	Hidden	Hidden	02/09/1985	31	9		False	
2	24/25	100711	Hidden	Hidden	30/04/1986	31			False	
3	24/25	101047	Hidden	Hidden	07/04/1984	31			False	
4	24/25	101126	Hidden	Hidden	04/12/1985	31			False	
5	24/25	101961	Hidden	Hidden	18/11/1977	23			False	
6	24/25	102359	Hidden	Hidden	13/07/1985	31			False	
7	24/25	102640	Hidden	Hidden	07/01/1985	31			False	

Click 'Next' to de-duplicate English/Maths student data if required:

Step 2: Data Verification and Import ■ Identify Duplicates.

< Return to Step 1 Next >> There are duplicated EM records in the datasource. Please see below for details.

AcademicYearID	StudentRef
24/25	446939
24/25	449984
24/25	452751
24/25	453491
24/25	455685
24/25	459307
24/25	462418

Import

i The import found some duplicated EM records. To remove the duplicated records (where a record has a duplicate, the first record will be kept) and continue, press OK. Else press Cancel to stop the import.

OK
Cancel

Click on 'OK' to confirm the English/Maths student dataset to be imported:

Step 2: Data Verification and Import ■ Display Data.

< Return to Step 1 Finish Import The EM datasource has been deduplicated. Press Finish Import to continue.

ID	AcademicYearID	StudentRef	Surname	Forenames	DOB	Ethnicity	LLDDandHealthPrc	Gender	FreeSchoolMeal	TutorGroupCode
77	24/25	159860	Hidden	Hidden	21/07/1968	44		F	False	
83	24/25	165166	Hidden	Hidden	24/04/1984	44	ES	F	False	
99	24/25	175720	Hidden	Hidden	12/09/1989	31	93	F	False	
103	24/25	178350	Hidden	Hidden	25/03/1992	31			False	
113	24/25	181543	Hidden	Hidden	05/03/1991	31	10	F	False	
115	24/25	182091	Hidden	Hidden	28/09/1990	31	9	F	False	

Click 'Finish Import' and then 'OK' to complete the process:

Step 2: Data Verification and Import ■ Populating OneGradePlus Data.

< Return to Step 1 Finish Import The EM datasource has been deduplicated. Press Finish Import to continue.

ID	AcademicYearID
77	24/25
83	24/25
99	24/25
103	24/25
113	24/25
115	24/25

Import Successful

i The Data has been successfully transferred to the database tables.

OK

Combined Quals on Entry Import

Select the newly combined 'Student Quals on Entry' import view and click 'Confirm Settings and Continue to Step 2':

After confirming the connection to the new combined QOE view, click 'Import Data':

The Enrolment Import should be run before the Student and QOE Imports. This is so that Students enrolled on English and Maths can be identified.

This Combined Import will not Summarise automatically after an import. After a successful import, use the Summarise button(s) above to do this manually.

If there are any other data errors including incorrect number of columns, invalid datasource, invalid data formats (e.g. incorrect date formats etc.) then these will also be flagged at this point.

After any de-duplication which might be required, the quals on entry for the Core VA enrolments are confirmed:

ID	AcademicYearID	StudentRef	LearningAimRef	Description	Grade	DateAwarded
1	24/25	207227	10002911	EDEXCEL Level ...	P	01/07/2008
2	24/25	208842	10008342	AQA Level 1/Lev...	E	01/07/2008
3	24/25	232338	10008342	AQA Level 1/Lev...	D	01/07/2009
4	24/25	245070	10008342	AQA Level 1/Lev...	A	01/07/2009
5	24/25	246129	10008342	AQA Level 1/Lev...	C	01/07/2009
6	24/25	448337	10008342	AQA Level 1/Lev...	C	01/07/2008
7	24/25	207227	10008421	AQA Level 1/Lev...	C	01/07/2008
8	24/25	239221	10008421	AQA Level 1/Lev...	C	01/07/2009

Click 'Next' to then confirm the quals on entry for the English/Maths cohort:

Step 2: Data Verification and Import Display Data.

[< Return to Step 1](#) [Finish Import](#) This is the EM datasource. Press Finish Import to continue.

ID	AcademicYearID	StudentRef	LearningAimRef	Description	Grade	DateAwarded
88	24/25	208842	10019777	AQA Level 1/Lev...	D	01/07/2008
89	24/25	232338	10019777	AQA Level 1/Lev...	D	01/07/2009
91	24/25	239221	10019777	AQA Level 1/Lev...	D	01/07/2009
100	24/25	448316	10019777	AQA Level 1/Lev...	G	01/07/2011
102	24/25	208842	10019790	AQA Level 1/Lev...	E	01/07/2008
103	24/25	232338	10019790	AQA Level 1/Lev...	E	01/07/2009
105	24/25	239221	10019790	AQA Level 1/Lev...	D	01/07/2009
114	24/25	448316	10019790	AQA Level 1/Lev...	G	01/07/2011

Click 'Finish Import' then 'OK' to complete the process.

Step 2: Data Verification and Import Transfer Data to Database.

[< Return to Step 1](#) [Finish Import](#) This is the EM datasource. Press Finish Import to c

ID	AcademicYearID	StudentRef	LearningAimRef	Description	Grade	DateAwarded
88	24/25	208842	10019777	AQA Level 1/Lev...	D	01/07/2008
89	24/25	232338	10019777	AQA Level 1/Lev...	D	01/07/2009
91	24/25	239221	10019777	AQA Level 1/Lev...	D	01/07/2009
100	24/25	448316	10019777	AQA Level 1/Lev...	G	01/07/2011
102	24/25	208842	10019790	AQA Level 1/Lev...	E	01/07/2008
103	24/25	232338	10019790	AQA Level 1/Lev...	E	01/07/2009

Import Successful

The Data has been successfully transferred to the database tables.

[OK](#)

Combined Staff Teaching Group Import

The Staff Teaching Group import tells OneGrade which teachers to attach to specific groups of students. Previously this was run separately for Core VA and English/maths groups, but is now offered as a combined import.

Select your combined import view and run as per the previous import routines. Groups in the Core VA cohorts to be attached to teaching staff are confirmed in the first stage:

Home Combined Import

Step 1: Select Data Import and Data Source

Select Import

- Student
- Enrolment
- Student Qualls on Entry
- Course
- StaffUser StudentUser
- Staff Teaching Group
- Delta Student Values
- Delta Enrolment Information
- Delta Student Interventions
- Delta Student Infomation Flags

Select Data Source

- SQL Server table/view
- Flat Text csv file

Server: PW-DBSQL-01 Database: ProMonitorImportDB

Win Auth: Timeout: 600

UserName: sa Password: *****

Data Source: vOG_2425_Staff_Teaching_Group_Combine Choose DataSource

System Settings Existing Staff - Group relationships will not be removed.
New Staff - Group relationships shall be added from the import data.

Confirm Settings and Continue to Step 2

Step 2: Data Verification and Import

Display Data.

This is the VA datasource. Press Next>> to continue.

ID	AcademicYearID	StaffCode	TeachingGroupCoc
9	24/25	GRichards	28023L2 28023L...
10	24/25	GRichards	28025W2 28025...
11	24/25	GRichards	28025W2_GpA_...

Click 'Next' to move on to the groups within the English/Maths cohort:

Step 2: Data Verification and Import

Display Data.

This is the EM datasource. Press Finish Import to continue.

ID	AcademicYearID	StaffCode	TeachingGroupCoc
125	24/25	GRichards	95- WD/TRF
120	24/25	GRichards	54- WD/TRF
119	24/25	GRichards	399415
118	24/25	GRichards	399269

Click 'Finish Import' to complete the import process.

Import Specifications

The Combined Import Specifications are exactly the same as the main (VA) Import Specifications, with the single exception of the Student Combined Import with includes 3 extra boolean (Yes/No) fields concerning Student Exemptions for English/Maths.

Differences between the existing Value Added (VA) and English/Maths (EM) Student and Enrolment Import Specifications and the Combined Import Specifications are highlighted and explained in green.

Student Combined Import

Column	Data Type	Example	Required
AcademicYearID	Alphanumeric (5)	16/17	Yes
StudentRef	Alphanumeric(20)	AG101004	Yes
Surname	Alphanumeric(100)	Jones	
Forenames	Alphanumeric(100)	Anthony	
DOB	Date (dd/mm/yyyy)	03/04/2000	
EthnicityCode	Alphanumeric(2)	35	
LLDDandHealthProblemCode	Alphanumeric(2)	12	
Gender	Alphanumeric(1)	M	
FreeSchoolMeal	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1, 2) *	Yes
TutorGroupCode	Alphanumeric(50)	AA-004-Jones-B	
UserDefinedString1	Alphanumeric(255)		
UserDefinedString2	Alphanumeric(255)		
UserDefinedString3	Alphanumeric(255)		
UserDefinedString4	Alphanumeric(255)		
UserDefinedNumber	Numeric (2dp)		
UserDefinedDate	Date (dd/mm/yyyy)		
UserDefinedString5	Alphanumeric(255)		
UserDefinedString6	Alphanumeric(255)		
UserDefinedString7	Alphanumeric(255)		
UserDefinedString8	Alphanumeric(255)		
UserDefinedNumber2	Numeric (2dp)		
Exempt_DiffDisab	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1, 2) * **	Yes
Exempt_Overseas	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1, 2) * **	Yes
Exempt_Lessthan150hours	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1, 2) * **	Yes

Data is imported into the Student (VA) and EngMatStudent (EM) tables.

Rows of data must have a unique combination of AcademicYearID and StudentRef.

*The Value: 2 is accepted – it is automatically converted to TRUE by the importer.

** Used to indicate English / Maths exemptions

These 3 fields are additional to the VA Student Import specification, but already included in the EM Import specification

Enrolment Combined Import

Column	Data Type	Example	Required
AcademicYearID	Alphanumeric (5)	16/17	Yes
StudentRef	Alphanumeric(20)	AG101004	Yes
LearningAimRef	Alphanumeric(8)	50018344	Yes
CourseCode	Alphanumeric(50)	EngAS01-B	Yes*
CompletionID	Numeric	1	Yes*
Grade	Alphanumeric(20)	B	
StartDate	Date (dd/mm/yyyy)	01/09/2016	Yes
PlannedEndDate	Date (dd/mm/yyyy)	20/05/2017	
ActualEndDate	Date (dd/mm/yyyy)		(Yes)
UserDefinedString1	Alphanumeric(255)		
UserDefinedString2	Alphanumeric(255)		
UserDefinedString3	Alphanumeric(255)		
UserDefinedString4	Alphanumeric(255)		
UserDefinedNumber	Numeric (2dp)		
UserDefinedDate	Date (dd/mm/yyyy)		
UserDefinedString5	Alphanumeric(255)		
UserDefinedString6	Alphanumeric(255)		
UserDefinedString7	Alphanumeric(255)		
UserDefinedString8	Alphanumeric(255)		
UserDefinedNumber2	Numeric (2dp)		
TeachingGroupCode	Alphanumeric(50)	EngAS01-BCG	
TeachingGroupTitle	Alphanumeric(255)		
OutcomeID	Numeric	1	

Data is imported into the Enrolment (VA) and EngMatEnrolment (EM) tables.

English and Maths enrolments are identified via the LearningAimRef specified. The LearningAimRef values specified in the “Progress Learning Aim” reference data (table: EngMatLearningAimProgress) for the English / Maths module are used to identify English and Maths enrolments to be included in the English/Maths module where the NVQ Level is 1, 2 or E.

When set to True, the System Setting “**Enrolment Import - Retain existing enrolments for students not being imported**” allows the Enrolment import to allow multiple enrolment datasets to be imported and used within OneGrade. When this System setting is False, (the default setting), existing enrolment data is removed for the academic year(s) that exist in the import dataset and replaced with data contained in the import dataset.

Any CourseCode which does not already exist within the database will be created in the Course table.

When the data is imported into the Enrolment table (VA data), the rows of data with a unique combination of AcademicYearID, StudentRef, LearningAimRef, StartDate, CompletionID and CourseCode are taken (Import data is automatically de-duplicated on Import).

When the data is imported into the EngMatEnrolment table (EM data), the rows of data with a unique combination of AcademicYearID, StudentRef, LearningAimRef, StartDate, ActualEndDate,

CompletionID and CourseCode are taken (Import data is automatically de-duplicated on Import). Note that the ActualEndDate may be left blank.

*If CompletionID is left blank, it will be set to 1 (Continuing). If the CourseCode is left blank, it will be set to n/a.

As a final part of the import process, any qualification and grade mappings that have been created are applied to the imported data.

The fields in this combined enrolment import are the same as that for the current VA enrolment import. Note that the OutcomeID field in the current EM enrolment import is between the CompletionID and Grade fields.

Student Qualifications On Entry Combined Import

Column	Data Type	Example	Required
AcademicYearID	Alphanumeric (5)	16/17	Yes
StudentRef	Alphanumeric(20)	AG101004	Yes
LearningAimRef	Alphanumeric(8)	50018344	Yes
Description	Alphanumeric(50)		
Grade	Alphanumeric(50)	B	
DateAwarded	Date (dd/mm/yyyy)	01/07/2015	

Data is imported into the StudentEntryLearningAim (VA) and EngMatStudentEntryLearningAim (EM) tables.

If the Description field is left blank, OneGrade will display the Learning Aim description on applicable screens where a match can be made with its internal list of learning aims.

There is a system setting "QOE Import - Replace all QOE for a Student". If this is set to True, it will remove all QOE records for a student (if the student appears in the import data) and then import the QOE records for the student that appears in the import data. If the setting is False, the importer will add any new QOE records and update existing records. (The default setting is False)

Data Imported into the StudentEntryLearningAim (VA) table:

When the data is imported into the StudentEntryLearningAim table (VA data), the rows of data with a unique combination of AcademicYearID, StudentRef and LearningAimRef are taken (Import data is automatically de-duplicated on Import).

If duplicated data exists in the data import, it will be deduplicated based on the DateAwarded field. The record with the maximum date will be selected. If multiple duplicated records have the same date or no date, the first record will be retained (irrespective of Grade).

Data Imported into the EngMatStudentEntryLearningAim (EM) table:

When the data is imported into the EngMat StudentEntryLearningAim table (EM data), the rows of data with a unique combination of AcademicYearID, StudentRef, LearningAimRef, Description, Grade and DateAwarded are taken (Import data is automatically de-duplicated on Import).

Student Qualifications On Entry data is only imported into EngMatStudentEntryLearningAim (EM data) for those LearningAims that are listed in the English/Maths Base data (table:

EngMatLearningAimBase) as issued by the DfE and available from the Windows Application (Main Menu | English / Maths | Reference Data | Learning Aim Base).

Course Import

Column	Data Type	Example	Required
AcademicYearID	Alphanumeric (5)	16/17	Yes
CourseCode	Alphanumeric(50)	EngAS01-B	Yes
CourseTitle	Alphanumeric(150)	English Language AS Group B	
UserDefinedString1	Alphanumeric(255)		
UserDefinedString2	Alphanumeric(255)		
UserDefinedString3	Alphanumeric(255)		
UserDefinedString4	Alphanumeric(255)		

Data is imported into the Course table

Rows of data must have a unique combination of AcademicYearID and CourseCode.

Staff User

Column	Data Type	Example	Required
StaffCode	Alphanumeric (24)	475639G8J	Yes
Username	Alphanumeric(50)	georgejohnson	Yes
Title	Alphanumeric(150)		
Forenames	Alphanumeric(100)		
Surname	Alphanumeric(100)		
EmailAddress	Alphanumeric(100)		
MobileTelephone	Alphanumeric(15)		
OAuthUserName	Alphanumeric(255)	georgejohnson@college.ac.uk	

Data is imported into the StaffUser table

Rows of data must have a unique combination of StaffCode and Username.

A StaffCode may only be related to one single Username. A Username may only be related to one single StaffCode. If the Username previously existed as a Student User account, then the record will be updated to be a Staff User account.

Student User

Column	Data Type	Example	Required
AcademicYear	Alphanumeric (5)	20/21	Yes
StudentRef	Alphanumeric(24)	AG101004	Yes
Username	Alphanumeric(50)	arron.greenly2	Yes
Title	Alphanumeric(150)		
Forenames	Alphanumeric(100)		
Surname	Alphanumeric(100)		
EmailAddress	Alphanumeric(100)		
MobileTelephone	Alphanumeric(15)		
OAuthUserName	Alphanumeric(255)	Arron.greenly2@college.ac.uk	
PermissionGroupName	Alphanumeric(150)	HE	

Data is imported into the StudentUser table

Rows of data must have a unique combination of AcademicYear, StudentRef and Username.

If a Username is already associated to a member of staff, it will be ignored and the Student User record will not be created or updated. A StudentRef in different academic years may have different Usernames (e.g. AG101004 in 19/20 may have a Username arrongreenly. AG101004 in 20/21 may be associated to Username arron.greenly2). Similarly, a Username in differing academic years may be related to different StudentRefs.

If PermissionGroupName is left blank, then the “Standard Student” permission group is assigned. This is introduced in readiness for the ILP module – to allow different ILP pages to be available to students belonging to different permission groups (e.g. 16-18, Entry, HE, Apprenticeship etc.)

Staff Teaching Group

Column	Data Type	Example	Required
AcademicYearID	Alphanumeric (5)	20/21	Yes
StaffCode	Alphanumeric(24)	475639G8J	Yes
TeachingGroupCode	Alphanumeric(50)	EngAS01-BCG	Yes

Data is imported into the StaffTeachingGroup and EngMatStaffTeachingGroup tables.

Rows of data must have a unique combination of AcademicYearID, StaffCode and TeachingGroupCode.

There is a system setting “StaffTeachingGroup Import - Replace all records for the Academic Years in import dataset”. If this is set to true, then all StaffTeachingGroup records will be removed for academic years and StaffCode that appear in the import dataset and the records within the dataset will be inserted. If set to false, then new records will be inserted where they don’t already exist. (The default setting is False)

DELTA Student Values Import

Column	Data Type	Example	Required
AcademicYearID	Alphanumeric (5)	23/24	Yes
StudentRef	Alphanumeric(20)	AG101004	Yes
DeltaCategoryName**	Alphanumeric(50)	Attendance	Yes
Value	Decimal(19,2)	95.75	

Data is imported into the Delta_Student_Value table.

Rows of data must have a unique combination of AcademicYearID, StudentRef, DeltaCategoryName

DELTA Enrolment Information Import

Column	Data Type	Example	Required
AcademicYearID	Alphanumeric (5)	2324	Yes
StudentRef	Alphanumeric(20)	AG101004	Yes
CourseCode	Alphanumeric(50)	EngAS01-B	
DeltaCategoryName**	Alphanumeric(50)	Attendance	Yes
Value	Decimal(19,2)	95.75	
Information	Alphanumeric(1500)	Assignment A1	

Data is imported into the DELTA_Enrolment_Information table.

Rows of data must have a unique combination of AcademicYearID, StudentRef, CourseCode, DeltaCategoryName. Note that although CourseCode is not required, it is part of the unique combination.

DELTA Student Interventions Import

Column	Data Type	Example	Required
AcademicYearID	Alphanumeric (5)	2324	Yes
StudentRef	Alphanumeric(20)	AG101004	Yes
CourseCode	Alphanumeric(50)	EngAS01-B	
InterventionDate	Date(dd/mm/yyyy)	17/11/2023	Yes
Information	Alphanumeric(1500)	One-one meeting	Yes

Data is imported into the DELTA_Student_Intervention table.

Rows of data must have a unique combination of AcademicYearID, StudentRef, CourseCode, InterventionDate, Information. Note that although CourseCode is not required, it is part of the unique combination.

DELTA Student Information Flags Import

Column	Data Type	Example	Required
AcademicYearID	Alphanumeric (5)	2324	Yes
StudentRef	Alphanumeric(20)	AG101004	Yes
Flag1	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1, 2) *	
Flag2	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1, 2) *	
Flag3	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1, 2) *	
Flag4	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1, 2) *	
Flag5	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1, 2) *	
Flag6	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1, 2) *	
Flag7	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1, 2) *	
Flag8	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1, 2) *	
Flag9	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1, 2) *	
Flag10	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1, 2) *	
Flag11	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1, 2) *	
Flag12	True / False (Alphanumeric(1))	Y (can be: Y, N, 0, 1, 2) *	
Flag13	Alphanumeric(20)	ExcepEntry-HTD	
Flag14	Alphanumeric(20)	Contact Details	
Flag15	Alphanumeric(20)	EHCP note	
Flag16	Alphanumeric(20)	Disciplinary Level	
Flag17	Alphanumeric(20)	DELTA Review date	
Flag18	Alphanumeric(20)	Conf Info location	

*The Value: 2 is accepted – it is automatically converted to TRUE by the importer.

Data is imported into the DELTA_Student_InformationFlag table.

Rows of data must have a unique combination of AcademicYearID, StudentRef

**** Valid Delta Category Names are:**

Attendance	ExceptionalEntry	Behavioural	User4
Punctuality	StudentSurvey	EmployabilitySkills	User5
Progress	WorkPlacement	User1	User6

WorkOutstanding	EnrichmentEntitlement	User2	User7
ReducedDuration	Comments	User3	User8

Student Attendance By Register Import

Column	Data Type	Example	Required
AcademicYearID	Alphanumeric (5)	23/24	Yes
StudentRef	Alphanumeric(20)	AG101004	Yes
RegisterDescription	Alphanumeric(255)	EngAS01-B-Thurs11-12	Yes
PossibleAttendance	Numeric	10	
NumberAttended	Numeric	8	
NumberAuthorisedAbsence	Numeric	1	
NumberLate	Numeric	3	
RecentAttendancePercent	Decimal(19,2)	87.50	
LastAttendedDate	Date (dd/mm/yyyy)	10/04/2026	
LastExpectedDate	Date (dd/mm/yyyy)	17/04/2026	

Data is imported into the ILP_AttendancePunctualityByRegister table.

Rows of data must have a unique combination of AcademicYearID, StudentRef, RegisterDescription

The RecentAttendancePercent can be an average attendance figure for the last x weeks.

Student Attendance By Course Code Import

Column	Data Type	Example	Required
AcademicYearID	Alphanumeric (5)	23/24	Yes
StudentRef	Alphanumeric(20)	AG101004	Yes
CourseCode	Alphanumeric(50)	EngAS01-B	Yes
AverageAttendance	Decimal(19,2)	93.86	
AveragePunctuality	Decimal(19,2)	95.52	
LastAttendedDate	Date (dd/mm/yyyy)	10/04/2026	
LastExpectedDate	Date (dd/mm/yyyy)	17/04/2026	

Data is imported into the ILP_AttendancePunctualityByCourseCode table.

Rows of data must have a unique combination of AcademicYearID, StudentRef, CourseCode

Student Image Import

Column	Data Type	Example	Required
AcademicYearID*	Alphanumeric (5)	23/24	Yes
StudentRef*	Alphanumeric(20)	AG101004	Yes
StudentImage*	Varbinary(Max)		Yes

*These fields MUST be called AcademicYearID, StudentRef, StudentImage within your SQL Import table or View.

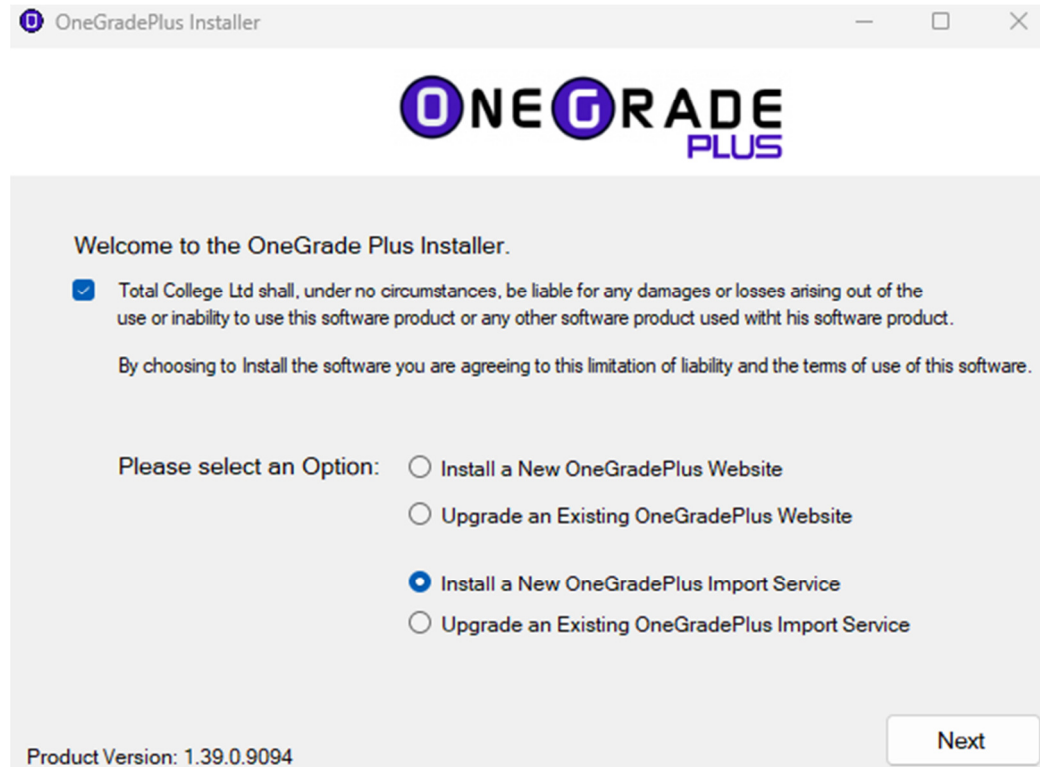
Data is imported into the OGP_StudentImage table.

Rows of data must have a unique combination of AcademicYearID, StudentRef

May only be imported from a SQL Server datasource. Image datatype is usually Varbinary(max)

Installing / Upgrading the OneGrade Import Service

The OneGrade Import Service is an option available on the main OneGradePlus Installer available within the OneGrade Upgrade Files download (available from the Total College website):



The full OneGradePlus Installation and Configuration Guide is available within the download mentioned above.

Scheduling Imports and Other Tasks

Available from the Main Menu | Combined Import & Scheduling, the Job Schedule screen displays information about each job together with the current status of the Import Service at the bottom of the screen:

Job Name	Job Type	Job Description	Enable	Execution Start Date	Execution Stop Date	Schedule Days	Import Details	Last Executed Date	Last Execution Message	Added to Queue
Combined (VA and EM) Enrolme...	Import	Combined (VA and EM) Enrolm...	True	01/01/2...	10:02	Wednesday	(SQL) Server:SQL DB:DataImport ...	18/06/20...	10:02:27 Successfully Executed J...	False
Combined (VA and EM) QOE Im...	Import	Combined (VA and EM) QOE Im...	True	01/01/2...	11:30	Friday	(SQL) Server:SQL DB:DataImport ...	20/06/20...	11:30:11 Successfully Executed J...	False
Combined (VA and EM) StaffTe...	Import	Combined (VA and EM) StaffTe...	True	01/01/2...	11:30	Friday	(SQL) Server:SQL DB:DataImport ...	20/06/20...	11:30:14 Successfully Executed J...	False
Combined (VA and EM) Student...	Import	Combined (VA and EM) Student...	True	01/01/2...	11:30	Friday	(SQL) Server:SQL DB:DataImport ...	20/06/20...	11:30:17 Successfully Executed J...	False
Course Import	Import	Course Import	True	01/01/2...	11:30	Friday	(SQL) Server:SQL DB:DataImport ...	20/06/20...	11:30:17 Successfully Executed J...	False
DB Reindex	SQLT...	Reindex the Database	True	01/01/2...	11:52	Friday	(SQL) Server:SQL DB:DataImport ...	20/06/20...	11:52:25 Successfully Executed J...	False
DeltaEnrolmentInformation Import	Import	DeltaEnrolmentInformation Import	False	01/01/2...	00:00		(CSV) C:\OneGrade\ImportFiles\...			False
DeltaStudentInformationFlags I...	Import	DeltaStudentInformationFlags I...	False	01/01/2...	00:00		(CSV) C:\OneGrade\ImportFiles\...	26/11/20...	12:09:46 Successfully Executed J...	False
DeltaStudentInterventions Import	Import	DeltaStudentInterventions Import	False	01/01/2...	00:00		(CSV) C:\OneGrade\ImportFiles\...			False
DeltaStudentValues Import	Import	DeltaStudentValues Import	False	01/01/2...	00:00		(SQL) Server:SQL DB:DataImport ...	28/01/20...	13:20:30 Successfully Executed J...	False
EM Summary	SQLT...	Run the English / Maths Summ...	True	01/01/2...	11:41	Friday		20/06/20...	11:41:23 Successfully Executed J...	False
StaffUser Import	Import	StaffUser Import	True	01/01/2...	11:30	Friday	(SQL) Server:SQL DB:dataimport ...	20/06/20...	11:30:17 Successfully Executed J...	False
StudentUser Import	Import	StudentUser Import	True	01/01/2...	11:30	Friday	(SQL) Server:SQL DB:DataImport ...	20/06/20...	11:30:17 Successfully Executed J...	False
VA Summary	SQLT...	Run the Value Added Summary	True	01/01/2...	11:53	Friday		20/06/20...	11:56:37 Successfully Executed J...	False
PopulateMarkbookDetailReport	Exec...	Job to populate the OGP_Mark...	True	01/01/2...	12:50			15/06/20...	13:19:49 Successfully Executed J...	False
DeltaUpdateWorkOutstanding	Exec...	Job to Update Delta Work Outs...	True	01/01/2...	00:00			16/06/20...	12:58:33 Successfully Executed J...	False

Note that this scheduler can be used for the following job jobs:

1. Scheduling imports of the new combined imports detailed in the previous section
2. Scheduling of other existing imports (e.g. Course, Staff User, Student User, DELTA)
3. Scheduling of 3 tasks – Core VA Summary, English/Maths Summary and database re-index
4. Execution of 2 Procedures – Populate Delta WorkOutstanding with overdue, unmarked assessments and Populate the Markbook table OGP_MarkbookDetailReport.

Editing a Schedule

Click on the ‘Details’ button on the row for the job you wish to schedule and you will see this dialogue box:

Import - Combined (VA and EM) Enrolment Import

Job Enabled?

Start Date Start Time End Date

Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Import Details (SQL) Server:SQL DB:ProMonitorImportDB DataSource:vOG_2425_Enrolment_(

Last Executed 08/08/2024 14:39:13

Last Message 14:39:28 Successfully Executed Job ID=1 (Import Source Column Count Correct. Datasource data has been read into memory. Field Datatype and datalength checks passed. Date fields checked OK. Empty Strings replaced with Null values. String fields trimmed OK. Boolean Values checked. (VA) Duplicate Data identified. (VA) Data has been de-duplicated. EM Duplicate Data identified.

< Back Next > Save & Close Cancel

The top section allows you to enable/disable the job, select a start date/time and end date, plus to specify the day(s) of the week when the job will run. The lower section confirms the import source details, plus a date and details for the last time the job was executed (if applicable).

We would make two firm recommendations:

- 1. Schedule the combined Enrolment import to run before the Student and Student QOE imports**
- 2. Schedule the VA Summary and EM Summary jobs to run after the combined imports**

Other than the advice above, a college can decide how to schedule the jobs to fit your own workflow. It is advisable to schedule the Database ReIndex job after the imports and before the Summary jobs.

Testing a Job

Provided the OneGrade import service has been successfully installed, you can test the service in one of two ways:

1. Set the start times for selected jobs in the near future and allow the automated schedule to run (please note that a job will only ever run once per day – a new day starts at midnight), or
2. Highlight a specific job and click ‘Add Selected Job to Queue’ as seen below:

OneGrade from Total College Ltd.

Home Reference Data Imported Data Import **System Maintenance** Value Added English / Maths Delta Combined Import & Scheduling

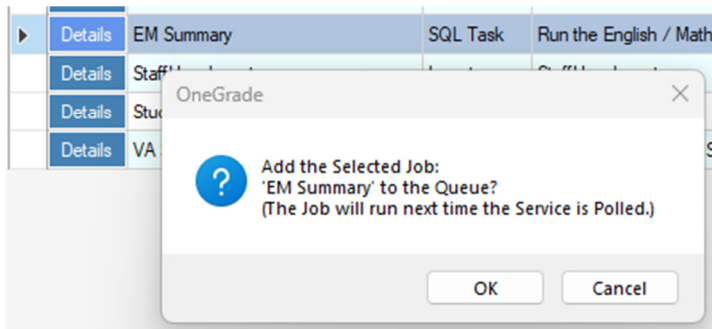
Home Job Schedule

	Job Name	Job Type	Job Description	Enabled	Execution Start Date	Execution Start Time	Execution Stop Date	Schedule Days
Details	Combined (VA and EM) Enrolment Import	Import	Combined (VA and EM) E...	True	05/08/2024	13:05	09/08/2024	Monday, Tuesday, Wednesday, Thursday...
Details	Combined (VA and EM) QOE Import	Import	Combined (VA and EM) Q...	True	05/08/2024	13:06	09/08/2024	Monday, Tuesday, Wednesday, Thursday...
Details	Combined (VA and EM) Staff Teaching...	Import	Combined (VA and EM) St...	True	05/08/2024	13:07	09/08/2024	Monday, Tuesday, Wednesday, Thursday...
Details	Combined (VA and EM) Student Import	Import	Combined (VA and EM) St...	True	06/08/2024	13:08	09/08/2024	Monday, Tuesday, Wednesday, Thursday...
Details	Course Import	Import	Course Import	True	05/08/2024	13:09	09/08/2024	Monday, Tuesday, Wednesday, Thursday...
Details	DB Reindex	SQL T...	Reindex the Database	True	05/08/2024	13:10	09/08/2024	Monday, Tuesday, Wednesday, Thursday...
Details	DeltaEnrolmentInformation Import	Import	DeltaEnrolmentInformatio...	True	05/08/2024	13:11	09/08/2024	Monday, Tuesday, Wednesday, Thursday...
Details	DeltaStudentInformationFlags Import	Import	DeltaStudentInformationFl...	True	05/08/2024	13:12	09/08/2024	Monday, Tuesday, Wednesday, Thursday...
Details	DeltaStudentInterventions Import	Import	DeltaStudentInterventions...	True	05/08/2024	13:13	09/08/2024	Monday, Tuesday, Wednesday, Thursday...
Details	DeltaStudentValues Import	Import	DeltaStudentValues Import	True	05/08/2024	14:40	09/08/2024	Monday, Tuesday, Wednesday, Thursday...
Details	EM Summary	SQL T...	Run the English / Maths ...	True	05/08/2024	13:15	09/08/2024	Monday, Tuesday, Wednesday, Thursday...
Details	StaffUser Import	Import	StaffUser Import	True	05/08/2024	13:16	09/08/2024	Monday, Tuesday, Wednesday, Thursday...
Details	StudentUser Import	Import	StudentUser Import	True	05/08/2024	13:17	09/08/2024	Monday, Tuesday, Wednesday, Thursday...
Details	VA Summary	SQL T...	Run the Value Added Su...	True	05/08/2024	13:18	09/08/2024	Monday, Tuesday, Wednesday, Thursday...

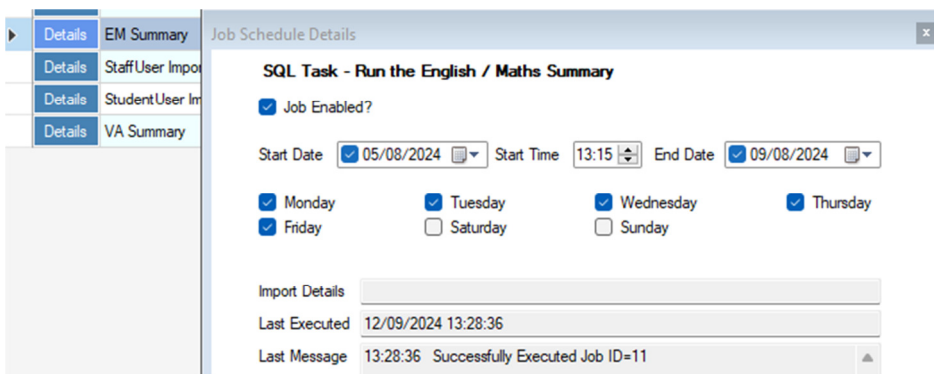
14 rows

[Add Selected Job to Queue](#) [Refresh](#) Latest Service Poll Information: Performing Poll @ 12/09/2024 12:59:35 OneGradeImportService=v1.39.0.29074 PollFrequency=1 minutes

Adding to the queue will display this pop-up message, which you can confirm by clicking 'OK':



Clicking the 'Details' button on the row(s) will provide confirmation of the last run time:



Note:

When using the Automated Import Scheduler, Windows Authentication cannot be used. You must specify an SQL Server Username and Password. This is specified on the Combined Import screen for each import.

System Values for the Import Service and Email Notifications

The system values shown below are relevant to this section:

System Setting Name	System Setting Description	Default Value	System Setting Value
Details EmailLoginPassword	The password of the EmailLoginUser (can be clear or prefixed ENCRYPTED:)	ENCRYPTED:	ENCRYPTEDj1jn7QTMTG5MEVbt...
Details EmailLoginUser	The UserID to authenticate to the Email Server		onegradeservice@totalcollege.co.uk
Details EmailMethod	Which method of sending emails is used, one of: OAUTH or SMTP	SMTP	SMTP
Details EmailPort	The Port to use on the Email Server e.g. 587	587	587
Details EmailSenderAddress	The email address from which emails are sent (aka From address)		onegradeservice@totalcollege.co.uk
Details EmailSenderFriendlyName	The friendly alias of the EmailSenderAddress		OneGradeService (Andy)
Details EmailServer	The Email Server e.g. mail.totalcollege.co.uk		mail.totalcollege.co.uk
Details EmailUseSSL	Whether to send emails using SSL (YES or NO)	NO	NO
Details ImportServiceEmailSendWhen	Specifies when emails are sent after executing each job (NONE, EXCEPTION, ALL)	EXCEPTION	ALL
Details ImportServiceEmailSubject	Specifies the email Subject	(ASSEMBLYNAME) - (OUTCOME) - (JOBDESCRIPTION)	(ASSEMBLYNAME) - (OUTCOME) ...
Details ImportServiceEmailToAddress	Specifies the email address(es) to send emails to (multiple emails can be separated ...)		andrewmginner@gmail.com
Details ImportServicePollFrequency	The frequency (in minutes) the ImportService polls for jobs	5	1
Details ImportServiceSendTestEmail	When set to YES, the ImportService will send a test email, when it next polls (also w...)	NO	
Details OAuthEmailAppId	The App Id used by MS-Exchange		
Details OAuthEmailCertificateData	The data associated with a Certificate		
Details OAuthEmailCertificateLocation	The location of the Certificate. For CERT types, one of: CurrentUser or LocalMachine		
Details OAuthEmailCertificatePassword	The password associated with a Certificate (prefixed ENCRYPTED:)		
Details OAuthEmailCertificateSecretCode	The secret code of the Certificate		
Details OAuthEmailSecurityType	The type of Security used, one of: SECRET or CERT or PFX or PFX64		
Details OAuthEmailSenderAddress	The email address from which emails are sent (aka From address)		
Details OAuthEmailTenantId	The Tenant Id used by MS-Exchange		

21 rows (filtered)

They can be edited using the 'Details' button on the relevant row:

The dialog box shows the following fields:

- Name: ImportServicePollFrequency
- Description: The frequency (in minutes) the ImportService polls for jobs
- Default Value: 5
- Value: (empty text box)

Buttons: < Back, Next >, Save & Close, Cancel

OneGrade Web users: For changes to take effect, clear the Web Cache using the button on the Home screen.

Description of the New System Values (Email using SMTP Server)

EmailMethod, EmailLoginUser, EmailLoginPassword*, EmailPort, EmailServer

Enter the email server, port and login credentials for your chosen email server. When using SMTP, EmailMethod should be SMTP.

*For security, the EmailLoginPassword system value should always be encrypted when entered:

Details	EmailLoginPassword	The password of the EmailLoginUser (can be clear or prefixed ENCRYPTED:)	ENCRYPTED:	ENCRYPTEDj1jn7QTMTG5MEVbtRdRoMQ==
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To encrypt a password, use the **Encrypt Password Text** utility available from System Maintenance on the main menu. An encrypted password must always be prefixed with **ENCRYPTED:**

EmailSenderAddress

You can specify the 'from' address which is attached to emails sent by the service.

EmailSenderFriendlyName

You can specify the 'name' of the person sending the emails via the service. (e.g. "College OneGrade Data Import Service")

EmailUseSSL

Specify whether emails from the service are sent using SSL (Secure Socket Layer) security.

Description of the New System Values (Email using OAuth for Exchange Online)**EmailMethod**

When using OAuth, EmailMethod should be OAUTH.

OAuthEmailTenantId

The ID of the Entra Tenant containing the Registration of the OneGradePlus application.

OAuthEmailAppId

The ID of the registered OneGradePlus application created by Entra within the Tenant.

OAuthEmailSecurityType

The allowable values for this are CERT, SECRET, PFX, PFX64

OAuthEmailCertificateData

This is required if OGP_OAUTH_CERTIFICATETYPE is given the value CERT or PFX64. For CERT, this is the Certificate Thumbprint (shown after uploading the certificate in Entra). For PFX64, this would be the encoded string. When using CERT, you must ensure that the read permission is applied to the certificate (described in the following section).

OAuthEmailCertificateLocation

If OGP_OAUTH_CERTIFICATETYPE is given the value CERT, the allowable value for this is LocalMachine. If OGP_OAUTH_CERTIFICATETYPE is given the value PFX, this is a free-text value and is the location of the PFX file (relative to the service location).

OAuthEmailCertificatePassword

If OGP_OAUTH_CERTIFICATETYPE is given the value PFX or PFX64, this value should be completed. This is held in an Encrypted format. Details can be found here: <https://totalcollege.co.uk/wp-content/uploads/2026/01/Storing-Passwords-in-OneGrade.pdf>

OAuthEmailCertificateSecretCode

This is required if OGP_OAUTH_CERTIFICATETYPE is given the value SECRET.

OAuthEmailSenderAddress

You can specify the 'from' address which is attached to emails sent by the service via the OAuth method of authentication.

Description of the New System Values (General Email / Service)

ImportServiceEmailSendWhen

Choose when to send an email after the service runs –

NONE (never send an email), EXCEPTION (send an email on failure), ALL (send an email on success or failure)

ImportServiceEmailSubject

Customise the subject line of the emails which are sent by the service.

The values {ASSEMBLYNAME}, {OUTCOME}, {JOBDESCRIPTION} act as mail-merge fields where:

{ASSEMBLYNAME} is always *OneGradeImportService*

{OUTCOME} is the status of the job. This will be either *Success* or *Failure*.

{JOBDESCRIPTION} is the name of the job. (e.g. *Reindex the Database*)

ImportServiceEmailToAddress

A semi-colon separated list of email address(es) to which to send email confirmations via the service.

ImportServicePollFrequency

This determines how often the service ‘polls’ i.e. checks to see if any scheduled jobs are due. The value is in minutes.

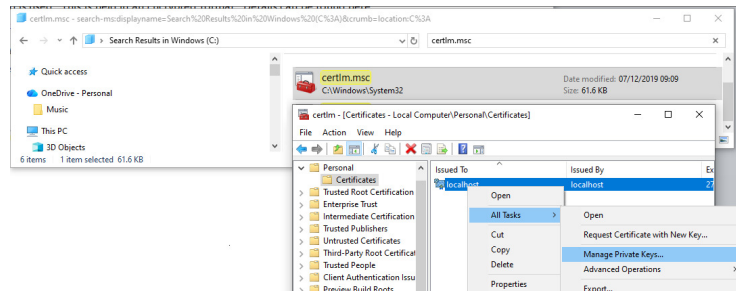
ImportServiceSendTestEmail

Set this to YES to send a simple test email via the Import Service. After the Import Service has been next polled, it will be reset to NO.

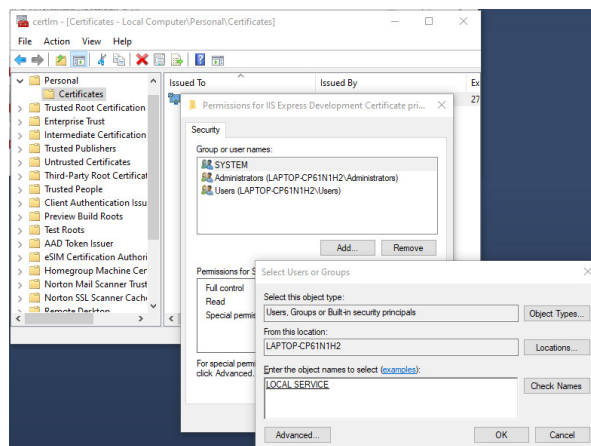
MS-OAuth 2.0 (Entra) – Grant Read Permission to Local Service Account for a Certificate

If you have chosen the IIS System Value **OAuthEmailSecurityType** to be CERT, you must ensure that the Local Service Account (or whatever account the OneGrade Import Service is running under) has Read permission on the certificate.

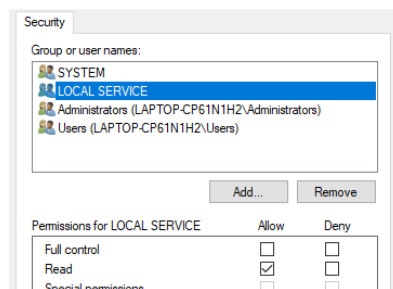
To do this, open the file certlm.msc. This can be found in the c:\windows\system32 folder. You may need to search for the certlm.msc file using Windows Explorer.



When certlm.msc has been opened, select Personal | Certificates from the menu on the left. The list of registered certificates will be displayed on the right. Right-click the certificate that you have registered within Entra and which you have entered the thumbprint for within the IIS Application Setting Value OGP_OAUTH_CERTIFICATEDATA. Select All Tasks | Manage Private Keys...



From the Permissions screen, Security tab, Press the **Add...** button. Enter the object name LOCAL SERVICE (then press **Check Names**). Then press **OK**.



Ensure that the LOCAL SERVICE has the Read permission applied.

Testing the OneGrade Import Service Email

Once all of the Email Setting details have been entered into the System Values for the Import Service, it can be tested using the “Send Test Email” button in the lower right of the Job Schedule screen. (Alternatively, set the System Value **ImportServiceSendTestEmail** to YES)

The service will then attempt to send a simple test email to the recipient(s) listed in the System Value **ImportServiceEmailToAddress**.

Error Logging

As part of the installation process for the OneGrade Import Service, a location is specified where the Service can write a daily log file (a text file that can be opened in notepad). This log file will record any successes or failures and is very useful to help diagnose any issues with the service (e.g. if it cannot connect to the database). For more information about the error log files, see the OneGradePlus Installation and Configuration Guide.

This log file location is stored within the Service configuration file (OneGradeImportService.exe.config) which is held alongside the Service .exe file.