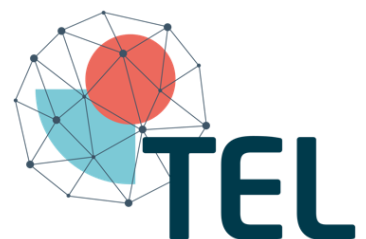




Late Enrolment Programme

Development brief

INTO »





Project overview

There is a business need to accept students at later stages than before – up to 4 weeks late. This change will be implemented for the DecJan25 intake.

These late enrolling students will have access to a pre-arrival course offering, hosted on a centralised Brightspace (VLE) instance, that focuses on general language skills, study content, and early assessment preparation. This pre-arrival course offering is aimed at building an academic base for the late enrollers to build on and helping them integrate into their academic journey more smoothly. Additionally, this course will also reinforce their readiness for initial assessments and key academic milestones.

Process aim

For the DecJan25 implementation of the Late Enrolment Programme, enrolment on to the Brightspace instance and the Eloqua communication campaign will be done manually by the TEL team – for the AugNov25 implementation, we will likely look at automating this process.

Manual enrolment requires a report produced from Salesforce to provide the TEL team with the details of the students that meet specific eligibility criteria (see the next section) so that we can populate the 'CREATE' the CSV spreadsheets.

Students need to be enrolled on to specific courses on Brightspace based on their status, location, chosen course, and arrival date.

Late Enrolment criteria and related Salesforce fields

- All UK students who are showing as confirmed from the **6th of January onwards**
- **AND** All students who have not had their status on Salesforce marked with a 'Student Seen Date' by centres

Output

The table below details the headers needed in the .csv report and a summary of the relevant Salesforce fields that will be used:

.csv Column header	Salesforce object	Field
First name	Account	Firstname
Surname (family name)	Account	Lastname
Email address	Account	Person Email



Centre they've applied to	Opportunity (Use Opportunity.INTO_Center_Centre__c to look up the Account object)	Name (Account)
Country / region	Account	Country of Residence
Course they've applied to	Courses (Use Course.course_name__c to look up the Product2 object)	Course_title__c (Product2)
Progression Choice	Course Applied For	Progression_Title__c
Unique Institution ID	Account	Unique_Institution_ID_cc
SFDC Account ID	Opportunity	Account_ID_18__c
Stage	Opportunity	Stage = Student Confirmed

Input – Bulk user creation and enrolment on Brightspace

The below table shows where we will map the report data based on the create fields of bulk enrolment CSV.

Create CSV

Action	Username	Org Defined ID	First Name	Last Name	Password	Role Name	Is Active	Email
Create	Unique Institution ID - (e.g. EI-1635912))		Firstname	Lastname	SFDC Account ID - (e.g. 0070200003JP2H7BEL)	Student	1	PersonEmail

Students' login credentials to the Brightspace instance will use:

Username: Unique Institution ID - (e.g. EI-1635912))

Password: SFDC Account ID - (e.g. 0070200003JP2H7BEL)

The credentials listed above will be the same credentials used for the 'Get Ready to Study' (GRTS) auto-enrolment process.

File naming convention

This will detail the format of the file (comma separated variables based - csv) to be produced and dropped on to the SFTP site. Would suggest we use:

BrightspaceLEPinsertddmmyyyy.csv



LEP= Late Enrolment Programme
ddmmyyyy = date of file creation

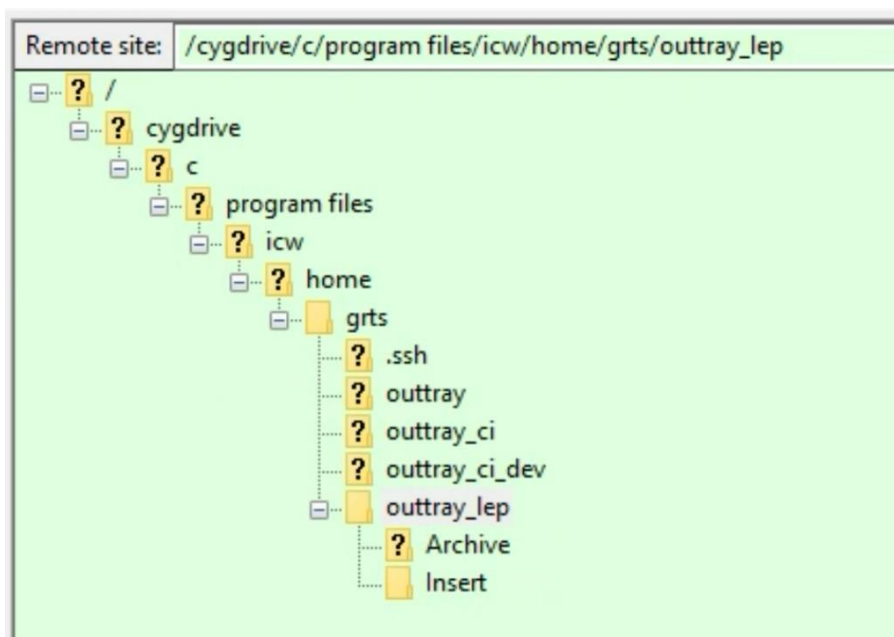
File to be produced every morning at **7.30am** and dropped on to SFTP server into **outtray_lep/Insert**

Script to be created to process the file every morning from the Outtray_lep/inset
The process with ingest to create the student accounts but not to enrol them onto a particular course.

Enrolment will be the responsibility of the TEL team.

LEP Results to be sent via email to telhelp@intoglobal.com every morning.

This will also include a weekly merge email for all students enrolled onto the programme.



Testing

We will generate the complete report to ensure all the necessary data is accurately captured.

Timeline

This needs to be fully tested and ready to go by 15th November 2024.