PEARSON

ALWAYS LEARNING

myBTEC User Guide v1.5.5

User accounts and logging in

Getting or updating your account

To use *myBTEC* you need your own *Edexcel Online* (EOL) account. The '*myBTEC*' box in the 'User access profile' section of your account needs to be checked. Quality Nominees should also ensure that the box confirming that they are the Quality Nominee for their centre is checked.

To get a new EOL account, or to update your EOL account profile, please contact your Examinations Officer who can do this for you.

If you are not able to arrange the set-up of an account through your Examinations Officer, please call us on 0844 463 2535. You will need to call from your institution during normal school or college open hours, as we only set up new accounts using a secure call-back to the centre. Once we have set up your account, your username and password will be emailed to you.

Logging in

You can log in to *myBTEC* at **https://*myBTEC*.pearson.com** or using the 'Log in' button on **www.btec.co.uk/*myBTEC***. In both cases, you will be directed to the *Edexcel Online* landing page.

Your user name and password for *myBTEC* are the same as for your EOL account.

Type in your username and password and click Login.

The first time you use *myBTEC*, you will be asked to read and accept the terms and conditions of use, which include your responsibilities around the use of learner data. It is important that you do not share your account details with anyone.

Please direct any colleagues who require *myBTEC* access to this set of instructions.

What to do if you have forgotten your password

If you have forgotten your password, it is worth recalling that it will contain at least one numerical character.

If this does not jog your memory, you can request a new password by clicking the Forgotten password link on the *myBTEC* Login screen. This will take you to the 'Forgotten password' page in *Edexcel Online* where you can enter your email address. We will send a new password to your email address straightaway. When you receive it, we suggest you log into your EOL account and change the password to something you will remember more easily.
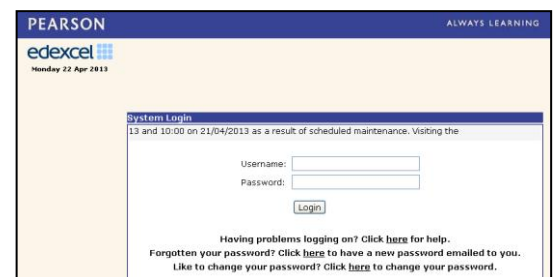
Setting up and managing accounts for other users

Some people within a centre have special rights which allow them to create and manage user accounts in *Edexcel Online*. If you are not one of those people you can skip this section.

NB the instructions on this page ONLY relate to *Edexcel Online* not to *myBTEC*.

Setting up myBTEC access for colleagues

In order to use *myBTEC*, teachers and head teachers need an *Edexcel Online* user name and password with '*myBTEC*' checked in their User access profile. You can do this for them.

- If a teacher already has an *Edexcel Online* account but can't access *myBTEC*, you can edit their 'User access profile' in *Edexcel Online* so that the *myBTEC* box is checked.

- If a teacher does not already have an *Edexcel Online* account, you can set up a new account for them and enable *myBTEC* access by checking '*myBTEC*' in their User access profile.

Note: Although *Edexcel Online* usernames and passwords are used to access *myBTEC*, if you just tick *myBTEC* access for a colleague, they will not have access to other *Edexcel Online* services (such as managing the examinations process).

Setting up a user account

If you have EOL User Accounts access for your centre you can create new accounts selecting Centre Accounts > New Account from the left hand menu. If this option is not available, please ensure you are on the home page and not in a subject area by clicking on the Home button on the dark blue menu bar at the top of the screen.

Those with User Accounts access can also edit accounts. To do so, select Centre Accounts > List Accounts to display a list of people registered for your centre. Clicking on a user's e-mail address will allow you to edit their information.

To delete an account, go to the list of registered users on *Edexcel Online*, and click on the 'X' icon on the far right. A warning box will appear asking you to confirm you want to delete the account. Click 'OK'.

If you do not have this option and think you should, any member of staff at your centre who has the User Accounts profile will be able to give you access. If you do not know who your user account administrator(s) are, please contact the help desk on 0844 463 2535, or contact us electronically using the 'Ask a Question' tab on the *Edexcel Online* site.

Any user can make changes to their own profile by clicking the Edit my Account link in the dark blue menu bar at the top of the page.

Claiming and approving roles

Claiming roles

What are roles in myBTEC?

When you log in to *myBTEC* for the first time, you need to claim the roles that you want to have in *myBTEC*. You can claim different roles for different subjects. The roles you claim will set your level of permission to do things in *myBTEC*. **You cannot do anything in *myBTEC* until you have claimed at least one role.**

Role in *myBTEC*	You should claim this role if you fit this description
Quality Nominee	The designated BTEC QN in a centre.
Lead Internal Verifier	The designated LIV for a subject area in a centre.
Course leader	A person in a centre who creates / leads BTEC courses or programmes for a particular subject. May be a head of department / faculty.
Internal Verifier	A person in a centre who internally verifies assignment briefs and the assessment decisions of colleagues.
Assessor	A person in a centre who writes assignment briefs and assesses evidence produced by learners.
Teacher	A person in a centre who teaches some lessons but is not involved in writing assignments or assessing learner work.

Your role claims need to be approved by either your LIV or QN to ensure that *myBTEC* supports quality assurance in your centre. When you claim a role, your role claim will be forwarded within the system to either your subject LIV or your QN to approve. They will receive an email.

Once you have claimed your roles you will be able to see all screens in *myBTEC* associated with the roles you have claimed. You can get started straightaway – you do not need to wait for your roles to be approved. However, the following rules apply:

- Courses cannot be confirmed until the creator has been approved.
- An IV cannot approve an assignment until they have been approved.

How to claim a role in myBTEC

To claim roles click on **Claim roles** in the main header bar. The very first time you log in to myBTEC, the Claim roles screen will automatically appear.
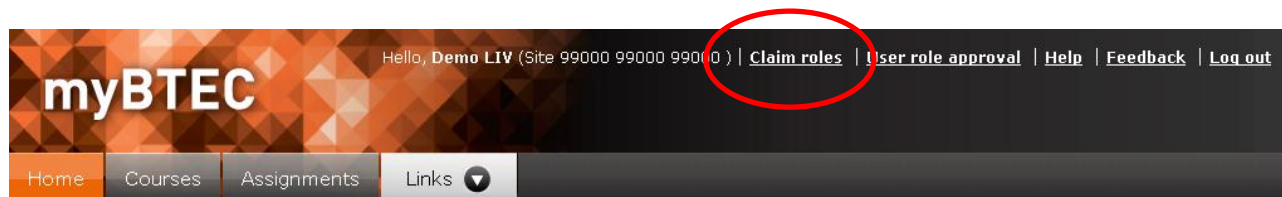
You will then see the **Claim roles** screen. Choose a subject that you teach and then answer each question as it appears.
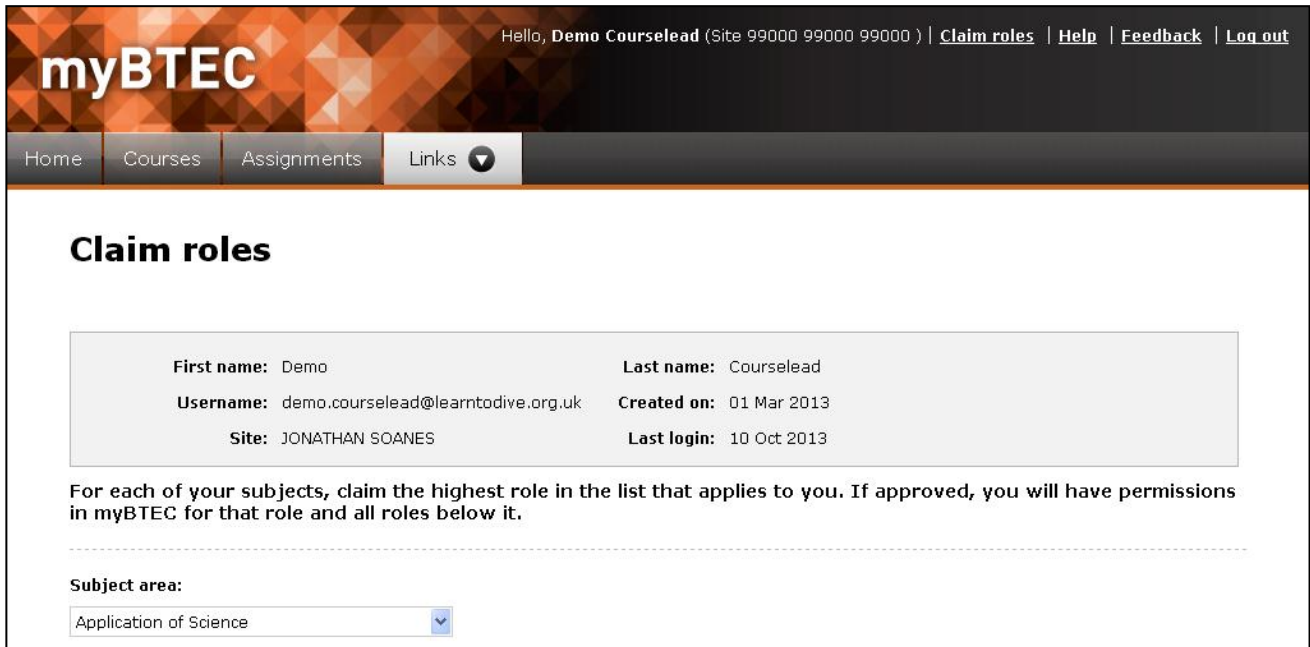
Changing roles

If you need to change your roles within *myBTEC* click Claim roles in the main header bar to go back to Claim Roles and make any changes.

Approving roles

If you are a Quality Nominee or an LIV you will need to approve roles for other users within your centre. Click User Role Approval in the top right hand corner of the screen. This will open the list of roles that require approval. You can filter by any of the column headings to help you find the person you require. In order to ensure timely approval of roles for your teams, you should check this regularly.

Use the radio buttons to indicate whether you approve the person in that role or not. The person's profile will be updated accordingly.
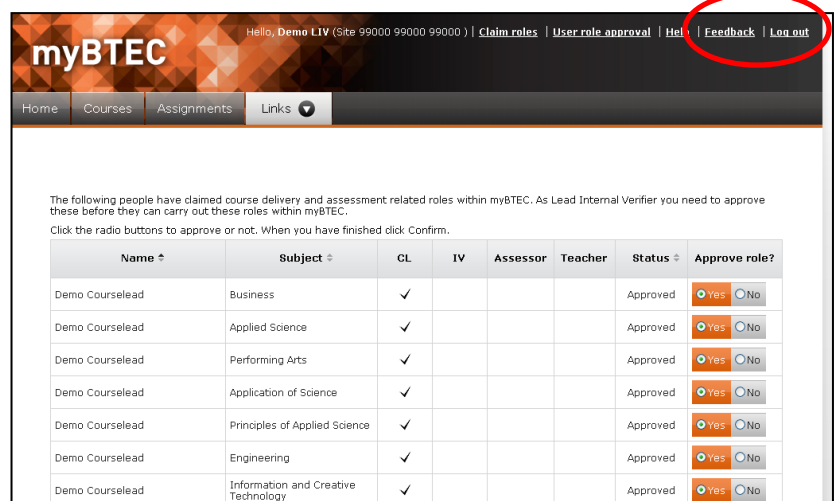
You can subsequently remove approval from a person for a particular role using the same process. We strongly suggest that you discuss this with the person beforehand as it will affect their ability to do things within *myBTEC*.

Courses

A course in *myBTEC* means a group of units that meets the Course Structure requirements for a specific qualification that is going to be delivered to a group of learners in a particular centre in a particular timeframe, for example, a two year course for BTEC L3 National in Sport being run at Gloucestershire College, starting 20th September 2012 and ending 15th June 2013.

Courses can only be created by users within a centre who have Course Leader permissions within *myBTEC*. This means they have either successfully claimed the Course Leader role in the relevant subject, or they are an LIV in the relevant subject area, or they are a Quality Nominee.

As a Course Leader, you can either create a new course from scratch, or you can clone and adapt an existing course (for example moving it on a year). We will look at these separately.

Creating a new course from scratch

To create a new course, click Courses in the main menu bar and then click Create a course. This will take you to Step 1 in a four step wizard that will take you through the process of creating a course.

Step 1 Select qualification

Use the drop down menus to select the qualification for your course:

Subject – e.g. Performing Arts
Qualification suite - e.g. BTEC Nationals from 2010 (QCF)
Pathway - e.g. Acting
Size – e.g. Diploma (120 credits)

You should only be able to see in these dropdowns qualifications which your centre is approved to offer.

At the moment the available qualifications in *myBTEC* are:

BTEC Level 2 First 2010 (QCF)
Applied Science
Performing Arts

BTEC Level 3 National 2010 (QCF)
Applied Science
Performing Arts

Next generation BTEC Level 1/2 First 2012
Principles of Applied Science - Award
Application of Science - Award
Performing Arts - Award

More qualifications will be added over time.

When have chosen the qualification that your course will cover, click Continue to move to Step 2. You must complete all of these drop downs before you can move to Step 2.

Alternatively you can click Exit in which case the Course creation wizard will close without saving your course.

Step 2 Select course units

This screen allows you to do the following things:

Give your course a name
Set the course start and end dates
View information about the qualification you have selected e.g. the Course structure, the Qualification dates, and the general and unit specifications
Select the units for your course.
Check the units you have selected against the course structure
See how the units you have selected appear in other sizes of the same qualification

Giving your course a name

You can choose any name you like. It is a good idea to choose a name that will help you find that particular course quickly in a table of lots of courses. If you clone this course at any time you will be asked to give the new course a different name. Some special characters and symbols are prohibited in course names.

Setting the date parameters for your course

These are the dates between which the course will be delivered. They are linked to the qualification date parameters:

Qualification Start Date: the date on which registrations can first be made for this qualification.
Qualification End Date: the date after which no further registrations can be made for this qualification. This date may be reviewed and changed but if you create a course based on this date, you will be able to complete it.
Certification End Date: the date after which no further certificates can be claimed for this qualification. This date may be reviewed and changed but if you create a course based on this date, you will be able to complete it.

Click on the date pickers to choose a start and end date for your course.

Course Start date

You cannot choose a Course start date which is earlier than the Qualification Start Date for the course qualification or later than the Qualification End Date for that qualification.

Course End date

You cannot choose a Course end date which is later than the Certification end date.

Viewing course information

The following information is available for you to view at any time whilst building a course: Course Structure and General Specification information.

Course structure

Click View course structure to see a summary of the rules governing the units you can choose for your selected qualification.

General specification information

Click General specification information to see a PDF of the information which appears at the front and back of the printed specification document. You can view and download this as a PDF which can then be saved, emailed, printed, etc.

Edexcel BTEC Level 3 Diploma in Performing Arts (Acting) (120 Credits)

Course Structure:

- Qualification credit value: a minimum of 120 credits.
- Minimum credit to be achieved at, or above, the level of the qualification: 90 credits.
- Mandatory unit credit: 30 credits (40 credits for endorsed titles)
- Optional unit credit: 90 credits (80 credits for endorsed titles).
- A maximum of 20 optional credits can come from other QCF BTEC units to meet local needs.

Close

Viewing unit information

Unit Details

Title:	Unit 1. Business Purposes
Code:	L_502_5244
QCF credit value:	5
GLH:	30

Unit Specification Summary   Download complete unit specification

Close

If you click on a unit title it will open a popup screen showing the Unit title and code, and size. Also on this popup is a button which allows you to download the complete specification for that unit. This can then be saved and/or printed.

If you have Internet Explorer as your browser, you may experience problems with downloading the PDF files. If so you may need to change your IE settings as follows:

To stop the information bar from blocking file and software downloads:
Open Internet Explorer.
On the Tools dropdown menu click Internet Options.
Click the Security tab and then click Custom level.
Do one or both of the following:
To turn off the Information bar for ActiveX controls scroll to the ActiveX controls and plug-ins section of the list and then, under Automatic prompting for ActiveX controls, click Enable.
To turn off the Information bar for file downloads scroll to the Downloads section of the list and then, under Automatic prompting for file downloads, click Enable.
Click OK, click Yes to confirm that you want to make the change, and then click OK again.

Selecting units for your course

There are two tables on this screen. The top table shows units selected for this course. The bottom table shows all available option units for this qualification in your centre. This includes any Meeting Local Needs (MLN) units which your centre is approved to offer for this qualification.

The mandatory units for the qualification chosen in Step 1 are already selected and appear in the top table. If the course qualification is a particular pathway e.g. BTEC Level 3 Diploma in Performing Arts (Acting), then required option units for that pathway will also show as mandatory and will already be selected.

Click the check box next to an option unit and then click Add to add it to the course. You can select and add multiple units at the same time.

To remove a unit from the course, click the check box next to it and then click Remove. Again you can select and remove multiple units.

As you are building the course, you may wish to consider whether the units you are choosing would also be applicable to other sizes of the same qualification – for example if you think that some of your learners may leave the course early and need to complete at a smaller size. The right hand part of each table shows you which other sizes of the course qualification each unit appears in.

Considering alternative sizes for your course

When starting to build courses for a new qualification, we recommend that you build first for the largest size of that qualification that you are likely to want to deliver. The 'What if?' function allows you to see how the units you have selected would work in a different size of the same qualification.

Select a different size using the drop down box then click the Go arrow.

The screen will now look something like this.

Any units that you have selected which also appear in this size qualification will appear. They will have their designation as per the new size e.g. Mandatory, Optional.

At this point you can choose to change and continue building this new size qualification instead of the original. In this case you will lose the previous one you were building. Alternatively you can choose to close the popup window and return to the previous size qualification that you were building.

If you think that you may need to build a larger and a smaller size of the same qualification for different learners, we suggest that you build the largest size first and then clone the smaller one from it (see cloning a course).

Checking the units you have selected against the Course Structure

At any time you can click the Check course structure button. This will display a popup which tells you whether the units you have selected would allow a learner to make a valid claim or not.

Saving your course

Now that your course has a name and some units you can save it at any time. If you click Save or Save and Continue, the course will be saved with the status DRAFT.

Click Save to save your course and continue on the same page.

Are you sure?

The Course Structure does not meet the minimum requirements for this course. Do you want to save this as a draft?

Yes   No

Click Save and continue to go to the next step of the wizard. If the units you have selected are not a valid combination for the selected qualification then a dialogue box will appear.

You can choose to move to Step 3 or stay on Step 2 and continue building the course.

Step 3 Confirm course
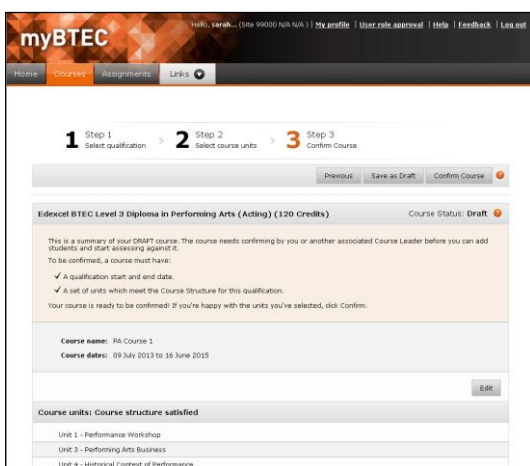
This is the final stage of building your course. You can review a summary of the units you have chosen. When you are sure they are the correct units you can choose to Confirm your course. This changes the status from DRAFT to CONFIRMED and allows more actions to take place within the course.

You cannot confirm a course until it has the following:
A course start and end date
A set of units which meets the Course structure for this qualification
A Course Leader (you)

The Confirm Course button will be inactive until these conditions have been met.

You can save an incomplete DRAFT course. Whilst it is still DRAFT you can go back to Step 2 and amend any aspects of the course before returning to Step 3 to confirm it.

Whilst a course is in DRAFT status the Course Leader can change the qualification pathway and size and can add or remove units. If team members have been added to the course they can add assignment briefs. Learners cannot be added to a DRAFT course.

Once a course is CONFIRMED a Course Leader can add learners* and progress records* can be created for them. You cannot change the qualification for a CONFIRMED course and you cannot remove units but you can still add more units if necessary.

*These functions will be available in later releases of *myBTEC*.

Click Confirm course to change the status to CONFIRMED. The course will be saved with status CONFIRMED and the Create Course wizard will close.

Working with Courses

There are two views of the Courses in *myBTEC*: My courses and Centre courses. These are displayed on two tabs, accessible from the Courses menu.

My Courses

When you click on the Courses menu you will be taken to the My Courses page. This shows all the courses with which you are associated in *myBTEC*. You may be associated with different courses in different roles. For example, you may be the Course Leader on a course and also be an assessor. You might also be acting as an IV and an Assessor on a different course.

To make it easy for you to find exactly what you want, you can sort the My courses table by each of the column headings. You can also filter the My Courses table in two ways:

By choosing only courses to which you are related in a particular role. You can do this by clicking the check box next to one of the Role options at the top.
By choosing only courses relating to a specific qualification. You can do this by using the four drop down boxes: Subject, Qualification suite, Pathway, Size. You do not need to enter data for all these fields. For example, if you specify only Subject and Qualification suite, it will display all courses for all pathways and sizes in that suite.
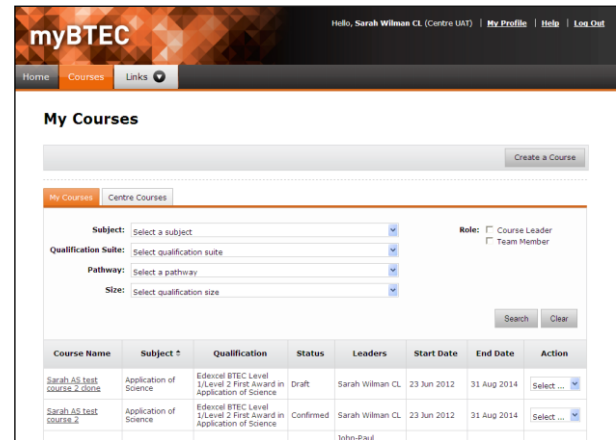
Actions available from My Courses

There are various actions available in the drop down box at the far right of the My Courses table. The available actions will vary depending on the status of the course e.g. Draft, Confirmed, and your permissions within *myBTEC* in relation to that course. For example if you are the Course Leader on that course then your available actions will be those of a Course Leader. If you have Course Leader permissions but you are only acting as an IV on that course then you will only see actions available to an IV.

The available actions for courses in Release 1.1 are:

All *myBTEC* users

Draft course	Confirmed course
View	View

Course leader on that course

Draft course	Confirmed course
View	View
Edit (all changes)	Edit (add units only)
Clone	Clone
Delete	Delete
Download	Download
	Export as Excel

Viewing a course

Viewing a course means opening it in Course view. Any user can view any course in any subject. All parts of the course can be navigated. Available actions will depend on the status of the course and the permissions of the person viewing it.

There are a number of tabs in Course view:

Course summary

This tab summarises all the information currently known about the course, including its status, the start and end dates, the units selected, and any team members, and whether any assignments have been created for it.

Course units

This tab lists all the units selected for the course. Clicking on a unit opens the same unit information that is available on Step 2 of building a course.

Course team

This tab allows any user to view the team members for a course. Course leaders for a particular can also add and remove team members from that course. See section on 'Managing the course team' below.

Course assignments

This tab opens a table of all the assignments attached to this course. For more information about Course assignments see page 24.

Editing a course

Editing a course means opening it in the Create course wizard and changing the units or the date parameters. Only a Course Leader for a course can edit a course.

Cloning a course

Cloning a course means saving an exact copy of it with a new name. Any person with Course Leader permissions can clone a course that is in their subject area. The person cloning the course will become a default Course Leader on the new course.

Once the clone has been saved, you can modify any aspect of it. Its status becomes Draft, even if it was previously Confirmed and you will need to confirm the cloned version before you can use it with learners.

As a general rule it is only worth cloning a course if most of the aspects of it will remain the same as the original. Examples where cloning would be appropriate are:

You are going to teach the same course to a new group of learners next year
You have two classes in one year doing the same course with minor variations of units
You want to make a smaller size version of the course for some learners, possibly to co-teach with another group doing the larger size

Deleting a course

Deleting a course means that it will no longer be visible in any Course tables within *myBTEC*. Only the Course Leader on that course can delete it. .

Downloading a course
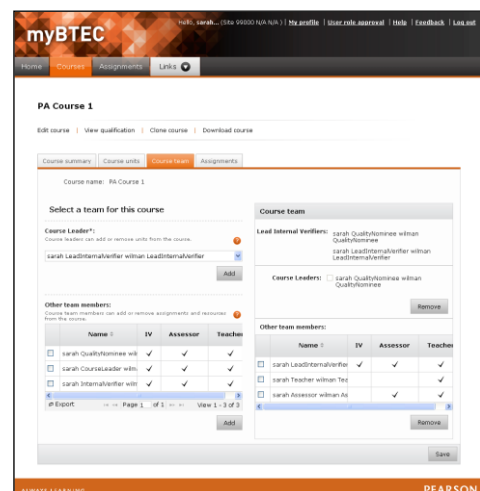
Any user can download the PDF versions of each unit plus the General specification information for any course. The PDFs can be saved and printed.

Exporting a course as a spreadsheet

Once a course is confirmed, you can export it as an Excel spreadsheet. This can be saved and printed.

Centre Courses

From this tab you can find and view any confirmed course that has been created in *myBTEC* by someone in your centre. If you click on the 'Centre courses' tab you will see a search screen where you can enter criteria to find the course(s) you are looking for. Use the drop down lists to specify the Subject, Qualification Suite, Pathway and Size for the course(s) you want to see. You do not need to enter data for all these fields. For example, if you specify only Subject and Qualification suite, it will display all courses for all pathways and sizes in that suite.

You can also filter by role and sort and filter by each of the column headings.
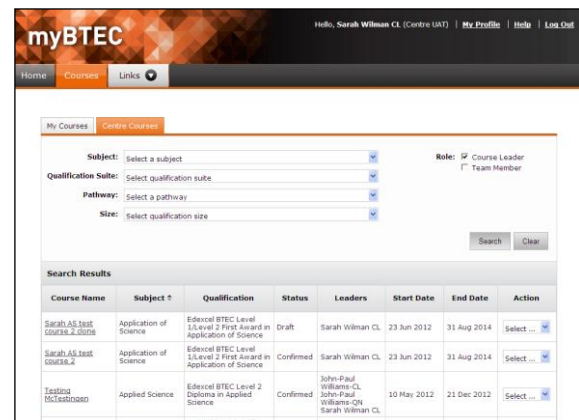
Actions available on courses found on this tab are the same as on the My Courses tab.

Managing the course team

As a course leader on a particular course you can add and remove course team members.

You will see that your name automatically appears as Course Leader in the Course team box on the right hand side. This is because you have created the course. You can add other Course leaders to the course if you wish (so long as they have the required permissions). You cannot delete yourself as a course leader. If you need to hand this role to someone else, then you need to add another course leader to your course, and then get them to delete you.

The name of the LIV for the course qualification is also automatically displayed.

In the bottom box on the left hand side are listed all the potential course team members for your course. This will be all people in your centre who have the permissions in the course subject as an IV, an Assessor or a Teacher. You can pick as many of these as you wish to add to your course. Click the check boxes against their names and then click the Add button. Their names will then appear in the course team box on the right hand side.

You can remove any team member by checking the box against their name and clicking the Remove button.
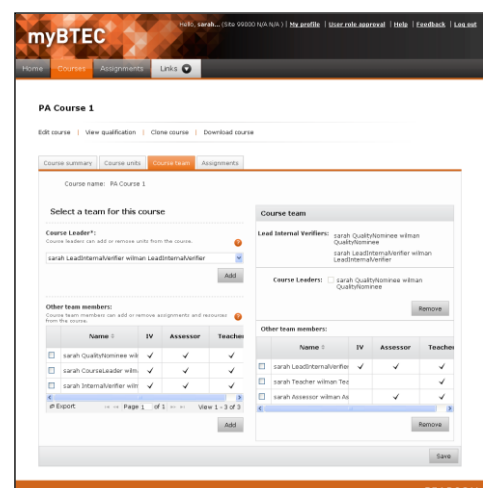
Assignments

An important activity which is supported by *myBTEC* is the creation and management of assignment briefs. There are Pearson-created Authorised assignment briefs available for many units within *myBTEC*. These can be used off the shelf or they can be cloned and edited to customise them to your own requirements. There is also a step-by-step wizard that supports editing and creation of assignment briefs.

Creating an assignment brief from scratch

Creating a new assignment in *myBTEC* is done using a four-step wizard. This template ensures that you do not leave out anything important. The requirements for assignment briefs for QCF qualifications are slightly different from the requirements for post-2012 assignment briefs. The first step of the wizard is the same for both, but once you have selected a qualification, the system presents you with the appropriate templates for the qualification you have chosen in steps 2 and 3. Step 4 is the same for both types of qualification.

To create a new assignment brief, click the Assignments tab in the main menu. When the My Courses tab opens, click the 'Create assignment' button. This will open the first step of the wizard.

Step 1 Select qualification and units

First give your assignment brief a name – choose something that will enable you to identify it easily in a list of assignments.

In Step 1 you can choose either to create an assignment brief for a specific course, in which case the qualification will be that of the course you have selected, or you can start from scratch and choose the qualification you want the assignment to cover.

Base your assignment on a course

Select the 'Associate with a course' radio button. In the drop down list which appears, select the course upon which you wish to base this assignment. You should only be able to see confirmed courses to which you are attached as an assessor or above.

Base your assignment on a qualification

Select the 'Choose from all subjects & qualifications' radio button. Five drop down boxes will appear:

Subject – e.g. Applied Science
Qualification suite - e.g. BTEC Firsts from 2010 (QCF)
Pathway - e.g. Applied Science
Size – e.g. Extended Certificate (30 credits)
Units

You should only be able to see in these dropdowns information about qualifications which your centre is approved to offer and for which you have claimed the role of assessor or above. Use the drop down menus to select what your assignment brief will cover. You do not need to select

a Pathway or a Size but you must select a Subject and a Qualification Suite and you must select at least one unit (see next section).

Choose the units for your assignment brief

Select a unit from the Units drop down list. Click Add to add it to the assignment brief. The name of the unit will appear below the Unit selection dropdown. You can repeat this process to add more units. If you wish to remove a unit, click the x next to the unit name in the list below the dropdown

If you have based your assignment on a course, the units displayed in the dropdown list will be only those in the selected course. If you have based it on a qualification, the units displayed will be all the units in the selected qualification.

When you are happy with your selection, click 'Save and continue' to move to Step 2.

Step 2 Select assessment criteria / learning aims

QCF Qualifications

On this screen you will see all the Assessment criteria for all the Units that you selected in Step 1. You can select one or more individual Assessment criteria or you can select all the Assessment criteria in one or more Units.

When you are happy with the Assessment criteria you have selected, click Save and Continue to move to Step 3.

Post 2012 Qualifications

On this screen you will see all the Learning Aims for all the Units that you selected in Step 1. Under each Learning Aim are listed all the related Assessment Criteria. You can select one or more individual Learning Aims or you can select all the Learning Aims in one or more Units. You cannot select individual Assessment Criteria because in post 2012 BTECs you are advised not to split the assessment of Learning Aims between multiple assignment briefs.

When you are happy with the Learning Aims you have selected, click Save and Continue to move to Step 3.

Step 3 Create assignment

This is the step where you can get creative! The template prompts you to add a Scenario and one or more Tasks. These are free text entry boxes. You can cut and paste into and out of these boxes, format the text, insert images and hyperlinks all using familiar tools.

For each task you will be asked for following information:
- Title

- Text

- Assessment criteria covered by this task
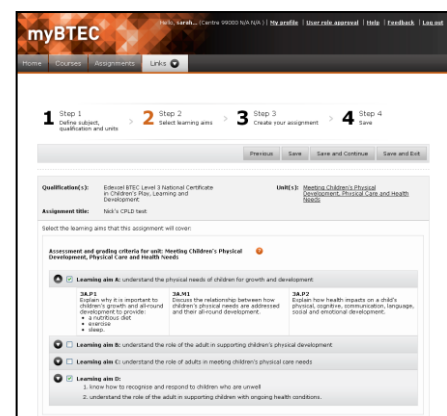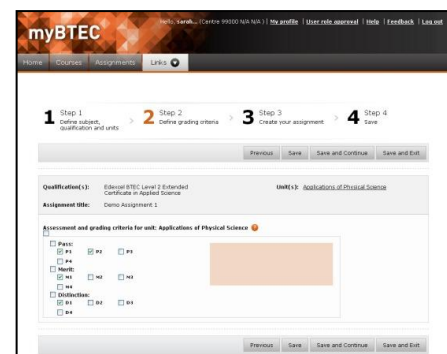
- Attachments (optional)

- Evidence requirements

Select Assessment Criteria for a task

Click on the 'Select criteria for this task' button. A popup opens listing all the Assessment Criteria covered by this assignment brief.

Post 2012 qualifications

You can select one or more Assessment criterion, or all Assessment criteria for one or more Learning aims (post 2012 qualifications only)

QCF qualifications

You can select all Assessment Criteria for one or more Units.

If you hover over an Assessment Criterion you will see the text description appear in the box to the right. If you try to select an Assessment Criterion which has already been selected for a task within this assignment brief the system will alert you to this fact, but will allow you to select it twice if you choose to.

When you have selected your Assessment Criteria for this task, click OK. The popup will close and return you to the main Step 3 screen.
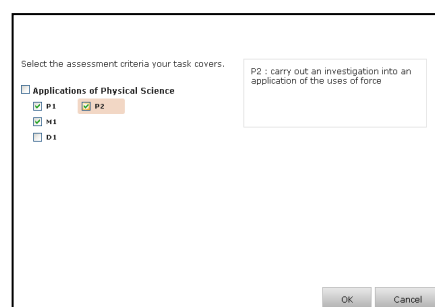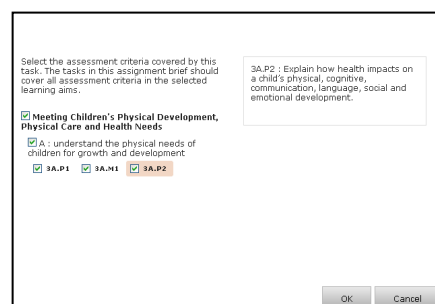
Attach documents to your assignment brief

You can attach one or more documents to an assignment brief. For example, you may have a PowerPoint presentation that you wish to use to explain the background to the assignment brief or you may wish to attach a blank Word table for learners to use in data gathering.

To attach a file, it must be on your computer or on a disk drive attached to your computer. We suggest that you do not try to upload documents above 10mB.

Click the Select button underneath the Attachments heading. A popup opens which allows you to browse your computer and find and select the relevant file in the usual way.

Define the evidence required for each task

For each task you need to state what evidence learners need to provide. Type the evidence required in the box under the heading Evidence. To add another line click the 'Add evidence requirement' button.

Add, move or delete tasks

You can add as many tasks as you wish to your assignment brief. To add another task, click the 'Add task' button. You can move tasks up and down the order by clicking the up and down arrows in the grey bar next to the Task heading. To delete a task, click the X button in the grey bar.

Add sources of further information

A section at the bottom of the template allows you to add useful links and sources of further information to support the assignment brief. This is a free text entry box and you can add hyperlinks to websites if you wish to.

State the estimated duration

The final box in Step 3 asks you to state the likely duration of the assignment brief. This means how long in hours you think it should take a learner to complete it. When you come to give this assignment to some learners, this will provide guidance as to how long to allow learners to complete the assignment based on the timetable in operation.

Check your assignment

To help you avoid unnecessary mistakes, certain fields are required on each step. If you do not complete them, you will not be able to move to the next step. A popup appears telling you that not all required fields have been completed. Closing the popup returns you to the step you were on and a red x is displayed in all the places where information is missing. You can complete the information and click Save and Continue to move to the next step.

On Step 3 of the wizard there is also a 'Check assignment' button. If you click this, a red x is displayed next to all the fields which have not yet been correctly completed.

Step 4 Send for review
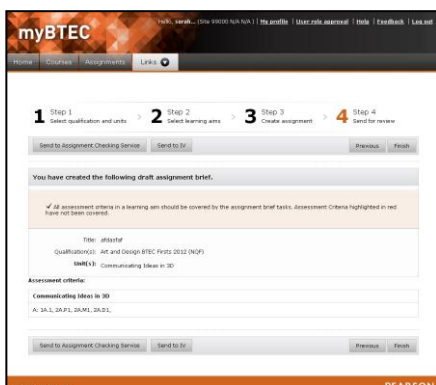
The final step is about deciding where your assignment brief needs to go next.

Your assignment brief is in Draft status until it is approved by an Internal Verifier within your centre. Once you are happy with it, you can send it to your IV within *myBTEC* so that they can review and approve it (see IV review workflow section on page 27). You can also send the assignment brief to the Pearson Assignment Checking service from this screen.

Send to the Pearson Assignment Checking Service

Our popular Pearson Assignment Checking Service is accessible directly from *myBTEC*. An assessment associate will check your assignment brief and provide feedback. NB you still need to get it internally verified.
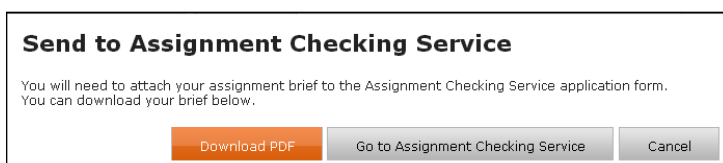
Click the 'Send to Assignment Checking Service' button. A popup opens and prompts you to download your assignment brief if you have not already done so. If you click the 'Download PDF' button a pdf copy of your assignment brief will be automatically downloaded and you can save, print and email it as you wish.

After that you can click the 'Go to Assignment Checking Service' button. This takes you directly to the login page of the Assignment Checking Service.

Send to an Internal Verifier

Click the 'Send to IV' button. A popup opens which asks you to select an IV from a drop down list. You should be able to see all people within your centre who have claimed the role of IV for the qualification that your assignment covers. Select the IV you require from the drop down.

Now you can choose to save and send the assignment brief to that person immediately, or save the IV against this assignment brief but send it later. In either case, the popup closes and the assignment creation wizard closes and you are returned to your My Assignments page.

Cloned Authorised assignment briefs

If the assignment brief is one that was cloned from an Authorised assignment brief, then an editable box appears in the send to IV dialogue box. Type a brief summary of the changes you have made to the authorised assignment brief.

Change the Internal Verifier

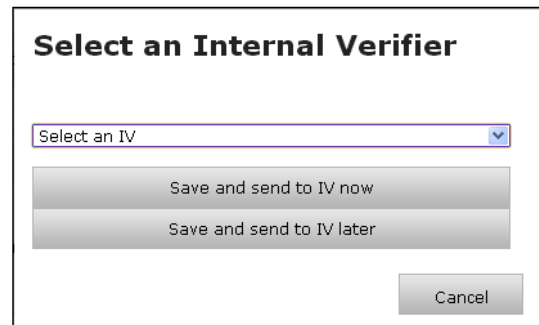If you chose Save and send later, you can come back later and click Send to IV again. The IV you previously selected is pre-selected, but you can change it. You then have the option to Send to IV or save again if you choose.

Previous and Finish buttons

From Step 4 you can go back into the other steps of the wizard by clicking the 'Previous' button.

If you wish to exit the wizard without completing either of the two actions 'Send to Assignment Checking Service' or 'Send to IV', then click the 'Finish' button. This will close the wizard and return you to your My Assignments screen.

Working with Assignments

There are two views of Assignments in *myBTEC*: My Assignments and Centre Assignments. These are displayed on two tabs, accessible from the Assignments menu.

My Assignments
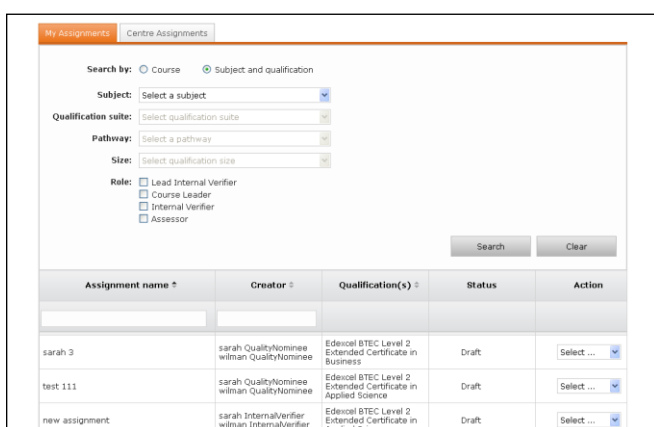
When you click Assignments in the main menu you are taken to the My Assignments page. This shows all the Assignments with which you are associated in *myBTEC*. You may be associated with different Assignments in different roles. For example, you may be the creator of an Assignment and also be acting as an IV or an Assessor on a different Assignment.

To make it easy for you to find exactly what you want, you can sort and filter the My

Assignments table by each of the column headings.

Browsing for assignments

You can browse the assignments either by Course or by Subject / Qualification. Click the radio buttons to select.

Browsing by course

If you are browsing by Course, use the Course dropdown to select a course.

Browsing by Subject / Qualification

If you are browsing by Subject / qualification, use the drop down lists to specify the Subject, Qualification Suite, Pathway and Size for the Assignment(s) you want to see. You do not need to enter data for all these fields. For example, if you specify only Subject and Qualification suite, it will display all Assignments for all pathways and sizes in that suite.

Filter by Unit / Learning Aims / Assessment Criteria

If you select at least Subject and Qualification suite, a box will appear on the right hand side with a heading Units. Here you can further refine your search by entering specific Units and Learning Aims (NQF) or Assessment Criteria (QCF). Click on the Units table, select one or more units and click Add. For any unit you can specify all or some of the Learning Aims / Assessment Criteria by selecting the checkboxes next to each one.
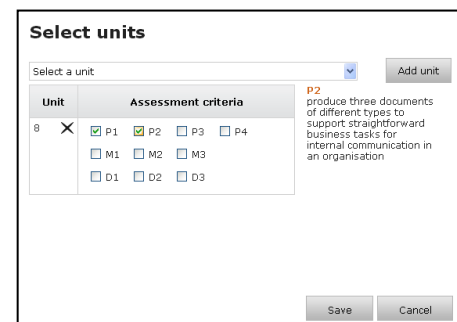

Filter by role

You can also filter Assignments by the role that you play in relation to that assignment e.g. Creator or IV. Simply click on the appropriate checkbox next to the appropriate role.

View results

When you are happy with the filter criteria, click Search. The table will now show only those assignments that match some or all of the criteria you entered.

Actions available from My Assignments

There are various actions available in the drop down box at the far right of the My Assignments table. The available actions will vary depending on

- the status of the Assignment e.g. Draft, Approved
- your permissions within *myBTEC* e.g. do you have permissions as an assessor or above?
- your relationship to this particular Assignment e.g. are you the creator or IV for it?

The available actions for My Assignments are:

All *myBTEC* users

Draft	With IV	Not approved	Approved	Authorised
View	View	View	View	View

Creator of this assignment

Draft	With IV	Not approved	Approved	Authorised
View	View	View	View	View

Clone Edit Delete Send to ACS Send to IV Link to courses	Change IV	Clone Edit Delete View IV comments Link to courses	Clone Delete View IV feedback Link to courses	Clone Link to courses

IV selected to review this assignment

Draft	With IV	Not approved	Approved	Authorised
View	View Review Send to ACS	View View IV feedback	View Clone View IV feedback Link to courses	View Clone Link to courses

myBTEC user with Assessor permissions and above

Draft	With IV	Not approved	Approved	Authorised
View	View	View View IV feedback	View Clone View IV feedback Link to courses	View Clone Link to courses

View an Assignment

Any user can view any Assignment in any subject to which they have access.

Selecting View generates a preview of the core scenario and tasks as they would appear if given to learners. A popup allows you to choose whether to view the assignment as doc or pdf. Whichever format you choose can then be saved out of *myBTEC* and printed if required.

View

This will generate a preview of the core scenario and tasks.

As doc   As pdf   Cancel
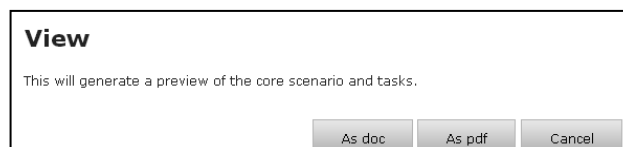
Edit an Assignment

Editing a Assignment means opening it in the Create Assignment wizard and changing it. Only the Creator of an Assignment can edit it.

Clone an Assignment

Cloning an Assignment means saving an exact copy of it with a new name. Any person with Assessor permissions and above can clone any Assignment that is in their subject area(s) that has status Draft, Approved or Authorised. The

Title for the cloned assignment.

Title*: test QD 2 Copy

Note: When cloning an assignment you cannot change the subject or qualification suite.

Clone   Cancel

person cloning the Assignment becomes the default Creator on the new cloned Assignment and can therefore edit the assignment (see above).
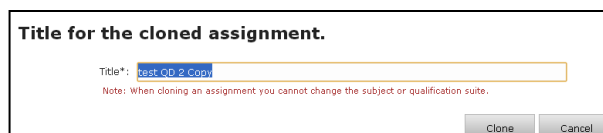
Once the clone has been saved, you can modify any aspect of it. Its status becomes Draft, even if it was previously Approved or Authorised and you will need to get the cloned version approved by an IV before you can use it with learners.

As a general rule it is only worth cloning a Assignment if most of the aspects of it will remain the same as the original. Examples where cloning would be appropriate are:

- You are going to teach the same Assignment to a new group of learners next year

- You have two classes in one year doing the same Assignment with minor variations of units
- You want to make a smaller size version of the Assignment for some learners, possibly to co-teach with another group doing the larger size
- You want to add a level of difficulty to the assignment for a small group of more able learners for differentiation purposes

Delete an Assignment

Deleting an Assignment means that it will no longer be visible in any Assignment tables within *myBTEC*. Draft and Approved Assignments can be deleted by the creator of that Assignment. Authorised Assignments cannot be deleted.

Send an assignment to an IV

myBTEC supports the workflow of getting an assignment brief approved by an internal verifier. The first step in this process is to select an IV who will review the assignment brief and then sending the assignment brief to that person. Choosing Send to IV in the Actions dropdown allows you to do this. The process is very similar to that on Step 4 of the assignment creation wizard (see page 19).

Review an assignment brief

This action is only available to Internal Verifiers. *myBTEC* replicates the paper checklist currently used by IVs when reviewing assignment briefs. The IV completes the form using a number of check boxes and free text comment boxes. They can then give a status of either Approved or Not approved. If they choose Not Approved, they must add some text describing the changes required. When the IV clicks 'Save and send' the online form closes and the assignment appears in the My Assignments list of all people with relevant permissions, with status Not approved. This process is described in more detail in the section on the Internal Verification workflow (see page 27).
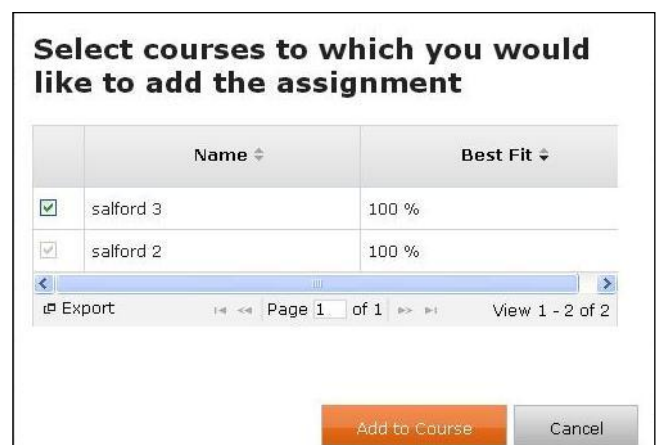
View an IV review form

When an assignment brief has either 'Not Approved' or 'Approved' status, there is an option for all users with the correct permissions to view the current state of the IV review form.

Link assignments to courses

Any Draft, Approved or Authorised assignment brief can be linked to one or more courses. A user must have Assessor or above permissions within the assignment subject in order to do this.

To add an assignment brief to a course, choose 'Link to courses' in the Action dropdown. A window opens and you can select one or more courses to add the assignment to. If a course is already checked it means the assignment brief is already added to that course.

The 'Best fit' column indicates how closely the Units and Learning Aims / Assessment criteria in the assignment brief match those in the course. If you try to add an assignment brief to a course that does not exactly match the Units and Learning Aims / Assessment criteria in the assignment, you will be told to clone the assignment

and edit it to make it match before adding it. The cloned assignment will become a draft, with you as creator, and will appear in your My Assignments list.
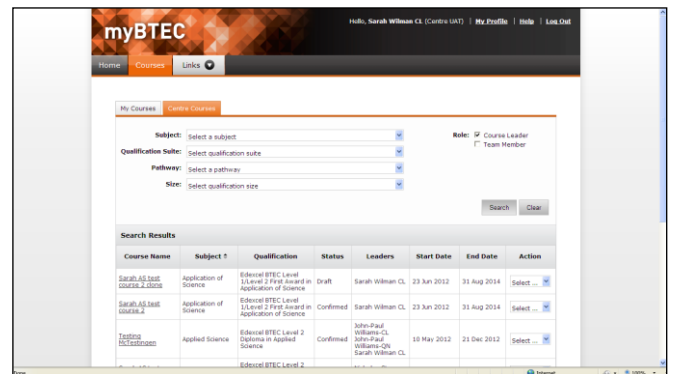
Centre Assignments

If you click on the 'Centre Assignments' tab you will see a table of all Authorised assignments and all Approved assignments that have been created in your centre.

Browsing Centre assignments

You can browse Centre assignments in exactly the same way as My Assignments.

View results in Centre Assignments

The Centre Assignments results are sorted by relevance, so an assignment which matches exactly the units and assessment criteria that you specified will be at the top. The Best fit column indicates how close a fit the assignment is to your criteria. 100% is a complete match.

Actions available from Centre Assignments

There are various actions available in the drop down box at the far right of the Centre Assignments table. The available actions will vary depending on

- the status of the Assignment e.g. Approved, Authorised
- your permissions within *myBTEC* e.g. do you have permissions as an assessor or above?
- your relationship to this particular Assignment e.g. are you the creator?

All *myBTEC* users

Approved	Authorised
View	View

myBTEC user with Assessor permissions or above

Approved	Authorised
Clone	Clone
Link to courses	Link to courses
View	View
View IV feedback	

Creator of this assignment

| Approved	Authorised
Clone	Clone
Link to courses	Link to courses
View	View
View IV feedback	
Delete	

Course assignments

If you open a *myBTEC* course you will see a tab called Assignments within the course. Clicking on this tab opens a table showing all assignment briefs linked to this course.

You can browse and filter Course assignments in exactly the same way as My assignments.

Actions available from Assignments tab of a course

There are various actions available in the drop down box at the far right of the Assignments table in a course. The available actions will vary depending on
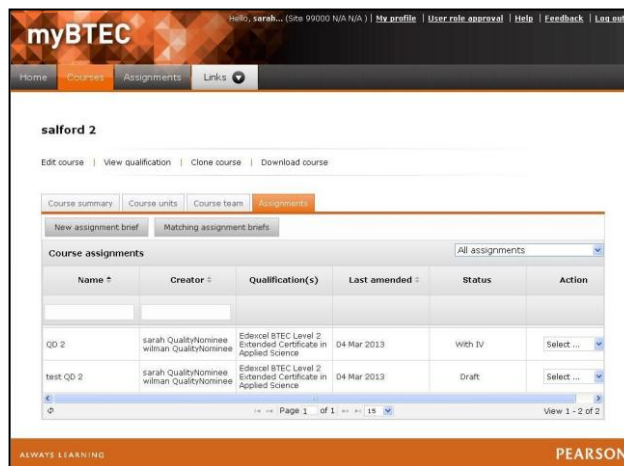
- the status of the Assignment e.g. Draft, Approved
- your permissions within *myBTEC* e.g. do you have permissions as an assessor or above?
- your relationship to this particular Assignment e.g. are you the creator or IV for it?
- your relationship to this particular course e.g. are you a team member?

The available actions for Course Assignments are:

All *myBTEC* users

Draft	With IV	Not approved	Approved	Authorised
View	View	View	View	View

Creator of this assignment

Draft	With IV	Not approved	Approved	Authorised
View Clone Edit Delete Send to ACS Send to IV Link to courses Remove from course	View Change IV	View Clone Edit Delete View IV feedback Link to courses	View Clone Link to courses Remove from course View IV feedback	View Clone Link to courses Remove from course

IV selected to review this assignment

Draft	With IV	Not approved	Approved	Authorised
View	View Review Send to ACS	View View IV feedback	View Clone Link to courses View IV feedback	View Clone Link to courses

myBTEC user with Assessor permissions and above

Draft	With IV	Not approved	Approved	Authorised
View	View	View View IV feedback	View Clone Link to courses View IV feedback	View Clone Link to courses

myBTEC user with Assessor permissions and above who is on this course team

Draft	With IV	Not approved	Approved	Authorised
View	View	View View IV feedback	View Clone Link to courses Remove from course View IV feedback	View Clone Link to courses Remove from course Add cover sheet

Creating a new assignment from a course

You can start creating a new assignment brief from within the Assignments tab of a course. Click the 'New assignment' button. You will be taken to Step 1 of the assignment creation wizard. The default selection will be 'Associate with a course' and the default course will be the one you have just come from. You can change either of these choices before proceeding.

Searching for an assignment brief for a course

You can also search for assignment briefs that match the units in your course. Click the 'Matching assignments' button. You will be taken to the Centre assignments tab. The table contains all Authorised assignments and all Approved assignments that have been created in your centre. The default search criteria selection will be the qualification of the course that you have just come from. You can change these choices before proceeding.

You may want to add an assignment brief that you find to the course you are working on. Choose Link to Courses in the dropdown next to the assignment brief in the Centre assignments search result. The course you came from will be the default course selected but you can change this or you can add other courses.

Adding a cover sheet to an assignment brief

When an approved assignment brief has been added to a course it is available to be downloaded and used to assess learners on the course. In order to do this a cover sheet must be added which gives all the specific information about this assessment:

The hand out date
The initial hand in date
The final hand in date
The assessor
The sampling IV

To create a cover sheet for an assignment brief, navigate to the assignment in the assignments tab of your course. In the actions drop down select Add cover sheet. A popup box opens.

Enter the required information. If you did not create the assignment brief, you can use the Duration information on the assignment brief to help you ascertain how long to allow for learners to complete the assignment.

Only people with the correct permissions who have been added to this course will appear in the Assessor and IV drop down lists. When you are finished, click Create. This will add all the

relevant information to the front sheet of the assignment brief and also create a Learner Hand In Form with the same information on it. The words NOT TO BE USED FOR ASSESSMENT will be removed from the top of each page. Your assignment brief is now ready to download and give to learners.

Downloading an assignment brief

When you click Create, a confirmation dialogue will appear giving you the option to Download the assignment immediately. If you click Cancel the dialogue will close without downloading.

You can Download the assignment brief plus cover sheet at any time. Go to the Cover sheets tab in your course and you will see a list of all the cover sheets you have created in this course. Navigate to the one you want and choose Download from the Actions dropdown list.
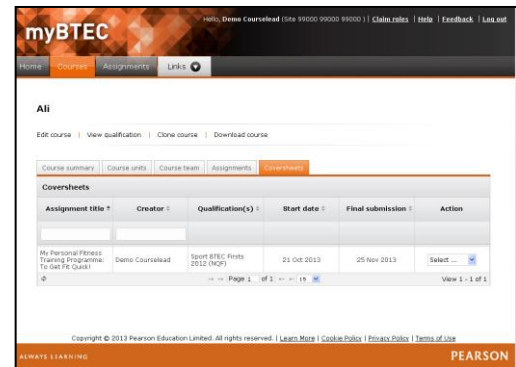
Internal verification workflow

myBTEC supports the workflow required for an Internal Verifier to approve an assignment within a centre. The flow diagram on page 29 illustrates how this works.

myBTEC replicates the paper checklist currently used by IVs when reviewing assignment briefs.

IV reviews an assignment brief

This action is only available to users with Internal Verifier permissions.

As an IV, when somebody sends you an assignment brief for review, you will receive an email alerting you that you have an assignment brief to review. The email gives the name of the assignment brief and the name of the creator.

Login to *myBTEC* and navigate to My Assignments. You should find the assignment brief mentioned in the email, with status 'With IV'. Select Review in the drop down box. The IV review form will open.

Complete the form by clicking check boxes and adding any free text comments that you wish in the relevant boxes.

View assignment

At any time you can click the View assignment button. This will open a popup box asking if you want to open it as a pdf or a Word document. Choose which one you want. These files can be saved and printed.

Download review form

You can also download the online form at any time as a pdf. The form will be downloaded with all changes that have been saved so far. It can be saved and printed.

You can save and close the form at any time and come back to it.

Set approval status

At the end of the form, you can choose a final status of either 'Approved' or 'Not approved'. If you choose 'Not Approved', you must add some text describing the changes required.

When you are ready, click Save and send. This closes the online form and the assignment appears in the My Assignments list of all people with relevant permissions. If you have approved it, the status will be 'Not approved'. If you have approved it the status will be 'Approved'.

Assessor responds to IV feedback

As an assessor you will receive an email alerting you that the IV has reviewed your assignment. Login to *myBTEC* and navigate to My Assignments. Your assignment brief should be there with status either 'Approved' or 'Not approved'.

In the action dropdown, click 'View IV feedback'. This will download a pdf of the IV review form with all the comments in it. You can save or print it.

You need to edit your assignment brief to take account of the changes requested by the IV. Choose 'Edit' in the action dropdown. This opens the assignment creation wizard with your assignment in it. You can make whatever changes necessary.

When you have finished editing the assignment brief, go to Step 4 and click 'Save and send to IV. Select the same IV that you sent it to last time. In the Action taken box type a short summary of the changes you have made to the assignment brief. Then click Save and send. This returns the assignment and the form with your note about the changes made to the IV. The status of your assignment changes to 'With IV'.

IV views changes to an assignment brief

As an IV you will receive an email alerting you that you have an assignment brief to review. Navigate to My Assignments and find the assignment which will have status 'With IV'. Choose 'Review' in the action dropdown. The online form opens and you can read the assessor's comments about the changes made. Click 'Download assignment' to open a pdf of the latest version.

If you are still not ready to approve the assignment, you can add further feedback and return it to the assessor as described in the **IV reviews an assignment brief** section above.

This whole process can continue until the IV approves the assignment. All comments from the IV and the Assessor are saved into the review form with names and dates.

Changing an IV

As an assessor you can at any time change the IV to whom you send an assignment brief. To do this, select 'Send to IV' in either Step 4 of the Assignments wizard or from the Actions dropdown in My Assignments or Course assignments. The current IV will be the default, but you can change it.

If the IV is changed, the inline comments made by the previous IV appear in the review form but the new IV can change them. If the assignment was sent back Not Approved, any actions

requested will be logged with the sending IV's name and the date sent. If the IV changes and the new IV sends back further actions, they will be logged with the new IV's name and date.

Assessor sends assignment to IV for review

Status is 'With IV'

Email is sent to IV

IV sees the assignment in his/her My Assignments list and selects Review

Assignment opens as a PDF in separate window

IV selects View assignment

Online review form opens

IV closes PDF

IV completes online review form and sends to Assessor

Is it approved?

Yes

Status is 'Approved'

Assignment is ready to use for assessment

Assignment appears in Centre assignments

No

Status is 'Not approved'

Email is sent to Assessor

Assessor selects 'View IV feedback'

PDF of IV review form opens displaying IV comments and Action required with name and date made

Assessor closes PDF

Assessor selects Edit in Action dropdown

Assignment opens in Assignment wizard

Assessor edits assignment brief in wizard

On Step 4 of the wizard, assessor describes changes made to assignment in 'Action taken' box