

QuartzWeb User Guidance



VERSION: 6

ASCENTIS AWARDING ORGANISATION 2019/20

www.ascentis.co.uk

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Centre Admin	
Centre Admin (Read Only)	
Tutor	
Tutor (Read Only)	
Verifier	

1 INTRODUCTION



1.1 What is QuartzWeb

This guidance document provides instructions on how to use the Ascentis QuartzWeb Portal and relates to the processes involved from initial registration to award and certification.

QuartzWeb provides centres with direct access to the Ascentis database (dependant on role) offering the ability to:

- Upload learner registrations
- View current and previous classes
- View learner history
- Access learning and support materials
- Add and withdraw learners to and from classes
- View key documents for verification visits

To access QuartzWeb, please visit quartzweb.ascentis.co.uk or login at the top of the Ascentis website.



2 REGISTERING LEARNERS USING QUARTZWEB



2.1 Registration Criteria

Centres should register learners using QuartzWeb, the Ascentis learner registration portal. To gain access to QuartzWeb for relevant centre personnel, contact your centre's Super User. If your centre does not have a Super User, please contact Ascentis at QuartzWeb@ascentis.co.uk. Authorisation will be made by Ascentis and a username and password will then be issued.

2.2 Preparing the Registrations File

The Ascentis QuartzWeb Portal is for use by centres that have been recognised by Ascentis to deliver the qualifications. Learner information should be uploaded to the QuartzWeb Portal by means of either a .csv file or .xls document, the file template is available for download from the QuartzWeb homepage or from the bottom of the '**Register Learners**' page on QuartzWeb.

Learner Registrations File Format

[Click Here](#) for a 'Standard Learner Registration' submission form (as an Excel file).

[Click Here](#) for instructions on filling in the 'Standard Learner Registration' submission form.

Learner Registration files can be accepted in a variety of formats. [Click Here](#) for full details of the file-formats available and associated coding conventions (in a Word document).

2.3 Presenting Learner Information for Upload

Some of the information requested about the learner at the time of registration is used for statistical purposes and is covered by the current Data Protection legislation.

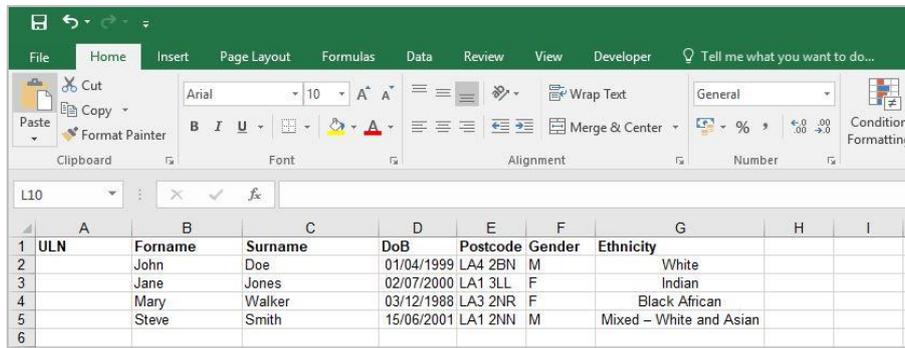
The format of the registration document is made up with a number of mandatory and non-mandatory fields as identified below:

- ULN - Optional
- Forename – Mandatory
- Surname - Mandatory
- DoB – Mandatory
- Postcode - Optional
- Gender – Optional, Dropdown Menu
- Ethnicity – (AHED use only, explicit consent required from learner)

	A	B	C	D	E	F	G	H	I	J
1	ULN	Forename	Surname	DoB	Postcode	Gender	Ethnicity			
2										
3										
4										

Once the document is complete and populated with learner information, this should be saved locally before being uploaded to the QuartzWeb Portal for registration.

Please retain this document for future reference.



The screenshot shows an Excel spreadsheet with the following data:

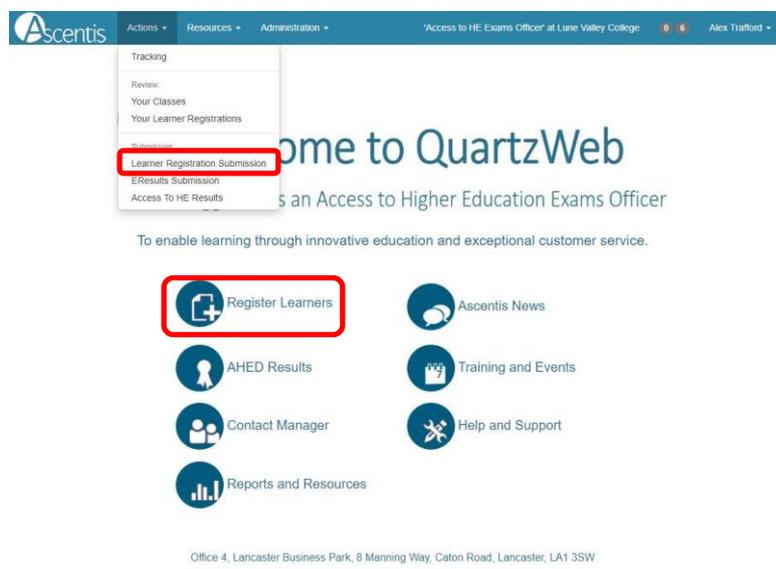
	A	B	C	D	E	F	G	H	I
1	ULN	Forename	Surname	DoB	Postcode	Gender	Ethnicity		
2		John	Doe	01/04/1999	LA4 2BN	M	White		
3		Jane	Jones	02/07/2000	LA1 3LL	F	Indian		
4		Mary	Walker	03/12/1988	LA3 2NR	F	Black African		
5		Steve	Smith	15/06/2001	LA1 2NN	M	Mixed – White and Asian		
6									

2.4 Registering Learners via QuartzWeb

Log into QuartzWeb and ensure that your role is set to **Centre Administrator**. If this is not the case, use the dropdown button to select the role and click **'Switch'**.



Select **'Actions'** and **'Learner Registration Submission'** from the menu list at the top of the screen or alternatively, select the **'Register Learners'** button on the homepage.



2.5 Learner Registrations: Programme and Qualifications

QuartzWeb uses a tiered approach to linking learner registrations to the correct programme and qualification.

The programme / provider course of learning should be selected for all registrations made through QuartzWeb and where applicable the relevant qualification should be selected from the dropdown menu. (shown in diagram below)

Ascentis Actions Resources Administration 'Access to HE Exams Officer' at Lune Valley College Alex Trafford

Learner Registration Submission

Please note that you are about to submit a file of registrations for which a new class will be created. If you wish to add further registrations to a current class then please use the options on the specific class review page. Click here for a list of your classes

The programme/provider course of learning Access to Higher Education Diploma [1479] [View Units](#)

The qualification (if relevant) --None specified-- [View Units](#)

- None specified--
- 126884 - Access to HE Diploma (Practitioner in Substance Misuse) [Level 3]
- 2806 - Access to Higher Education Diploma (Law) [Level 3]
- 2816 - Access to Higher Education Diploma (Science) [Level 3]

[Continue >](#)

If the programme / provider course of learning or qualification you require is not showing, it could be that you do not yet have qualification approval. If this is the case, please contact Ascentis.

Ascentis Actions Resources Administration 'Access to HE Exams Officer' at Lune Valley College Alex Trafford

Learner Registration Submission

The programme/provider course of learning Access to Higher Education Diploma [1479] [View Units](#)

The qualification (if relevant) 2816 - Access to Higher Education Diploma (Science) [Level 3] [View Units](#)

Class description

Class Start Date

Class End Date

Purchase order number

The site --None-- [Amend Sites](#)

Tutor -- None --

Title	Forename	Surname	Email	Add Tutor
<input type="text"/>				

Second Tutor -- None --

Third Tutor -- None --

Notes on this submission

Learner Registration file to submit (text (.csv) or Excel (.xls or .xlsx))

Drop a registration file here... [Select File](#) Or, select a registration file

[Amend](#) [Continue with Unit Registration >](#) [Continue >](#)

Tip: Please note that whilst the **Class Description** is not a mandatory field, its completion will aid identification of classes at a later date.

The **Class Start Date** is mandatory and relevant to the date that learners started the course, the **Class End Date** is relevant to the date that teaching on the course has finished.

The **Purchase Order number** is the reference number provided by your finance team which is included on the invoice. This is a mandatory field and will cause an error with the registration process if not completed. The **Site** field may be relevant to the Centres where courses are delivered over different sites.

Up to 3 **Tutor** names may be entered, however these fields are not mandatory.

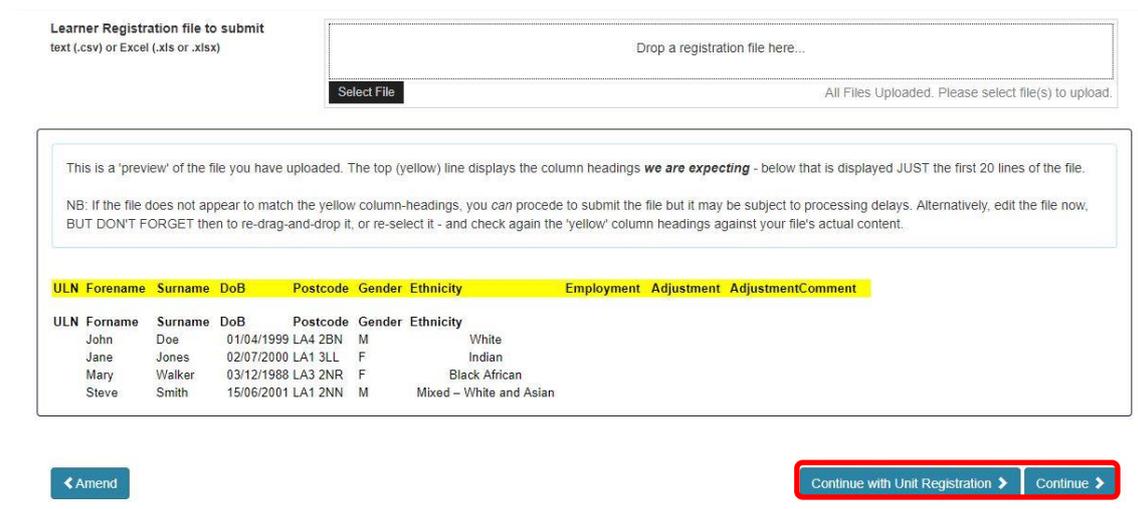
Caution: The **Notes on this submission field** is not mandatory, Data entered into this field will cause the file submission to become delayed as the notes are submitted to Ascentis staff, and it is advised that this field should be blank unless there is a particular aspect that requires highlighting with Ascentis.

2.6 File Submission

The final section of the registrations process is to submit the registrations file that was created as a .csv or .xls document.



Select **Browse** to search for the saved Learner Registration file on your system, or drag-and-drop the file directly into the box and click **Continue**, to process the document or **Continue with Unit Registration** if registering on Single Unit Programmes or selecting Units on Registration.



This is a 'preview' of the file you have uploaded. The top (yellow) line displays the column headings **we are expecting** - below that is displayed JUST the first 20 lines of the file.

NB: If the file does not appear to match the yellow column-headings, you can proceed to submit the file but it may be subject to processing delays. Alternatively, edit the file now, BUT DON'T FORGET then to re-drag-and-drop it, or re-select it - and check again the 'yellow' column headings against your file's actual content.

ULN	Forename	Surname	DoB	Postcode	Gender	Ethnicity	Employment	Adjustment	AdjustmentComment
John	Forename	Surname	DoB	Postcode	Gender	Ethnicity			
	John	Doe	01/04/1999	LA4 2BN	M	White			
	Jane	Jones	02/07/2000	LA1 3LL	F	Indian			
	Mary	Walker	03/12/1988	LA3 2NR	F	Black African			
	Steve	Smith	15/06/2001	LA1 2NN	M	Mixed - White and Asian			

Once the Learner Registration file has been selected, a preview will be shown of the data it contains. This preview will show the first 20 rows of data.

2.7 Registering Single Units or Selecting Units on Registration

If registering on Single Unit Programmes then please enter either the Unit ID, Unit Name or RITs code to search for the required unit on the 'Search Prog/Provider Course Units' screen, Select **Add+** to apply the unit to the learner registrations and **Continue** to complete the registration process.

Search Prog/ProviderCourse Units

Unit ID	Name	RITS	National Code
<input type="text"/>	<input type="text"/>	<input style="border: 2px solid red;" type="text" value="K/617/1337"/>	<input type="text"/>
<input style="border: 2px solid red;" type="button" value="Search"/>			

Unit ID	Unit Name	Level	Credits	RITS	National Code	
1383366	Introducing British Values	E3	2	K/617/1337		<input style="border: 1px solid #0070c0; padding: 2px 5px;" type="button" value="+ Add All"/>
						<input style="border: 1px solid #0070c0; padding: 2px 5px;" type="button" value="+ Add"/>

2.8 Viewing Classes

Learners that have been submitted to QuartzWeb will be automatically entered into a class and provided with an ID. Please use this ID when contacting Ascentis with technical or admin queries, the submitted class will be available to view by selecting **'Actions'** and **'Your Classes'** from the top menu bar.

Ascentis

 Actions ▾ Resources ▾ Administration ▾
 'Access to HE Exams Officer' at Lune Valley College
Alex Trafford ▾

Your Classes

This screen allows you to

Showing 'current' classes - i.e. ones where today's date lies between their start and end dates.

Find Classes

Class ID	Programme/Provider	Qualification ID	Qualification Name	Tutor
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-- Any --"/>

Tracking

Review:

Your Classes

Your Learner Registrations

Submission:

Learner Registration Submission

EResults Submission

Access To HE Results

Class ID	Provider Reference	Programme/Provider Course ID	Programme/Provider Course Name	Qualification ID	Qualification Name	Class Description	Class Start Date	Class End Date	Class Site Name
1509530		1479	Access to Higher Education Diploma	2804	Access to Higher Education Diploma (Humanities)	#Blank#	22/03/2017		Beach Campus
1514613		1479	Access to Higher Education Diploma	2796	Access to Higher Education Diploma (Business)	TEST AHED for TEST VERIFICATION	01/09/2017		Beach Campus
1520039		1479	Access to Higher Education Diploma	126888	Access to HE Diploma (Journalism and Media)	DANS CLASS	01/09/2017		Beach Campus
1520486		1479	Access to Higher Education Diploma	2886	Access to Higher Education Diploma (Social Science)	Jack Test	25/01/2018		Lune Campus
1520492		1479	Access to Higher Education Diploma	2796	Access to Higher Education Diploma (Business)	Keeley Steele	13/09/2017		Lune Campus
1520493		1479	Access to Higher Education Diploma	2794	Access to Higher Education Diploma (Allied Health Professions)	Jackie Bates	25/01/2018		Lune Campus
1535080		1479	Access to Higher Education Diploma	2803	Access to Higher Education Diploma (Health and Social Care)	Testino Direct Entry	15/06/2018		HMP

A search function will then be displayed along with a list of classes. To select and view a class, click on the Class ID or enter search parameters (shown below).

Find Classes

Class ID <input type="text"/>	Provider Reference <input type="text"/>	Starts in Academic year Any <input type="text"/>	Current? <input checked="" type="checkbox"/>
Programme/Provider Course ID <input type="text"/>	Programme/Provider Course Name <input type="text"/>		
Qualification ID <input type="text"/>	Qualification Name <input type="text"/>		
Tutor -- Any -- <input type="text"/>			
<input type="button" value="Search"/>			

Tip: If an expected class is not visible, remove the tick from **'Current?'** and click **'Search'**, by default the **'Your Classes'** screen opens displaying classes where today's date lies between the start and end dates.

Each learner within a class is issued with a unique six digit ID number for identification and reporting purposes. Within the QuartzWeb class screen a number of options are made available.

- Changes to learner status (withdraw / re-register)
- Add further units to a learner (Actions button on left hand side)
- Add learner photo (Actions button on left hand side)
- Access learner history (click **'more...'** next to learner surname)
- Access class documentation (highlighted)

Ascentis

[Actions](#) | [Resources](#) | [Administration](#) | [Access to HE Exams Officer](#) at Lune Valley College | [Alex Trafford](#)

Learner Registrations | Unit Registrations | Results | Class Documentation

Class [1509530]

Provider	[1236] Lune Valley College		
Programme/Provider Course	[1479] Access to Higher Education Diploma		
Qualification	[2804] Access to Higher Education Diploma (Humanities)		
Provider Reference		Purchase Order No	
Class Start	22/03/2017	Class End	
Site	Beach Campus		
Number of Learners	10		
Tutor		Quality Personnel	None

Programme Run Administration Events

Learner Registrations

Click on the surname to review the learner's history for your currently selected organisation

Actions	All	Learner ID	ULN	Title	Forename	Surname	Date of Birth	Status	Metrics	Registered On	Registered
Actions Upload photo (or evidence) Register units against this learner Enter results/claims/assessments Reregister Check registered qualification		850480	13		Shayne	Lynch (more...)	10/10/1910	Withdrawn	Metrics	Access to Higher Education Diploma (Humanities)	22/03/2017
					Chloe	Nash (more...)	10/10/1910	Withdrawn	Metrics	Access to Higher Education Diploma (Humanities)	22/03/2017
					Jack	Armer (more...)	10/10/1910	Withdrawn	Metrics	Access to Higher Education Diploma (Humanities)	22/03/2017
					Agnes	Barklow (more...)	10/10/1910	Not Specified	Metrics	Access to Higher Education Diploma (Humanities)	22/03/2017
					Olivia	Till (more...)	10/10/1910	Not Specified	Metrics	Access to Higher Education Diploma (Humanities)	22/03/2017

2.9 Multiple Learner Unit Registration

When a class has been registered on QuartzWeb, units may be added to learners either individually or by using the Multiple Learner Unit Registration area.

To register all learners against a number of units, please ensure that each learner is ticked by clicking 'All' under Learner Registrations on the Class page and select Multiple Learner Unit Registration from the Unit Registrations menu, below the menu bar at the top of the screen, this will display the Learner Unit Registration screen.

The Learner Unit Registration page is displayed as three sections:

- Learner list (current learners registered within the class)
- Learner Unit Registrations (Units, the learners are currently registered on)
- Register Units (Units available on this qualification that may be attached to the learners)

Selecting units at this stage of the registration process will reduce the number of Units visible in the E-Results Submission Form.

The Multiple Learner Unit Registration option is accessed through the Unit Registrations option at the top of the Class screen (below).

The screenshot shows the Ascentis QuartzWeb interface. At the top, there is a navigation bar with 'Ascentis' logo and menu items: 'Actions', 'Resources', 'Administration', and user information: 'Access to HE Exams Officer' at Lune Valley College, Alex Trafford. Below the navigation bar, there are tabs: 'Learner Registrations', 'Unit Registrations', 'Results', and 'Class Documentation'. The 'Unit Registrations' tab is selected and highlighted with a red box. Under this tab, there are two options: 'Class Unit Registration' and 'Multiple Learner Unit Registration', with the latter also highlighted by a red box. Below the tabs, there is a section for 'Class [1509530]' with details: Provider [1200] Lune Valley College, Programme/Provider Course [1479] Access to Higher Education Diploma, Qualification [2804] Access to Higher Education Diploma (Humanities), Provider Reference, Class Start 22/03/2017, Site Beach Campus, Number of Learners 10, Tutor, Purchase Order No, Class End, and Quality Personnel None. Below this is a section for 'Programme Run Administration Events'. The main section is 'Learner Registrations', which includes a note: 'Click on the surname to review the learner's history for your currently selected organisation'. Below this is a table with columns: Actions, All, Learner ID, ULN, Title, Forename, Surname, Date of Birth, Status, Metrics, Registered On, and Registered. The 'All' button in the 'Actions' column is highlighted with a red box. The table contains two rows of learner data.

Actions	All	Learner ID	ULN	Title	Forename	Surname	Date of Birth	Status	Metrics	Registered On	Registered
Actions	<input checked="" type="checkbox"/>	850480	13	---	Shayne	Lynch (more...)	10/10/1910	Withdrawn	Metrics	Access to Higher Education Diploma (Humanities)	22/03/2017
Actions	<input checked="" type="checkbox"/>	856288	13	---	Chloe	Nash (more...)	10/10/1910	Withdrawn	Metrics	Access to Higher Education Diploma (Humanities)	22/03/2017

To select all learners within a class, click 'All' on the table header (highlighted above)

The Learner Unit Registration screen (below) will allow units to be added or removed, depending on the qualification being studied.

Learner Unit Registration

[Click here to switch to another role.](#)

Class [1509530]

[← Back to Class](#)

	Shayne Lynch	Total: 12 credits. Level 3: 12 credits.
	Chloe Nash	Total: 12 credits. Level 3: 12 credits.
	Jack Armer	Total: 12 credits. Level 3: 12 credits.

Learner Unit Registrations

These are the current units registered to this learner or to ALL of these learners (where more than one learner is listed above, then ONLY units in common are listed icon next to each learner's name to review individual learners' unit registrations).
Add more units as required from the search results below.

Module Name	Unit ID	Unit Name	Level	Credits	RITS	National Code	
English Language and Literature	10277	Introduction to English Language and Literature: Language Analysis	L3	3			✕ Remove
English Language and Literature	10278	Planning a Research Project (English Language and Literature)	L3	3			✕ Remove
English Language and Literature	10281	Academic Skills in English Language and Literature (Examination)	L3	6			✕ Remove

Register Units

Module:

Unit ID: Unit Name: RITS: National Code:

[Search](#)

Module Name	Unit ID	Unit Name	Level	Credits	RITS	National Code	
Art, Design and Media	10166	Introduction to Drawing	L3	3			+ Add All + Add

Learner registration details with credit information sorted by Level.

Units currently registered against learners

Units within the Programme of study that may be attached to learners.

3 ENTERING LEARNER RESULTS



In order to enter learner e-results through QuartzWeb, select **'Actions'** and **'Your Classes'** from the main menu bar and click on the relevant class ID from the list provided at the bottom of the page. Alternatively, click the **'Submit Results'** button on the homepage.

Tip: At this point please ensure that all learners are listed and that any learners that require withdrawing are marked accordingly.

Actions	All	Learner ID	ULN	Title	Forename	Surname	Date of Birth	Status	Metrics	Registered On	Registered
Actions ▾	<input type="checkbox"/>	850480 3		—	Shayne	Lynch (more...)	10/10/1910	Withdrawn	<input type="checkbox"/> Metrics	Access to Higher Education Diploma (Humanities)	22/03/2017

Click **'Results'** and Select **'EResults Submission Forms'** from the options (shown below).

The screenshot shows the Ascentis QuartzWeb interface. On the left, the 'Results' dropdown menu is open, showing options: 'Direct Entry Results By Unit', 'Direct Entry Results By Learner', 'EResults Submission Forms' (highlighted with a red box), and 'Assessment Scheduling'. On the right, the homepage is visible, showing the 'Submit Results' button (highlighted with a red box) among other navigation options like 'Register Learners', 'Ascentis News', 'Training and Events', 'Contact Manager', 'Help and Support', and 'Reports and Resources'.

Click to select the Matrix Submission Form and click **'Generate Marksheet'** to continue.

The screenshot shows the 'EResults Submission Form' page for class [1509530]. Under the 'Standard Marksheet' section, the 'Matrix Submission Form' option is selected (checked and highlighted with a red box). Other options include 'Unit/Mark Submission Form' and 'APL Submission Form'. Under the 'PPL Marksheet' section, the 'PPL Submission Form' option is available. At the bottom, the 'Generate Marksheet' button is highlighted with a red box.

Once the mark sheet has been generated, an Excel file will be produced, please save this to your local network.

In the row against the learner please supply the marks (beneath the unit assessment titles) however if an incorrect mark is entered, an error message will appear to highlight this.

Continue the above step for each learner listed within the spreadsheet.

Please note: Once the marks have been entered for the learners, please save the document, ensuring that the file name is not changed.

The screenshot shows an Excel spreadsheet titled "Results Sheet" with the following data:

Quartz ID	Learner	Learner ID	ULN
856289	Armer, Jack (10/10/1910)		
856290	Bartkow, Agnes (10/10/1910)		
856292	Bates, Lisa (10/10/1910)		
856293	Bell, Nicole (10/10/1910)		
541233	Clover, Marie (10/10/1910)		
577047	Garth, Susanne (10/10/1910)		
856288	Nash, Chloe (10/10/1910)		

A yellow box contains the instruction: "Moderation Date Please enter a moderation date in the format DD/MM/YYYY".

Diagonal text in the spreadsheet reads: "8425-[C=3,L=One] Internet Safety for IT users H1502.0.154" and "8808-[C=3,L=One] Internet Safety for IT users H1502.0.154".

Once the document has been completed, within QuartzWeb select the E-Results link from the main menu bar and using the 'Browse...' button navigate to the saved Excel document and select **Submit**.

Please ensure that all results are uploaded through QuartzWeb prior to the EQA visit.

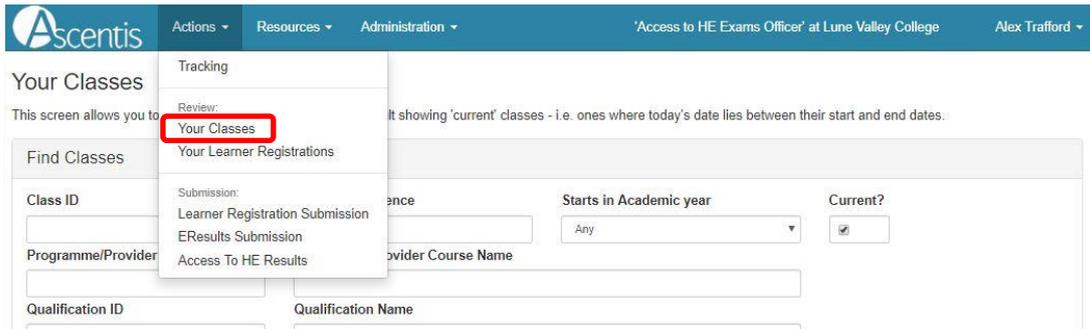
4 DIRECT ENTRY RESULTS BY UNIT



4.1 Submitting Direct Entry grades

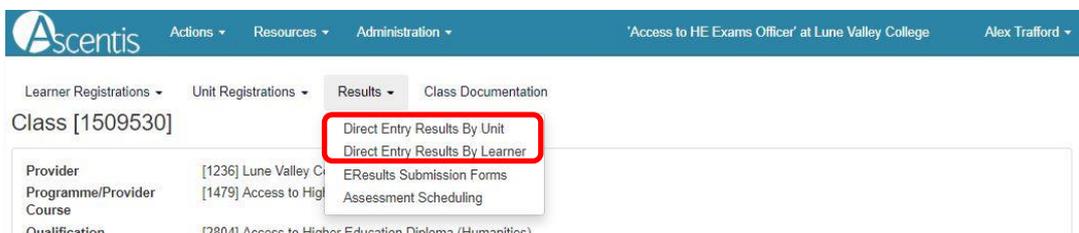
The Direct Entry Results by Unit is an optional feature that will allow results to be entered directly into QuartzWeb and stored in the 'Basket' rather than completing and submitting the manual mark sheet.

To access Direct Entry of Results by Unit, please select '**Actions**' and '**Your Classes**' from main menu bar in QuartzWeb.

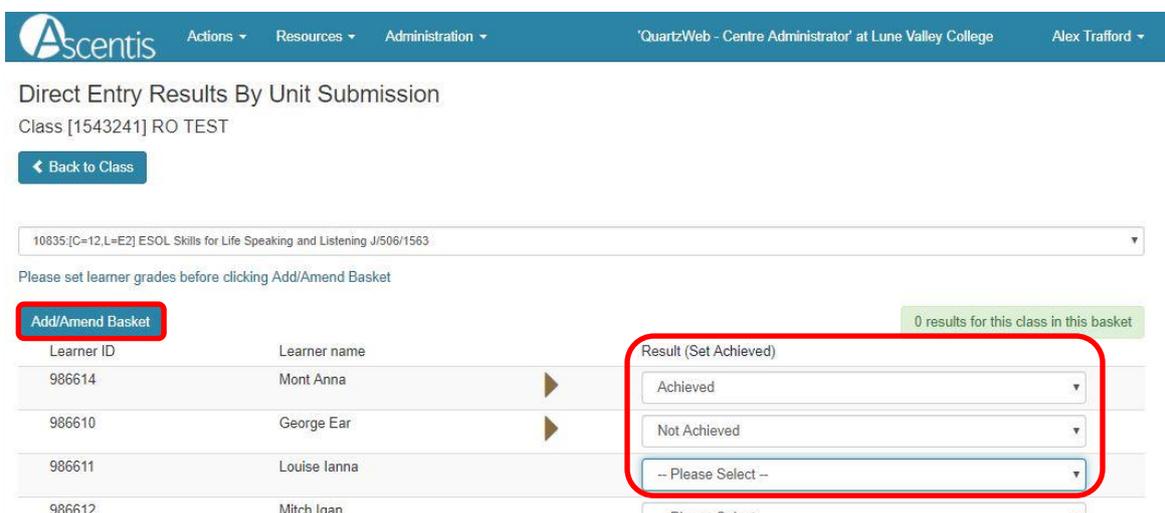


Then select the relevant class from the list provided and click the Class ID to display the learner registrations.

To continue, select '**Results**' and '**Direct Entry Results by Unit**' or '**Direct Entry Results by Learner**' from the class menu.



From the Direct Entry Results by Unit Submission page, select the required Unit from the dropdown provided, the list of learners will appear below.



To enter individual grades for each learner, use the dropdown menu provided under **'Grades'** or click **'(Set Achieved)'** from the column header to set all learners as **'Achieved'**.

When all grades have been entered for the unit, click **'Add/Amend Basket'** to store the grades, ready for submission. When grades have been submitted to the basket, a basket icon  will appear and the number of results will be displayed as a number at the top right hand side of the page.



For grades that require a numerical value entered instead of an 'Achieved' option, the number may be entered directly into the Mark column.

Direct Entry Results By Unit Submission
Class [1512239]
← Back to Class

6797:[C=2,L=One] Environmental Sustainability L/602/1107

Please set learner grades before clicking Add/Amend Basket

Add/Amend Basket 0 results for this class in this basket

Learner ID	Learner name	Result
867255	Dummy Learner 1	95
867256	Dummy Learner 2	88
867257	Dummy Learner 3	

Additional units may be selected from the dropdown menu to continue adding grades to the class or select **'Back to Class'** to return to the previous page.

Once all grades have been entered as Direct Entry of Results by Unit, navigate to the basket by clicking on the number at the top right hand side of the screen. This will display all results awaiting submission. The dropdown menu will allow for selection by class or the option to submit all results in the basket.

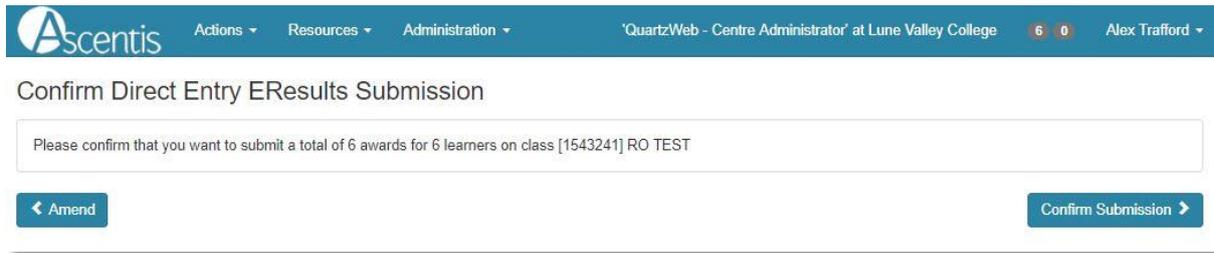
Direct Entry Basket

--All-- Submit >

Learner ID	Learner	Unit ID	Unit	Level	RITS	National Code	Class	Result	Option
986614	Anna, Mont	10835	ESOL Skills for Life Speaking and Listening	E2	J/506/1563		[1543241] RO TEST	Achieved	Amend Remove
986610	Ear, George	10835	ESOL Skills for Life Speaking and Listening	E2	J/506/1563		[1543241] RO TEST	Not Achieved	Amend Remove
986611	Ianna, Louise	10835	ESOL Skills for Life Speaking and Listening	E2	J/506/1563		[1543241] RO TEST	Achieved	Amend Remove
986612	Igan, Mitch	10835	ESOL Skills for Life Speaking and Listening	E2	J/506/1563		[1543241] RO TEST	Achieved	Amend Remove
986613	Land, Mary	10835	ESOL Skills for Life Speaking and Listening	E2	J/506/1563		[1543241] RO TEST	Achieved	Amend Remove
986609	Wear, Della	10835	ESOL Skills for Life Speaking and Listening	E2	J/506/1563		[1543241] RO TEST	Achieved	Amend Remove

At this point the option of amending learner grades or removing the grades from the basket is made available. To submit the grades to Ascentis, please select **'Submit'**.

A confirmation page will appear displaying grade submission information and the option to make amendments if necessary, to continue with grade submission, please select **'Confirm Submission'**.

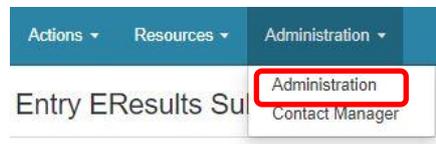


An automatic email will be generated at this stage notifying the EQA that grades have been entered and that grades are awaiting processing.

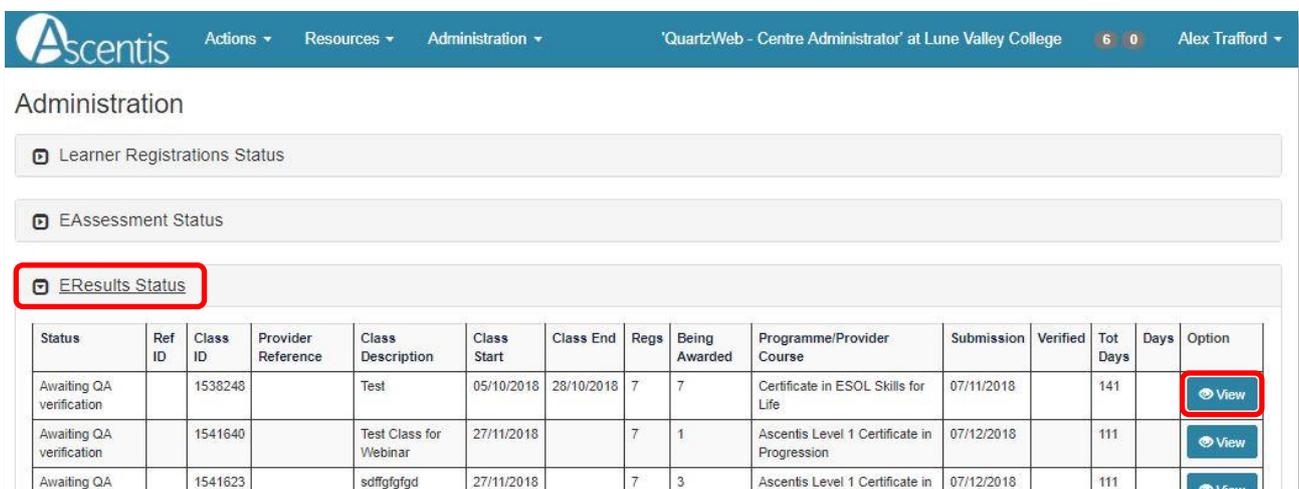
Results/assessments for all units for a particular learner's registration can be set on from a single page. The page accommodates all types of units (i.e. graded only, marked, grade-from-mark etc.)

4.2 Viewing and printing submitted grades

To view grades that have been submitted for verification, select **'Administration'** from the main menu bar.



From the Administration page, select **'EResults Status'** to view a list of classes that have results attached via the Direct Entry Results function.



Selecting the **'View'** button will provide a detailed list of results for learners within the selected class.

Ascentis Actions Resources Administration Quartz/Web - Centre Administrator at Lune Valley College 6 0 Alex Trafford

View EResults

View EResults for Class Test [1538248]

Learner ID	Learner	Unit ID	Unit	Level	RITS	National Code	Result
952536	McLearner1, Dummie	10843	ESOL Skills for Life Writing	E2	R/506/1629		Achieved
952537	McLearner2, Dummie	10843	ESOL Skills for Life Writing	E2	R/506/1629		Achieved
952538	McLearner3, Dummie			E2	R/506/1629		Achieved
952539	McLearner4, Dummie			E2	R/506/1629		Achieved
952540	McLearner5, Dummie			E2	R/506/1629		Achieved
952541	McLearner6, Dummie			E2	R/506/1629		Achieved
952542	McLearner7, Dummie			E2	R/506/1629		Achieved

Context menu options:

- Back (Alt+Left Arrow)
- Forward (Alt+Right Arrow)
- Reload (Ctrl+R)
- Save as... (Ctrl+S)
- Print... (Ctrl+P)
- Cast...
- Translate to English
- View page source (Ctrl+U)
- Inspect (Ctrl+Shift+I)

To print the results information, right click within the report and select print, your local printer settings will appear automatically.

5 ROCC- CHECK



Wherever a registration is in the context of a specific qualification, QuartzWeb users will be able to run the full ROCC checking function to confirm that a combination of awarded units and registered units will be sufficient for a learner/candidate to achieve that qualification.

The screenshot shows the Ascentis QuartzWeb interface for a Centre Administrator at Lune Valley College. The page displays details for Class [1510702], including provider information, course details, and learner statistics. Below this, there is a section for 'Programme Run Administration Events' and a 'Learner Registrations' table. The table lists learners with columns for Actions, All, Learner ID, ULN, Title, Forename, Surname, Date of Birth, Status, Metrics, Registered On, and Registered. A dropdown menu is open for the first learner (Waylon Smithers), and the 'Check registered qualification' option is highlighted with a red box.

Actions	All	Learner ID	ULN	Title	Forename	Surname	Date of Birth	Status	Metrics	Registered On	Registered
Actions	<input type="checkbox"/>	862733			Waylon	Smithers (more...)	10/10/1910	Not Specified	<input type="checkbox"/> Metrics	Ascentis Level 2 Award in Healthy Living	03/05/2017
					Martin	Prince (more...)	10/10/1910	Not Specified	<input type="checkbox"/> Metrics	Ascentis Level 2 Award in Healthy Living	03/05/2017
					Moe	Syzslak (more...)	10/10/1910	Not Specified	<input type="checkbox"/> Metrics	Ascentis Level 2 Award in Healthy Living	03/05/2017
					Millhouse	Van Houten (more...)	10/10/1910	Not Specified	<input type="checkbox"/> Metrics	Ascentis Level 2 Award in Healthy Living	03/05/2017
					Bart	Simpson (more...)	10/10/1910	Not Specified	<input type="checkbox"/> Metrics	Ascentis Level 2 Award in Healthy Living	03/05/2017
					Ned	Flanders (more...)	10/10/1910		<input type="checkbox"/> Metrics	Ascentis Level 2 Award in Healthy Living	03/05/2017
					Derevy	Cumbls (more...)	10/10/1910	Not Specified	<input type="checkbox"/> Metrics	Ascentis Level 2 Award in Healthy Living	03/05/2017

The check is always against both achieved and registered units. 'Registered' units means any units explicitly registered against the relevant learner or units registered against the class/batch/cohort.

Qualification Check

Weylon Smithers
Ascentis Level 2 Award in Healthy Living

[group] Quartz Entry Level / Optional Units: OK
[group] Quartz Entry Level / Optional Units: OK
[group] Quartz Entry Level: OK

NOTE

These are results from a check of the rules-of-combination **assuming** the candidate achieves **all** the units they are currently registered on, and that in the meantime no currently achieved units cease to be applicable.

Cancel

Actions	All	Learner ID	ULN	Registered
Actions -		862733		Award in Healthy Living 03/05/2017
Actions -		862734		Award in Healthy Living 03/05/2017
Actions -		862735		Award in Healthy Living 03/05/2017
Actions -		862736		Award in Healthy Living 03/05/2017
Actions -		862737		Award in Healthy Living 03/05/2017
Actions -		862738	Need	Flanders (more...) 10/10/19/10 Not Specified Metrics Ascentis Level 2 Award in Healthy Living 03/05/2017
Actions -		862739	Barney	Qumle (more...) 10/10/19/10 Not Specified Metrics Ascentis Level 2 Award in Healthy Living 03/05/2017
Actions -		862740	Etha	Katapper (more...) 10/10/19/10 Not Specified Metrics Ascentis Level 2 Award in Healthy Living 03/05/2017

The operation will only be available when either:

1. The registration has a specific qualification against it
2. The class/batch/cohort has a specific qualification against it

The ROCC-Check option appears (when available) on the 'Actions' menu, which is present against each learner registration.

6 E-CERTIFICATES

6.1 Accessing E-Certificates

Once your results have been submitted to Ascentis, verified and processed, the option to generate E-Certificates will be available for use.

To access the E-Certificates feature on QuartzWeb, navigate to the class screen by selecting 'Actions' and 'Your Classes' from the main menu bar. The 'eCertificates' option will be available below the class details section.

The screenshot shows the Ascentis QuartzWeb interface for a class. The top navigation bar includes 'Actions', 'Resources', and 'Administration'. The user is logged in as 'Daniel Hobbs'. The page title is 'Class [1558777]'. Below the title, there are several tabs: 'Learner Registrations', 'Unit Registrations', 'Results', and 'Class Documentation'. The main content area displays class details:

- Provider: [1236] Lune Valley College
- Programme/Provider Course: [135422] Food Safety
- Qualification: [127250] Ascentis Level 2 Award in Food Safety in Catering
- Provider Reference: [127250] Ascentis Level 2 Award in Food Safety in Catering
- Class Start: 20/12/2019
- Site: BayView Campus (Beach Campus)
- Number of Learners: 6
- Tutor: Team, Registrations
- Purchase Order No: [127250] Ascentis Level 2 Award in Food Safety in Catering
- Class End: 31/01/2020
- Minimum Age: 14
- Quality Personnel: None

Below the details, there are several options, with 'eCertificates' highlighted by a red box:

- eCertificates
- Programme Run Administration Events
- [Enter Single Learner Registration](#)

The 'Learner Registrations' section is visible below, with a table of learner data:

Actions	All	Learner ID	ULN	Title	Forename	Surname	Date of Birth	Status	Metrics	Registered On	Registered
Actions	<input type="checkbox"/>	1083696		—	One of	five (more...)	10/10/1985		<input type="checkbox"/> Metrics	Ascentis Level 2 Award in Food Safety in Catering	20/12/2019

6.2 Generating E-Certificates for learners

Before the E-Certification process can take place, Learners must be selected by ticking individual learners within the class or by clicking 'All' in the learner table header.

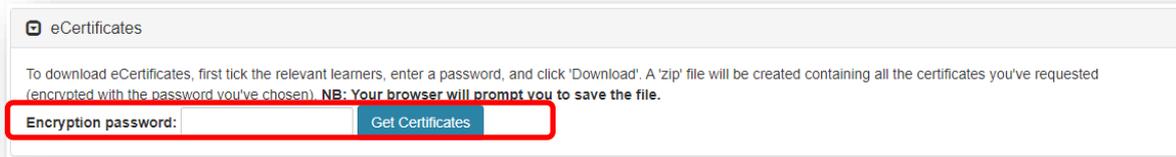
The screenshot shows the 'Learner Registrations' section of the Ascentis QuartzWeb interface. The 'All' checkbox in the table header is highlighted with a red box:

Actions	All	Learner ID	ULN	Title	Forename	Surname	Date of Birth	Status	Metrics	Registered On	Registered
Actions	<input type="checkbox"/>	1083696		—	One of	five (more...)	10/10/1985		<input type="checkbox"/> Metrics	Ascentis Level 2 Award in Food Safety in Catering	20/12/2019
Actions	<input type="checkbox"/>	1083697		—	Two of	Five (more...)	11/10/1985	Not Specified	<input type="checkbox"/> Metrics	Ascentis Level 2 Award in Food Safety in Catering	20/12/2019

6.2 Producing the E-Certificates

Once the learners have been selected, click the 'eCertificates' button to show the encryption pane and enter a password to be used for the file.

Please note: any password may be used for the encryption, this will be used to access the file once downloaded.



The screenshot shows a dialog box titled 'eCertificates'. It contains the following text: 'To download eCertificates, first tick the relevant learners, enter a password, and click 'Download'. A 'zip' file will be created containing all the certificates you've requested (encrypted with the password you've chosen). NB: Your browser will prompt you to save the file.' Below this text is a form with a label 'Encryption password:' followed by a text input field and a 'Get Certificates' button. A red rectangle highlights the input field and the button.

Once the password has been entered, click 'Get Certificates' this will download a file containing the certificates in PDF format.

The PDF certificates will have a QR code embedded in the bottom right hand corner of the document, this can be scanned on most mobile phones to authenticate the certificate.

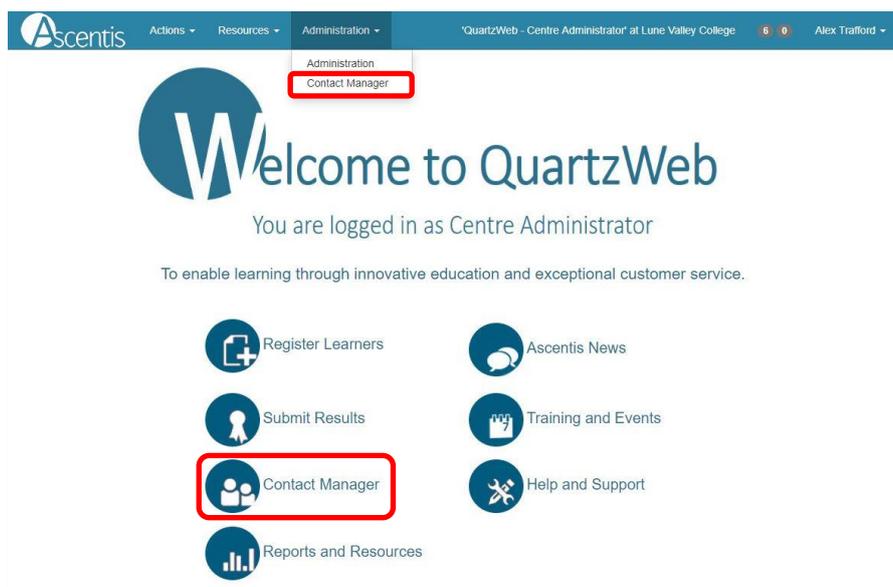
7 CONTACT MANAGER



7.1 Introduction to Contact Manager

The Contact Manager provides Super Users with the capability to manage, view and modify internal users, roles and sites at the centre.

This option is available to all Super Users, by selecting 'Contact Manager' from the Administration Menu in QuartzWeb. Alternatively, click the 'Contact Manager' button on the homepage.



The Contact Manager screen is set out as an alphabetical list of current users within the centre, each local user is displayed with their email, telephone, site and role.

Only **'valid'** contacts are displayed, if a contact has been ended, then a valid to date will appear in the right hand column for a period of 24 hours before being removed from the list, this allows the opportunity to renew the contact in the case of incorrect data entry.

Where a contacts role gives access to QuartzWeb a **'Globe'** icon will be displayed against the role. (🌐)

Displayed against each contact is an 'Actions' menu: this provides access to options to close the contact (and re-open if used in error), modify the contact and add another role to the contact

7.2 Add a New Contact

To add a new contact to QuartzWeb, select **'+Add New Contact'** at the top of the list and complete the contacts details.

GDPR
The centre Super User is responsible for maintaining up to date contact information for their centre. Please regularly review and update any contact information in order to ensure your data is kept as accurate as possible.

- Click '+Add New Contact' to add a new contact.
- To modify an existing contact, use an option from the contact's corresponding 'Actions' menu.
- Use 'Close/end this contact/Contacts role' to indicate that a contact has either left your organisation or no longer holds the role. (the row will go grey indicating that the role will no longer be valid after today)
- Use 'Re-Open this contact' to reverse the 'Close' option in the case that the option was used in error.
- Use 'Modify this Contact' to change details of a contact role. Please note: that changes to a Forename or Surname must be limited (unless the option to force a significant change is ticked) and the email cannot be changed to an email address that is already in use by a different user.
- Use 'Add a new role to this contact' to add a new role (and site) to an existing contact.

please note: Minor adjustments can be made to staff names but if a staff member leaves they will need to be deleted and new a staff profile added.

+Add New Contact

	ID	Foreame	Surname	Role	Job Title	Site	DDI Number	email	Until
Actions ▾	546150	Aaron	Catt	Access to HE Exams Officer 🌐	MIS Manager	Lune Campus			
Actions ▾	546150	Aaron	Catt	Access to HE Tutor 🌐		Lune Campus			
Actions ▾	546150	Aaron	Catt	Centre Administrator (Exams) 🌐		Lune Campus			
Actions ▾	546150	Aaron	Catt	Internal Verifier 🌐		Lune Campus			

Tip: If a new user will require access to QuartzWeb, please ensure the users email is entered and correct as this will be used to receive login credentials.

Add a New Contact screen:

Modify a Contact

Forename: Martin Surname: Jones Telephone: DDI telephone number

Significant change of name
Tick to allow a significant change to an existing contact's name (e.g. because of marriage or deed-poll).
For new contacts (i.e. new people) please use the 'Add New Contact' option.

Job title: Job title

Email: jonesm@lunevalley.ac.uk

Role: QuartzWeb - Centre Administrator Site: Lune Campus

Modify Cancel

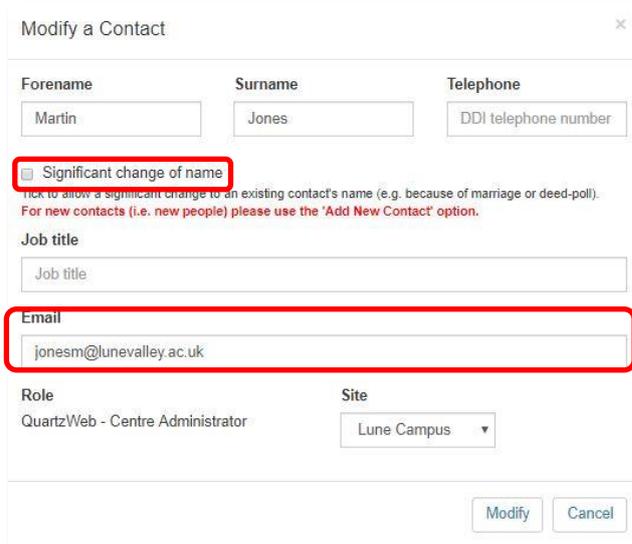
When the new contact has successfully added a new record, confirmation will appear after 5 seconds in the form of a green banner.



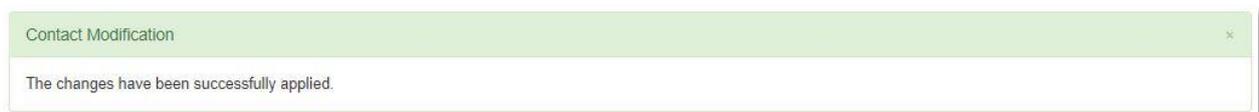
7.3 Modify a Contact

The modify contact screen (available through the **'Actions'** button) allows the Super User to make minor changes to the contacts name, email and site.

If significant name changes are required (e.g. due to marriage or deed-poll) the Super User must tick the **'Significant change of Name'** box.

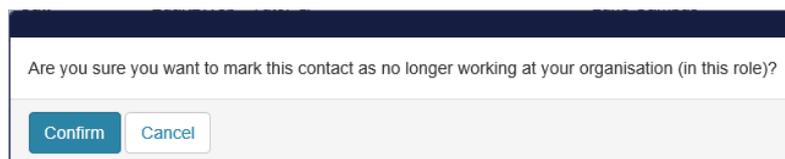
A screenshot of a web form titled "Modify a Contact" with a close button (x) in the top right. The form contains several input fields: "Forename" (containing "Martin"), "Surname" (containing "Jones"), "Telephone" (containing "DDI telephone number"), "Job title" (containing "Job title"), "Email" (containing "jonesm@lunevalley.ac.uk"), "Role" (containing "QuartzWeb - Centre Administrator"), and "Site" (a dropdown menu with "Lune Campus" selected). A checkbox labeled "Significant change of name" is checked and highlighted with a red box. Below this checkbox is a small text note: "Tick to allow a significant change to an existing contact's name (e.g. because of marriage or deed-poll). For new contacts (i.e. new people) please use the 'Add New Contact' option." At the bottom right of the form are "Modify" and "Cancel" buttons.

When the contact has successfully modified, confirmation will appear after 5 seconds in the form of a green banner.



7.4 Remove a contact

To remove a contact through Contact Manager, click the **'Actions'** button next to the contact and select either **'Close this role for this contact'** or **'Close ALL ROLES for this contact'** in the event of multiple roles being present for a contact.

A confirmation dialog box with a dark blue header and a light grey body. The text inside asks: "Are you sure you want to mark this contact as no longer working at your organisation (in this role)?" Below the text are two buttons: "Confirm" (in blue) and "Cancel" (in light blue).

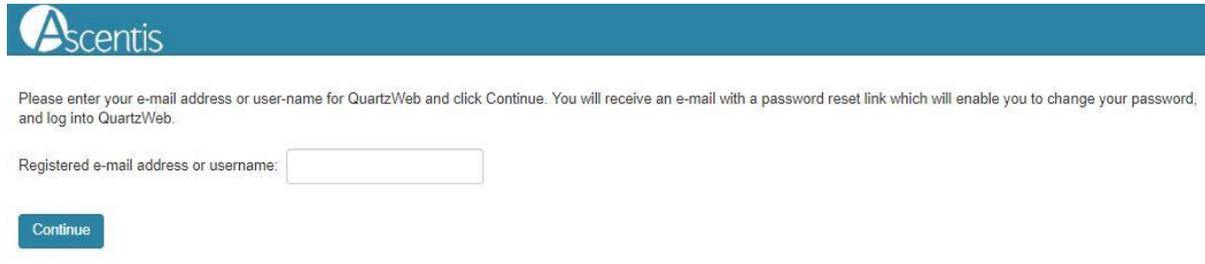
Select **'Confirm'** to close the contact. The row will display in grey for a period of 12 hours, after which the contact will be removed from the Contact Manager screen.

If a contact has been accidentally removed, then select **'Re-open this role for this contact'** from the **'Actions'** button.

7.5 New User QuartzWeb Login

Once a contact has been registered in Contact Manager, they will be required to select '**Forgotten your password**' on the QuartzWeb login screen.

The '**Request Password Reset**' screen will appear and request the users email address, a temporary password will be sent to the email address supplied.



The screenshot shows the Ascentis logo at the top left. Below it, a text prompt reads: "Please enter your e-mail address or user-name for QuartzWeb and click Continue. You will receive an e-mail with a password reset link which will enable you to change your password, and log into QuartzWeb." There is a text input field labeled "Registered e-mail address or username:" and a blue "Continue" button below it.

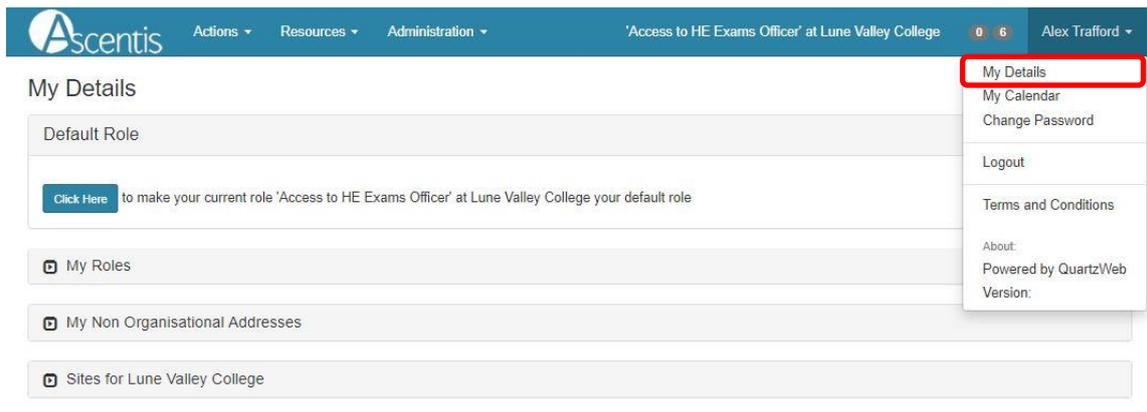
8 MANAGE ACCOUNT AND CENTRE DETAILS



8.1 Account administration

Clicking the dropdown menu next to your name at the right hand side of the screen will provide a breakdown of user information and provide the option to change your password.

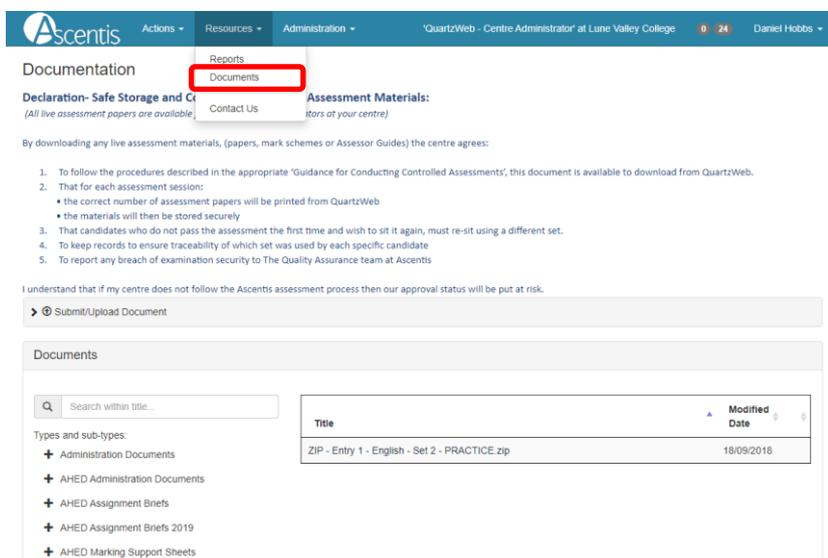
- **My Roles** will provide a list of roles that the user has for a centre or number of centres
- **My Non Organisational Addresses** will list any additional contact information supplied to Ascentis
- **Sites** will provide a list of sites that are available at the selected centre
- The opportunity to create a **default role**



The screenshot shows the Ascentis user interface. The top navigation bar includes the Ascentis logo, menu items for "Actions", "Resources", and "Administration", and the user's current role and name: "'Access to HE Exams Officer' at Lune Valley College" and "Alex Trafford". A dropdown menu is open next to the name, listing options: "My Details", "My Calendar", "Change Password", "Logout", "Terms and Conditions", "About:", "Powered by QuartzWeb", and "Version:". The "My Details" section is highlighted with a red box. Below the dropdown, the "My Details" page content is visible, showing a "Default Role" section with a "Click Here" button to make the current role the default, and three expandable sections: "My Roles", "My Non Organisational Addresses", and "Sites for Lune Valley College".

8.2 Documents and Exam Papers

QuartzWeb provides the ability to both upload and download documentation relevant to individual users or centres.



The documentation screen can be found under the Resources tab, Resources > Documents on the main menu.

To upload a document (usually Moderation or EV reports) select the correct type and sub type from the dropdown menus and select '**Choose file**' to locate the file on your local network or drag and drop your file directly into the box. Once the file has been located and selected, click **submit**.

The document download section of QuartzWeb is situated towards the bottom of the page. When a search is performed the results will automatically update to display all relevant documents. Documents can also be viewed by type and sub-type by selecting the relevant option to the left of the document list.

Exams papers (if available to your role) are held securely within the Documents Download area of QuartzWeb and are accessible by selecting the relevant document type, these are set out as e.g. English Live Papers or Mathematics Live Papers.

Tip: Live papers are available to download as full set .Zip files .

Please note: Only users with an Examinations enabled role will be granted access to the Live papers, to request access please contact your centre Superuser.

8.3 Filtering document lists in QuartzWeb

Documents lists in QuartzWeb can be found using either:

1. Live search feature, if you know the name of the document you are searching for
2. By using the + icon to filter through the document sub types

Q Search within title...

Types and sub-types:

- + Administration Documents
- + AHED Administration Documents
- + AHED Assignment Briefs
- + AHED Assignment Briefs 2019
- + AHED Marking Support Sheets
- + AHED Model 1 Specifications
- + AHED Model 2 Specifications
- + AHED Online Resources
- + AHED Sampling Reports
- + AHED Specifications 2019
- + Centre approvals - general
- + Centre Training
- + Construction and Maintenance Documents
- + Custom Bulk Upload File
- + Education and Training Literacy & Numeracy
- + English Skills Live Papers
- English Skills Practice Papers
 - English Skills Entry 1 Practice
 - English Skills Entry 3 Practice
 - English Skills Level 2 Practice
 - Not Set
- + EQA Reports To View 2018-2019

Title	Modified Date
ZIP - Entry 1 - English - Set 2 - PRACTICE zip	18/09/2018

9 SUPPORTING DOCUMENTATION

QuartzWeb AHED Guidance 2018
 QuartzWeb User Request Form 2018
 Standard Learner Registration Form 2018

Supporting Documentation may be requested by Emailing Ascentis at

quartzweb@ascentis.co.uk



ASCENTIS AWARDING ORGANISATION 2019/20

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