



User Guide

Contents

CONTENTS	2
1 INTRODUCTION	3
2 LOGGING IN	4
2.1 Logging in to Parnassus	4
2.2 Certificate Validator	5
2.3 Centre Details	6
3 CREATING COHORTS & REGISTERING LEARNERS	7
3.1 Creating a Cohort	7
3.2 Registration Criteria	9
3.3 Presenting Learner Information for Upload	10
3.4 Error checking and validation	13
3.5 Confirmation and processing	14
15	
3.6 Managing duplicate Learner registrations	16
3.7 Additional unit registration	18
4 ENTERING RESULTS	20
4.1 Entering Results	20
4.2 Confirmation and Processing	24
4.3 Online Exam Bookings	25
4.4 Direct Claims Status (DCS) Results	26
4.5 Non-Direct Claims Status (DCS) Results	26
5 CERTIFICATION	28
6 LEARNER MANAGEMENT	29
7 DOCUMENTATION	32
7.1 Viewing and Adding Centre Documents	32
7.2 Viewing and Downloading Assessment Documents	33
8 ROLES	35
8.1 Adding a new user to Parnassus	36

1 INTRODUCTION

1.1 What is Parnassus?

This guidance document provides instructions on how to use the Ascentis Parnassus Portal and relates to the processes involved from registration, through to verification and certification.

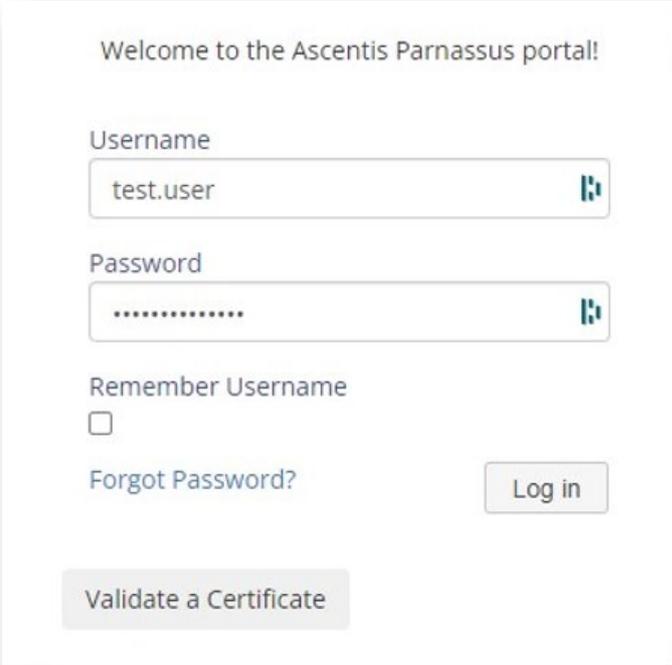
Parnassus provides centres with direct access to the Ascentis database (dependant on role) offering the ability to:

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

2 LOGGING IN

2.1 Logging in to Parnassus

To log in to Parnassus, firstly navigate to <https://parnassus.ascentis.co.uk/>. Enter your Username and Password in the relevant boxes and click 'Log in'.



Welcome to the Ascentis Parnassus portal!

Username
test.user

Password
.....

Remember Username

Forgot Password?

To gain access to Parnassus for relevant centre personnel, contact your centre's Centre User Manager, or for additional Centre User Manager accounts, please contact Ascentis at support@ascentis.co.uk. Centre User Manager authorisation will be made by Ascentis and a username and password will then be issued.

You can also select the 'Remember Username' tick box and Parnassus will store your Username for the next time you log in. It is recommended that this tick box is only selected if you are the sole user of your desktop/laptop/mobile device. If you are using a shared device, please do not select this option.

If you have forgotten your password, select **'Forgot Password?'** Enter your Username and click 'Submit'. A password reset link will be emailed to you to allow you to set a new password.

2.2 Certificate Validator

You can also validate a certificate via the login screen. Select the **'Validate a Certificate'** button, enter the learner's details and click **'Validate'** to check the authenticity of a learner's certificate.

Learner Certificate Validator

Either Scan a Certificate QR Code
Or complete the fields below to validate a certificate.

First Name*

Last Name*

Date of Birth (DD/MM/YYYY)*

Certificate Number*

Certificate Date (DD/MM/YYYY)*

I'm not a robot

 reCAPTCHA
Privacy - Terms

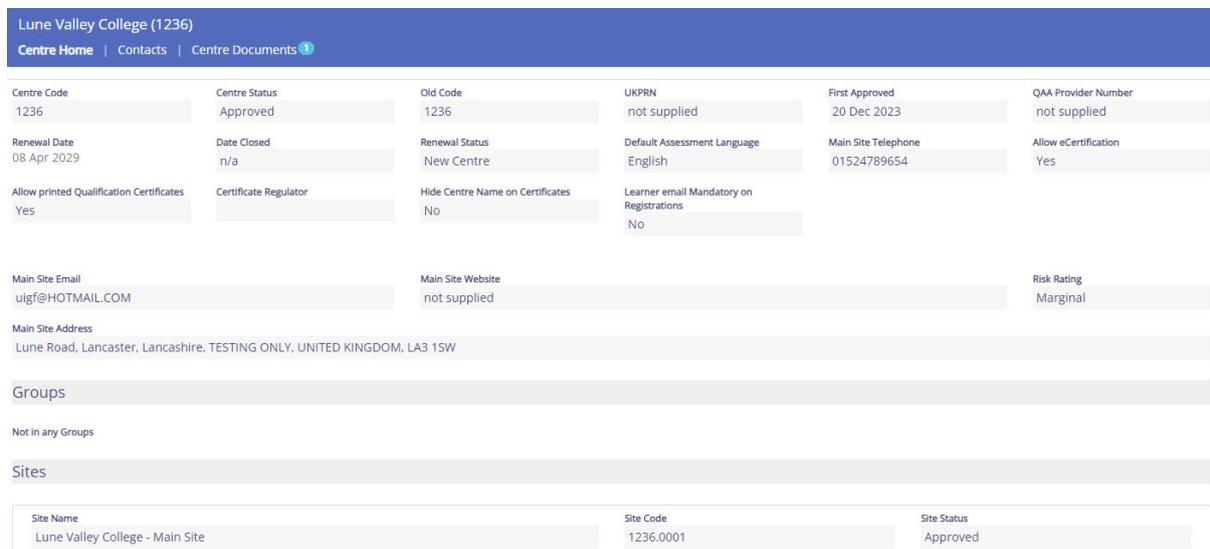
2.3 Centre Details

Once logged in, clicking on the "Centre" heading on the top ribbon will take you to your Centre home where you can find an overview of your Centre.

You will find important information on this Centre page as it displays the centre status, sites and approval dates amongst other things. Below are some important examples of what can be found in this Centre Page.



The default centre page will be shown below and there are various options to choose from.



Lune Valley College (1236)
Centre Home | Contacts | Centre Documents

Centre Code 1236	Centre Status Approved	Old Code 1236	UKPRN not supplied	First Approved 20 Dec 2023	QAA Provider Number not supplied
Renewal Date 08 Apr 2029	Date Closed n/a	Renewal Status New Centre	Default Assessment Language English	Main Site Telephone 01524789654	Allow eCertification Yes
Allow printed Qualification Certificates Yes	Certificate Regulator	Hide Centre Name on Certificates No	Learner email Mandatory on Registrations No		
Main Site Email uigf@HOTMAIL.COM		Main Site Website not supplied			Risk Rating Marginal
Main Site Address Lune Road, Lancaster, Lancashire, TESTING ONLY, UNITED KINGDOM, LA3 1SW					

Groups
Not in any Groups

Sites

Site Name Lune Valley College - Main Site	Site Code 1236.0001	Site Status Approved
--	------------------------	-------------------------

At the bottom of the Centre page, you will be able to view Sites that are associated with your centre, clicking one of these sites will take you to the site home.

Lune Valley College (1236)
 Lune Valley College - Main Site (1236.0001)
[Site Home](#) | [Qualifications](#)

Site Code 1236.0001	Site Status Approved	Function Registration	Site Type 02 - FE College / Tertiary College	Telephone 01524789654	Main Site Yes
Website not supplied			Assessment Language English	Email uigf@HOTMAIL.COM	
Address Lune Road, Lancaster, Lancashire, TESTING ONLY, UNITED KINGDOM, LA3 1SW				Regulator Region not supplied	
Centre Code 1236	Centre Status Approved	Centre Name Lune Valley College			
Mandatory PO Yes	Is for private study No	Account Number 7777777777	AO Category not supplied	AO Country not supplied	AO Region not supplied
PrCohort Direct Registration Import No	eCertification Email not supplied				
Certificate Site Name THIS IS A TEST					

Qualifications active for registration (Show all site qualifications)

Clicking into a qualification within a site will list information regarding any approval, statuses, approval dates or the Direct Claim Status.

Qualification Title Access to Higher Education Diploma (Computing)	Qualification Code 127170	Status Approved
Approval Date 25 Sep 2019	Direct Claims Status None	

3 CREATING COHORTS & REGISTERING LEARNERS

3.1 Creating a Cohort

Cohorts are a group of learners on the same qualification. They can be used to group learners together who are studying towards the same qualification and make it easier to sort and find their information. To add a new cohort, navigate to the 'Cohorts' main menu option, then click the 'Add Cohort' button.

The screenshot displays the 'Cohorts' management interface. The top navigation bar includes 'Centres', 'Learners', 'Qualification', 'Certificates', 'Reporting', 'Cohorts', 'Contacts', 'Admin', and 'Documents'. The 'Cohorts' menu item is highlighted, and a red arrow points to the 'Add Cohort' button in the top right corner. The main content area features a 'Cohort Search' section with a search bar and a table of cohorts. The table has columns for Cohort Number, Cohort Title, Status, Site, Qualification Code, Qualification Title, and Facilitators. Below the table is a pagination control showing 'Showing 1 to 10 of 32 entries' and page numbers 1, 2, 3, 4, Next. On the right side, there is a 'Your Recent Activity' section listing recent cohort actions.

Cohort Number	Cohort Title	Status	Site	Qualification Code	Qualification Title	Facilitators
5000182		Approved	3349.001	2855	PILOT TEST QUAL - Ascentis Entry ...	0
5000181		Approved	1236.000	2855	PILOT TEST QUAL - Ascentis Entry ...	0
5000180		Approved	3348.001	127206	PILOT TEST QUAL - Ascentis Level ...	0
5000179		Approved	3348.001	2855	PILOT TEST QUAL - Ascentis Entry ...	0
5000178		Approved	3348.001	2520	PILOT TEST QUAL - Ascentis Level ...	0
5000176		Approved	3349.001	2855	PILOT TEST QUAL - Ascentis Entry ...	0
5000175		Approved	3351.001	2855	PILOT TEST QUAL - Ascentis Entry ...	0
5000173		Approved	3348.001	2520	PILOT TEST QUAL - Ascentis Level ...	0
5000172		Approved	3349.001	2855	PILOT TEST QUAL - Ascentis Entry ...	0
5000171		Approved	1236.000	126621	Ascentis Level 1 Certificate in Em...	0

Showing 1 to 10 of 32 entries

Previous 1 2 3 4 Next

Your Recent Activity

- Cohort: 5000142 (5000142) Pin
- Cohort: 5000131 (5000131) Pin
- Cohort: 5000130 (5000130) Pin
- Centre: LUNE Valley (1236) Pin

You will be prompted to select the site where learning is taking place, as well as the qualification which the learner(s) will be working towards.

The screenshot shows a web form with the following sections:

- Centre:** LUNE Valley
- Site:** A dropdown menu with the selected value "1236.009: Parnassus Testing Workshop".
- Qualification:** A dropdown menu with "Please Select..." selected. The dropdown list is open, showing the following options:
 - Please Select...
 - 2520: Ascentis Level 1 Diploma in Skills for Employment in the Construction Industries
 - 2855: Ascentis Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 3)
 - 127206: Ascentis Level 1 Extended Award in English (Stepping Stones to Functional Skills)
 - 126986: Ascentis Entry Level Certificate in Character Education (Entry 3)

Once you have completed your site and qualification you will be prompted to enter the following additional information for your cohort:

Cohort Title – **Optional** (If not added, Cohort ID will be used)

Tutor – **Optional**

Start Date – **Mandatory**

End Date – **Mandatory**

Max Registrations - **Optional**

No of Resources – **Optional**

Estimated Attendees - **Optional**

Purchase Order - **Mandatory**

Once you have added in the relevant information for your cohort, click the 'save' button.

The screenshot shows the top navigation bar with links for Workflows, Centres, Learners, Reporting, Cohorts, and Documents. Below the navigation bar is the Cohort Search section, which includes:

- A "Cohort Search" label.
- A "Show" dropdown menu set to "10" entries.
- A "Show Live Cohorts Only" checkbox, which is checked.
- A "More Filters" button.
- A search input field with the label "Search:".

You can search for Live or Closed cohorts by using the search option at the top of the Cohort overview page. Unchecking the "Show Live Cohorts Only" will show Live and Closed Cohorts. Leaving the option checked will only show Live Cohorts. You can search by using the Cohort Number or the title of the Cohort.

Add Event



Centre
Lune Valley College

Site

1236.0001: Lune Valley College - Main Site

Qualification

2853: Ascentis Level 2 Certificate in ESOL Skills for Life

Cohort Title

Test Cohort

Tutor

None

Start Date*

01/01/2024

End Date*

06/01/2024

Max Registrations

No of Resources

Estimated Attendees

Purchase Order

3125521

Save

Cancel

3.2 Registration Criteria

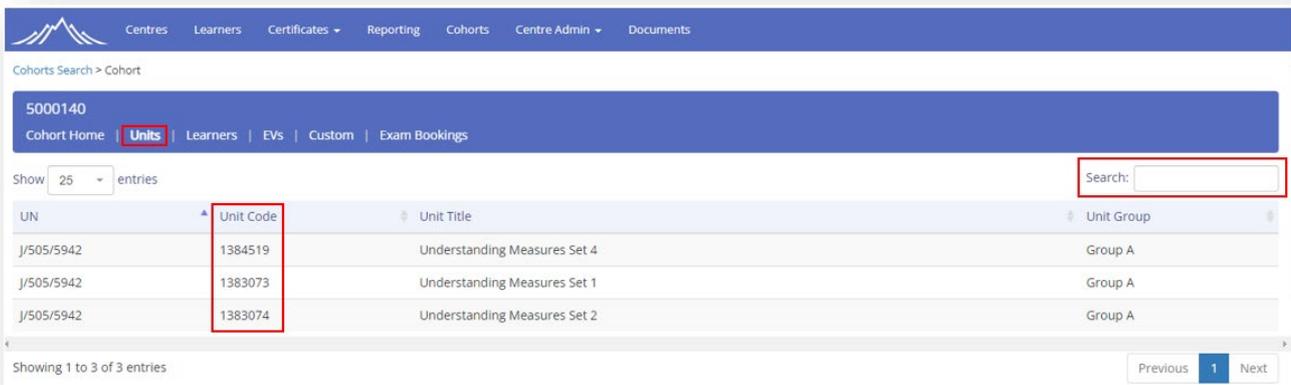
The Ascentis Parnassus Portal is for use by centres that have been recognised by Ascentis to deliver the qualifications. Learner information should be uploaded to the Parnassus Portal by means of either a .csv file or .xls document. The file template is available via the Ascentis website (ascentis.co.uk), or via the **'Documents'** section of Parnassus (Registration File Upload). Clicking the link below will download this Registration file automatically in your browser.

https://www.ascentis.co.uk/files/general_documents/Registration%20File%20%20-%20Master.xlsx

Learner registration files must be completed using the standard Parnassus Registration Upload File format. If Unit Registrations are to be included on the Registration Import File, one line per Unit Registration must be added. Data can be copied and pasted down to speed up the entering of data:

NB: If a Unit within a Qualification is mandatory (i.e. it must be taken as part of the Qualification structure) you do not have to add this as a unit code. Parnassus will automatically register learners on mandatory units within a Qualification.

In order to identify the correct unit code(s) to register your learner(s) on, navigate to the 'Units' tab of the cohort. This will give you a list of available units within the qualification you have selected. You can search for specific units using the Search box, increase the number of units you can see at any time by selecting a new number from the 'Show XXX entries' field, or sort the information by any column by clicking the relevant header:



Cohorts Search > Cohort

5000140

Cohort Home **Units** | Learners | EVs | Custom | Exam Bookings

Show 25 entries

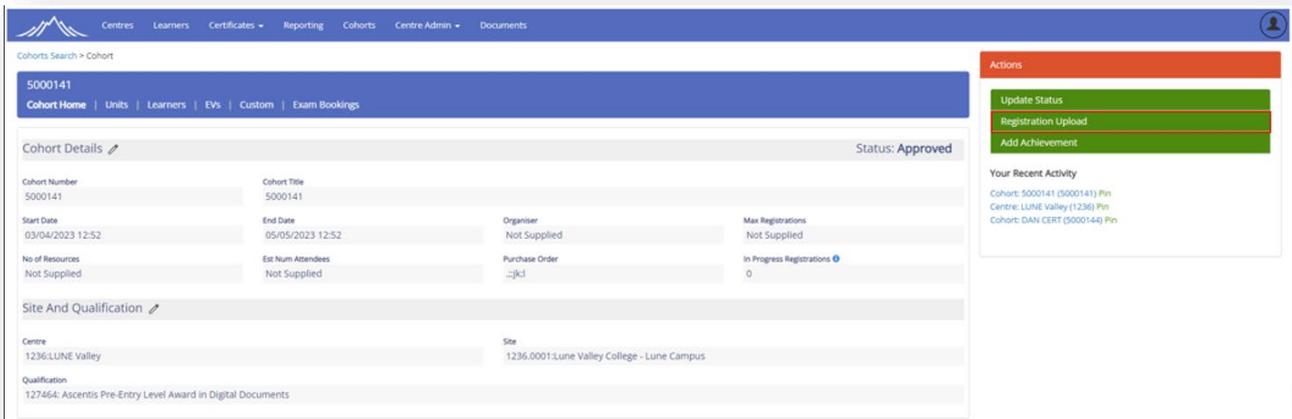
UN	Unit Code	Unit Title	Unit Group
J/505/5942	1384519	Understanding Measures Set 4	Group A
J/505/5942	1383073	Understanding Measures Set 1	Group A
J/505/5942	1383074	Understanding Measures Set 2	Group A

Showing 1 to 3 of 3 entries Previous 1 Next

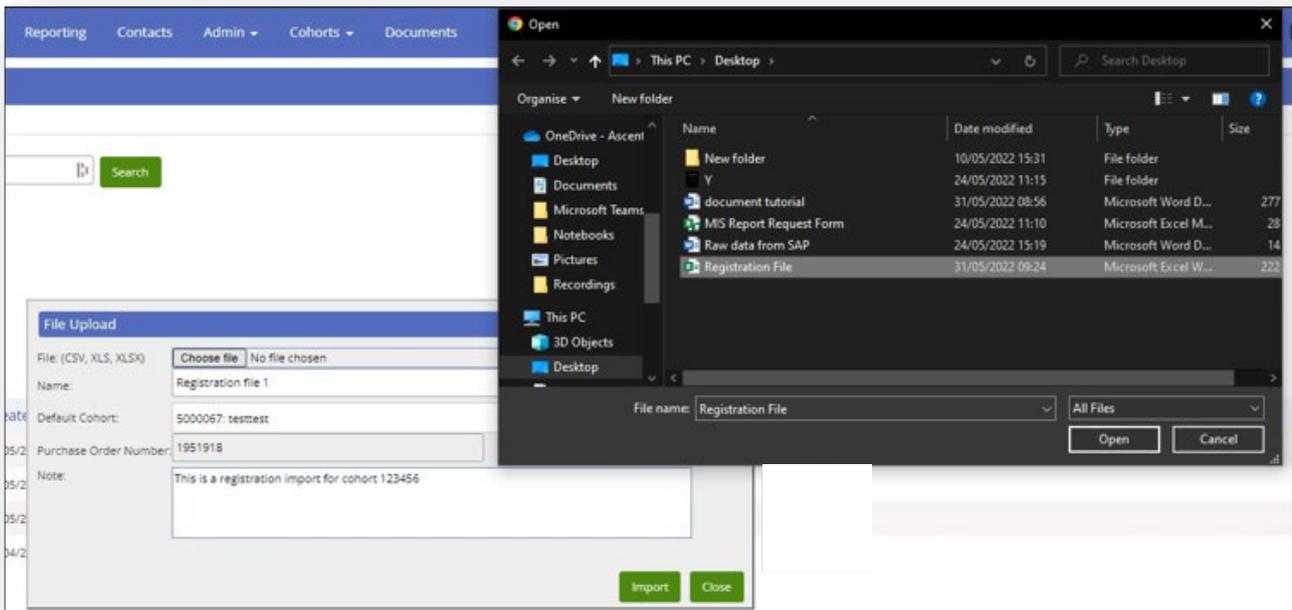
Once you have completed your registration file, save this to a secure location and continue with the Registration Upload process.

You will now be able to add registrations to your cohort by clicking the

[Registration Upload](#)

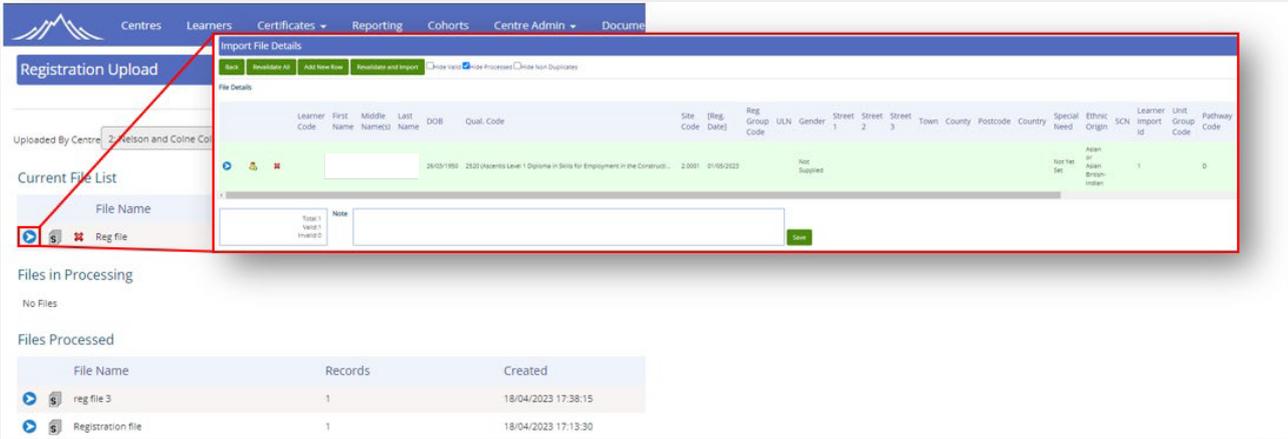


Enter a name for your Registration Import File and choose the file you have created using the **'Choose file'** button, and select **'Import'**. You can also add notes to your Registration Import if required:



3.4 Error checking and validation

Once your file has been processed, the Registration File will go into the 'Current Files List' section of the Registration Upload screen. By clicking the  icon next to your Import File, you can then review and amend your Learner Registration Data:

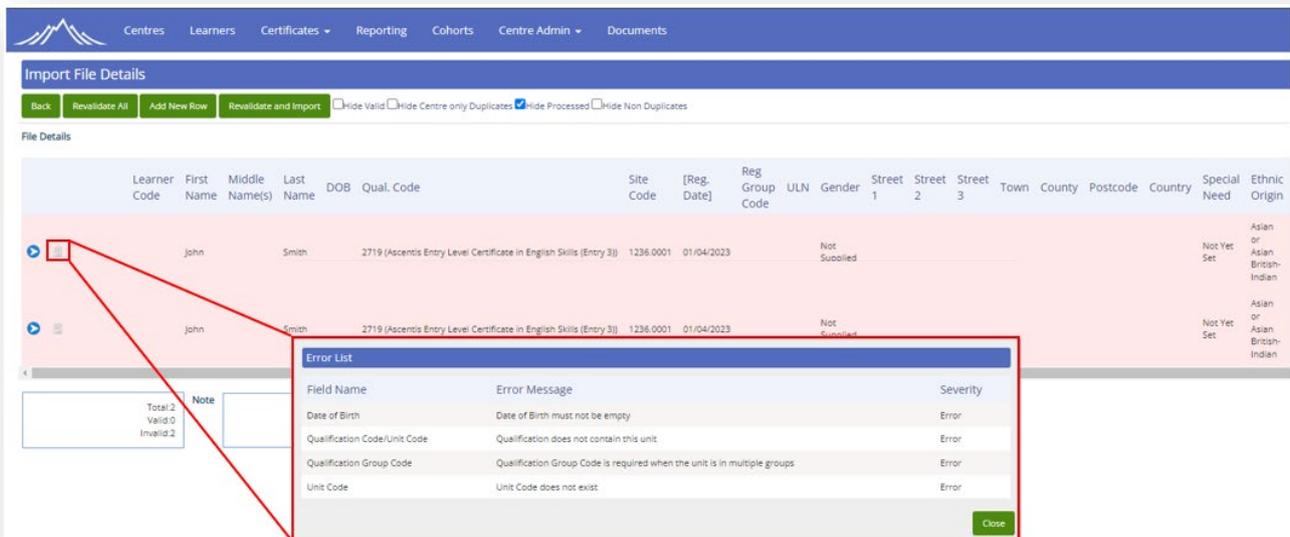


The screenshot shows the 'Registration Upload' interface. The 'Current File List' shows a file named 'Reg file' with a play icon. The 'Import File Details' section displays a table with the following data:

Learner Code	First Name	Middle Name(s)	Last Name	DOB	Qual. Code	Site Code	[Reg. Date]	Reg. Group Code	ULN	Gender	Street 1	Street 2	Street 3	Town	County	Postcode	Country	Special Need	Ethnic Origin	Learner Import Id	Unit Group Code	Pathway Code
				28/02/1992	2520 (Ascendis Level 1 Diploma in Skills for Employment in the Construct...	23001	01/05/2023			Not Supplied								Not Yet Set	Asian or Asian-British-Indian	1	0	

The Import File Details screen will show you a summary of your Learner Registration file, including each individual learner to be imported, a duplicate Learner check if the learner is a potential duplicate and overall import statistics. If the Learner information is accepted and in the correct format, the learner will be displayed in **green**.

If there are any issues, such as potential duplicate registrations, the line will be displayed in **yellow**. The Learner import can still be processed, however it is important that the information is checked before proceeding.



The screenshot shows the 'Import File Details' screen with an error list dialog box open. The error list contains the following information:

Field Name	Error Message	Severity
Date of Birth	Date of Birth must not be empty	Error
Qualification Code/Unit Code	Qualification does not contain this unit	Error
Qualification Group Code	Qualification Group Code is required when the unit is in multiple groups	Error
Unit Code	Unit Code does not exist	Error

The background table shows two learner records, one of which is highlighted in yellow:

Learner Code	First Name	Middle Name(s)	Last Name	DOB	Qual. Code	Site Code	[Reg. Date]	Reg. Group Code	ULN	Gender	Street 1	Street 2	Street 3	Town	County	Postcode	Country	Special Need	Ethnic Origin	Learner Import Id	Unit Group Code	Pathway Code
	John		Smith		2719 (Ascendis Entry Level Certificate in English Skills (Entry 3))	1236.0001	01/04/2023			Not Supplied								Not Yet Set	Asian or Asian-British-Indian			
	John		Smith		2719 (Ascendis Entry Level Certificate in English Skills (Entry 3))	1236.0001	01/04/2023			Not Supplied								Not Yet Set	Asian or Asian-British-Indian			

If there are any absolute errors, such as missing mandatory information, or incorrect unit codes, the line will be displayed in **red**. In this instance, the registration line must be cancelled and/or resubmitted before proceeding with the Learner registration.

In any circumstance where the Learner Import is **not green**, further information as to the nature of the error can be found by clicking the  icon next to the relevant Learner Import.

If any errors are found which prevent the Learner Registration File from being processed, one of two methods must be used to rectify this:

1. The data must be removed by clicking the  icon next to the relevant line(s) flagged as erroneous.
2. The Import file must be cancelled, amended and resubmitted. This can be done by clicking **'back'** at the top left hand corner of the screen, and then selecting the  icon next to the relevant Registration Import file. Once the Registration Import file disappears, it can be resubmitted using the method described above.

3.5 Confirmation and processing

Once you are satisfied with the Registration File and the data has been validated, select the **'Revalidate and Import'** button at the top of the screen to process your Learner Registration file:



Learner Code	First Name	Middle Name(s)	Last Name	DOB	Qual. Code	Site Code	(Reg. Date)	Reg Group Code	ULN	Gender	Street 1	Street 2	Street 3	Town	County	Postcode	Country	Special Need	Ethnic Origin	SCN	Learner Import Id	Unit Group Code	Pathway Code
				28/03/1990	2520 (Ascents Level 1 Diploma in Skills for Employment in the Construct...	2.0001	01/05/2023			Not Supplied								Not Yet Set	Asian or Asian British-Indian		1		0

Total: 1
Valid: 1
Invalid: 0

Note

Save

This will move your Learner Registration File from **'Current Files List'** to **'Files Processed'**:

Centres Learners Qualification Certificates Reporting Cohorts Contacts Admin Documents

Registration Upload

Uploaded By Centre: All File Name: Search

Current File List

File Name	Records	Created	Modified	Created By
	2	20/04/2023 09:33:32	20/04/2023 09:33:32	
	1	19/04/2023 11:37:05	19/04/2023 11:37:05	
	1	18/04/2023 17:33:19	18/04/2023 17:33:19	

Files in Processing
No Files

Files Processed

File Name	Records	Created	Modified	Created By
	6	19/04/2023 17:51:43	19/04/2023 17:52:23	
	6	19/04/2023 17:36:03	19/04/2023 17:36:15	
	12	19/04/2023 11:48:22	19/04/2023 11:54:43	
	6	19/04/2023 11:42:05	19/04/2023 11:48:36	
	8	19/04/2023 11:36:30	19/04/2023 11:42:46	
	1	19/04/2023 11:31:41	19/04/2023 11:41:02	
	12	19/04/2023 11:33:55	19/04/2023 11:39:53	
	15	19/04/2023 11:16:55	19/04/2023 11:19:50	
	1	18/04/2023 17:38:15	18/04/2023 17:39:46	
	1	18/04/2023 17:13:30	18/04/2023 17:19:41	

You will now be able to see your newly imported Learner(s) within their Cohort, or via the **'Learners'** screen:

Centres Learners Qualification Certificates Reporting **Cohorts** Contacts Admin Documents

Cohorts Search > Cohort

Cohort Home | Facilitators | Units | **Learners** | EVs | Custom | Notes | Exam Bookings

Show 10 entries Search:

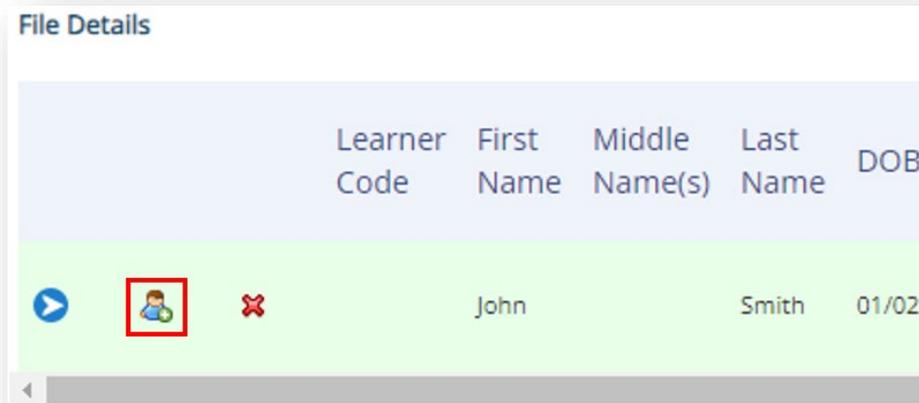
Learner Code	First Name	Last Name	Registration Status	Registration Date
<input type="text" value="Type to filter"/>	<input type="text" value="Type to filter"/>	<input type="text" value="Type to filter"/>	<input type="text" value="Select values"/>	
1295046	Beth	Smith	Complete	01/04/2023
1295047	Sarah	Thetest	Complete	01/04/2023

Showing 1 to 2 of 2 entries Previous 1 Next

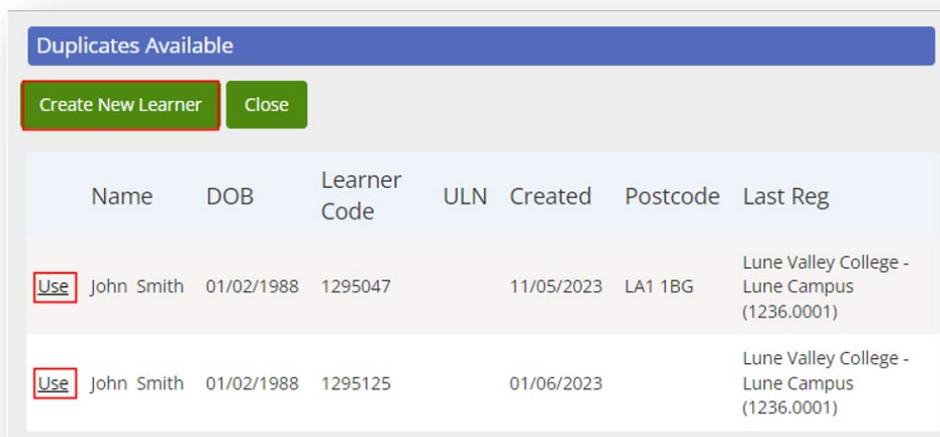
3.6 Managing duplicate Learner registrations

On occasion, you may register learners in Parnassus who have previously registered on other qualifications/cohorts. This process can be managed when registering your learners using the 'Potential Duplicate' button next to your learner registrations.

If a learner is identified as being a potential duplicate an icon will appear next to them:



Once this button is clicked, Parnassus will give you the option to either merge the learner with an existing one, or create a new learner:



Once a selection is made, Parnassus will revalidate the relevant learner(s) and they will display in **green** with a tick if valid:

Learner Code	First Name	Middle Name(s)	Last Name
			John Smith

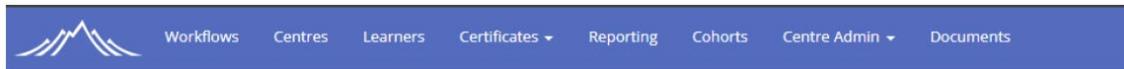
If there are any issues/discrepancies, the learner will show in **yellow** with an error report button which can be clicked to identify the issue:

Learner Code	First Name	Middle Name(s)	Last Name
			1295047 John Smith

NB: If no choice is made the default action will be to create a new learner. Please check for the duplicate learner button before proceeding with your registrations

3.8 Attendance lists

Attendance lists are now located within the "Reporting" heading located at the top of the page.



Once you have clicked Reporting, please click "Custom Reports" and then "Attendance Lists".



Here we see the "Attendance List" report. Once selected it will ask for a Cohort ID. The Centre ID will default to the Centre which you are registered too. Entering the Cohort ID will show the attendance list for that cohort. From here you can select the save icon to download a copy which will then make the report editable.

A screenshot of a 'Report Viewer' window. The title is 'Attendance list for all Controlled Assessments'. It shows details for 'Lune Valley College - Main Site' with a 'Qualification Code' of 2867 and a 'Qualification Title' of 'Ascentis Entry Level Award in ESOL Skills for Life (Reading) (Entry 1)'. The 'Cohort ID' is 5000979 and the 'Test Date' is blank. Below this is a table with 7 rows of learner data. At the bottom, there are fields for 'Invigilator's Name (Please Print)' and 'Invigilator's Signature' with a 'Date' field. The Ascentis logo is in the top right corner.

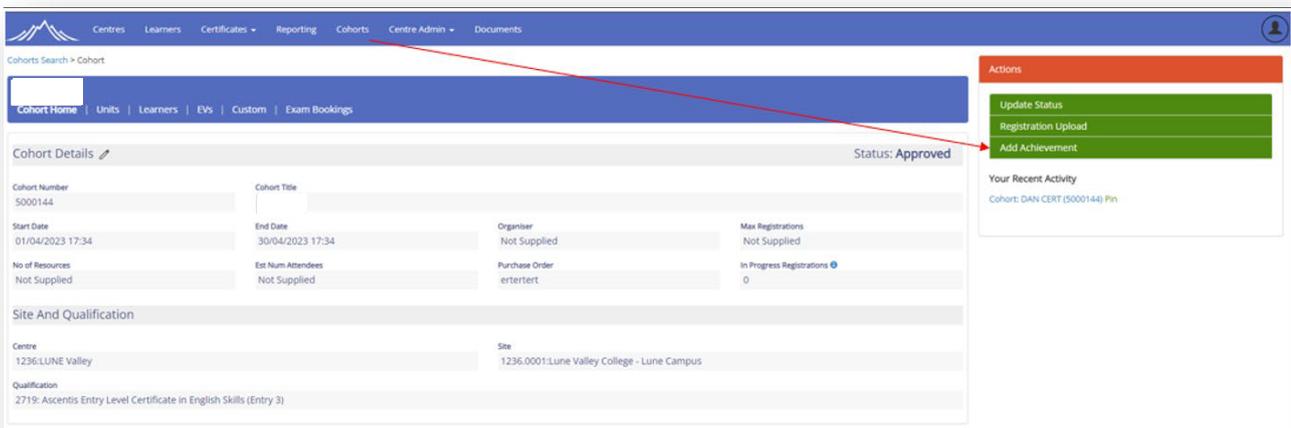
Learner Code	Last Name	Middle Name	First Name	DOB	Signature of Learner
1357369	Three		Ascentis	20/06/1979	
1357563	Fivee		Ascentis	20/08/1998	
1357564	One		Ascentis	20/12/1994	
1357565	Speak		Ascentis	20/12/1968	
1357566	Speakinggg		Ascentis	20/02/1957	
1357567	Testonee		Ascentis	20/10/1971	
1357568	Two		Ascentis	20/01/1971	

4 ENTERING RESULTS

Results are added to Parnassus via 'Quick Grade Entry'. Unlike Learner Registration, there is no Import File for Results Upload.

4.1 Entering Results

To add Results to a Learner(s), navigate to the Cohorts Menu option, search for and select your Cohort, and click the green **'Add Achievement'** button on the right-hand side of the screen:



From the drop-down menus, you can choose to add results to one or all Units within a Cohort of Learners. Once you have chosen your Unit(s), enter a Default Date and Grade for your results, and

Quick Grade Entry

Cohort Number:

Title: AC TEST REPORT

Site: 1236.0001: Lune Valley College - Main Site

Qualification: 127244: Ascentis Entry 3 Award in Introduction to British Values

Start Date: 04/01/2024 End Date: 31/01/2024

Status: Approved

Centre:

Site:

Qualification:

Reg Group Code:

Default Date:

Default Grade:

Default Certificate Request: Full Certificate Partial Certificate Unit Certificate

Click **'Select Learners'**:

On the next screen you will be asked to select the Learner(s) you wish to add a result to. Select the tick box next to the Learner(s) you would like to add a result for and then click **'Enter Grades'**:

Quick Grade Entry

Select the learners you wish to enter results for
Grades for approximately 1000 learners can be entered at a time

<input type="checkbox"/>	Learner Code	First name	Last name	DOB	Registration Date
<input type="checkbox"/>	1247130	Mary	Black	06/02/1982	17/05/2022
<input checked="" type="checkbox"/>	1247128	Bob	Smith	01/02/1988	17/05/2022
<input checked="" type="checkbox"/>	1247129	James	White	02/06/1982	17/05/2022

Once you have confirmed the learner(s) you would like to enter the results for you will have the opportunity to add, remove or edit results for the learners registered unit(s) result(s). The default grade and achieved date you selected within the previous window will be auto-populated, however you are able to edit these details if required:

Your selection criteria

Cohort: 500087; 500087 Cohort Dates: 17/05/2022 to 01/09/2022
Centre: Lune Valley College - Lune Campus: 1236.0001 Site: 1236.0001; Lune Valley College - Lune Campus
Qualification: 127056; Assents Level 1 Award in Mathematical Skills - Understanding and Using 2D Shapes Unit: All
Reg Group Code: All

1. Enter results for units already registered without a grade

Show these units

Last Name	First Name	ULN	Learner Code	Qualification Code	UAN	Unit Code	Unit Title	Date	Grade
Smith	Bob		1247128	127056	H/503/3169	1385108	Understanding and Using 2D Shapes Set 4 (e-Assessment Single Unit)	31/05/2022	Pass
White	James		1247129	127056	H/503/3169	1385108	Understanding and Using 2D Shapes Set 4 (e-Assessment Single Unit)	31/05/2022	- No Grade Entered - Pass Fail

If there are units which do not appear in the section above, you will also be afforded the opportunity to add these results to the learner(s) in the second section of the window:

2. Enter results for units not included above
Enter the learner code and unit details below, then click the Add button.

Learner Code	All Learners	Pathway	Default
Unit	O (1383187) Understanding and Using 2D Shapes Set 1		
Assessment Date	20/09/2022	Grade	Pass

Add

NB: If you are unable to see the correct units for results to be added against, it may be that you are adding results to the incorrect cohort, or the learner(s) is not currently registered on the correct unit combination. Please ensure you have checked both these things before attempting to add additional unit results via this screen.

Once you are happy that all your results appear correctly, name your file and select **'Save and Create Import File'**:

3. Enter details for your import

Filename: 5000087:20/09/2022

Save and Create Import File Back

NB: It is highly recommended that the name of your results file is kept consistent to allow you to quickly identify which file is in reference to which results. Ascentis recommends that a format of *Cohort Number*:*Today's date* is used as per the example above

Once you have created your import file, you will be given an opportunity to check the validity of the information you are submitting. This process is similar to the one discussed in section 3.3 **'Error checking and validation'**. The Results File Details Screen will show you a summary of your Learner Results file, including each individual result to be imported, a duplicate results check if the result is a potential duplicate, and overall import statistics. If the result added is accepted and in the correct format, the result line will be displayed in **green**.

If there are any potential issues, such as duplicate results the line will be displayed in **yellow**. The result import can still be processed, however it is important that the information is checked before proceeding.

If there are any absolute errors, such as missing mandatory information, or incorrect unit results the line will be displayed in **red**. In this instance, the result line must be cancelled and/or resubmitted before proceeding with the results import. In any circumstance where the line in the results file is



NOT GREEN, further information as to the nature of the error can be found by clicking the  icon next to the relevant registration import:

If any errors are found which prevent the Results File from being processed, one of two methods must be used to rectify this:

1. The data must be removed by clicking the  icon next to the relevant line(s) flagged as erroneous.
2. The import file must be cancelled, amended and resubmitted. This can be done by clicking 'Back' at the top left hand corner of the screen, and the selecting the  icon next to the relevant Results Import file. Once the Results import file disappears, it can be resubmitted using the method described above.
- 3.

NB: If you choose to remove a single line(s) from the results file, you must also click the 'Revalidate' button at the top of the screen to allow the system to recheck the data before validating and sending.

If you need to add a new row at this stage, you can complete this action by clicking the add row button next to validate and send. If you then fill out the screen which pops up can enter a new row.



Add Item

Learner Code

Learner Identifier Value

Cohort Number

Qualification Code

Qualification Group Code

Pathway Code

Unit Code

Unit Mark

Grade

Assessment Date

Request Full Certificate

Request Partial Certificate

Request Unit Certificate

Include On Award

Purchase Order Number

Alternative Achievement

Planned Exemption Code

Equivalency Code

Exempting Qualification

Exempting Units

Element Code

Add & Close **Add Row** **Clear** **Close**

4.2 Confirmation and Processing

Once you are happy with the results file and the data has been checked, select the **'Validate and Send'** button at the top of the screen to process your Results file:

Import File Details

Back Summary Report Revalidate **Validate and Send** Add New Row Hide Valid

File Details

	Learner Code	First Name	Last Name	Site - Qualification	Mark	Unit Code
		1247128	Bob	Smith	1236.0001 - Ascentis Level 1 Award in Mathematical Skills - Understanding and Using 2D Shapes	1385138
		1247129	James	White	1236.0001 - Ascentis Level 1 Award in Mathematical Skills - Understanding and Using 2D Shapes	1385138

Total:2
Valid:2
Invalid:0

Note

Save

This will move your results file from **'Current File List'** to **'Files in Processing'**:

Achievement Upload

Uploaded By: Centre As File Name

Current File List

File Name	Records	Created	Modified	Created By	Status	Centre Code	Centre Name
results	3	15/09/2022 15:09:51	15/09/2022 15:09:51		Editing		
results	8	14/09/2022 14:19:31	14/09/2022 14:19:31		Editing		

Files in Processing

File Name	Records	Created	Modified	Created By	Status	Centre Code	Centre Name
902208723/19/2022	2	20/09/2022 09:47:42	20/09/2022 09:49:55		Needs DV Approval		

Files Processed

No Files

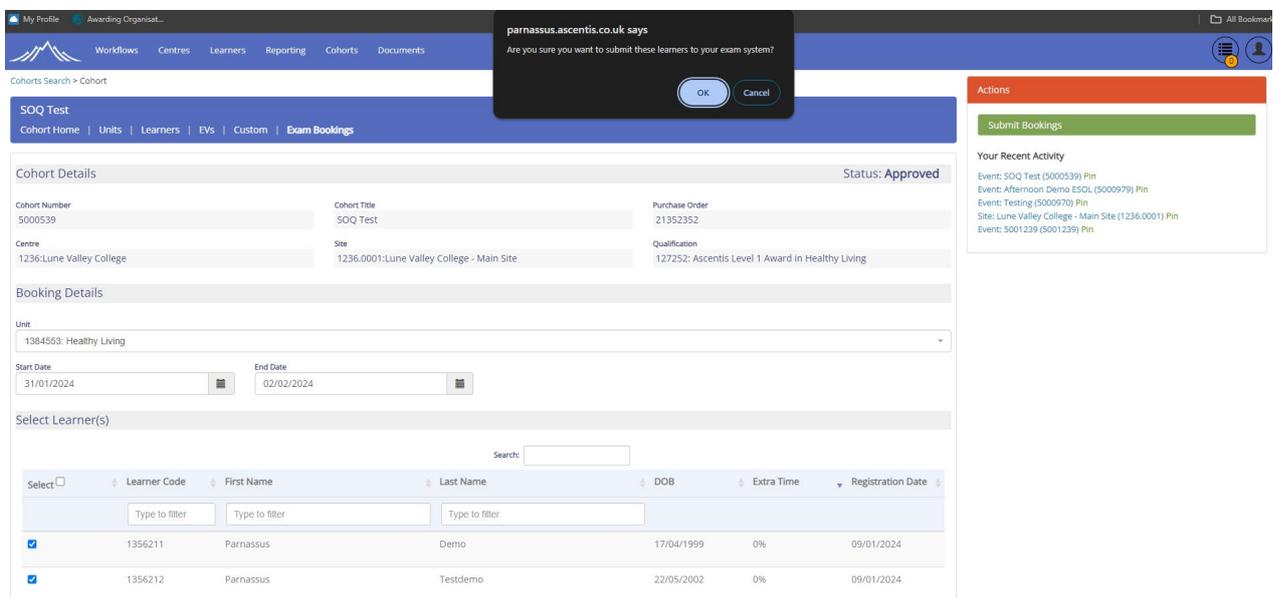
At this stage in the results process, your submitted results will be processed in one of two ways:

4.3 Online Exam Bookings

Once a registration file has been uploaded and the learners are appearing on the cohort, exams can now be scheduled. Within the Cohort itself, you can see an option for "Exams bookings" at the end of the row of headings.



After clicking this heading, you will be presented with a new view.



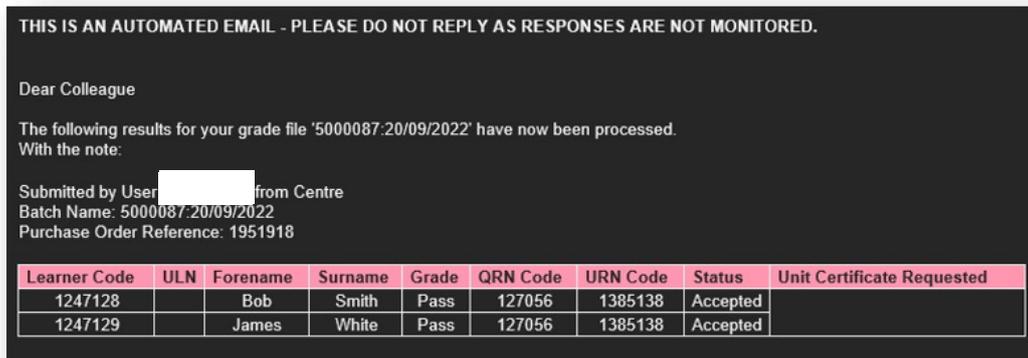
Here we are presented with options for booking an exam. In the middle of the page, you will find the Unit drop down box where you can select a unit.

Once a unit is selected you will see a list of learners who are registered for this cohort and are available for scheduling. "Start Date" and "End Date" now needs to be entered. Now the details for the exam have been entered you can select which learners will take this exam. Once done, select the "Submit Bookings" option in the top right of the page. A confirmation will appear at the top of the web page confirming if the details are correct.

The Exam Booking will now move to Surpass where the key codes and exam details can be viewed. Exams are voided in Surpass and no longer require action from within Parnassus itself. Once taken, the results will be sent from Surpass back into Parnassus.

4.4 Direct Claims Status (DCS) Results

If your centre currently has DCS for the result(s) you have submitted, you will receive an email from Ascentis confirming the IQA has checked the results. Once done, your results will be processed by Ascentis.



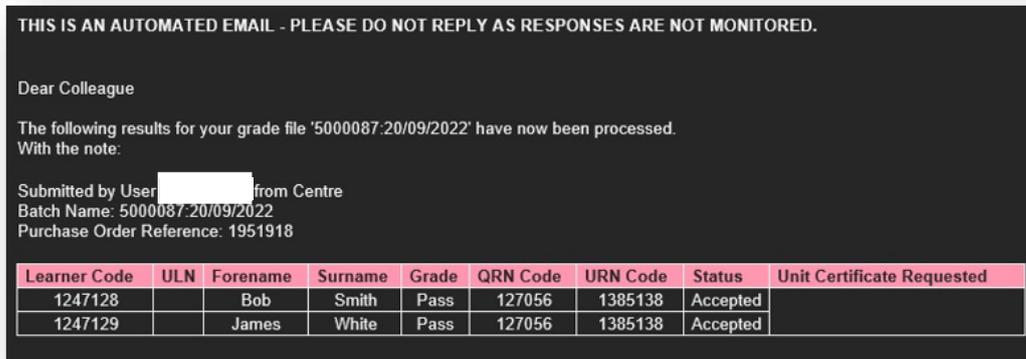
Once this has been done, you will receive an automated email advising that your results have been fully processed. The results file will also move down to the third section of the Results Import screen to **'Files Processed'**. The results have been successfully imported and added to the relevant learner(s).

4.5 Non-Direct Claims Status (DCS) Results

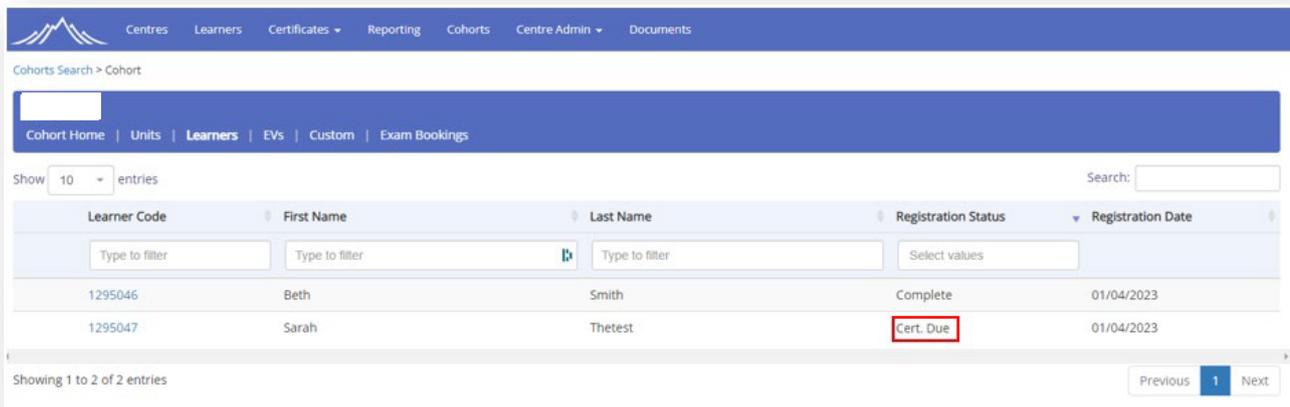
If your centre does not have DCS for the result(s) you have submitted, you will be unable to proceed with the results submission until your results have been verified by your dedicated Ascentis verifier. You can identify results of this nature via the **'Status'** column in the main Achievement Upload screen. The status will be **'Needs EV Approval'**:



After your results have been verified, you will receive an automated email advising that the result(s) have been processed, and the results file will move to the **'Files Processed'** section of the Achievement Upload screen.



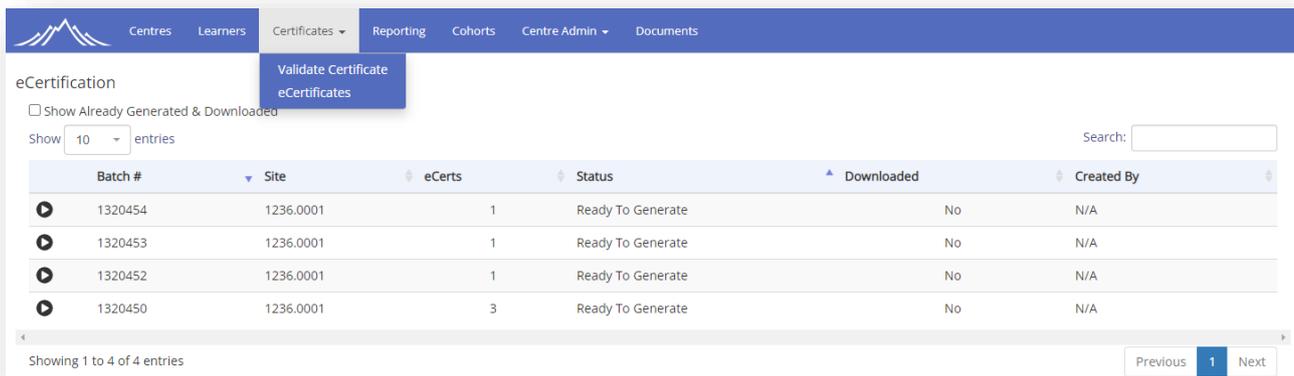
In either instance of result submission (either DCS or non-DCS), once the learner is ready for certification, their Registration Status will update within the cohort to reflect this. They will change from **'In Progress'** to **'Cert. Due'**:



5 CERTIFICATION

Once a learner has completed a qualification within a cohort Ascentis will generate the relevant certificate(s) for you. You will be notified by an automated email once the certificates are available. If you are expecting paper copies of the certificates, they will be printed and posted as usual.

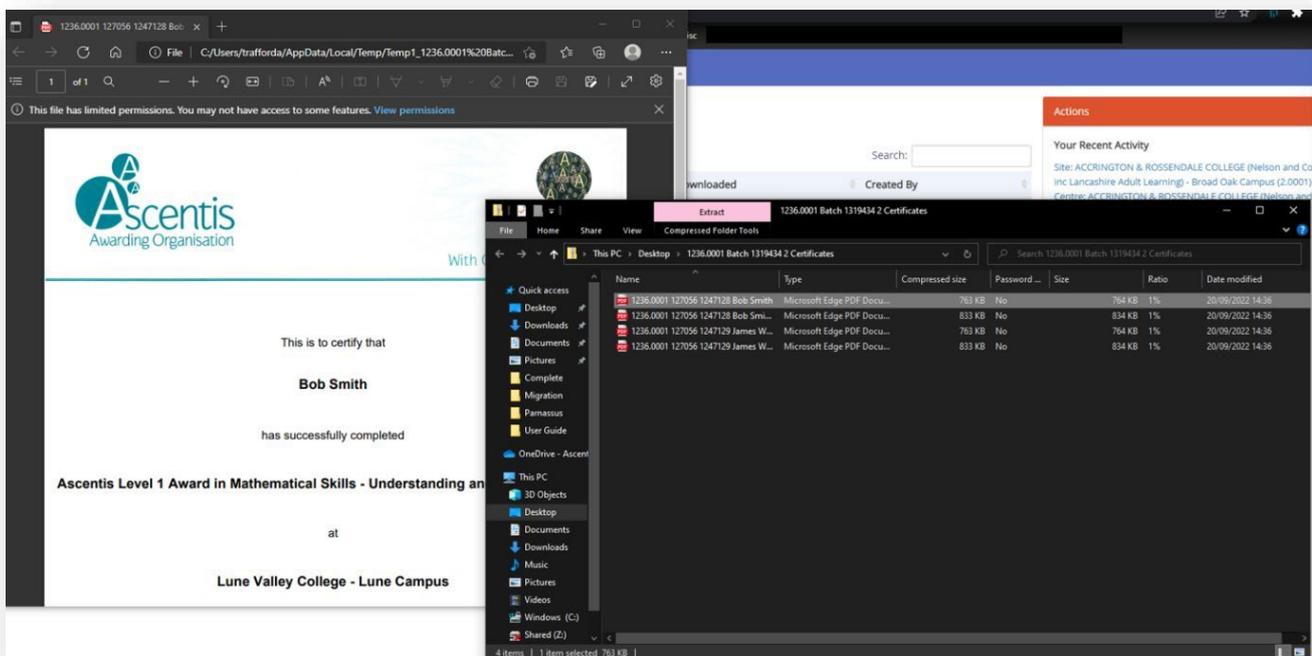
If you wish to download eCertificates for your learners, they will be available once you have received your email notification. To view and/or download the eCertificates navigate to Certificates -> eCertificates:



The screenshot shows the Ascentis eCertification interface. The top navigation bar includes 'Centres', 'Learners', 'Certificates', 'Reporting', 'Cohorts', 'Centre Admin', and 'Documents'. A dropdown menu for 'Certificates' is open, showing 'Validate Certificate' and 'eCertificates'. Below the navigation, there is a search bar and a table of certificates. The table has columns for 'Batch #', 'Site', 'eCerts', 'Status', 'Downloaded', and 'Created By'. There are four rows of data, all with a status of 'Ready To Generate'. A play button icon is visible next to each row. At the bottom, it says 'Showing 1 to 4 of 4 entries' and has 'Previous', '1', and 'Next' buttons.

Batch #	Site	eCerts	Status	Downloaded	Created By
1320454	1236.0001	1	Ready To Generate	No	N/A
1320453	1236.0001	1	Ready To Generate	No	N/A
1320452	1236.0001	1	Ready To Generate	No	N/A
1320450	1236.0001	3	Ready To Generate	No	N/A

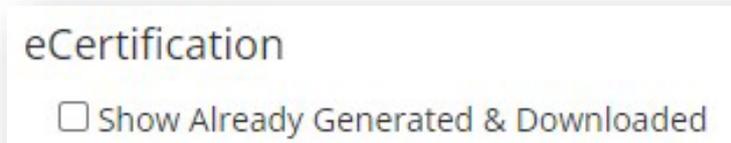
To generate the eCertificates, click the play icon. A .zip folder will download to your default download location. Once clicked, you will be able to view, save and print the certificates as required:



The screenshot shows a certificate from Ascentis Awarding Organisation. The certificate text reads: 'This is to certify that Bob Smith has successfully completed Ascentis Level 1 Award in Mathematical Skills - Understanding an at Lune Valley College - Lune Campus'. In the background, a file explorer window is open, showing a folder named '1236.0001 Batch 1319434 2 Certificates'. The folder contains four PDF files: '1236.0001 127056 1247128 Bob Smith', '1236.0001 127056 1247128 Bob Smt...', '1236.0001 127056 1247129 James W...', and '1236.0001 127056 1247129 James W...'. The file explorer also shows a table with columns for Name, Type, Compressed size, Password, Size, Ratio, and Date modified.

Name	Type	Compressed size	Password	Size	Ratio	Date modified
1236.0001 127056 1247128 Bob Smith	Microsoft Edge PDF Docu...	763 KB	No	764 KB	1%	20/09/2022 14:36
1236.0001 127056 1247128 Bob Smt...	Microsoft Edge PDF Docu...	833 KB	No	834 KB	1%	20/09/2022 14:36
1236.0001 127056 1247129 James W...	Microsoft Edge PDF Docu...	763 KB	No	764 KB	1%	20/09/2022 14:36
1236.0001 127056 1247129 James W...	Microsoft Edge PDF Docu...	833 KB	No	834 KB	1%	20/09/2022 14:36

Once you have downloaded the eCertificate batch, the eCertificates will move to the 'Already Generated & Downloaded' section of the eCertificate screen. To view and download previously generated eCertificates, click the **'Show Already Generated & Downloaded'** tick box at the top left-hand side of the screen. You will then be able to view an archive of all eCertificates generated:



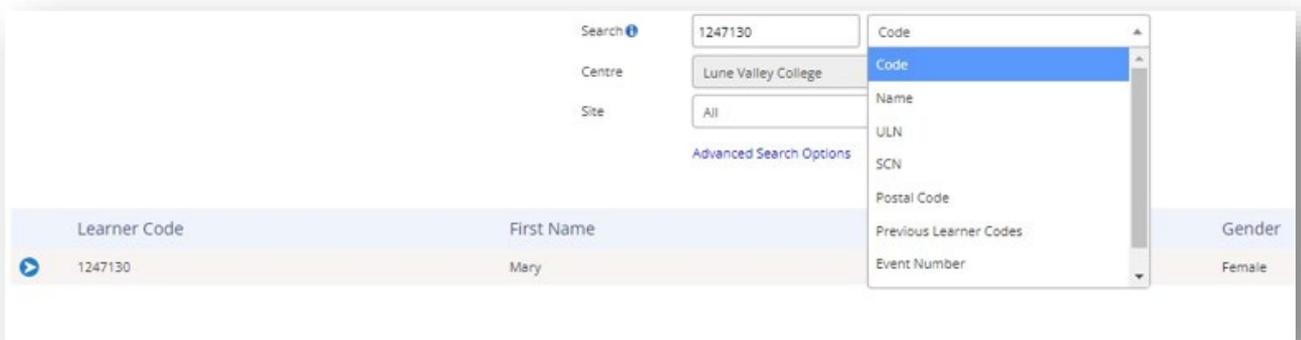
6 LEARNER MANAGEMENT

There are two main methods of individually managing your learners in Parnassus, depending on what you wish to do with them.

For a summary view of learner information, it is best to use the **'Learners'** option via the main Parnassus screen:



Via the Learner Screen you will be able to search for your learners using a number of different criteria:



Once you have identified your learner, click the ⓘ icon to open the learner record. From here you will be able to view key learner information, such as date of birth, gender, learning difficulties information, registered qualification, cohorts and certificates:

Qual/Unit Code	Title	Registration Date	Centre - Site	Status	Standalone Registration	Qualification Set
127056	Ascentis Level 1 Award in Mathematical Skills - Understanding and Using 2D Shapes (127056)	17/05/2022	Lune Valley College - Lune Valley College - Lune Campus (1236.0001)	In Progress	No	

NB: You will be unable to edit learner information via this screen. If you require any amendments to your learner information, such as name changes or date of birth alterations, please contact Ascentis and we will be able to assist.

To view learner information on a cohort level, select **'Cohorts'** via the main Parnassus screen:



Select the cohort you wish to view and navigate to the **'Learners'** section of the cohort:



Through this learner screen you can withdraw/un-withdraw learners by clicking the ☰ icon next to the relevant learner:

5000087
Cohort Home | Units | **Learners** | EVs | Custom

Show 10 entries

Learner Code	First Name
Type to filter	Type to filter
1247130	Mary
Withdraw/Un-withdraw	Bob
1247129	James

Showing 1 to 3 of 3 entries

Once the learner has been withdrawn, their Registration Status will change to **'Withdrawn'**:

Learner Code	First Name	Last Name	Registration Status	Registration Date
Type to filter	Type to filter	Type to filter	Select values	
1247130	Mary	Black	In Progress	17/05/2022
1247128	Bob			
1247130	Mary	Black	Withdrawn	17/05/2022

You can also click on the learners ID to see more information about their cohort registration, such as registration date, unit registrations and general cohort information:

Cohorts Search > Cohort

5000087
Cohort Home | Units | **Learners** | EVs | Custom

Show 10 entries

Learner Code	First Name
Type to filter	Type to filter
1247130	Mary
1247128	Bob
1247129	James

Showing 1 to 3 of 3 entries

Edit Qualification Registration - Ascentis Level 1 Award in Mathematical Skills - Understanding and Using 2D Shapes

Close

Qualification: Ascentis Level 1 Award in Mathematical Skills - Understanding and Using 2D Shapes
Centre/Site: Lune Valley College - Lune Valley College - Lune Campus (1236.0001)

Pathway: Default

Qualification Set

Qualification Code	122096	Status	Complete
Registration Date	17/05/2022	Reg Group Code	
Expiry Date		Extend Expiry	<input type="checkbox"/>
Earliest Certificate Date	17/05/2022	Withdrawn	<input type="checkbox"/>
Last Assessment Date	31/05/2022	Unsuccessful	<input type="checkbox"/>
Certificate Expires Date			

Height: m ft in Weight: kg st lb

Study Mode: Not Supplied Assessment Language: ENG: English

Total Credit Registered To Date	1 / 1
Total Credit To Date	1 / 1
Grade	Pass

7 DOCUMENTATION

Parnassus allows users to view, download and upload documents directly into the platform (dependant on the permissions of the user logged in).

There are two groups of documents in Parnassus, “**Centre Documents**” and “**Assessment Documents**”.

Centre documents are files relating to your centre specifically such as EQA reports. Any **Assessment documentation** is found within the documents tab at the top right of the web page within the blue ribbon.

7.1 Viewing and Adding Centre Documents

To add or view centre-specific documents, such as Administration documents or Centre Training documents or Registration documents directly to your centre, navigate to the Centres section of Parnassus and select ‘**Centre Documents**’:

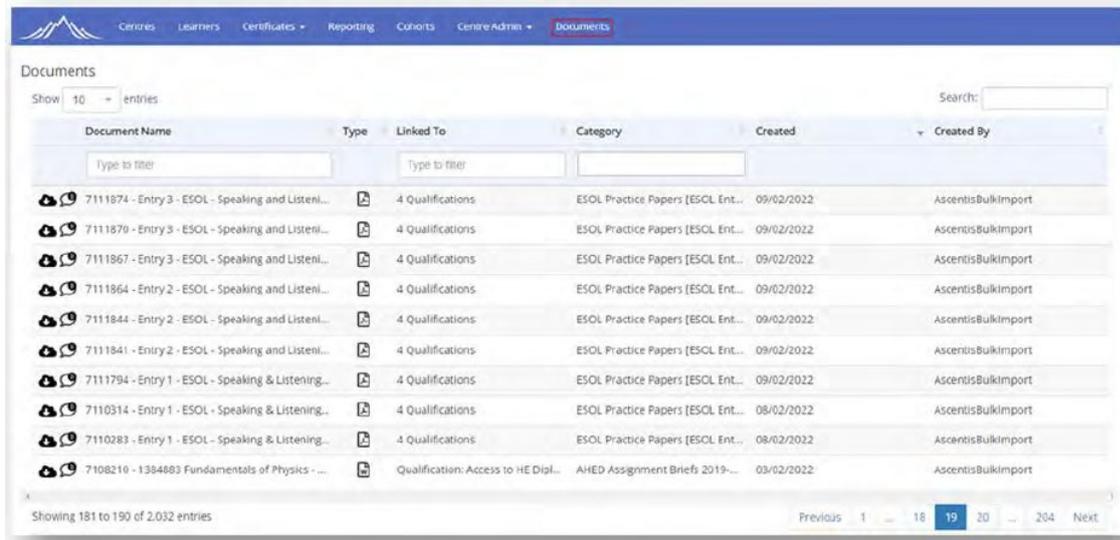


Via the Centre Documents screen, you will be able to view, download and upload documents that are specific to your centre. To view currently available centre documentation, such as Administration documents or Centre Training documents, click the  icon and the selected document will be downloaded. You are also able to leave or review notes attached to the document by selecting the  icon.

7.2 Viewing and Downloading Assessment Documents

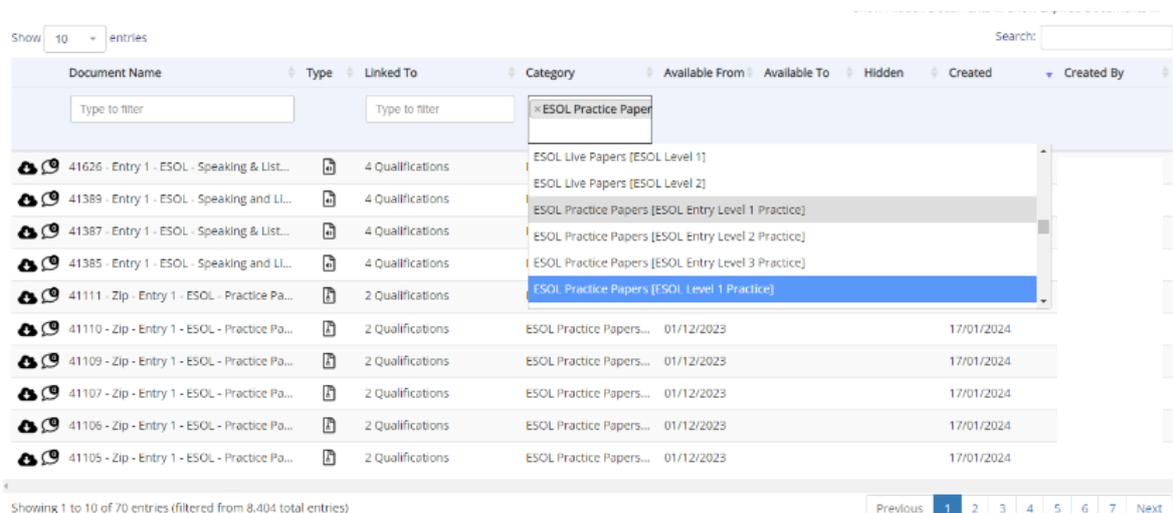
To view and download documents that are not for your Centre only, such as Assessment papers, resources, EQA reports, select the main 'Documents' menu option.

Please be aware that when you first click onto this, the page will take around 10/15 seconds to load. To view specific documents, you will need to have the correct roles and permissions, please refer to page 34.



Documents can be searched in a variety of ways. We would recommend following this search format initially.

Clicking within the 'Category' search box will allow you to select a pre-existing search option. This is like QuartzWeb for those Centres who may have been familiar with this, where in QuartzWeb there was a Document Type such as ESOL Practise Papers and then a Sub-Type of ESOL Entry Level 1, this has been combined into ESOL Practice Papers [ESOL Entry Level 1 Practice] within Parnassus. You can choose from the Categories that show for you by clicking the dropdown or by starting to type within the Category filter 'ESOL' and then choose the relevant Category.



Once you have done this, it will filter to only documents available within this Category. Then in the Document Name, if you enter the relevant area you need e.g. within this chosen Category, you could enter Practice Paper F and this will then filter to documents with this title. You could also do this within other Categories via the Set number.

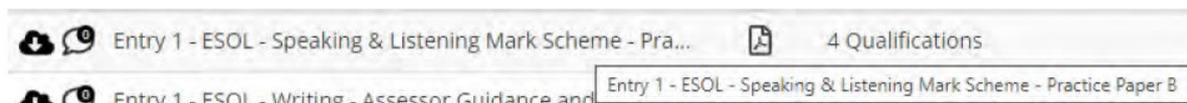
Show: 10 entries Search:

Document Name	Type	Linked To	Category	Available From	Available To	Hidden	Created	Created By
<input type="text" value="practice paper f"/>	<input type="text" value="Type to filter"/>	<input type="text" value="ESOL Practice Paper"/>						
41389 - Entry 1 - ESOL - Speaking and LI...		4 Qualifications	ESOL Practice Papers...	01/12/2023			19/01/2024	
41110 - Zip - Entry 1 - ESOL - Practice Pa...		2 Qualifications	ESOL Practice Papers...	01/12/2023			17/01/2024	
41058 - Entry 1 - ESOL - Speaking and LI...		4 Qualifications	ESOL Practice Papers...	01/12/2023			17/01/2024	
Entry 1 - ESOL - Writing - Assessor Guid...		4 Qualifications	ESOL Practice Papers...	01/12/2023			04/01/2024	
Entry 1 - ESOL - Writing - Assessment P...		4 Qualifications	ESOL Practice Papers...	01/12/2023			04/01/2024	
Entry 1 - ESOL - Speaking & Listening - ...		4 Qualifications	ESOL Practice Papers...	01/12/2023			04/01/2024	
Entry 1 - ESOL - Speaking & Listening - ...		4 Qualifications	ESOL Practice Papers...	01/12/2023			04/01/2024	
Entry 1 - ESOL - Speaking & Listening - ...		4 Qualifications	ESOL Practice Papers...	01/12/2023			04/01/2024	
Entry 1 - ESOL - Reading Assessor Guid...		4 Qualifications	ESOL Practice Papers...	01/12/2023			04/01/2024	
Entry 1 - ESOL - Reading - Assessment P...		4 Qualifications	ESOL Practice Papers...	01/12/2023			04/01/2024	

Showing 1 to 10 of 10 entries (filtered from 8,404 total entries) Previous 1 Next

Then if you wanted to filter even further you could search in the top right Search 'Speaking' and it will filter again to just those Speaking and Listening documents.

Hovering over the paper you need will show the full file name.



When ready, you can download the document by pressing the  icon.

NB: The number next to the speech bubble  indicates the number of notes attached to a document.

Here is a link to a video demonstration of accessing Assessment Documents

<https://youtu.be/HaL3F-N0ZPw>

8 ROLES

Within Parnassus you can create five different types of user roles which will allow for customised read/write access to various parts of the platform. Below is a matrix which will show the permissions allocated to each available role. Please be aware that **only users with the 'Admin/Centre' role will have the ability to create new user roles and logins.**

The top row shows the name the overall role is known as, and the second row shows the roles which must be allocated to the user to activate the relevant role. For example, a user with the Exams Officer role will have access to view learner, centre and site information, but will not have the ability to register new learners or edit user details.

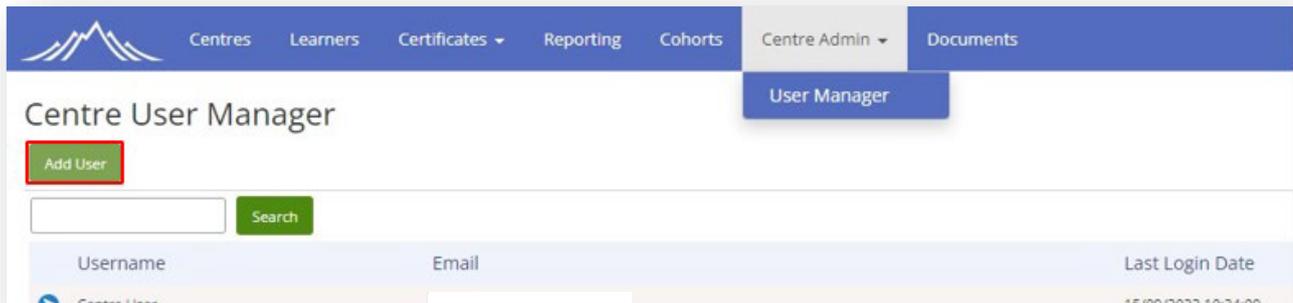
Name [Parnassus]	Centre	Exams Officer	IQA	Tutor	External Read Only
Actual roles to give user in Parnassus	Centres, CentreUserManager	Centres,Exams Officer	Centres,IQA	Centres,Tutor	Centres,External Read Only
QWEquivalent	SuperUser	Exams	IV	Tutor	Rhombus - RO - Tutor Profile
ViewCentre	1	1	1	1	1
View Sites	1	1	1	1	1
View Learners	1	1	1	1	1
Register New Learner	1	1	0	1	0
ViewCertificates [via Learner]	1	1	0	1	1
eCertificates screen	1	1	0	0	0
ViewReporting	1	1	1	1	1
View Contacts *2	1	1	1	1	1
Edit Contacts *2	1	0	0	0	0
Create Contact *2	1	0	0	0	0
ViewUserManager	1	0	0	0	0
EditUserManager	1	0	0	0	0
Create UserManager	1	0	0	0	0
ViewCohorts	1	1	1	1	1
Create Cohorts	1	1	1	1	0
ViewDocuments	1	1	1	1	1
Up/DownloadDocuments	1	1	1	1	0
ViewExamPapers	1	1	0	0	0

8.1 Adding a new user to Parnassus

As stated above, only users with the **'Admin/Centre'** role will have the ability to create user accounts on Parnassus. If you require a new user account creating, please contact one of your centre's **'Admin/Centre'** users.

If you require amendments to a user's account, or currently have no members of staff who have **'Admin/Centre'** users, please contact Ascentis and we will be able to assist.

To create a new user, navigate to **'Centre Admin' -> 'User Manager'** at the top of the screen and select **'Add User'**



Add a username, email address and temporary password for the user and select **'Create User'**.

After the user has been created, select the role(s) you require for the user and click **'Finish'**.

You can edit roles later by searching for the user within the “Centre Admin” page. After finding the user you would like to modify, press the “Edit User” button. This will then allow you to change the roles.

It is important that a user only ever have two roles. “Centres” and then their require role.

The Centre role is given by default and identifies that the user is registered to a centre.

Centre User Manager

User Name: bob.smith Created: 11/01/2024

Locked Out: No Last Activity: 11/01/2024

Enabled: Yes Last Login: 11/01/2024

Online: False

Comment:

Roles: Centres Exams Officer External Read Only IQA Tutor

Associated Contact: None

Associated Centre: Lune Valley College

Buttons: Edit User, Close, Reset Password, Disable User

Centre User Manager

User Name: bob.smith Associated Centre: Lune Valley College: 1236

Email: bobsmith@assnetis.co.uk Associated Contact: None

Reset Password To:

Comment:

Roles: Centres Exams Officer External Read Only IQA Tutor

Two Factor Enabled: Two Factor Method Chosen: user hasn't cho...

Mobile Phone:

Buttons: Update User, Cancel

If you wish to attach a contact to your user’s role, for example a tutor, you are able to do so. If your new user does not currently appear as a contact, please navigate to the ‘Centre’ screen and add a new contact to allow them to be selected.

Once this has been confirmed, the user account has been created and will be visible in the list of centre users. The user will now be able to log in to Parnassus.

Centre User Manager

Add User

Search

Username	Email	Last Login Date	Roles
Centre User		15/09/2022 10:24:09	Centres, CentreUserManager
centreurser		15/09/2022 16:28:32	Centres, CentreUserManager
John.Smith1		15/09/2022 16:29:11	Centres, Exams Officer

NB: For security reasons, it is highly recommended that the user resets their password via the ‘Forgot Password?’ link on the login page once their account is created.

