



User Guide

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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.

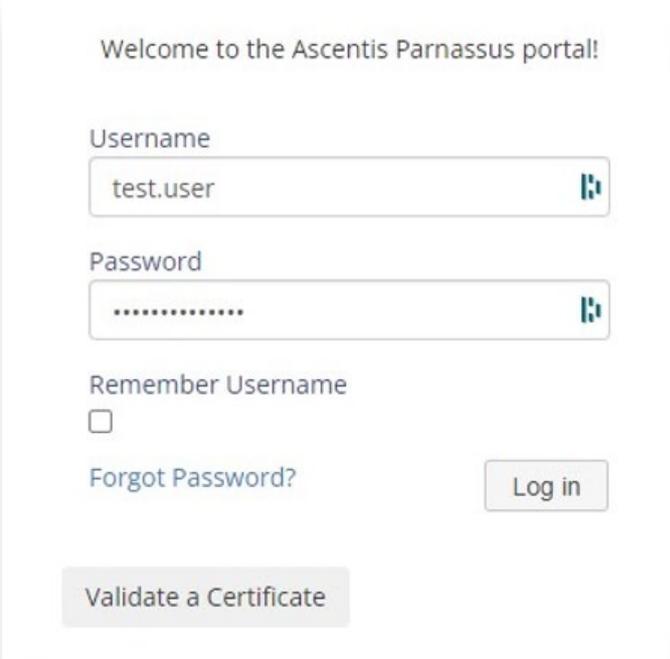
Parnassus provides centres with direct access to the Ascentis database (dependant on role) offering the ability to:

- 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 Super User, or for additional Super User accounts, please contact Ascentis at support@ascentis.co.uk. Super User 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  [Privacy](#) [Terms](#)

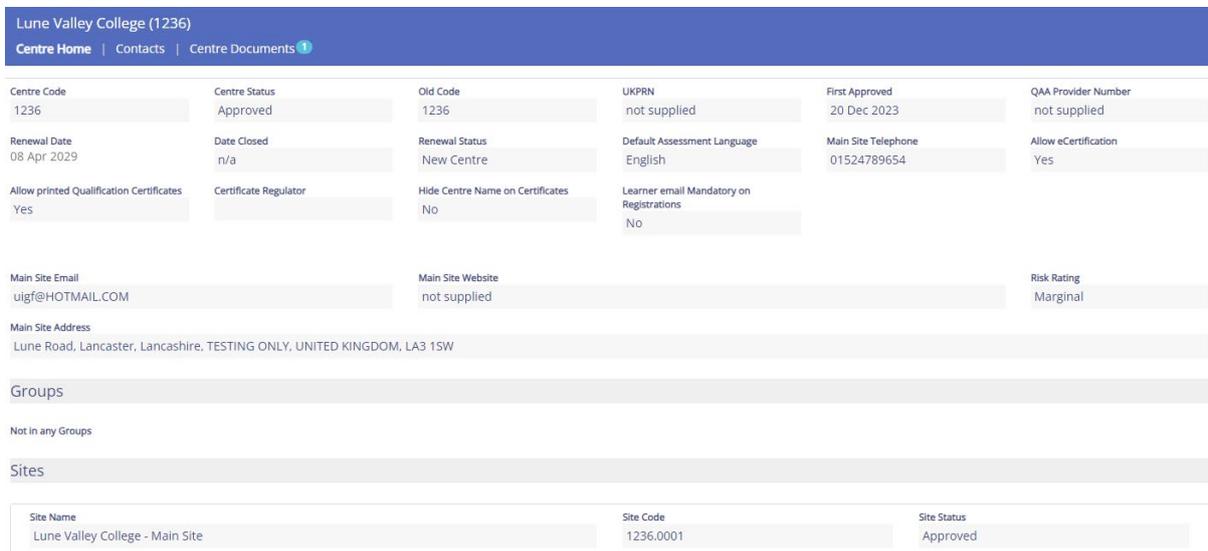
2.3 Centre Details

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 1

| | | | | | |
|--|---------------------------|--|--|------------------------------------|-------------------------------------|
| 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 | | |
| 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 | |

2.4 Learner Details

Learner details can be found through the blue ribbon at the top of the page under the heading "Learners".



Here you can see various options relating to Learners and other fields.

Learners

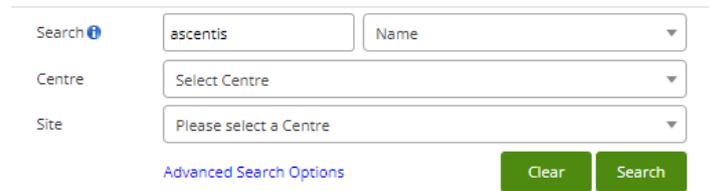
[Add New](#) |
 [Registration Upload](#) |
 [Achievement Upload](#) |
 [Request Full Certificates](#) |
 [Registration Card Batches](#) |
 [Pending Ac. Achievements](#)

Search: Name
 Centre:
 Site:
[Advanced Search Options](#)

| Learner Code | First Name | Last Name | Gender | DOB | Created |
|--------------|------------|-----------|--------------|------------|---------------------|
| 1373679 | Ascendis | Speakin | Male | 11/02/1957 | 17/04/2024 09:45:00 |
| 1357397 | Ascendis | Speakin | Male | 12/02/1957 | 24/01/2024 10:32:43 |
| 1357376 | Ascendis | Speakin | Male | 17/02/1957 | 24/01/2024 10:46:51 |
| 1357469 | Ascendis | Speakin | Male | 18/02/1957 | 24/01/2024 11:34:14 |
| 1357366 | Ascendis | Speakin | Male | 20/02/1957 | 24/01/2024 15:32:40 |
| 1357691 | Ascendis | Speakin | Other | 21/02/1957 | 25/01/2024 11:37:47 |
| 1357710 | Ascendis | Speakin | Not Supplied | 22/02/1957 | 25/01/2024 11:42:19 |
| 1357817 | Ascendis | Speakin | Female | 23/02/1957 | 25/01/2024 13:49:48 |
| 1357838 | Ascendis | Speakin | Female | 24/02/1957 | 25/01/2024 14:31:14 |
| 1358465 | Ascendis | Speakin | Female | 25/02/1957 | 31/01/2024 15:27:46 |

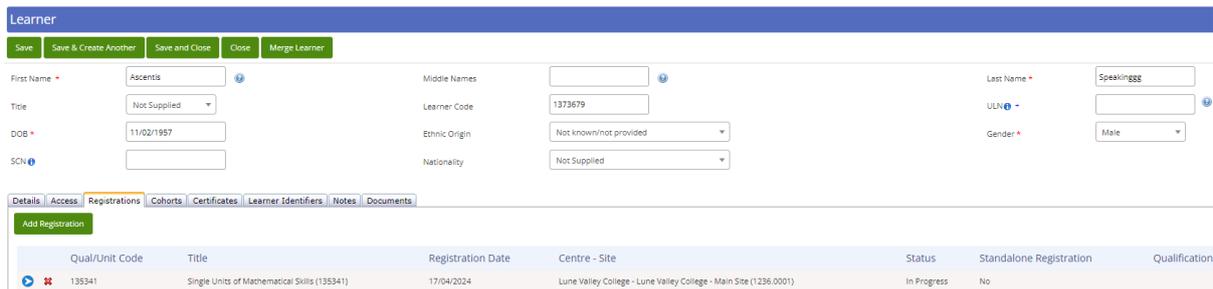
1 2 3 4 5 6 7 8 9 10 ...

You can search for the learner here via their learner ID or name by adjusting the search field.



A search form with three input fields: 'Search' containing 'ascentis', 'Centre' with a dropdown menu showing 'Select Centre', and 'Site' with a dropdown menu showing 'Please select a Centre'. Below the fields is a link for 'Advanced Search Options' and two green buttons labeled 'Clear' and 'Search'.

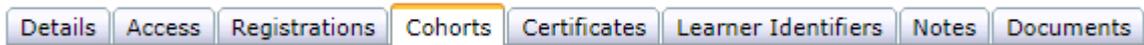
Clicking into a learner using the blue arrows next to their name will show details for that learner.



A 'Learner' details form with a blue header. It contains several input fields and dropdown menus for personal information: First Name (ascentis), Middle Names, Last Name (Speakinggg), Title (Not Supplied), Learner Code (1373679), ULN, DOB (11/02/1957), Ethnic Origin (Not known/not provided), Gender (Male), SON, and Nationality (Not Supplied). Below the form is a navigation bar with tabs: Details, Access, Registrations, Cohorts, Certificates, Learner Identifiers, Notes, Documents. An 'Add Registration' button is also present. Below the navigation bar is a table with one row of registration data.

| Qual/Unit Code | Title | Registration Date | Centre - Site | Status | Standalone Registration | Qualification |
|----------------|--|-------------------|---|-------------|-------------------------|---------------|
| 138341 | Single Units of Mathematical Skills (138341) | 17/04/2024 | Lune Valley College - Lune Valley College - Main Site (1236.0001) | In Progress | No | |

There are also further details for the learner, clicking the fields near the middle of the page will show these. We will go through a few important areas now.



Details: Shows information on the learner, e.g. Address, Email address and other personal information.

Access: Shows any access needs the students has.

Registrations: Shows any current or previous qualifications the learner has.

Cohort: Shows any current or previous cohorts the learners have.

Certificates: Shows any achievements the learner has.

Learner Identifiers: Allows an identifier to be added to a learner.

Notes: Allows notes to be added to the learner.

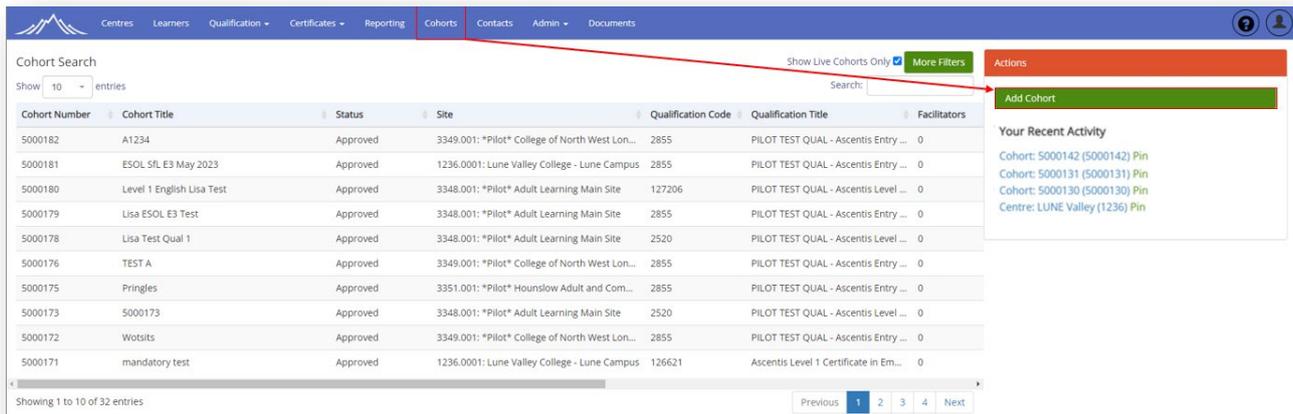
Documents: Allows documents to be attached to the learner.

You may see less options on your account depending on your permissions. Please contact your Centre User Manager if these need to be adjusted.

3 CREATING COHORTS & REGISTERING LEARNERS

3.1 Creating a Cohort

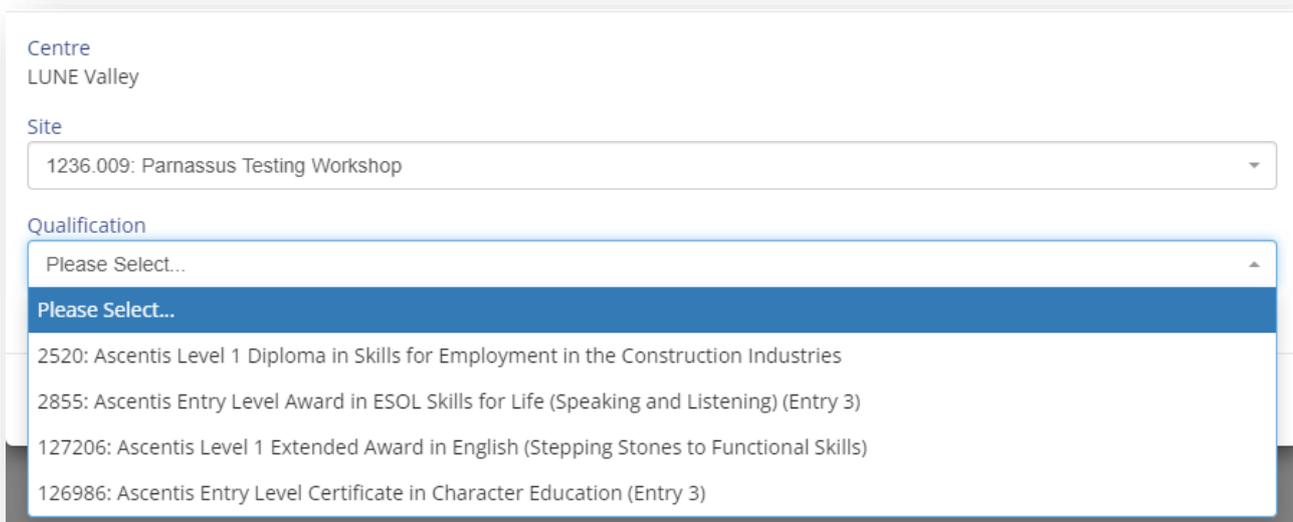
Cohorts are a group of learners on the same qualification. They can be used to group learners together who are studying towards the same qualification and make it easier to sort and find their information. To add a new cohort, navigate to the 'Cohorts' main menu option, then click the 'Add Cohort' button.



The screenshot shows the 'Cohorts' management interface. At the top, there is a navigation menu with options: Centres, Learners, Qualification, Certificates, Reporting, Cohorts, Contacts, Admin, and Documents. Below the menu is a 'Cohort Search' section with a search bar and a 'Show Live Cohorts Only' checkbox. A table lists existing cohorts with columns for Cohort Number, Cohort Title, Status, Site, Qualification Code, Qualification Title, and Facilitators. A red arrow points from the 'Cohorts' menu item to the 'Add Cohort' button in the 'Actions' menu. The 'Add Cohort' button is highlighted in green. Below the table, there is a 'Your Recent Activity' section with links to recent cohorts and centres.

| Cohort Number | Cohort Title | Status | Site | Qualification Code | Qualification Title | Facilitators |
|---------------|---------------------------|----------|--|--------------------|---------------------------------------|--------------|
| 5000182 | A1234 | Approved | 3349.001: *Pilot* College of North West Lon... | 2855 | PILOT TEST QUAL - Ascentis Entry ... | 0 |
| 5000181 | ESOL SFL E3 May 2023 | Approved | 1236.0001: Lune Valley College - Lune Campus | 2855 | PILOT TEST QUAL - Ascentis Entry ... | 0 |
| 5000180 | Level 1 English Lisa Test | Approved | 3348.001: *Pilot* Adult Learning Main Site | 127206 | PILOT TEST QUAL - Ascentis Level ... | 0 |
| 5000179 | Lisa ESOL E3 Test | Approved | 3348.001: *Pilot* Adult Learning Main Site | 2855 | PILOT TEST QUAL - Ascentis Entry ... | 0 |
| 5000178 | Lisa Test Qual 1 | Approved | 3348.001: *Pilot* Adult Learning Main Site | 2520 | PILOT TEST QUAL - Ascentis Level ... | 0 |
| 5000176 | TEST A | Approved | 3349.001: *Pilot* College of North West Lon... | 2855 | PILOT TEST QUAL - Ascentis Entry ... | 0 |
| 5000175 | Pringles | Approved | 3351.001: *Pilot* Hounslow Adult and Com... | 2855 | PILOT TEST QUAL - Ascentis Entry ... | 0 |
| 5000173 | 5000173 | Approved | 3348.001: *Pilot* Adult Learning Main Site | 2520 | PILOT TEST QUAL - Ascentis Level ... | 0 |
| 5000172 | Wotsits | Approved | 3349.001: *Pilot* College of North West Lon... | 2855 | PILOT TEST QUAL - Ascentis Entry ... | 0 |
| 5000171 | mandatory test | Approved | 1236.0001: Lune Valley College - Lune Campus | 126621 | Ascentis Level 1 Certificate in Em... | 0 |

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 the 'Add Cohort' form. It has three main sections: 'Centre', 'Site', and 'Qualification'. The 'Centre' section is set to 'LUNE Valley'. The 'Site' section is a dropdown menu with the selected option '1236.009: Parnassus Testing Workshop'. The 'Qualification' section is a dropdown menu with the selected option 'Please Select...'. Below the dropdown, a list of available qualifications is shown:

- 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**

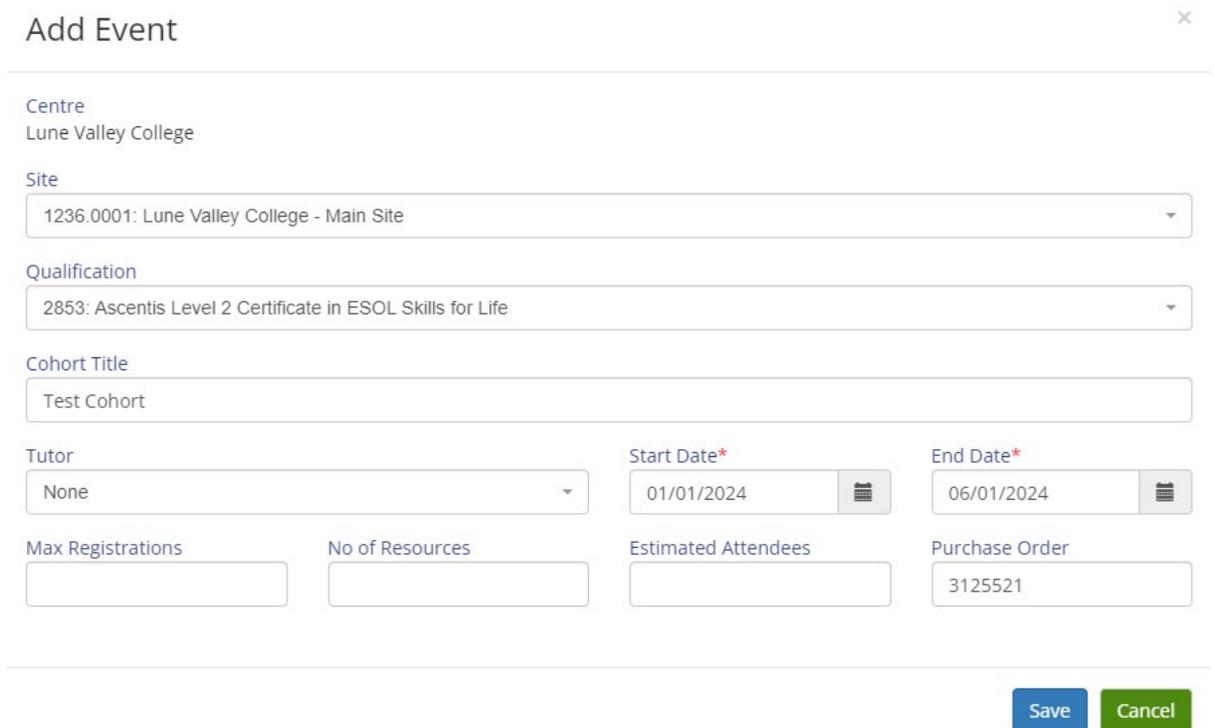
Estimated Attendees - **Optional**

Purchase Order - **Mandatory**

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



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.



Middle Name - Optional

Surname – Mandatory

DOB – Mandatory

Gender – Mandatory

Email – Mandatory (for Online Invigilated Qualifications)

Ethnicity – Optional (will default to 'Not known/not provided' if not entered)

LDD (Learning Difficulties and/or Disabilities) - Optional (will default to 'No information provided by learner' if not entered)

Disability Name – Optional (will default to 'Not known/not provided' if not entered)

SPLD (Specific Learning Difficulty) – Optional (will default to 'Not known/not provided' if not entered)

Unit Code - Optional (See section 3.7 for further details)

Post code – Mandatory (for Access registrations only)

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:

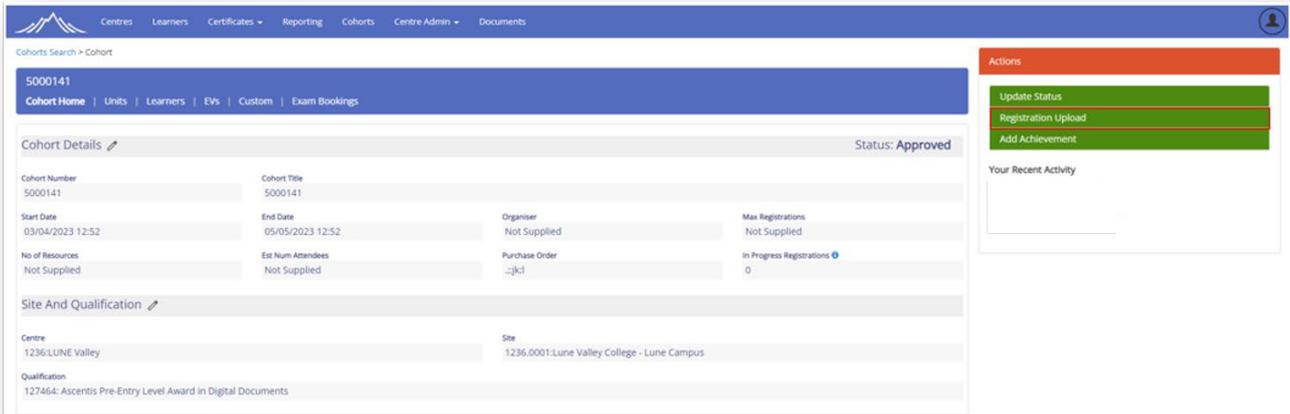
The screenshot shows the Parnassus system interface for cohort 5000140. The 'Units' tab is selected, and a table of units is displayed. The 'Unit Code' column is highlighted with a red box. A search box is also highlighted with a red box.

| 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 |

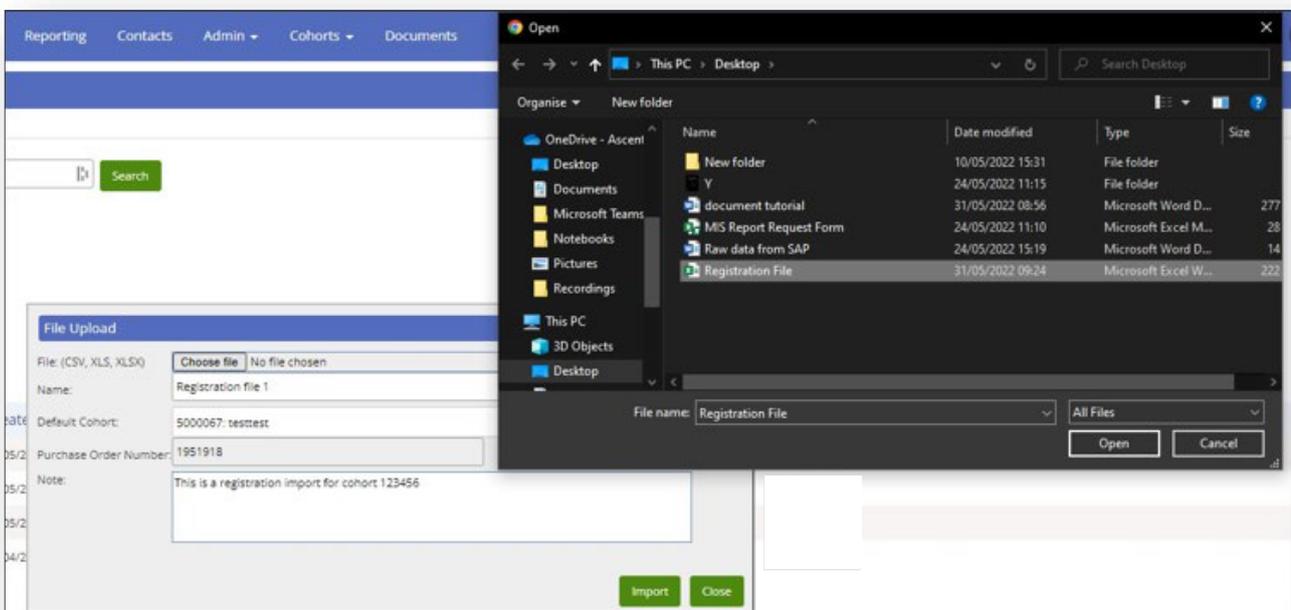
Once you have completed your registration file, save this to a secure location and continue with the Registration Upload process.

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

Registration Upload

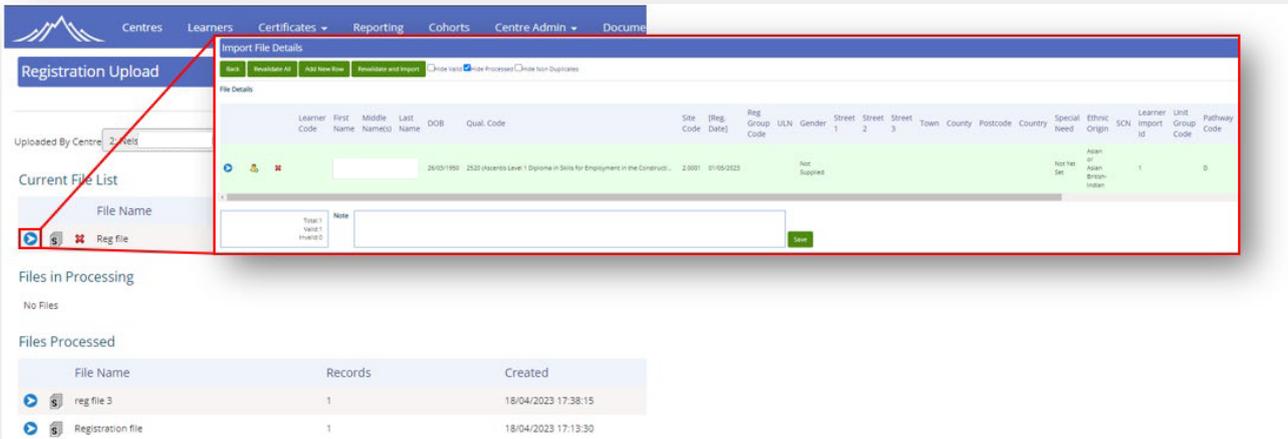


Enter a name for your Registration Import File and choose the file you have created using the **'Choose file'** button, and select **'Import'**. You can also add notes to your Registration Import if required:



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:

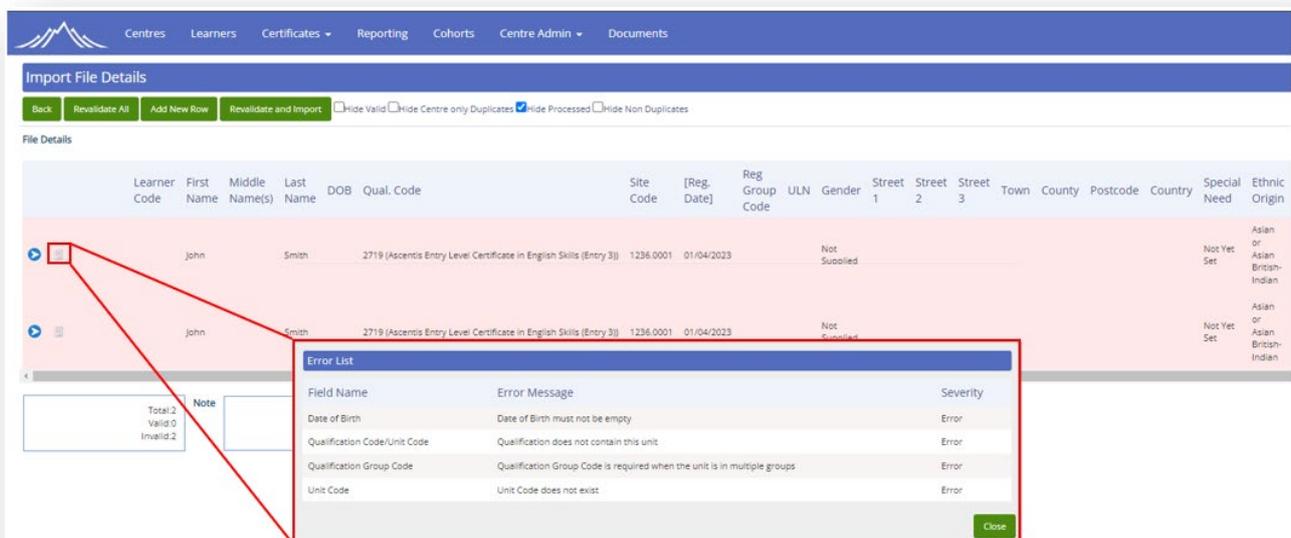


The screenshot shows the 'Registration Upload' interface. In the 'Current Files List', a file named 'Reg file' is highlighted with a red box. Below it, the 'Import File Details' section displays a table with the following data:

| 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 | SCH | 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 |

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:



The screenshot shows the 'Import File Details' interface. At the top, there are buttons for 'Back', 'Revalidate All', 'Add New Row', and 'Revalidate and Import'. Below these are checkboxes for 'Hide Valid', 'Hide Processed', and 'Hide Non Duplicates'. The main area is a table with the following columns: 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, and Pathway Code. A single row is visible with a green background, indicating it is valid. The row contains: [icon], [red X icon], [document icon], [input field], 28/03/1990, 2520 (Ascents Level 1 Diploma in Skills for Employment in the Construct..., 2.0001, 01/05/2023, Not Supplied, [input field], Asian or Asian British-Indian, 1, 0. Below the table is a 'Note' field with a 'Save' button. A summary box shows: Total: 1, Valid: 1, Invalid: 0.

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 |
|---------------|---------|---------------------|---------------------|------------|
| error | 2 | 20/04/2023 09:33:32 | 20/04/2023 09:33:32 | |
| Shana test123 | 1 | 19/04/2023 11:37:05 | 19/04/2023 11:37:05 | |
| Reg file | 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 |
|------------------------|---------|---------------------|---------------------|------------|
| lyytre | 6 | 19/04/2023 17:51:43 | 19/04/2023 17:52:23 | |
| one | 6 | 19/04/2023 17:36:03 | 19/04/2023 17:36:15 | |
| Sam139 | 12 | 19/04/2023 11:48:22 | 19/04/2023 11:54:43 | |
| LS Test 19.04.2323 | 6 | 19/04/2023 11:42:05 | 19/04/2023 11:48:36 | |
| Lisa and Karen Testing | 8 | 19/04/2023 11:36:30 | 19/04/2023 11:42:46 | |
| Shana test | 1 | 19/04/2023 11:31:41 | 19/04/2023 11:41:02 | |
| TEST 1 | 12 | 19/04/2023 11:33:55 | 19/04/2023 11:39:53 | |
| Susanne Garth | 15 | 19/04/2023 11:16:55 | 19/04/2023 11:19:50 | |
| reg file 3 | 1 | 18/04/2023 17:38:15 | 18/04/2023 17:39:46 | |
| Registration file | 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:

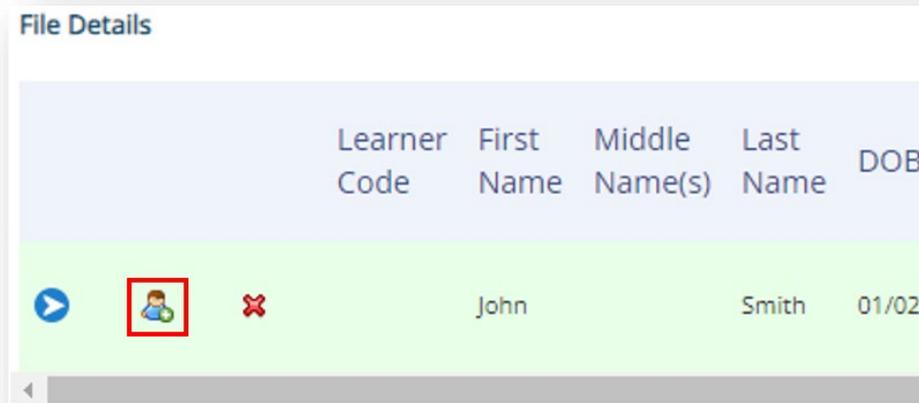
| Learner Code | First Name | Last Name | Registration Status | Registration Date |
|--------------|------------|-----------|---------------------|-------------------|
| 1295046 | Beth | Smith | Complete | 01/04/2023 |
| 1295047 | Sarah | Thetest | Complete | 01/04/2023 |

Showing 1 to 2 of 2 entries Previous 1 Next

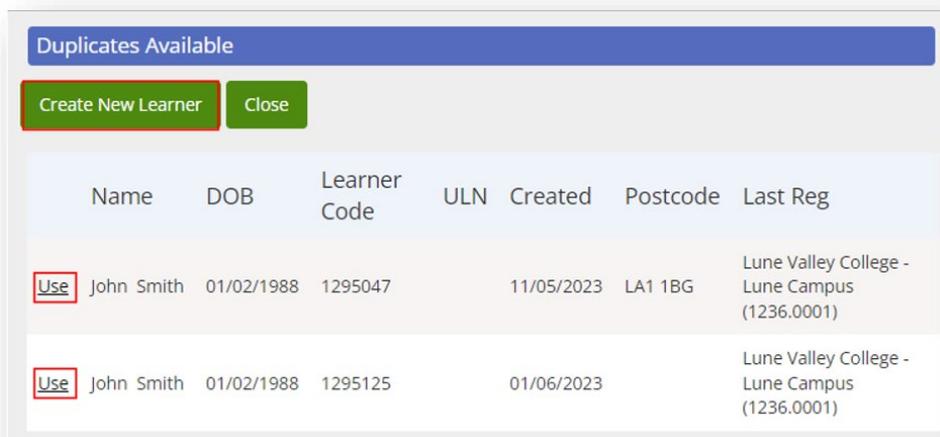
3.6 Managing duplicate Learner registrations

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 Reporting – Attendance list

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. 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.

The screenshot shows the 'Attendance list for all Controlled Assessments' report viewer. The report title is 'Attendance list for all Controlled Assessments' and the Ascentis logo is visible. The report details include:

- Location: Lune Valley College - Main Site
- Qualification Code: 2867
- Qualification Title: Ascentis Entry Level Award in ESOL Skills for Life (Reading) (Entry 1)
- Cohort ID: 5000979
- Test Date: (blank)

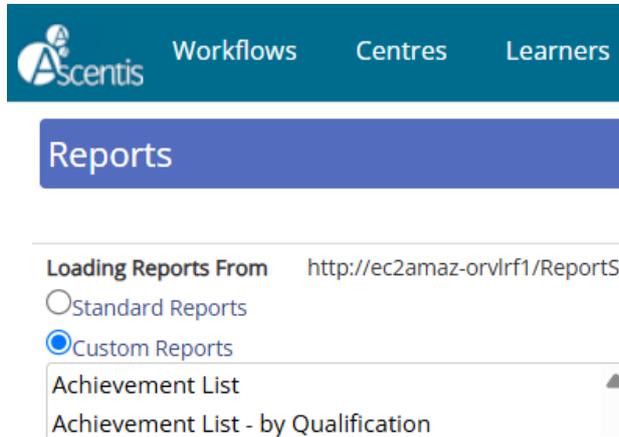
 A table lists the learners with columns for Learner Code, Last Name, Middle Name, First Name, and DOB.

| 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 | |

 Below the table, it states 'Number of Learners: 7'. At the bottom, there are fields for 'Invigilator's Name (Please Print)', 'Invigilator's Signature', and 'Date'.

3.9 Reporting – Achievement List

Achievement lists are a type of report that can be used to see which learners have had their grades claimed for against a specific Cohort or Qualification.



Here we can see that this report lives within Custom reports within the Reporting tab located at the top of the page.

As mentioned, there are two types of Achievement report.

| | |
|---------------|--|
| Cohort Number | <input type="text"/> |
| Centre Id | <input type="text" value="Lune Valley College"/> |

The report simply labelled “Achievement List” will ask for a Cohort ID

| | |
|---------------|--|
| Centre Id | <input type="text" value="Lune Valley College"/> |
| Qualification | <input type="text" value="Ascentis Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 1)"/> |

The report labelled “Achievement List – by Qualification” will ask for the Qualification you would like to check the achievements for. This is useful as the Achievement list by Qualification will search across all cohorts which have that qualification were as the first report will only search for one cohort at a time. Both are useful depending on what data you are compiling.

On the next page we can see an example of what one of these Achievement reports looks like.

Report Viewer

Close

1 of 1

Achievement List



Centre Name: Lune Valley College- Lune Valley College - Main Site
 Qual Title: Ascentis Entry Level Award in ESOL Skills for Life (Reading) (Entry 1)
 Cohort ID: 5013410

| (1421405) Afternoon Fouru | | Date of Birth: 05/11/1995 | | | | |
|---------------------------|--|---------------------------|---------|---------|----------|------------|
| Unit Code | Unit Title | QCA Code | Level | Credits | Grade | Date |
| 10858 | ESOL Skills for Life Reading (Entry 1) | D/506/1570 | Entry 1 | 6 | Achieved | 17/03/2025 |

| (1421407) Afternoon Twou | | Date of Birth: 03/11/1999 | | | | |
|--------------------------|--|---------------------------|---------|---------|----------|------------|
| Unit Code | Unit Title | QCA Code | Level | Credits | Grade | Date |
| 10858 | ESOL Skills for Life Reading (Entry 1) | D/506/1570 | Entry 1 | 6 | Achieved | 17/03/2025 |

Important – The Attendance list is a required document for the IQA and EV Process. This Report must be printed off and signed by learners and any exam staff involved in the assessment.

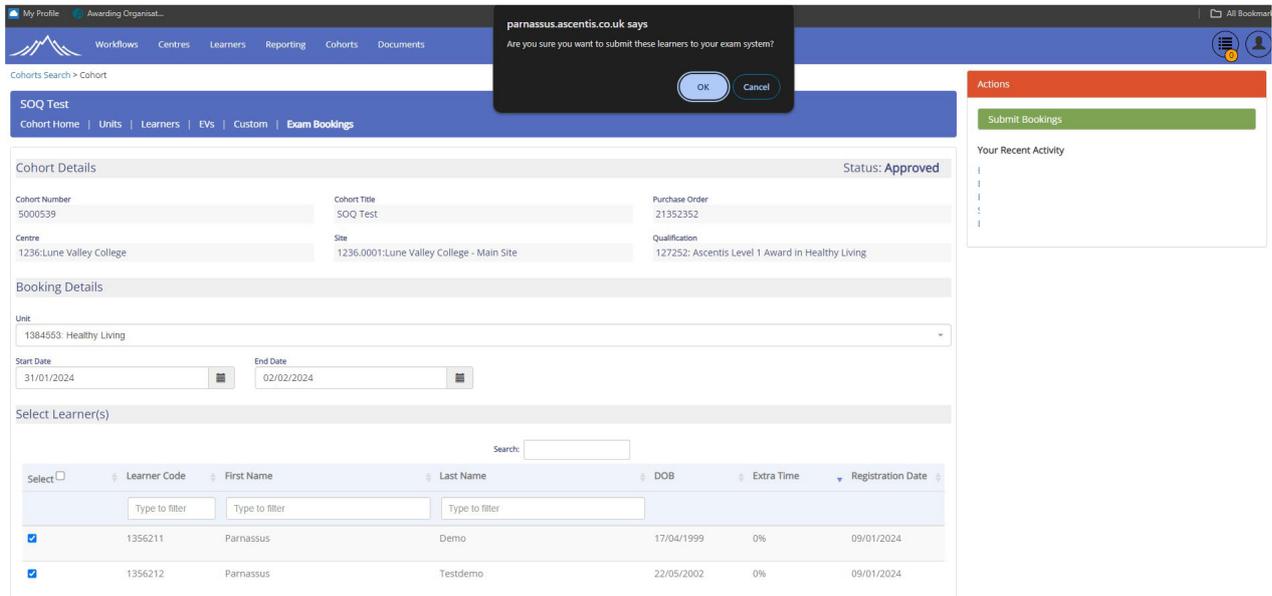
3.10 Online Exam Bookings

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.

SOQ Test

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

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.

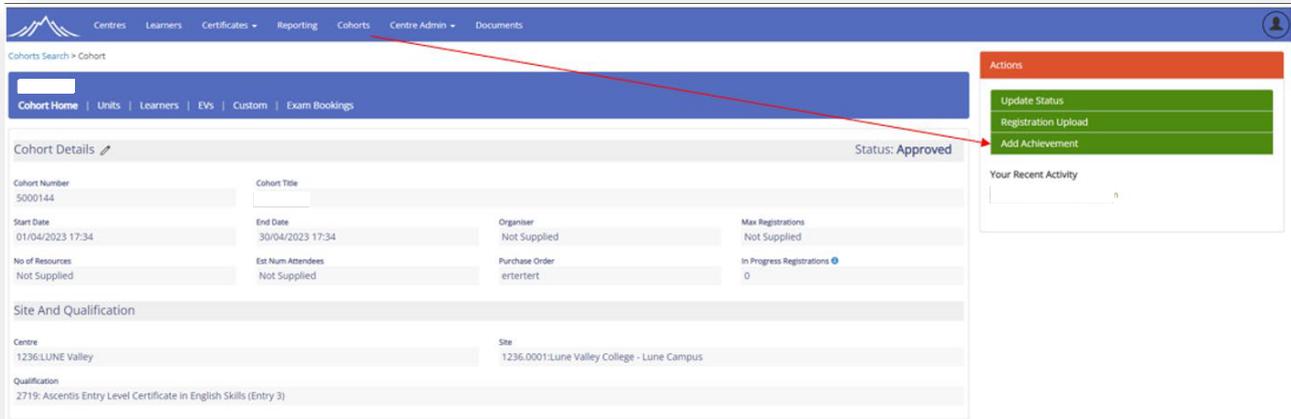
**The learners will free up automatically in Parnassus if they did not achieve, were absent or were voided from their exam. They can then be rebooked as seen above.
(Subject to qualification resit restrictions)**

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 |

Enter Grades

Back

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:

The Learners will only populate automatically here if they have units registered, otherwise the units will need to be added manually.

Your selection criteria:

Cohort: 500087; 500087 Cohort Dates: 17/05/2022 to 02/09/2022
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/503/3/189 | 1385138 | Understanding and Using 2D Shapes Set 4 (e-Assessment Single Unit) | 31/05/2022 | Pass |
| White | James | | 1247129 | 127056 | H/503/3/189 | 1385138 | Understanding and Using 2D Shapes Set 4 (e-Assessment Single Unit) | 31/05/2022 | Pass |

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

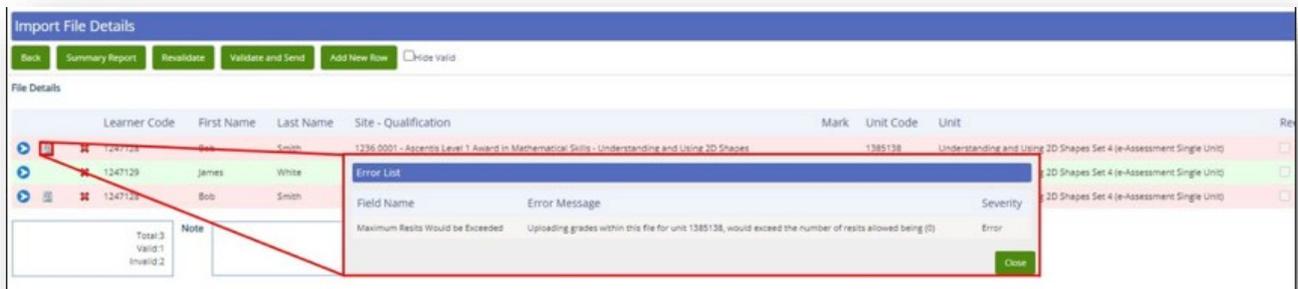
Save and Create Import File Back

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:

Buttons: 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 | 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 | | | | |

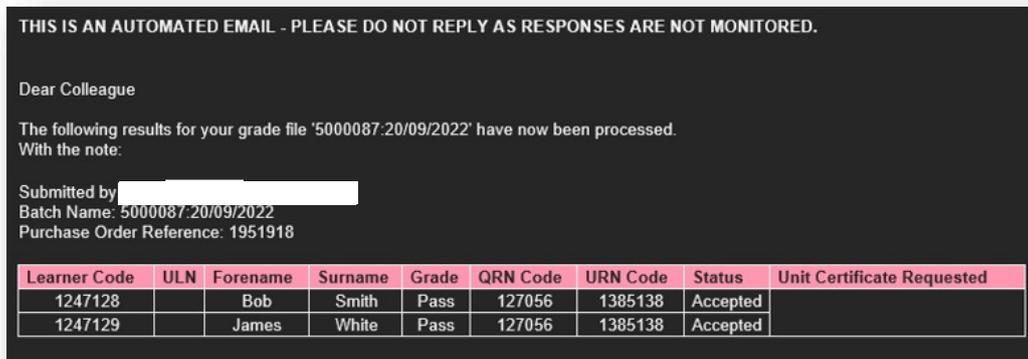
Files Processed

No Files

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

4.3 Direct Claims Status (DCS) Results

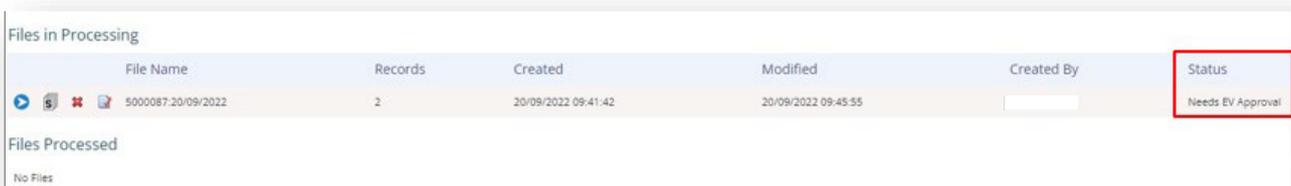
If your centre currently has DCs for the results you have submitted, you will receive an email from Ascentis when they have been processed



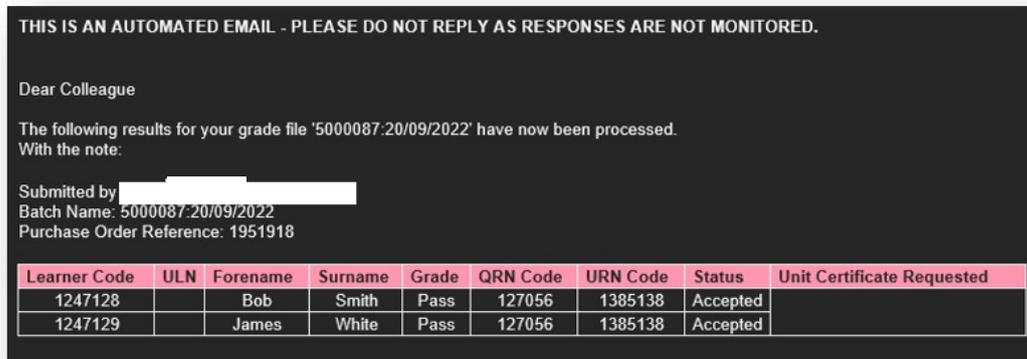
Once this has been done, you will receive an automated email advising that your results have been fully processed. The results file will also move down to the third section of the Results Import screen to **'Files Processed'**. The results have been successfully imported and added to the relevant learner(s).

4.4 Non-Direct Claims Status (DCS) Results

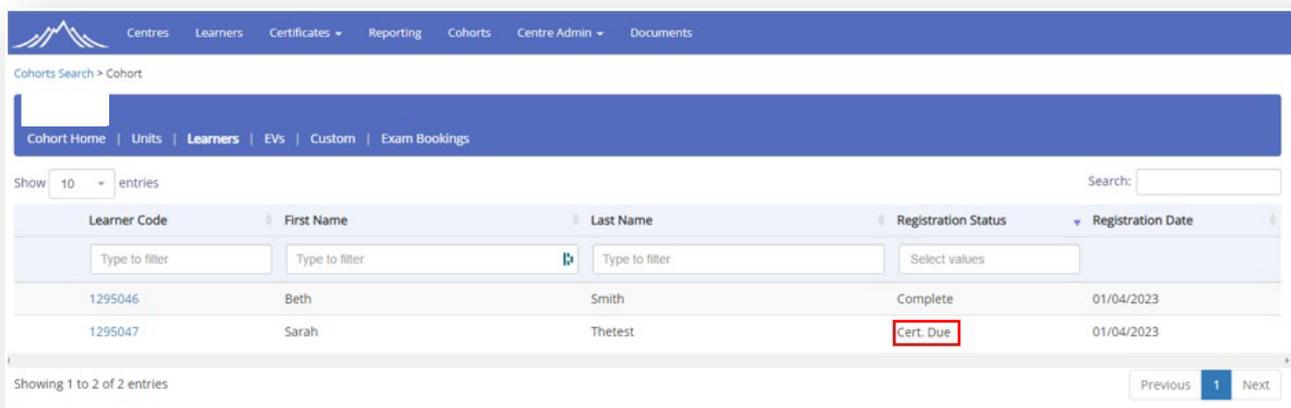
If your centre does not have DCS for the result(s) you have submitted, you will be unable to proceed with the results submission until your results have been verified by your dedicated Ascentis verifier. You can identify results of this nature via the **'Status'** column in the main Achievement Upload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

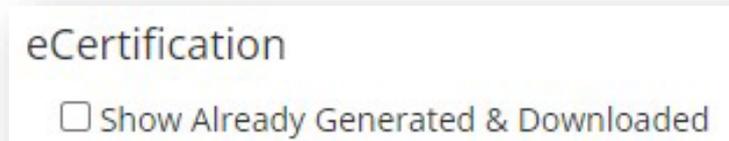
| Batch # | Site | eCerts | Status | Downloaded | Created By |
|---------|-----------|--------|-------------------|------------|------------|
| 1320454 | 1236.0001 | 1 | Ready To Generate | No | N/A |
| 1320453 | 1236.0001 | 1 | Ready To Generate | No | N/A |
| 1320452 | 1236.0001 | 1 | Ready To Generate | 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 foreground, a file explorer window shows a folder named '1236.0001 Batch 1319434 2 Certificates' containing four PDF files: '1236.0001 127056 1247128 Bob Smith', '1236.0001 127056 1247128 Bob Smi...', '1236.0001 127056 1247129 James W...', and '1236.0001 127056 1247129 James W...'. The file explorer also shows a table of the files 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 Smi... | 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 |

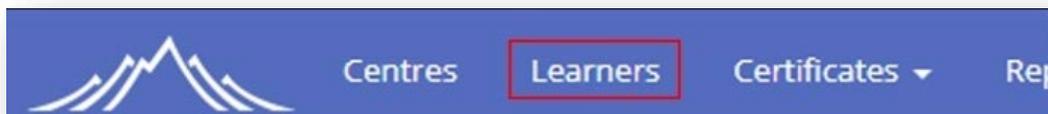
Once you have downloaded the eCertificate batch, the eCertificates will move to the 'Already Generated & Downloaded' section of the eCertificate screen. To view and download previously generated eCertificates, click the '**Show Already Generated & Downloaded**' tick box at the top left-hand side of the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



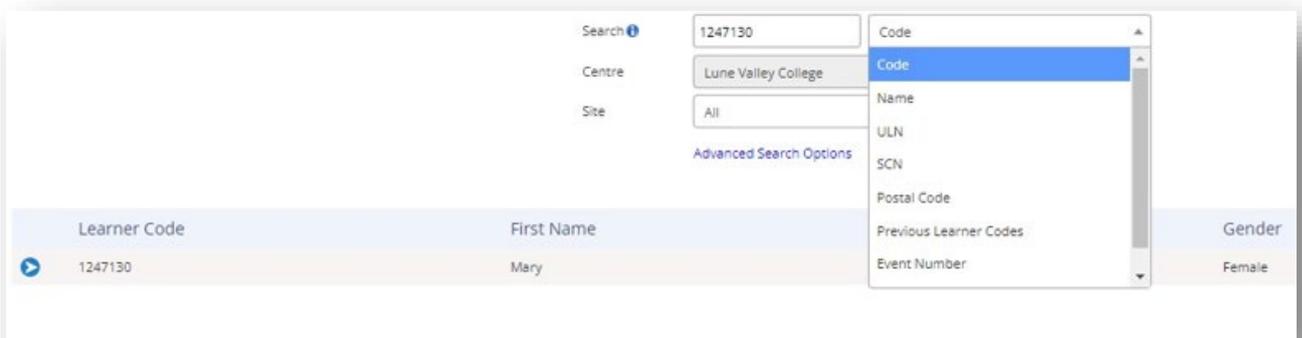
6 LEARNER MANAGEMENT

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**’:

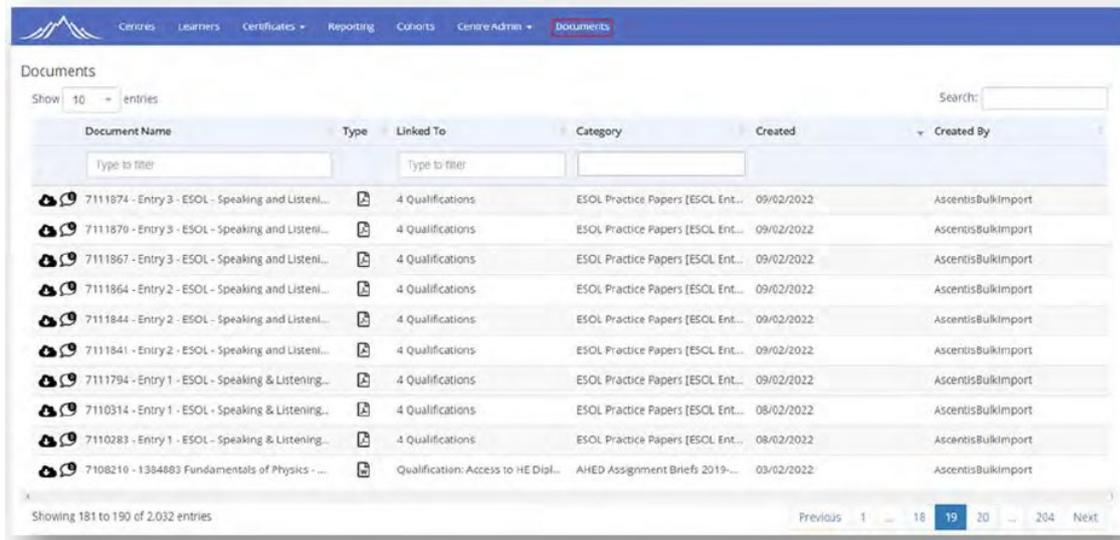


Via the Centre Documents screen, you will be able to view, download and upload documents that are specific to your centre. To view currently available centre documentation, such as Administration documents or Centre Training documents, click the  icon and the selected document will be downloaded. You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

7.2 Viewing and Downloading Assessment Documents

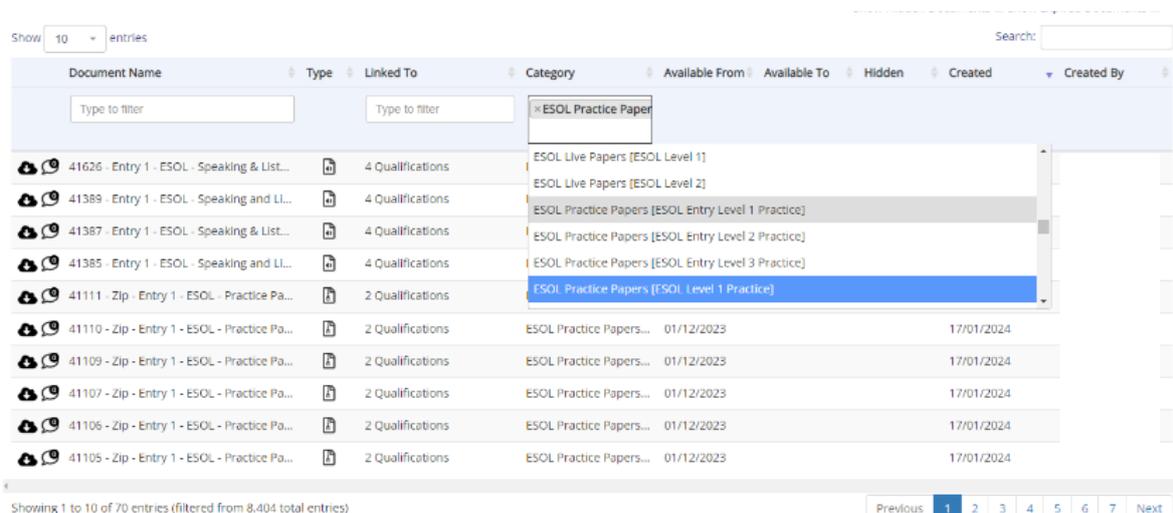
To view and download documents that are not for your Centre only, such as Assessment papers, resources, EQA reports, select the main 'Documents' menu option.

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.

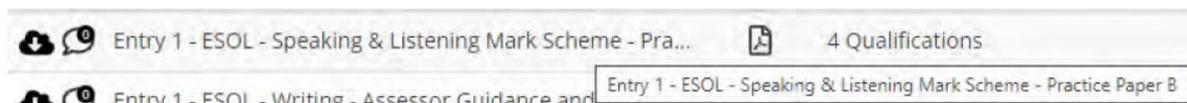
Show 10 entries Search:

| 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.

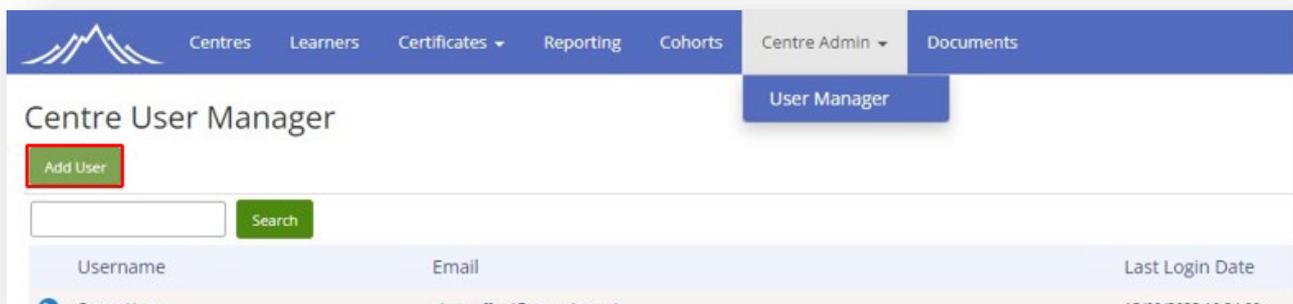
| Name [Parnassus] | Centre | Exams Officer | IQA | Tutor | External Read Only |
|--|----------------------------|------------------------|--------------|----------------|------------------------------|
| Actual roles to give user in Parnassus | Centres, CentreUserManager | Centres, Exams Officer | Centres, 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 |
| ViewLiveExamPapers | 1 | 1 | 0 | 0 | 0 |
| ViewPracticePapers | 1 | 1 | 0 | 1 | 0 |
| ViewAssignmentBriefs | 1 | 1 | | 1 | 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.

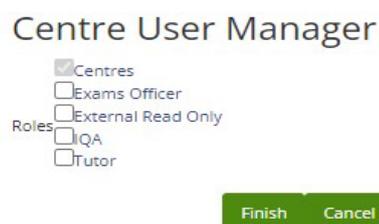
To create a new user, navigate to **'Centre Admin' -> 'User Manager'** at the top of the screen and select **'Add User'**



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

A screenshot of the 'Add User' form within the 'User Manager' section. The form contains the following fields: 'User Name' with the value 'John Smith', 'Email' with the value 'john.smith@ascentis.co.uk', 'Password (Optional)' with the value 'Password123!', and 'Associated Centre' with a dropdown menu showing '1236: Lune Valley College'. At the bottom of the form are two buttons: 'Create User' and 'Cancel'.

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

A screenshot of the role selection screen in the 'Centre User Manager'. The title is 'Centre User Manager'. Under the heading 'Roles', there are four checkboxes: 'Centres' (checked), 'Exams Officer', 'External Read Only', and 'Tutor'. At the bottom of the screen are two buttons: 'Finish' and 'Cancel'.

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.

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 |
| centreuser | | 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.

