

QuartzWeb Guide

**How to register
your learners**

Complete the ERegistration Submission details using the drop down menus. On the first screen, select the required course name and, if relevant, the qualification aim.

ERegistration Submission

Please note that you are about to submit a file of registrations for which a new course run will be created.
If you wish to add further registrations to a current course run then please use the options on the specific course run review page. [Click here](#) for a list of your course runs

Please select the Course you wish to register learners against from the drop-down list below.

Course Name [View Info](#)

If your learners are aiming for an OCNLR Qualification, please select the qualification from the drop-down list below.
Selecting a qualification will mean that you are charged the qualification registration fee per learner.

The qualification (if relevant) [View Info](#)

[Continue >](#)

On the second screen, please enter the start and end dates of the course, a delivery venue, and a tutor name.

ERegistration Submission

Course Name [View Info](#)

Selecting a qualification will mean that you are charged the qualification registration fee per learner.
The qualification (if relevant) [View Info](#)

Course Run description

Please enter the start date of the course
Clicking in to the cell will provide a calendar to select the date from.
Course Run Start Date

Please enter the end date of the course
Clicking in to the cell will provide a calendar to select the date from.
Course Run End Date

Please enter your own internal reference that will help you identify this cohort of learners.
This is an optional field and does not need to be completed if you do not internally reference your classes.
Provider Reference

If your centre operates a purchase order system, please provide the purchase order number here.
The purchase order number will be quoted on the invoice that we send you for these learner registrations.
Purchase order number

Please select the main delivery venue of the course.
Please contact us if a site is missing so that we can add this or please use the amend site facility below
Postcodes are mandatory for sites in this list. If a site is not appearing in the list please click on 'Amend Sites' to add a new site or add a postcode to an existing site
The site [Amend Sites](#)

Please select the main tutor/coordinator for the course.
Please contact us if any tutor names are missing so that we can add these or please use the add tutor facility below.
Tutor

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

Intended Credit Value (ICV) - Please specify the number of credits you expect your learners to achieve.
The registration fee per learner will be based on the ICV you specify below. The ICV does not need to be completed if you have already selected a qualification.
ICV

If you have any special instructions or would like to detail further information relating to this run, please detail this in the notes on submission box below.
For online courses using OPAL, please detail below the name and email addresses for the tutor, administrator and IQA.

Once all the fields are completed, click on **'Select File'** to locate the ERegistration template you have completed.

When the file has uploaded, either click **'Continue'** or **'Continue with Unit Registration'**.

Choosing **'Continue'** will mean that all the units on the course will show on your results entry screen.

Choosing **'Continue with Unit Registration'** will allow you to select only specific units to appear when entering results.

Please click on the 'Select File' button below to locate your completed eregistration template for this run. Once selected, you will see a preview of your template so that you can check that this is the correct one to submit.

Please then either click on Continue* or Continue with Unit Registration**

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

Drop a registration file here...

Or, select a registration file

For the 'Continue with Unit Registration' option, leave the search fields blank and click on 'Search'. To add an individual unit, click on 'Add' or 'Add All' if all the units are required.

Course Run Unit Registration

These are the current units to be submitted for registration. To add more units use the search facility.

No Units Registered

Search Prog/ProviderCourse Units

| Unit ID | Name | RITS | National Code |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| Unit ID | Unit Name | Level | Credits | RITS | National Code | |
|---------|--|-------|---------|------------|---------------|--|
| CBO318 | Collaborative Working Using Digital Technology | L1 | 3 | F/616/8251 | CN0/1/LQ/007 | <input type="button" value="+ Add All"/> |
| CBO323 | Digital Safety and Security | L1 | 3 | D/616/8256 | CN0/1/LQ/012 | <input type="button" value="+ Add"/> |

The list of added units will appear at the top. Once you have added all your required units, click 'Continue'.

Course Run Unit Registration

These are the current units to be submitted for registration. To add more units use the search facility.

| Unit ID | Unit Name | Level | Credits | RITS | National Code | |
|---------|--|-------|---------|------------|---------------|--------------------------|
| CBO318 | Collaborative Working Using Digital Technology | L1 | 3 | F/616/8251 | CN0/1/LQ/007 | ✕ Remove |

Search Prog/ProviderCourse Units

Unit ID: Name: RITS: National Code:

[Search](#)

| Unit ID | Unit Name | Level | Credits | RITS | National Code | |
|---------|--|-------|---------|------------|---------------|---------------------------|
| CBO318 | Collaborative Working Using Digital Technology | L1 | 3 | F/616/8251 | CN0/1/LQ/007 | + Add All |
| CBO323 | Digital Safety and Security | L1 | 3 | D/616/8256 | CN0/1/LQ/012 | + Add |

[← Amend](#) [Continue →](#)

You will next see the summary of the ERegistration Submission details.

Click 'Submit' to confirm the submission.

ERegistration Submission Confirm

Please confirm that you would like a new course run, with the following information, created. Your registration file will then be submitted against that course run.

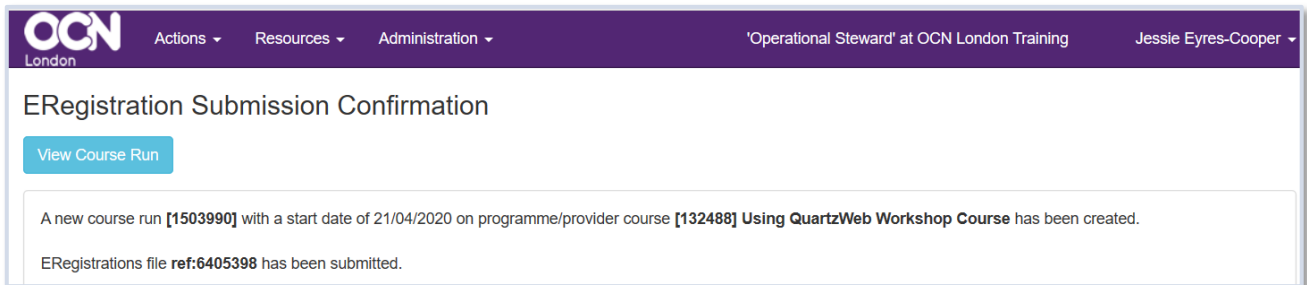
| | |
|--------------------------------|--|
| Provider Course | Using QuartzWeb Workshop Course [132488] |
| Qualification: | |
| Course Run Description: | |
| Course Run Start Date | 21/04/2020 |
| Course Run End Date | 28/04/2020 |
| Provider Reference: | |
| Purchase Order No: | |
| National Test Date: | |
| Site: | OCN London |
| Tutor: | Hollands, Tamzie |
| ICV: | |
| Notes: | |
| File Name: | ERegistration.xls |
| Units: | ID:1392318 (F/616/8251) (CN0/1/LQ/007) Collaborative Working Using Digital Technology (L=L1 C=3) |

By submitting this registration file, you as the Authorised User confirm that all details are true, accurate and complete and that the information has been entered using the correct formatting. Any subsequent changes to the course following its submission may incur additional charges.

[← Amend](#) [Submit →](#)

Once submitted, you will see an on screen confirmation that your course run has been created.

When the registrations are processed by OCN London, you will receive an email confirming this. The email will also provide information on the next steps of the process.



The screenshot shows a web interface for OCN London. At the top, there is a purple navigation bar with the OCN London logo on the left and user information on the right: 'Operational Steward' at OCN London Training and Jessie Eyres-Cooper. Below the navigation bar, the main content area has a white background. The title 'ERegistration Submission Confirmation' is displayed in a dark font. Underneath the title is a blue button labeled 'View Course Run'. A light blue box contains the following text: 'A new course run [1503990] with a start date of 21/04/2020 on programme/provider course [132488] Using QuartzWeb Workshop Course has been created.' Below this box, it states 'ERegistrations file ref:6405398 has been submitted.'

Adding learners to an existing Run

Please complete and save a copy of the ERegistration template with the additional learner details.

| U.N (mandatory) | Surname | Forename(s) | DoB (mandatory) | Postcode | Gender | Ethnicity | Ability | Employment | Deprivation Code | 2nd Year Learner | Permission not given* |
|-----------------|---------|-------------|-----------------|----------|--------|-----------|---------|------------|------------------|------------------|-----------------------|
| | | | | | | | | | | | |

Gender

M Male
F Female

Ethnicity

31 White - English /Welsh /Scottish /Northern Irish /British
32 White - Irish
33 White - Gypsy or Irish Traveller
34 White - Any Other White Background
35 Mixed /Multiple Ethnic Group - White and Black Caribbean
36 Mixed /Multiple Ethnic Group - White and Black African
37 Mixed /Multiple Ethnic Group - White and Asian
38 Mixed /Multiple Ethnic Group - Any Other Mixed / Multiple Ethnic Background
39 Asian / Asian British - Indian
40 Asian / Asian British - Pakistani
41 Asian / Asian British - Bangladeshi
42 Asian / Asian British - Chinese
43 Asian / Asian British - Any Other Asian Background
44 Black / African / Caribbean / Black British - African
45 Black / African / Caribbean / Black British - Caribbean
46 Black / African / Caribbean / Black British - Any Other Black / African / Caribbean Background
47 Other Ethnic Group - Arab
98 Other Ethnic Group - Any Other Ethnic Group
99 Not Provided

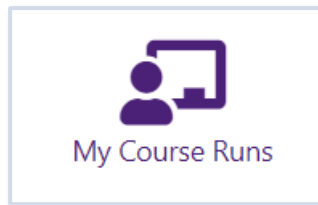
Ability Status

1 Learner considers they have a learning difficulty and/or disability and/or health problem
2 Learner does not consider they have a learning difficulty and/or disability and/or health problem
3 No information provided by the learner

Employment Status

10 In paid employment
11 Not in paid employment, looking for work and available to start work
12 Not in paid employment, not looking for work and/or not available to start work
99 Not known / not provided

To submit the additional learner registrations, from the home page, please click on the 'My Course Runs' icon.



Search for, and then select, the required Course Run ID.

Your Course Runs

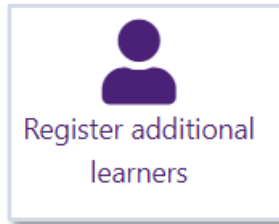
This screen allows you to search for batches, but opens by default showing 'current' batches - i.e. ones where today's date lies between their start and end dates.

Find Course Runs

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

| Course Run ID | Provider Reference | Programme/Provider Course ID | Programme/Provider Course Name | Qualification ID | Qualification Name | Course Run Description | Course Run Start Date | Course Run End Date | Course Run Site Name | No. of Regs. |
|---------------|--------------------|------------------------------|---------------------------------|------------------|--------------------|------------------------|-----------------------|---------------------|----------------------|--------------|
| 1503990 | | 132488 | Using QuartzWeb Workshop Course | | | | 21/04/2020 | 28/04/2020 | OCN London | 4 |

Click on the 'Register Additional Learners'.



The ERegistration Submission page will display the information you previously selected. Click on 'Select File' and upload the new ERegistration template. Then click 'Continue' and click 'Submit' to confirm the submission.

If you have any special instructions or would like to detail further information relating to this run, please detail this in the notes box below.
If this is for an online course using OPAL, please indicate below along with the email addresses for the tutor and administrator

Notes on this submission

Please click on the 'Select File' button below to locate your completed eRegistration template for this run. Once selected, you will see a preview of your template so that you can check that this is the correct one to submit.

Please then either click on **Continue*** or **Continue with Unit Registration****

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

Or, select a registration file

ERegistrations File Format

[Click Here](#) for a 'Standard ERegistration' submission form (as an Excel file).
[Click Here](#) for instructions on filling in the 'Standard ERegistration' submission form.
ERegistration files can be accepted in a variety of formats. [Click Here](#) for full details of the file-formats available and associated coding conventions (in a Word document).

***Selecting 'Continue' will mean that all the units in your course will appear on your ERAC**
**** Selecting 'Continue with Unit Registration' allows you to select which units from your course will appear on your ERAC. To retrieve a list of the units for you to select from, please leave the search filters blank and click on 'Search'.**

OCN London Actions ▾ Resources ▾ Administration ▾ 'Operational Steward' at OCN London Training Jessie Eyres-Cooper ▾

ERegistration Submission Confirmation

Additional ERegistrations file **ref:6405417** has been submitted for course run **[1503990]** with a start date of 21/04/2020 on programme/provider course **[132488] Using QuartzWeb Workshop Course.**

Once submitted, you will see an on screen confirmation. When the registrations are processed, you will receive a confirmatory email.



📍 OCN London

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