

## Access QuartzWeb Step by Step Guide

### Learner registrations

- Please complete and save a copy of the Access Eregistration template with the learners' details for each cohort of each Access to HE Diploma
- Please save each template to your desktop or designated folder with a file name to identify the cohort
- Drop down menus in the template can be used to select the relevant codes detailed on the right hand side of the template

### Creating a course run and uploading learner registrations

- Please log in to Access QuartzWeb at <https://quartz-access.ocnlondon.org.uk/> with your username and password
- Choose 'ERegistration Submission' from the left hand side menu
- Please complete the course run details using the drop down menus to select the Diploma title and related qualification
- Please enter the start and end dates of the course. Clicking in to the box will bring up a calendar.
- Course run description and provider reference are optional fields
- Please select the delivery venue from the drop down menu under 'the site'
- Choose the name of the tutor from the drop down menu under 'tutor'
- Please click on 'browse' to locate the ERegistration template you have previously completed for this cohort. Select the template and the name of the file will appear next to the browse button
- Click on 'continue with unit registrations'
- Please leave the search fields blank and click on the 'search' button
- Click on the 'add all units' button at the end of the page
- Please click on 'continue'. You will then be taken to a summary page where you can have a final check of the data you have selected
- Click on 'amend' to make any changes otherwise please then click on 'submit'
- An email is then sent to your OCN London Admin Contact advising that there are registrations to process

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### Registering learners against units

- Once your registration submission has been processed by OCN London you will receive an automated email as confirmation of this.
- The email will invite you to now select the units that make up the 60 credits that each of your learners on the cohort is studying this academic year
- Please log in to Access QuartzWeb at <https://quartz-access.ocnlondon.org.uk/> with your username and password
- Choose 'Review Classes' from the left hand side menu
- All your current courses will appear in a table towards the end of the page
- Please click on the required course run ID. This will take you to the course run page.
- A list of all your registered learners on the course run are detailed in a table
- Using the first column, please select which learners you wish to register units against.
- Clicking on 'all' will select all the learners on the run
- Please then click on the 'multiple-learners' unit registration' button (please note this button still applies if you are only selecting one learner)
- The unit selection for the learner(s) can now be made. This can be completed in two way
- *Option 1* is to search by 'module' using the drop down menu. The search results will show all the units within that particular module. Please click on the icon (a red book with a green plus sign) in the add unit column for each required unit to assign the unit to the learner(s)
- The chosen units will then appear at the top of the page and the number of credits for each learner will begin to add up against their name at the top of the page.
- At any stage you can remove a unit from a learner by clicking on the icon of a red book with a red cross sign in the end column
- Complete for each module as required until you have the required total of 60 credits for each learner
- *Option 2* is to leave the search fields blank and select 'add all units'. This will then add all the units from the diploma programme to each learner. You can then use the remove unit facility (by clicking on the icon of a red book with a red cross sign in the end column) to remove any units that are not required. Please remember that a learner must be registered against exactly 60 credits.
- Once you have completed your unit selections, please click on the 'back to course run' button
- The end column in the learners table shows the Diploma the learners have been registered on.
- Until units have been selected there is a symbol which looks similar to a spirit level
- Once units have been selected, the Quartz system runs a Rules of Combination (RoC) checker at regular five minute intervals to determine whether the learners will be awarded the Diploma from the units that have been selected

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- If the symbol has changed to a clipboard with a green tick on it, this means that the RoC check has succeeded and indicates that the learner would meet the RoC for the Diploma if they complete all the units they have been registered against
- If the symbol has changed to a clipboard with a red warning sign on it, this means that the RoC has not succeeded and indicates that the learner would not meet the RoC for the Diploma if they complete all the units they have been registered against
- If there is no symbol at all, this means that too many credits (over 60) have been selected and indicates that credits need to be removed
- To amend the unit selection for the learner(s) who are not meeting the RoC, please select them using the tick box in the first column and then click on the 'multiple-learners' unit registration' button. This will take you back to the learner unit registration page where you will be able to remove and add units as required. Once the changes have been made the RoC checker will be run again
- Please click on 'back to course run' and review the status in the end column. If the RoC have now been met, the symbol will change to the green tick. Please note that you may need to wait for five minutes for the new check to have been fully completed.