

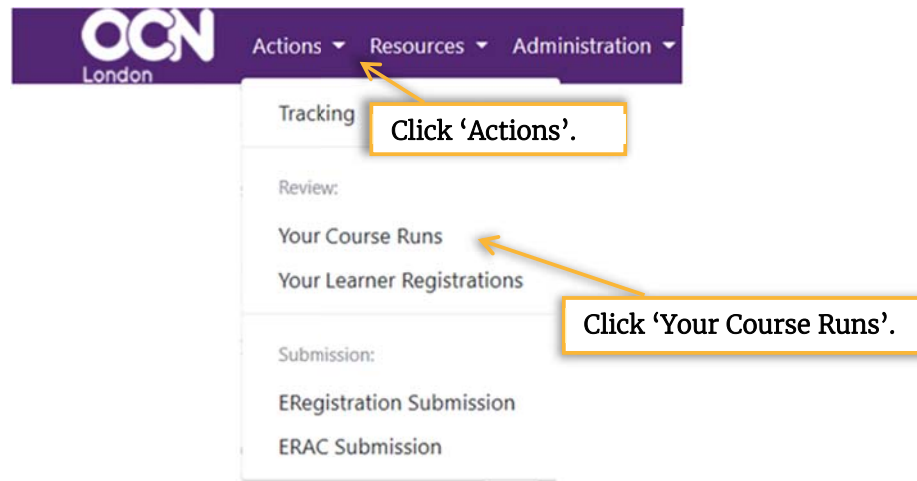
# **QUARTZWEB USER GUIDE**

## **HOW TO DOWNLOAD, COMPLETE AND SUBMIT YOUR ERACs**



# DOWNLOADING ERACs

To download your Electronic Recommendation for the Award of Credit (ERAC) form, in QuartzWeb, from the top menu click on 'Actions'. A drop down menu will appear where you will need to click on 'Your Course Runs'.



Click on the required Course RUN ID. (You may need to use the search facility).  
If the end date of the course was over 3 months ago, please untick the 'Current' box.



## 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

Provider Reference

Starts in Academic year

Current?

Programme/Provider Course ID

Programme/Provider Course Name

Qualification ID

Qualification Name

Tutor

Search Facility.

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	5

Click on the required Course RUN ID.

Click on 'Results' from the top menu, then click on 'ERAC Submission Forms'.

The screenshot shows the OCN London interface. The top navigation bar includes 'OCN London', 'Actions', 'Resources', 'Administration', and 'Operational Steward' at OCN London Training. The user is logged in as 'Jessie Eyres-Cooper'. The 'Results' dropdown menu is open, and 'ERAC Submission Forms' is highlighted. Below this, the 'Course Run [1503990]' details are displayed, including Provider, Programme/Provider Course, Provider Reference, Course Run Start, Site, Number of Learners, ICV, Tutor, Purchase Order No, Course Run End, and Quality Personnel. Below the course run details are sections for 'eCertificates', 'Programme Run Administration Events (Manage)', and 'Learner Registrations'. The 'Learner Registrations' section includes a table with columns: Actions, All, Learner ID, ULN, Title, Forename, Surname, Date of Birth, Status, Metrics, Registered On, and Registered.

Actions	All	Learner ID	ULN	Title	Forename	Surname	Date of Birth	Status	Metrics	Registered On	Registered
Actions	<input type="checkbox"/>	9732256			Jennifer	Watkins (more...)	30/05/1980		<input checked="" type="checkbox"/> Metrics		22/04/2020

Click on 'Generate ERAC'.

The screenshot shows the 'ERAC Submission Form' page for course run [1503990]. The page includes a 'Back to Course Run' button, a dropdown menu set to '--None specified--', and a 'Standard ERAC' section with a checked 'ERAC Form' checkbox. The 'Generate ERAC' button is highlighted with an orange box and an arrow pointing to it.

The ERAC is then available as an Excel Document. Save the ERAC to your desktop or designated folder.

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

### ERAC Submission Form

For course run [1503990]

[Back to Course Run](#)

--None specified--

Standard ERAC

ERAC Form

[Generate ERAC](#)

Click 'Save' to save the ERAC.

What do you want to do with Results\_User(12.....xls (207 KB)?  
From: quartz.ocnlondon.org.uk

Open    Save    ^    Cancel    ×

# COMPLETING ERACs

Once you open the ERAC, you will be taken to the 'Learners' tab where the results need to be entered (you may see a Security Warning box first from which you need to select 'Enable Macros').

FILE REF: 6405468			
Course Code:		132488	
Course Title:		Using QuartzWeb Workshop Course	
Run ID:		1503990	
Provider Reference:			
<b>Quartz ID</b>	<b>Learner</b>	<b>ULN</b>	
9732262	Bell, Michael		<input type="checkbox"/>
9732257	Brown, Lisa		<input type="checkbox"/>
9732258	Jones, Robert		<input type="checkbox"/>
9732259	Smith, John		<input type="checkbox"/>
9732256	Watkins, Jennifer		<input type="checkbox"/>

CBO318:Collaborative Working Using Digital Technology (F/616/8251) CN01/LQ/007 [C=3,L=One]

CBO318:Collaborative Working Using Digital Technology (F/616/8251) CN01/LQ/007 [C=3,L=One]

Summary **Learners** (+)

'Learners' tab.

To enter results, click onto the required cell and a drop down menu will appear. Choose the option 'Achieved' to claim for the unit.

File Ref: 6405468			
Course Code:		132488	
Course Title:		Using QuartzWeb Workshop Course	
Run ID:		1503990	
Provider Reference:			
<b>Quartz ID</b>	<b>Learner</b>	<b>ULN</b>	
9732262	Bell, Michael		<input type="checkbox"/>
9732257	Brown, Lisa		Achieved
9732258	Jones, Robert		<input type="checkbox"/>
9732259	Smith, John		<input type="checkbox"/>
9732256	Watkins, Jennifer		<input type="checkbox"/>

CBO318:Collaborative Working Using Digital Technology (F/616/8251) CN01/LQ/007 [C=3,L=One]

CBO318:Collaborative Working Using Digital Technology (F/616/8251) CN01/LQ/007 [C=3,L=One]

From the drop down menu choose the option 'Achieved' to claim for the unit.

As a shortcut, there are boxes above the unit titles across the top of the page. By clicking into the boxes, 'Achieved' appears in all of the cells for that particular row or column. If an achievement is not required for a particular learner, you would need to click in to the cell, press delete and hit enter.

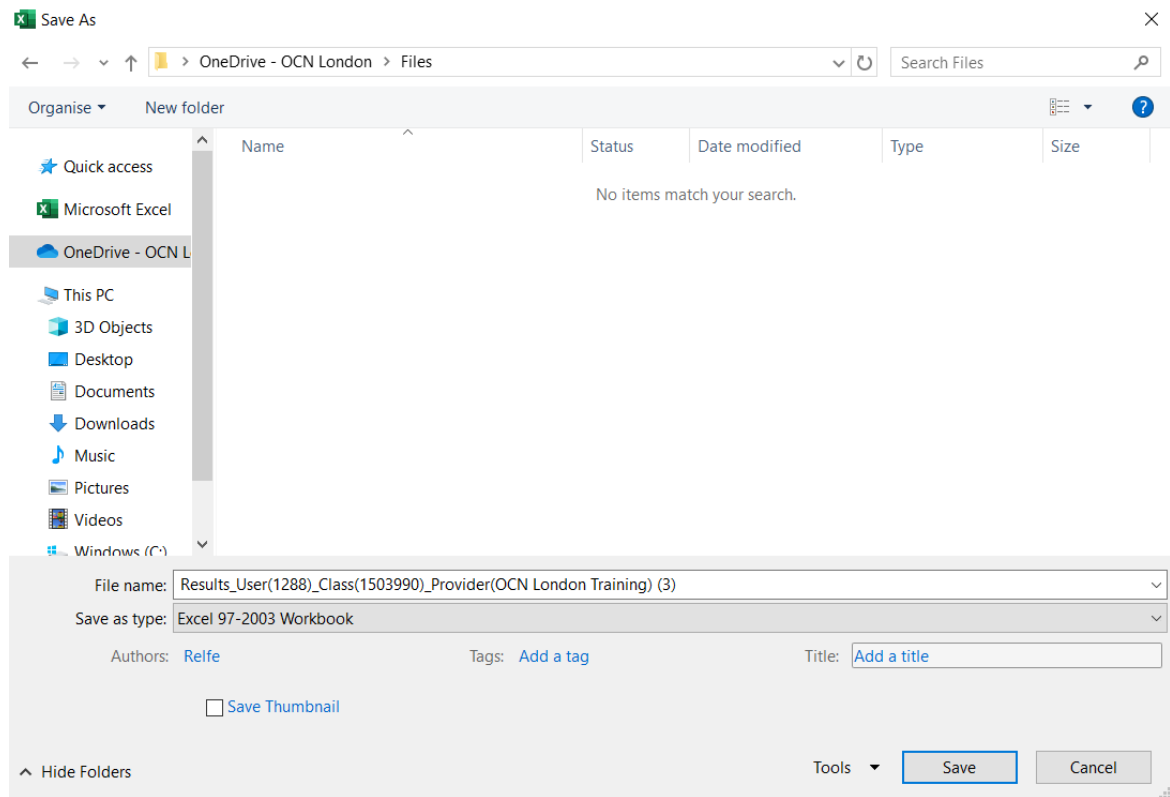
By clicking into the boxes, 'Achieved' appears in all of the cells for that particular row or column.

File Ref: 6405468			
Course Code:		132488	
Course Title:		Using QuartzWeb Workshop Course	
Run ID:		1503990	
Provider Reference:			
			<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Quartz ID	Learner	ULN	CBO318: Collaborative Working Using Digital Technology (F/1616/8251) CNO/1/LQ/007 [C=3,L=One]
9732262	Bell, Michael		<input type="checkbox"/> Achieved
9732257	Brown, Lisa		<input type="checkbox"/> Achieved
9732258	Jones, Robert		<input type="checkbox"/> Achieved
9732259	Smith, John		<input type="checkbox"/> Achieved
9732256	Watkins, Jennifer		<input type="checkbox"/> Achieved

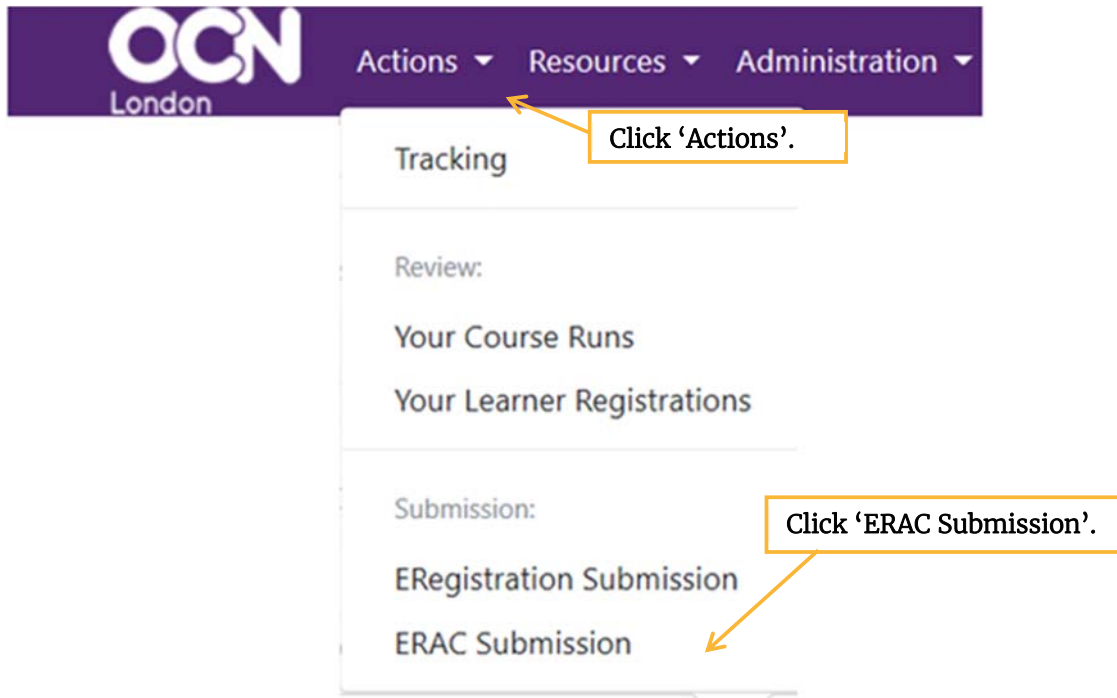
File Ref: 6405468			
Course Code:		132488	
Course Title:		Using QuartzWeb Workshop Course	
Run ID:		1503990	
Provider Reference:			
			<input type="checkbox"/>
			<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Quartz ID	Learner	ULN	CBO318: Collaborative Working Using Digital Technology (F/1616/8251) CNO/1/LQ/007 [C=3,L=One]
9732262	Bell, Michael		<input type="checkbox"/>
9732257	Brown, Lisa		<input checked="" type="checkbox"/> Achieved
9732258	Jones, Robert		<input type="checkbox"/>
9732259	Smith, John		<input type="checkbox"/>
9732256	Watkins, Jennifer		<input type="checkbox"/>

Save the completed ERAC to your desktop or designated folder.

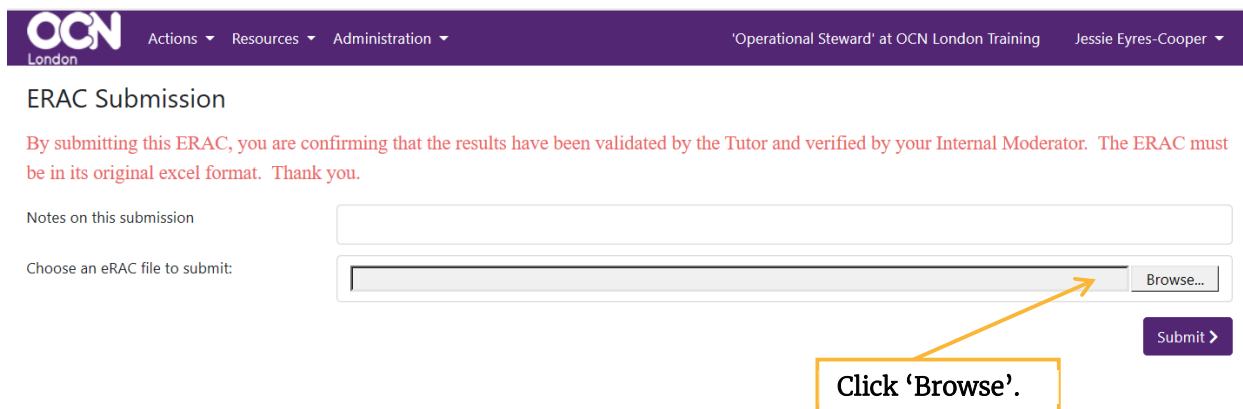


# SUBMITTING COMPLETED ERACs

To submit the completed ERAC form, from the top menu in QuartzWeb click on 'Actions'. A drop down menu will appear where you will need to click on 'ERAC Submission'.



Click on 'Browse' to find the completed ERAC form that you saved earlier.





Click on 'Submit' to upload the completed ERAC form.

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

## ERAC Submission

By submitting this ERAC, you are confirming that the results have been validated by the Tutor and verified by your Internal Moderator. The ERAC must be in its original excel format. Thank you.

Notes on this submission

Choose an eRAC file to submit: C:\Users\Jessie Work\Desktop\Results\_User(1288)\_Class(1503990)\_Provider(OCN London Training) (3).xls Browse...

Submit

Click 'Submit'.

Click on 'confirm' to confirm the submission of your ERAC form.

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

## Confirm ERAC Submission

Notes:

File Name: Results\_User(1288)\_Class(1503990)\_Provider(OCN London Training) (3).xls

Please confirm that you would like the file of results submitted

< Amend Confirm >

Click 'Confirm'.

An automated email will be sent to your OCN London Centre Moderator advising that there are results to be externally moderated.

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

## ERAC Submission

The eRAC file **ref:6405468** has been submitted for course run **1503990**

Thank you for submitting your completed ERAC containing recommendations for the awards of credit from your tutor(s) and which have been moderated by your Internal Moderator.

If you have Direct Claims Status (DCS) for this course, learners submitted will be certificated after your Approved Internal Moderator (AIM) has moderated the ERAC.

If this course is not covered by a DCS agreement, you will need to please arrange for the work to be externally moderated by your OCN London Centre Moderator.

If you are a Hub Centre, you will need to please book into one of the scheduled Hub Events for the work to be externally moderated by a Centre Moderator. **If you feel that the sample chosen is too large or if you have any issues please contact Sara-Anne Bird, our Quality & Standards Coordinator at s.bird@ocnlondon.org.uk**

If your centre does not already have an External Moderation (or Hub Event) booked, please contact OCN London to arrange one, so that learner achievements can be moderated, and certification sanctioned.

Thank you.

View Course Run

## About OCN London

OCN London is a well-established national awarding organisation with over 25 years' experience in accrediting learning. We are a not-for-profit organisation with charitable status, dedicated to widening participation in learning and training, social inclusion and employability. We are also a market leader in the recognition of achievement through credit-based units and qualifications. Based in London we work with centres both across the UK and abroad, offering national qualifications and accredited programmes.

Our mission is to provide opportunities for people from across society to benefit from learning, particularly those from disadvantaged backgrounds.

### Why work with us?

- We are agile and responsive. This means you will get a personal service with direct access to a named contact and a quick turnaround.
- We pride ourselves on our close relationships with centres. The people we work with see us as a trusted partner, not just a supplier.
- We want to help you get the best from your learners and employees.
- We have a reputation for high quality. The OCN London brand carries national recognition and kudos.
- We are flexible and recognise the importance of accommodating the needs of different learners and different learning styles.
- We offer exceptional value for money. Just ask the people we work with.
- We are committed to the belief that learning can change lives.

OCN London is regulated by Ofqual and the Quality Assurance Agency for Higher Education.

**For further information or assistance please call the OCN London Business Support Team on 020 7278 5511. Alternatively email us at [enquiries@ocnlondon.org.uk](mailto:enquiries@ocnlondon.org.uk)**



📍 **OCN London,**  
15 Angel Gate, 326 City Road, London EC1V 2SF  
🌐 [www.ocnlondon.org.uk](http://www.ocnlondon.org.uk)  
✉ [enquiries@ocnlondon.org.uk](mailto:enquiries@ocnlondon.org.uk)  
☎ 020 7278 5511