

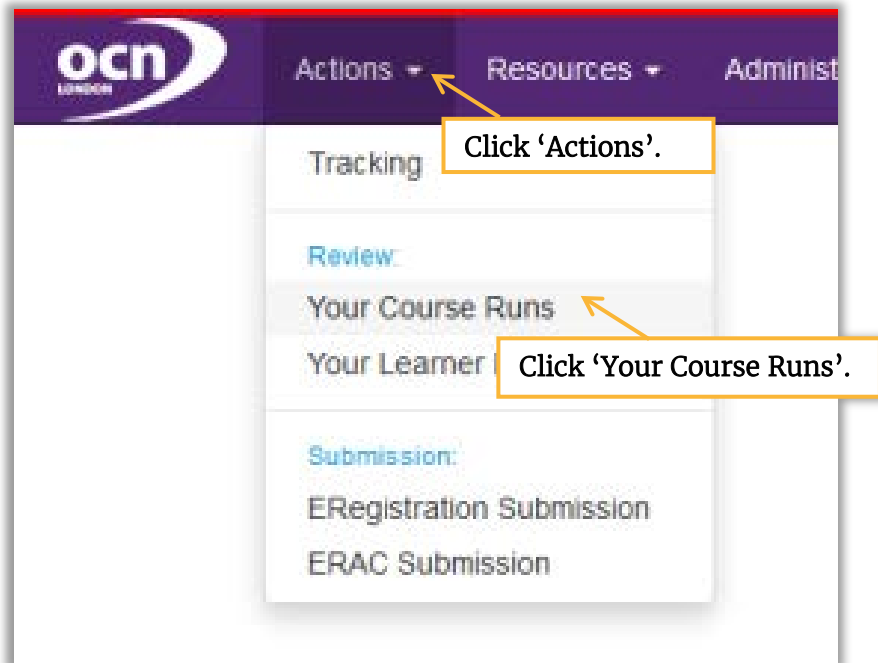
QUARTZWEB USER GUIDE

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).

A screenshot of the 'Your Course Runs' page in QuartzWeb. The page title is 'Your Course Runs'. Below the title, there is a search form titled 'Find Course Runs'. The form has several input fields: 'Course Run ID', 'Provider Reference', 'Starts in Academic year' (a dropdown menu with 'Any' selected), 'Current?' (a checkbox), 'Programme/Provider Course ID', 'Programme/Provider Course Name', 'Qualification ID', 'Qualification Name', and 'Tutor' (a dropdown menu with '<Any>' selected). A 'Search' button is located at the bottom left of the form. An arrow points to the search form with a callout box that says 'Search Facility.' Below the search form is a table with the following data:

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
1488735	Group 1	129975	OCNLR Level 2 Certificate in First Steps to Enterprise	126749	OCNLR Level 2 Certificate in First Steps to Enterprise (OCF)		01/01/2017	01/05/2017	OCN London

An arrow points to the 'Course Run ID' '1488735' in the table, with a callout box that says 'Click on the required Course RUN ID.'

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

Click on 'Results'.

Click on 'ERAC Submission Forms'.

Click on 'ERAC Submission Forms'.

OCN London Training | Actions | Resources | Administration | 'Centre Administrator' at OCN London Training | Dixi Patel

Learner Registrations | Unit Registrations | **Results** | Course Run Documentation

Course Run [1488735]

ERAC Submission Forms

Provider	[60673] OCN London Training	Purchase Order No	Group 1 FTS
Qualification	[129975] OCNLR Level 2 Certificate in First Steps to Enterprise	Course Run End	01/05/2017
Provider Reference	Group 1	Number of Learners	6
Course Run Start	01/01/2017	Quality Personnel	Quality Reviewer: Workshop Verifier [ID:9636412]
Site	OCN London		
Tutor	Broatch, Cathy		

Programme Run Administration Events (Manage)

Learner Registrations

Click on the surname to review the learner's history for your currently selected organisation

All	Units	Photo	Learner ID	ULN	Title	Forename	Surname	Date of Birth	Status	Metrics	Registered On
<input type="checkbox"/>			9658235		—	John	Smith (more...)	01/12/1989	Not Specified	Withdraw	Metrics OCNLR Level 2 Certificate in First Steps to Enterprise (QCF)
<input type="checkbox"/>			9658236		—	Keith	Burns (more...)	25/04/1978	Not Specified	Withdraw	Metrics OCNLR Level 2 Certificate in First Steps to Enterprise (QCF)
<input type="checkbox"/>			9658237		—	Laura	MacKenzie (more...)	16/03/1969	Not Specified	Withdraw	Metrics OCNLR Level 2 Certificate in First Steps to Enterprise (QCF)
<input type="checkbox"/>			9658238		—	Abbie	Taylor (more...)	07/08/1988	Not Specified	Withdraw	Metrics OCNLR Level 2 Certificate in First Steps to Enterprise (QCF)
<input type="checkbox"/>			9658239		—	Ruby	Watson (more...)	19/01/1989	Not Specified	Withdraw	Metrics OCNLR Level 2 Certificate in First Steps to Enterprise (QCF)
<input type="checkbox"/>			9658240		—	Oliver	Wood (more...)	30/11/1985	Not Specified	Withdraw	Metrics OCNLR Level 2 Certificate in First Steps to Enterprise (QCF)

Click on 'Generate ERAC'.

OCN London Training | Actions | Resources | Administration | 'Centre Administrator' at OCN London Training | Dixi Patel

ERAC Submission Form

For course run [1488735]

[← Back to Course Run](#)

-- None specified --

Standard ERAC

ERAC Form

Click on 'Generate ERAC'.

Generate ERAC

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

The screenshot shows the 'ERAC Submission Form' for course run [1488735]. At the top, there is a navigation bar with the OCN logo and menu items: 'Actions', 'Resources', and 'Administration'. On the right side of the bar, it says 'Centre Administrator' at OCN London Training and 'Dixa Patel'. Below the navigation bar, the page title is 'ERAC Submission Form' followed by 'For course run [1488735]'. There is a blue button labeled '< Back to Course Run'. Below that is a dropdown menu showing '-- None specified --'. A section titled 'Standard ERAC' contains a checkbox labeled 'ERAC Form' which is checked. At the bottom left of this section is a purple button labeled 'Generate ERAC'.

This is a screenshot of a Firefox file dialog box. The title bar reads 'Opening Results_User(9)_Class(1488735)_Provider(OCN)'. The main text says 'You have chosen to open: Results_User(9)_Class(1488735)_Provider(OCN which is: Microsoft Excel 97-2003 Worksheet (178 KB) from: https://quartz.ocnlr.org.uk'. Below this, it asks 'What should Firefox do with this file?' and provides three options: 'Open with Microsoft Excel (default)', 'Save File' (which is selected with a blue dot), and 'Do this automatically for files like this from now on.' (which is unchecked). At the bottom right, there are 'OK' and 'Cancel' buttons. An orange callout box with the text 'Click 'OK' to save the ERAC.' has an arrow pointing to the 'OK' button.

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').

9	Quartz ID	Learner							
10	9658236	Burns, Keith							
11	9658237	MacKenzie, Laura							
12	9658235	Smith, John							
13	9658238	Taylor, Abbie							
14	9658239	Watson, Ruby							
15	9658240	Wood, Oliver							

File Ref: 6236689
 Course Code: 129975
 Course Title: OCNLR Level 2 Certificate in First Steps to Enterprise
 Run ID: 1488736
 Provider Reference: Group 1

CBIZ79: Assessing Your Capacity to Start and Run a Business (K/503/9894) AB1/2/L.Q.001 [C=1,L=Two]
 CBIZ80: Considering the Potential to Run a Business from Home (M/503/9895) AB1/2/L.Q.002 [C=1,L=Two]
 CBIZ83: Legal Aspects of Trading for a New Business (F/503/9898) AB1/2/L.Q.005 [C=2,L=Two]
 CBIZ86: Understanding Social Enterprise (A/503/9902) AB1/2/L.Q.008 [C=2,L=Two]

'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.

9	Quartz ID	Learner	ULN						
10	9658236	Burns, Keith							
11	9658237	MacKenzie, Laura							
12	9658235	Smith, John							
13	9658238	Taylor, Abbie							
14	9658239	Watson, Ruby							
15	9658240	Wood, Oliver							

File Ref: 6236689
 Course Code: 129975
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CBIZ79: Assessing Your Capacity to Start and Run a Business (K/503/9894) AB1/2/L.Q.001 [C=1,L=Two]
 CBIZ80: Considering the Potential to Run a Business from Home (M/503/9895) AB1/2/L.Q.002 [C=1,L=Two]
 CBIZ83: Legal Aspects of Trading for a New Business (F/503/9898) AB1/2/L.Q.005 [C=2,L=Two]
 CBIZ86: Understanding Social Enterprise (A/503/9902) AB1/2/L.Q.008 [C=2,L=Two]

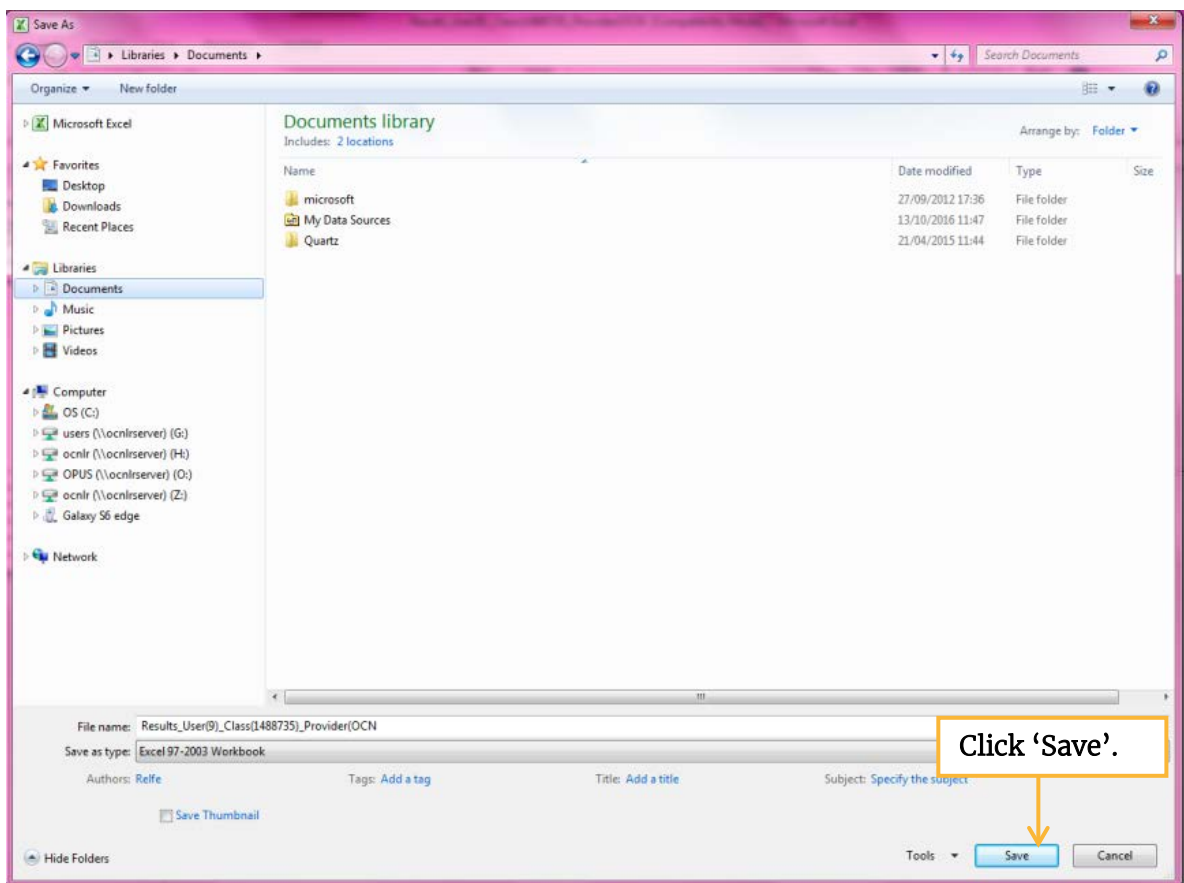
Achieved

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.

	A	B	D	F	G	H	I	J
1	File Ref: 6236689							
2	Course Code: 129975							
3	Course Title: OCNLR Level 2 Certificate in First Steps to Enterprise							
4	Run ID: 1488735							
5	Provider Reference: Group 1							
6								
8								
9	Quartz ID	Learner	ULN		<input type="checkbox"/> CB1279: Assessing Your Capacity to Start and Run a Business (K:503:9894) AB1/2/L.Q.001 [C=1,L=Two]	<input type="checkbox"/> CB1280: Considering the Potential to Run a Business from Home (M:503:9895) AB1/2/L.Q.002 [C=1,L=Two]	<input type="checkbox"/> CB1283: Legal Aspects of Trading for a New Business (F:503:9898) AB1/2/L.Q.005 [C=2,L=Two]	<input type="checkbox"/> CB1286: Understanding Social Enterprise (A:503:9902) AB1/2/L.Q.008 [C=2,L=Two]
10	9658236	Burns, Keith		<input type="checkbox"/>	Achieved			
11	9658237	MacKenzie, Laura		<input checked="" type="checkbox"/>	Achieved	Achieved	Achieved	Achieved
12	9658235	Smith, John		<input type="checkbox"/>	Achieved			
13	9658238	Taylor, Abbie		<input type="checkbox"/>	Achieved			
14	9658239	Watson, Ruby		<input type="checkbox"/>	Achieved			

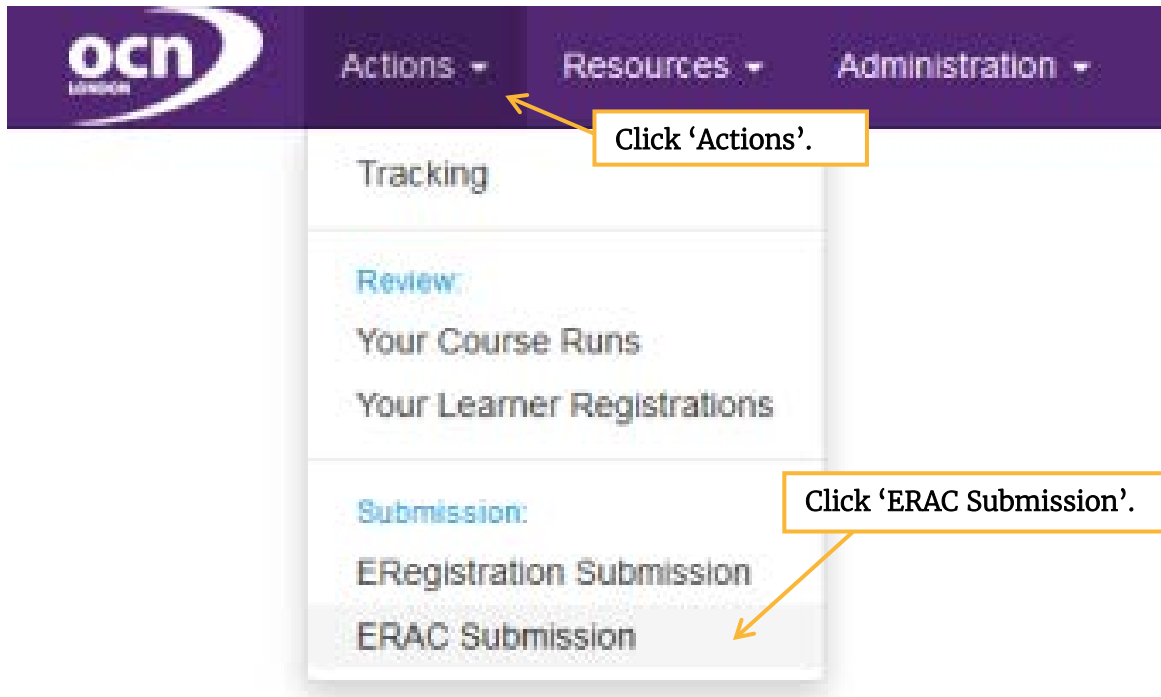
By clicking into the boxes, 'Achieved' appears in all of the cells for that particular row or column.

Save the completed ERAC to your desktop or designated folder.

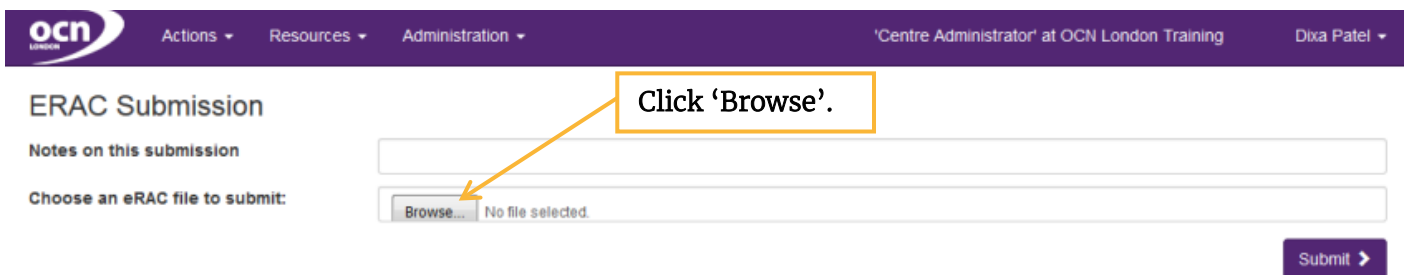


SUBMITTING COMPLETED ERACs

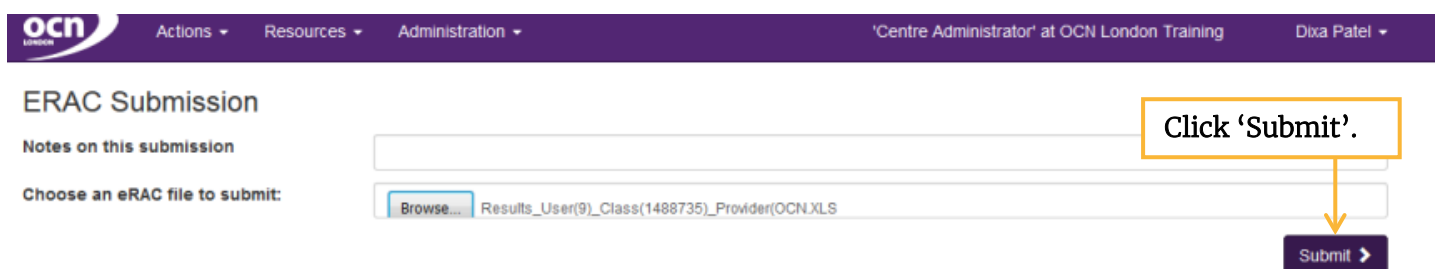
To submit the completed ERAC form, from the top menu in QuartzWeb click on 'Actions'. A drop down menu will appear where you will need to click on 'ERAC Submission'.



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



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



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

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'Operational Steward' at Account 3 Ltd Dixia Patel ▾

Confirm ERAC Submission

Notes:

File Name: Results_User(9)_Class(1488735)_Provider(OCN.XLS)

Please confirm that you would like the file of results submitted

← Amend

Confirm →

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

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'Operational Steward' at Account 3 Ltd Dixia Patel ▾

ERAC Submission

The eRAC file ref:6236689 has been submitted for course run 1488735

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 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 call 020 7278 5511. E: enquiries@ocnlondon.org.uk
Or visit our website: www.ocnlondon.org.uk**



📍 **OCN London,**
15 Angel Gate, 326 City Road, London EC1V 2SF
🌐 www.ocnlondon.org.uk
✉ enquiries@ocnlondon.org.uk
☎ 020 7278 5511