Importing BTEC results from Promonitor and sending the information by A2C.

To claim results through markbook please see the following;

- Registration numbers must be on pro-solutions
- Exam entries for BTEC qualifications must be entered for 2nd year courses
- The BTEC units must have been added to the offering
- Tutors must have marked the students as completed in promonitor

Procedures

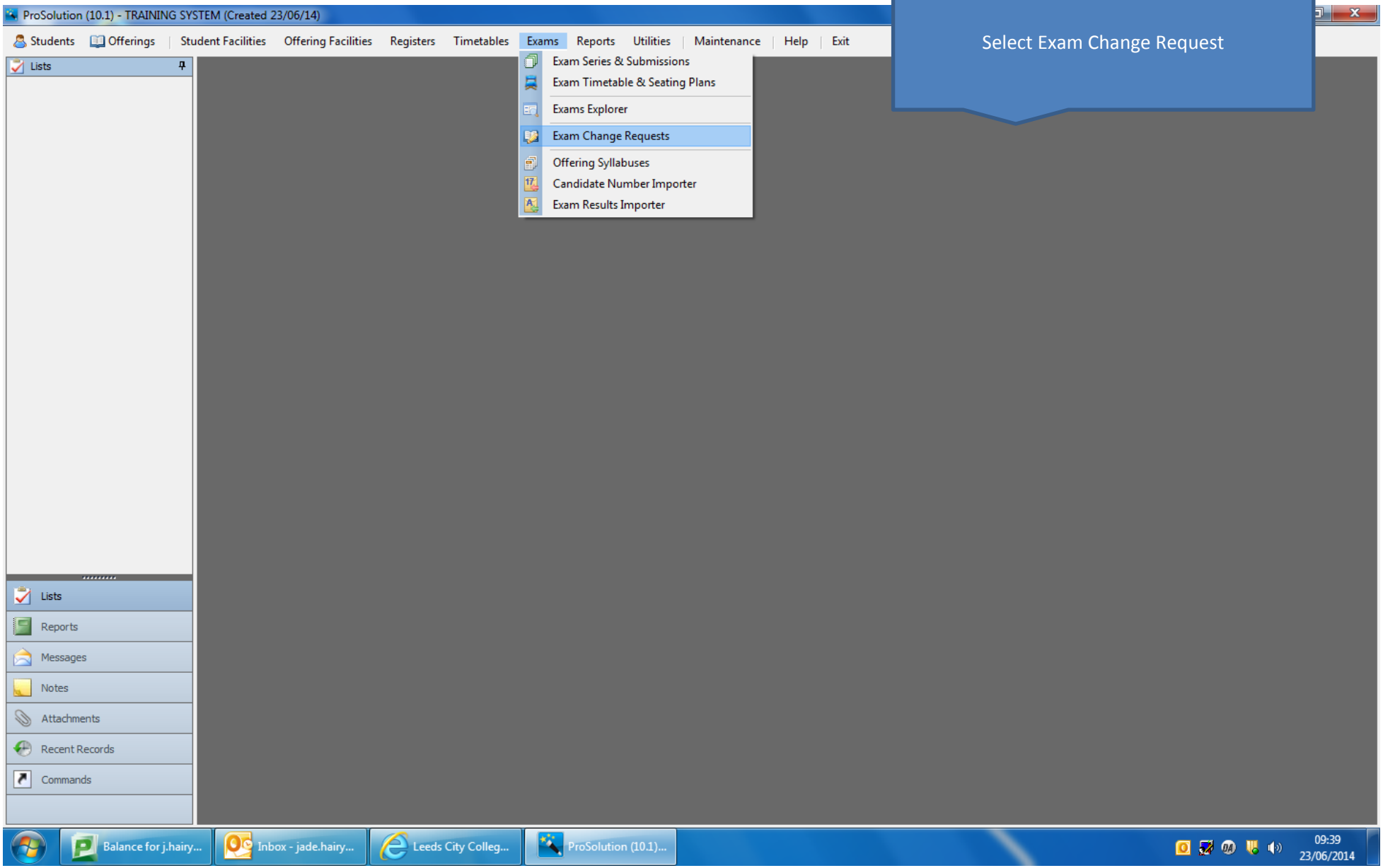
I. Print off the standard e-mail requesting the BTEC claim.

   If the standard e-mail is not used or there are any errors please return the e-mail and ask for it to be resubmitted. Use the offering details from the e-mail for promonitor and pro-solutions.

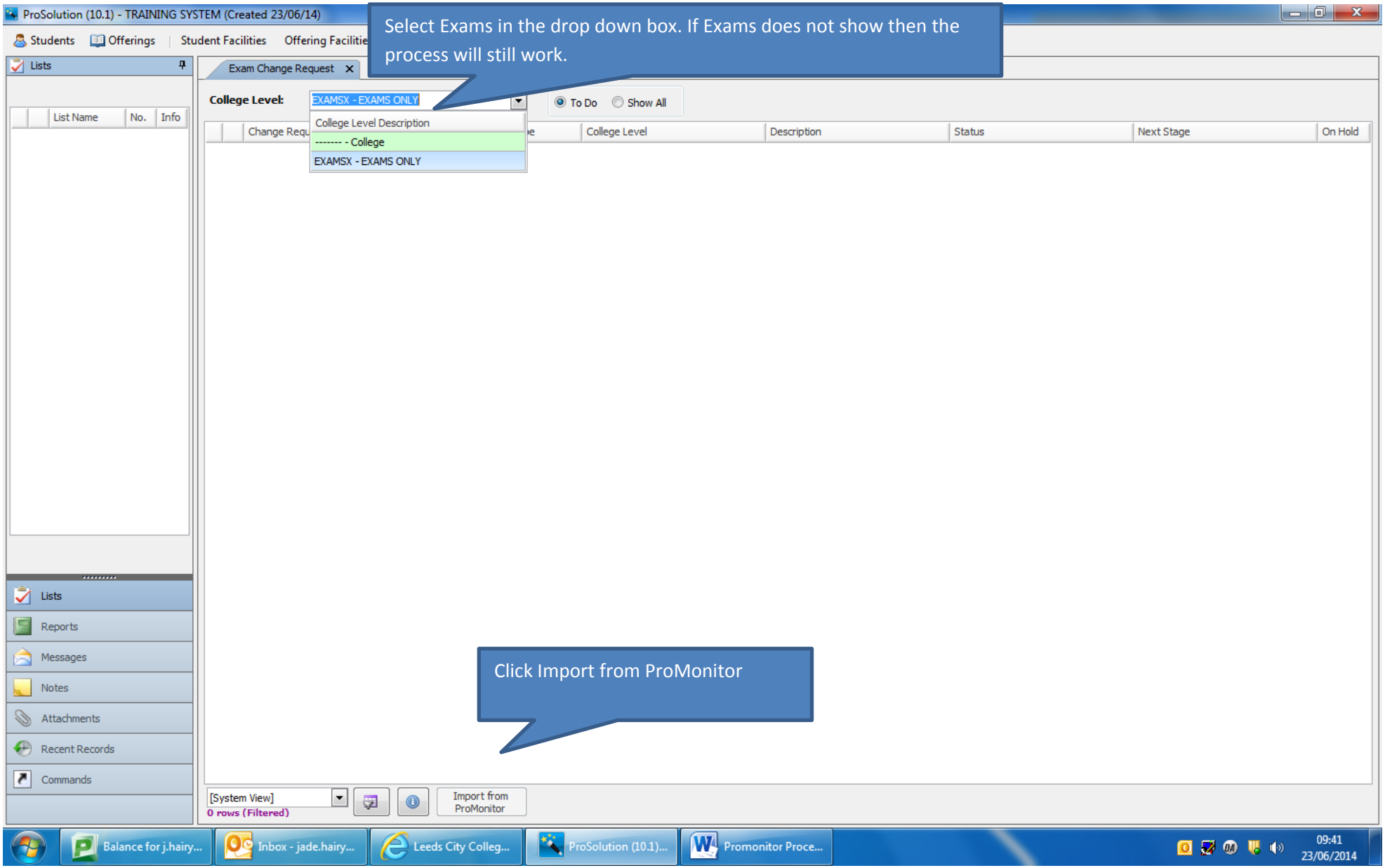
II. Print off the unit markbook report from promonitor

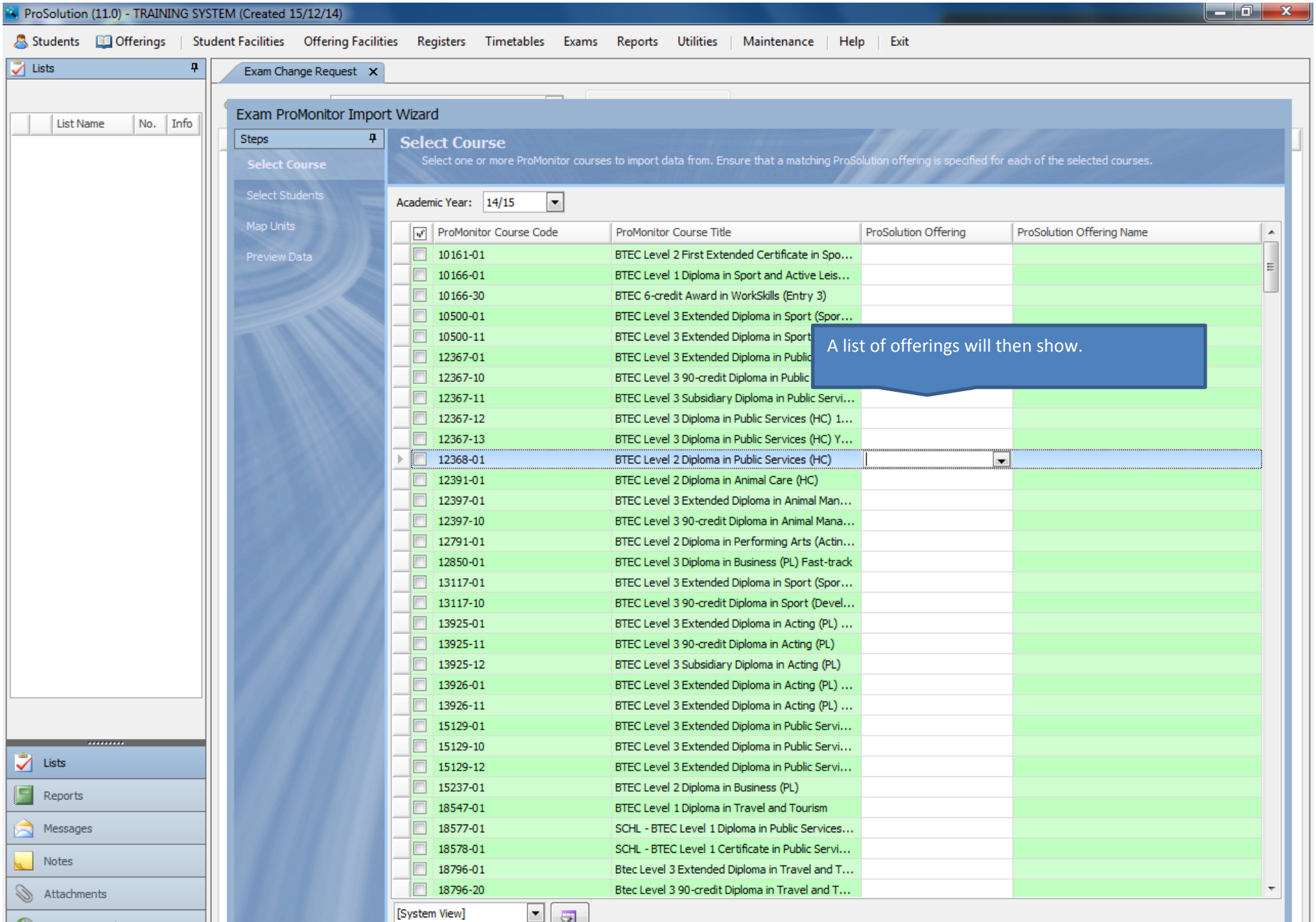
   Using the offering details print out a report of the unit markbook report from promonitor. This report can then be used for cross checking throughout the process.

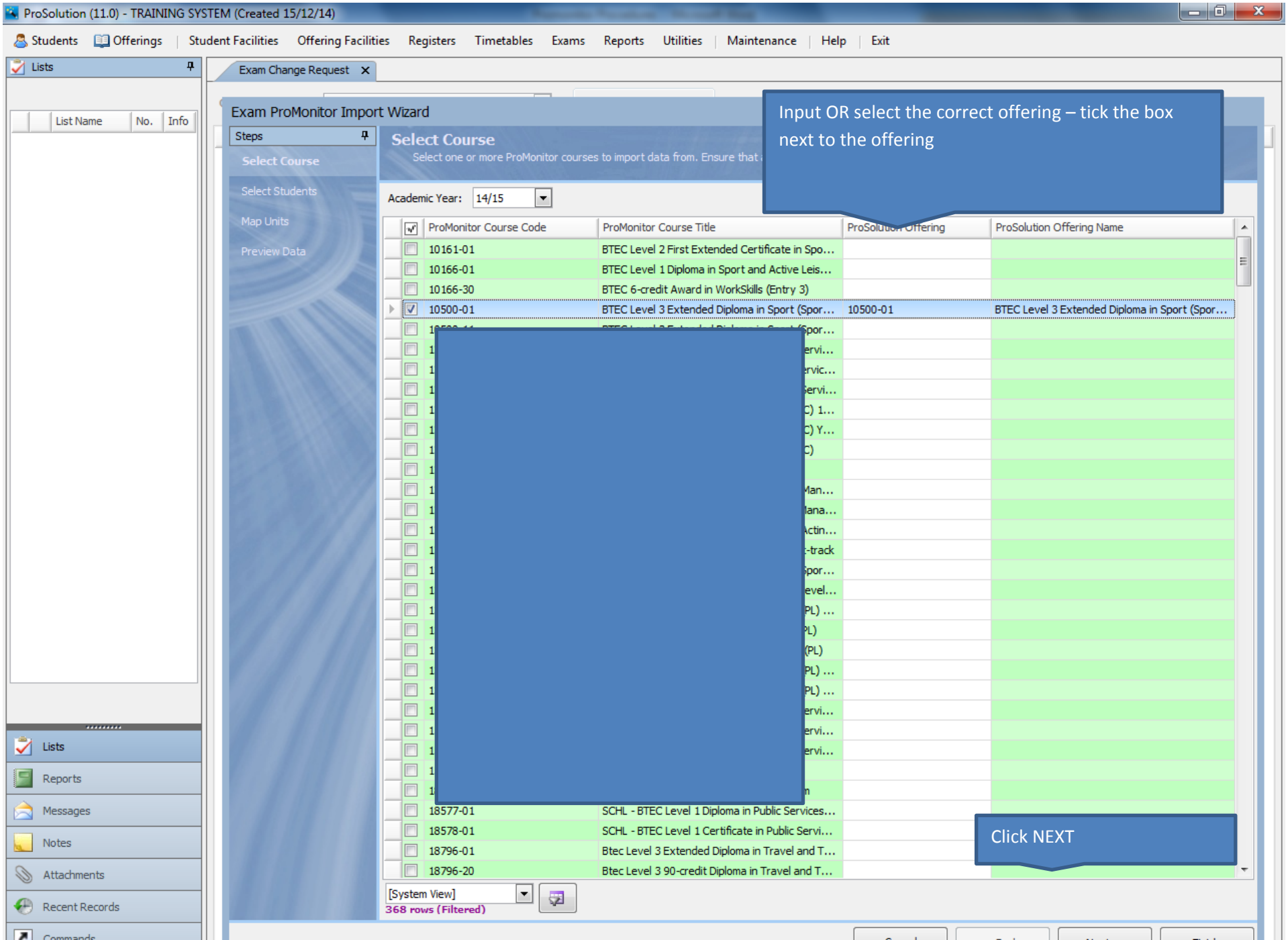
III. Import Grades from Promonitor

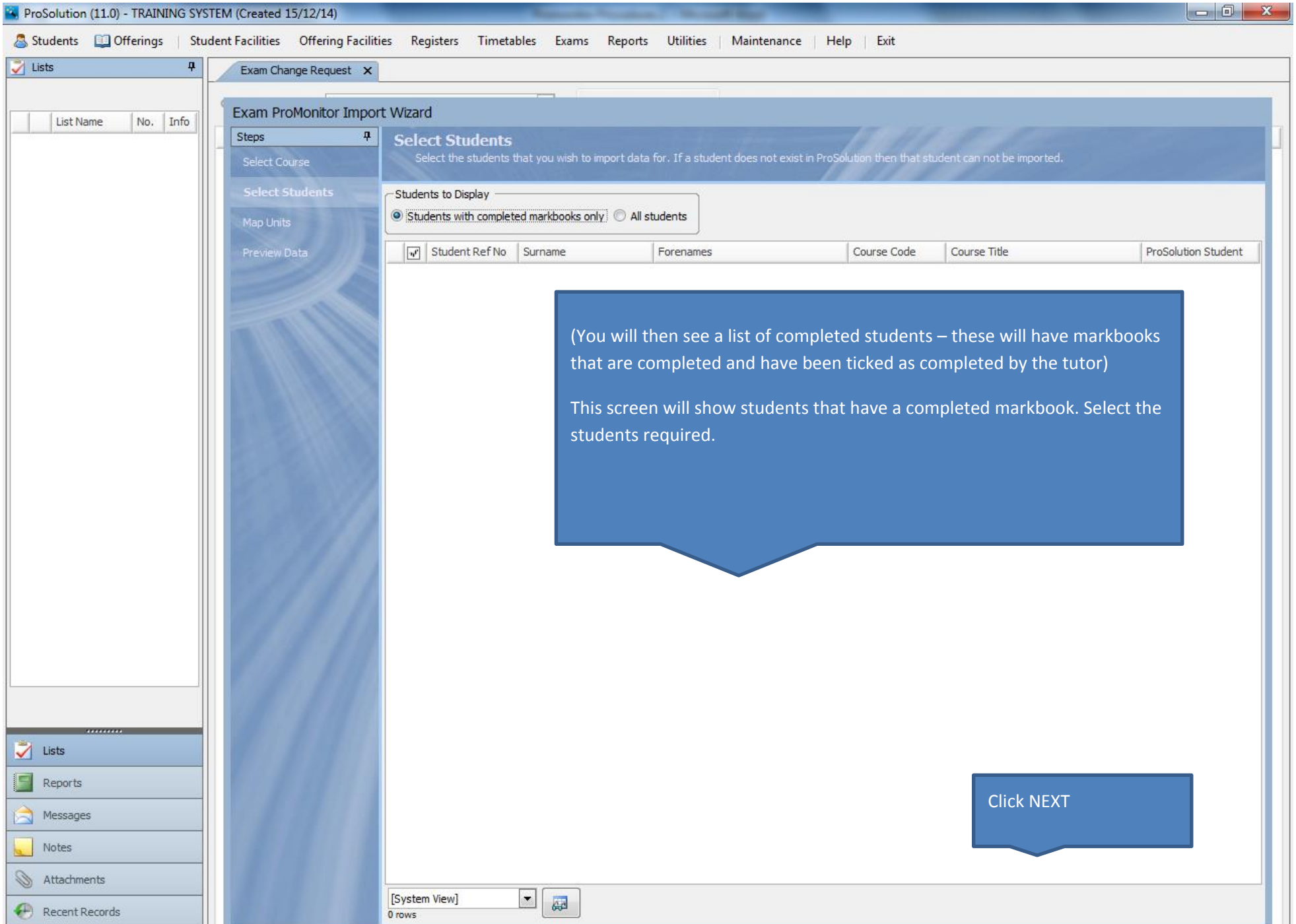


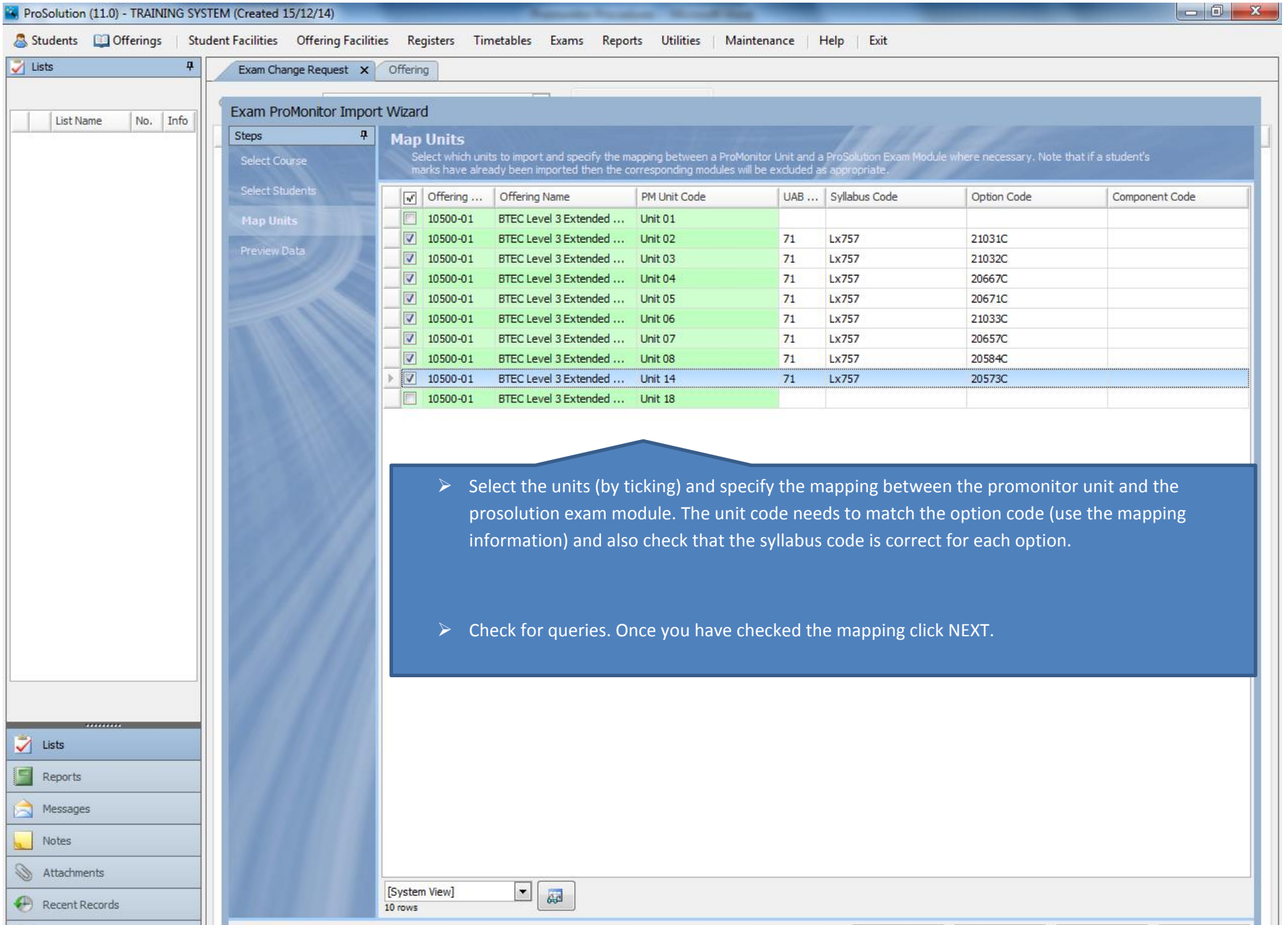
Select Exam Change Request


ProSolution (10.1) - TRAINING SYSTEM (Created 23/06/14)
Students
Offerings
Student Facilities
Offering Facilitie
Lists
List Name
No.
Info
Exam Change Request
College Level:
EXAMSX - EXAMS ONLY
To Do
Show All
College Level Description
------- - College
EXAMSX - EXAMS ONLY
Change Requ
College Level
Description
Status
Next Stage
On Hold
Select Exams in the drop down box. If Exams does not show then the process will still work.
Click Import from ProMonitor
Lists
Reports
Messages
Notes
Attachments
Recent Records
Commands
[System View]
0 rows (Filtered)
Import from ProMonitor
Balance for j.hairy...
Inbox - jade.hairy...
Leeds City Colleg...
ProSolution (10.1)...
Promonitor Proce...
09:41
23/06/2014


ProSolution (11.0) - TRAINING SYSTEM (Created 15/12/14)
Students
Offerings
Student Facilities
Offering Facilities
Registers
Timetables
Exams
Reports
Utilities
Maintenance
Help
Exit
Lists
List Name
No.
Info
Exam Change Request
Exam ProMonitor Import Wizard
Steps
Select Course
Select Students
Map Units
Preview Data
Select Course
Select one or more ProMonitor courses to import data from. Ensure that a matching ProSolution offering is specified for each of the selected courses.
Academic Year: 14/15
ProMonitor Course Code
ProMonitor Course Title
ProSolution Offering
ProSolution Offering Name
10161-01 BTEC Level 2 First Extended Certificate in Spo...
10166-01 BTEC Level 1 Diploma in Sport and Active Leis...
10166-30 BTEC 6-credit Award in WorkSkills (Entry 3)
10500-01 BTEC Level 3 Extended Diploma in Sport (Spor...
10500-11 BTEC Level 3 Extended Diploma in Sport
12367-01 BTEC Level 3 Extended Diploma in Public
12367-10 BTEC Level 3 90-credit Diploma in Public
12367-11 BTEC Level 3 Subsidiary Diploma in Public Servi...
12367-12 BTEC Level 3 Diploma in Public Services (HC) 1...
12367-13 BTEC Level 3 Diploma in Public Services (HC) Y...
12368-01 BTEC Level 2 Diploma in Public Services (HC)
12391-01 BTEC Level 2 Diploma in Animal Care (HC)
12397-01 BTEC Level 3 Extended Diploma in Animal Man...
12397-10 BTEC Level 3 90-credit Diploma in Animal Mana...
12791-01 BTEC Level 2 Diploma in Performing Arts (Actin...
12850-01 BTEC Level 3 Diploma in Business (PL) Fast-track
13117-01 BTEC Level 3 Extended Diploma in Sport (Spor...
13117-10 BTEC Level 3 90-credit Diploma in Sport (Devel...
13925-01 BTEC Level 3 Extended Diploma in Acting (PL) ...
13925-11 BTEC Level 3 90-credit Diploma in Acting (PL)
13925-12 BTEC Level 3 Subsidiary Diploma in Acting (PL)
13926-01 BTEC Level 3 Extended Diploma in Acting (PL) ...
13926-11 BTEC Level 3 Extended Diploma in Acting (PL) ...
15129-01 BTEC Level 3 Extended Diploma in Public Servi...
15129-10 BTEC Level 3 Extended Diploma in Public Servi...
15129-12 BTEC Level 3 Extended Diploma in Public Servi...
15237-01 BTEC Level 2 Diploma in Business (PL)
18547-01 BTEC Level 1 Diploma in Travel and Tourism
18577-01 SCHL - BTEC Level 1 Diploma in Public Services...
18578-01 SCHL - BTEC Level 1 Certificate in Public Servi...
18796-01 Btec Level 3 Extended Diploma in Travel and T...
18796-20 Btec Level 3 90-credit Diploma in Travel and T...
A list of offerings will then show.
[System View]
Lists
Reports
Messages
Notes
Attachments

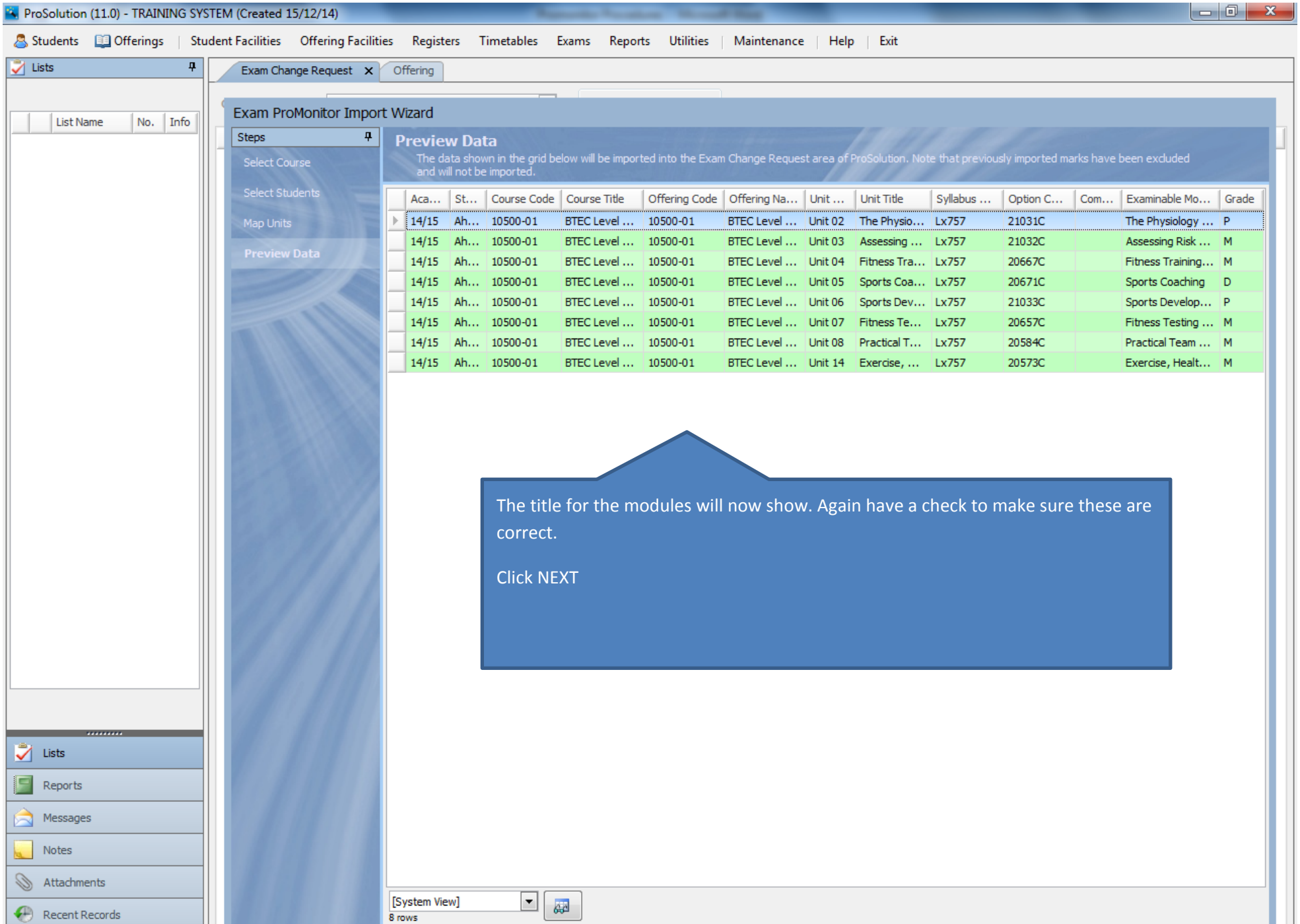

ProSolution (11.0) - TRAINING SYSTEM (Created 15/12/14)
Students
Offerings
Student Facilities
Offering Facilities
Registers
Timetables
Exams
Reports
Utilities
Maintenance
Help
Exit
Lists
List Name
No.
Info
Exam Change Request
Exam ProMonitor Import Wizard
Steps
Select Course
Select Students
Map Units
Preview Data
Select Course
Select one or more ProMonitor courses to import data from. Ensure that
Academic Year:
14/15
Input OR select the correct offering – tick the box next to the offering
ProMonitor Course Code
ProMonitor Course Title
ProSolution Offering
ProSolution Offering Name
10161-01
BTEC Level 2 First Extended Certificate in Spo...
10166-01
BTEC Level 1 Diploma in Sport and Active Leis...
10166-30
BTEC 6-credit Award in WorkSkills (Entry 3)
10500-01
BTEC Level 3 Extended Diploma in Sport (Spor...
10500-01
BTEC Level 3 Extended Diploma in Sport (Spor...
18577-01
SCHL - BTEC Level 1 Diploma in Public Services...
18578-01
SCHL - BTEC Level 1 Certificate in Public Servi...
18796-01
Btec Level 3 Extended Diploma in Travel and T...
18796-20
Btec Level 3 90-credit Diploma in Travel and T...
[System View]
368 rows (Filtered)
Click NEXT
Lists
Reports
Messages
Notes
Attachments
Recent Records
Commands

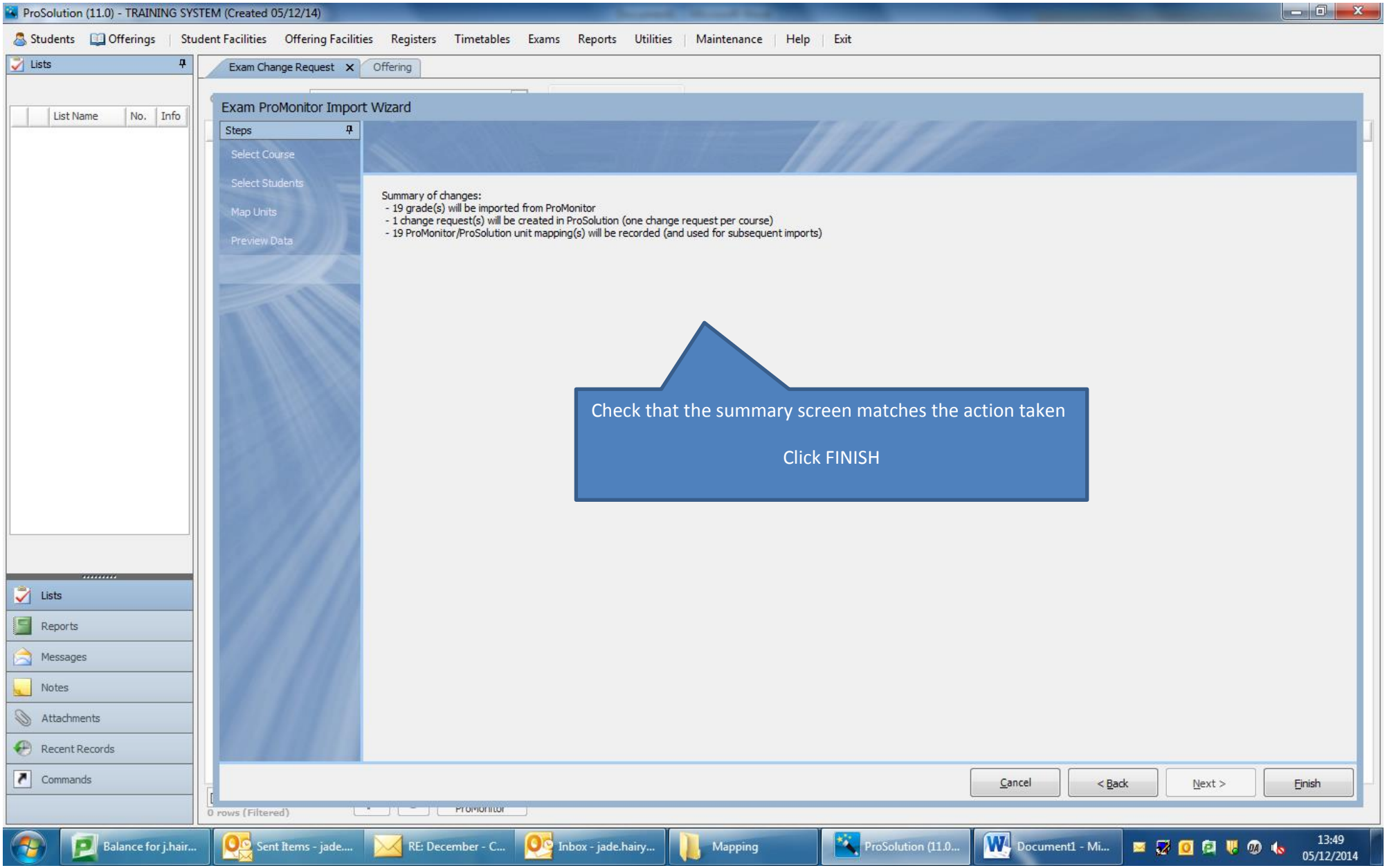

ProSolution (11.0) - TRAINING SYSTEM (Created 15/12/14)
Students
Offerings
Student Facilities
Offering Facilities
Registers
Timetables
Exams
Reports
Utilities
Maintenance
Help
Exit
Lists
List Name
No.
Info
Exam Change Request
Exam ProMonitor Import Wizard
Steps
Select Course
Select Students
Map Units
Preview Data
Select Students
Select the students that you wish to import data for. If a student does not exist in ProSolution then that student can not be imported.
Students to Display
Students with completed markbooks only
All students
Student Ref No
Surname
Forenames
Course Code
Course Title
ProSolution Student
(You will then see a list of completed students – these will have markbooks that are completed and have been ticked as completed by the tutor)
This screen will show students that have a completed markbook. Select the students required.
Click NEXT
[System View]
0 rows
Lists
Reports
Messages
Notes
Attachments
Recent Records

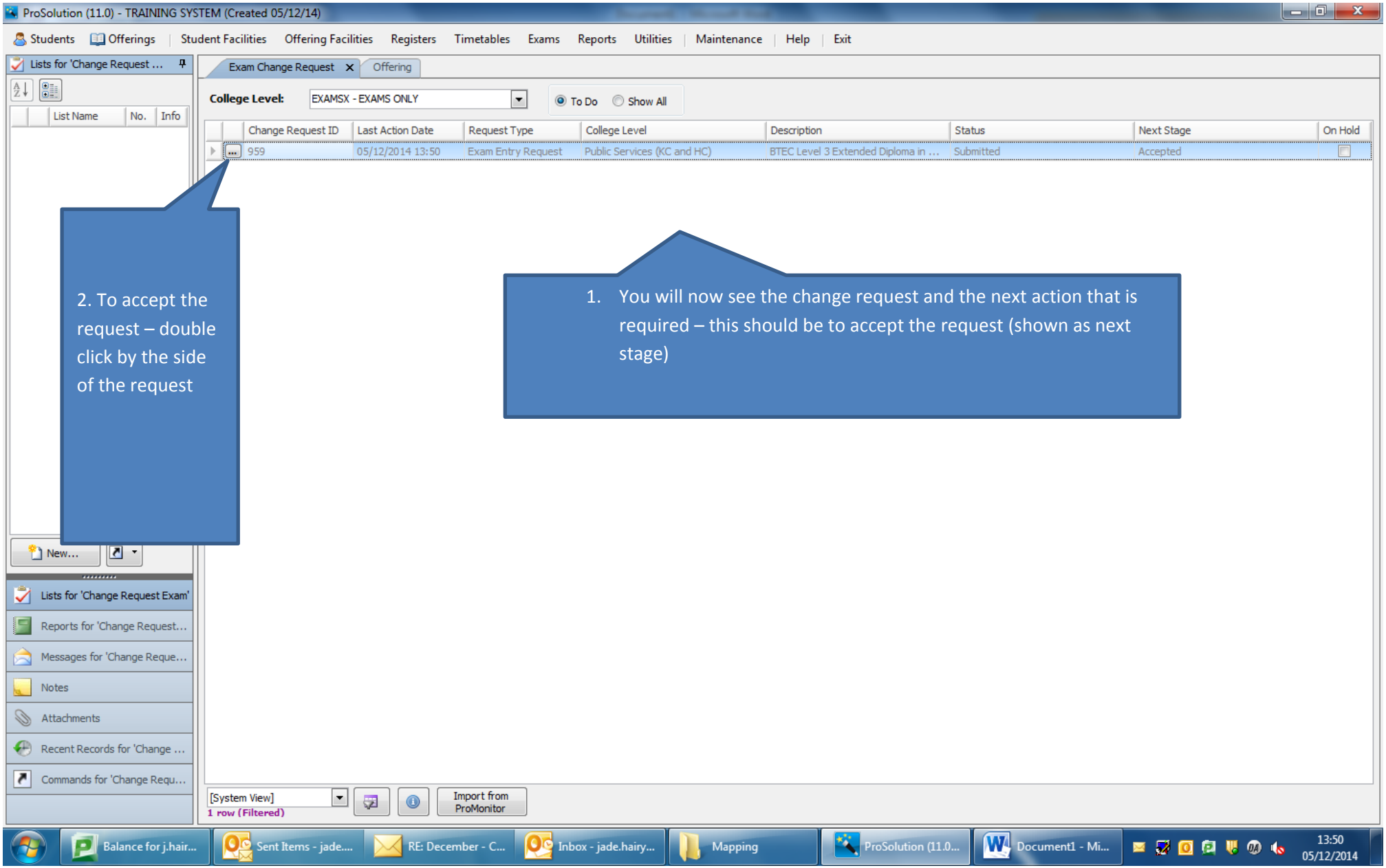


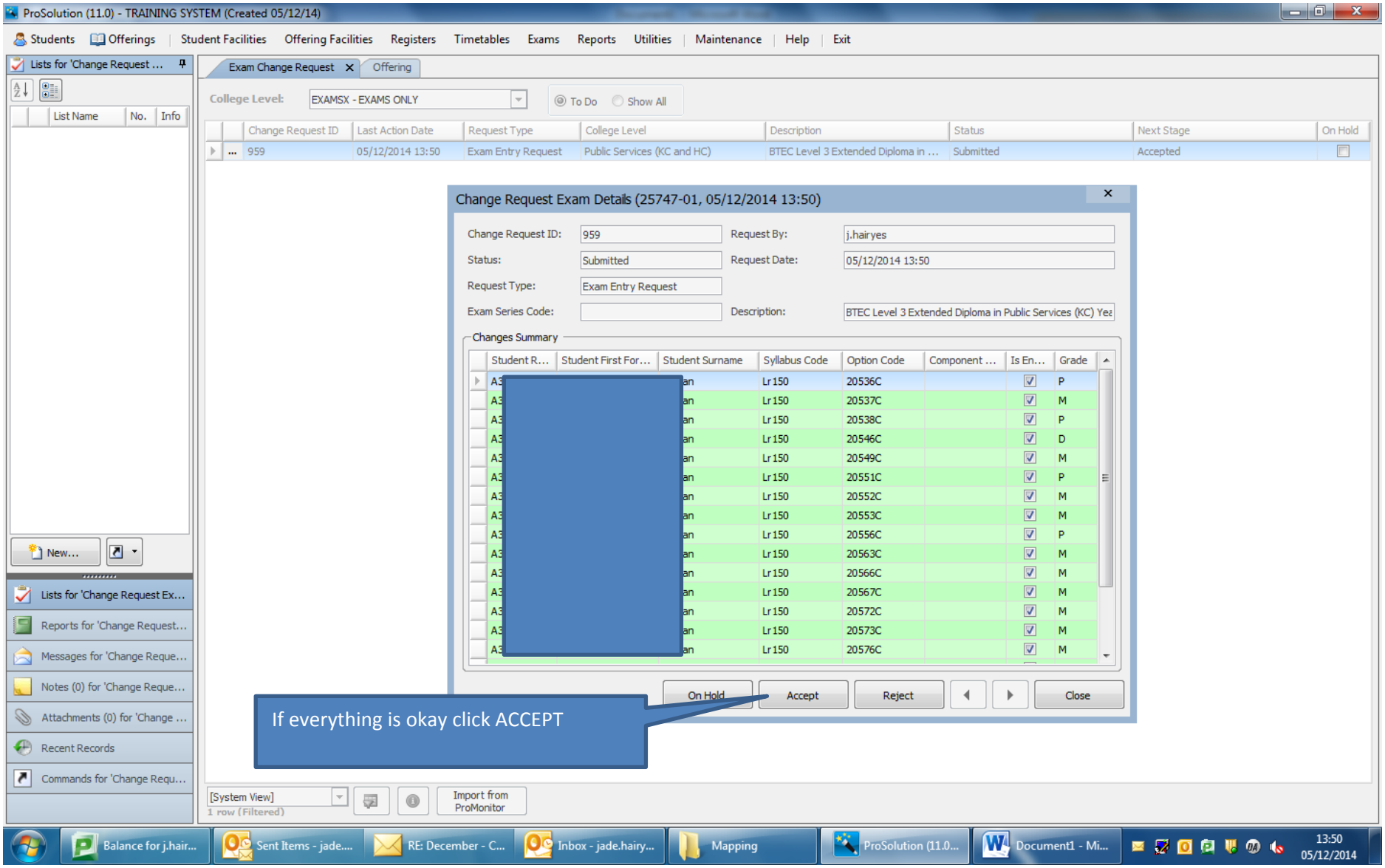
- Select the units (by ticking) and specify the mapping between the promonitor unit and the prosolution exam module. The unit code needs to match the option code (use the mapping information) and also check that the syllabus code is correct for each option.

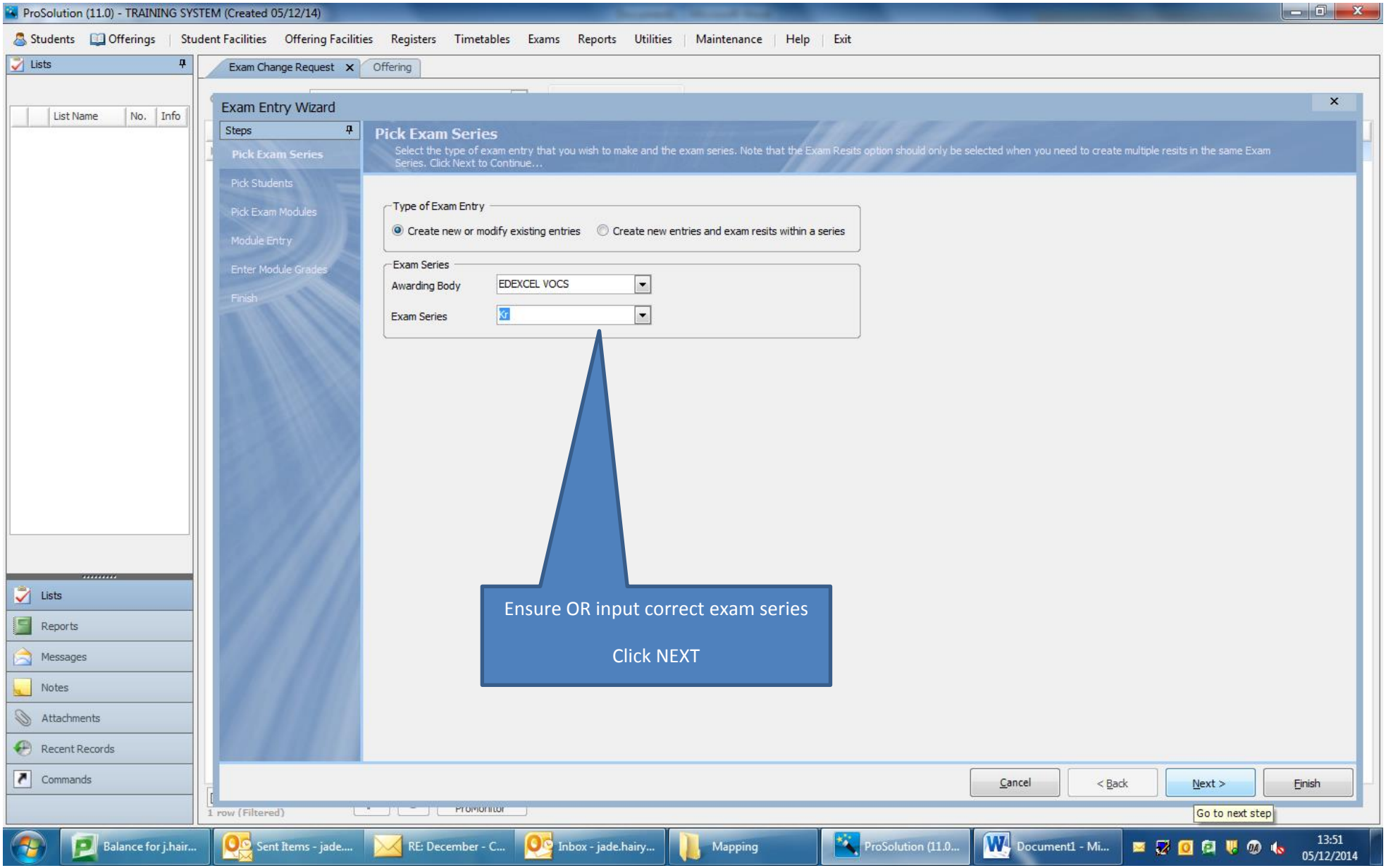
- Check for queries. Once you have checked the mapping click NEXT.

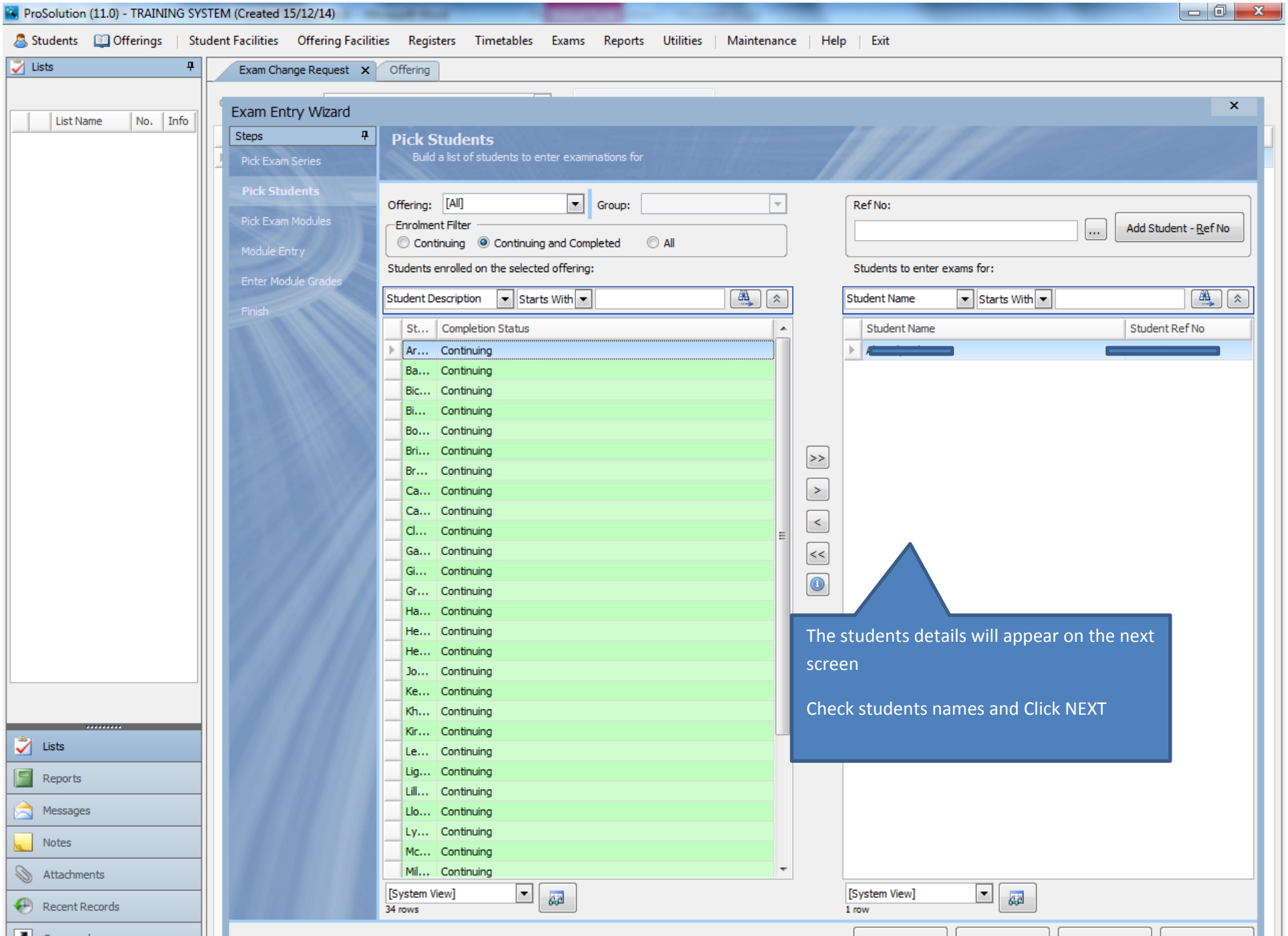

ProSolution (11.0) - TRAINING SYSTEM (Created 15/12/14)
Students
Offerings
Student Facilities
Offering Facilities
Registers
Timetables
Exams
Reports
Utilities
Maintenance
Help
Exit
Lists
List Name
No.
Info
Exam Change Request
Offering
Exam ProMonitor Import Wizard
Steps
Select Course
Select Students
Map Units
Preview Data
Preview Data
The data shown in the grid below will be imported into the Exam Change Request area of ProSolution. Note that previously imported marks have been excluded and will not be imported.
Aca... St... Course Code Course Title Offering Code Offering Na... Unit ... Unit Title Syllabus ... Option C... Com... Examinable Mo... Grade
14/15 Ah... 10500-01 BTEC Level ... 10500-01 BTEC Level ... Unit 02 The Physio... Lx757 21031C The Physiology ... P
14/15 Ah... 10500-01 BTEC Level ... 10500-01 BTEC Level ... Unit 03 Assessing ... Lx757 21032C Assessing Risk ... M
14/15 Ah... 10500-01 BTEC Level ... 10500-01 BTEC Level ... Unit 04 Fitness Tra... Lx757 20667C Fitness Training... M
14/15 Ah... 10500-01 BTEC Level ... 10500-01 BTEC Level ... Unit 05 Sports Coa... Lx757 20671C Sports Coaching D
14/15 Ah... 10500-01 BTEC Level ... 10500-01 BTEC Level ... Unit 06 Sports Dev... Lx757 21033C Sports Develop... P
14/15 Ah... 10500-01 BTEC Level ... 10500-01 BTEC Level ... Unit 07 Fitness Te... Lx757 20657C Fitness Testing ... M
14/15 Ah... 10500-01 BTEC Level ... 10500-01 BTEC Level ... Unit 08 Practical T... Lx757 20584C Practical Team ... M
14/15 Ah... 10500-01 BTEC Level ... 10500-01 BTEC Level ... Unit 14 Exercise, ... Lx757 20573C Exercise, Healt... M
The title for the modules will now show. Again have a check to make sure these are correct.
Click NEXT
[System View]
8 rows
Lists
Reports
Messages
Notes
Attachments
Recent Records

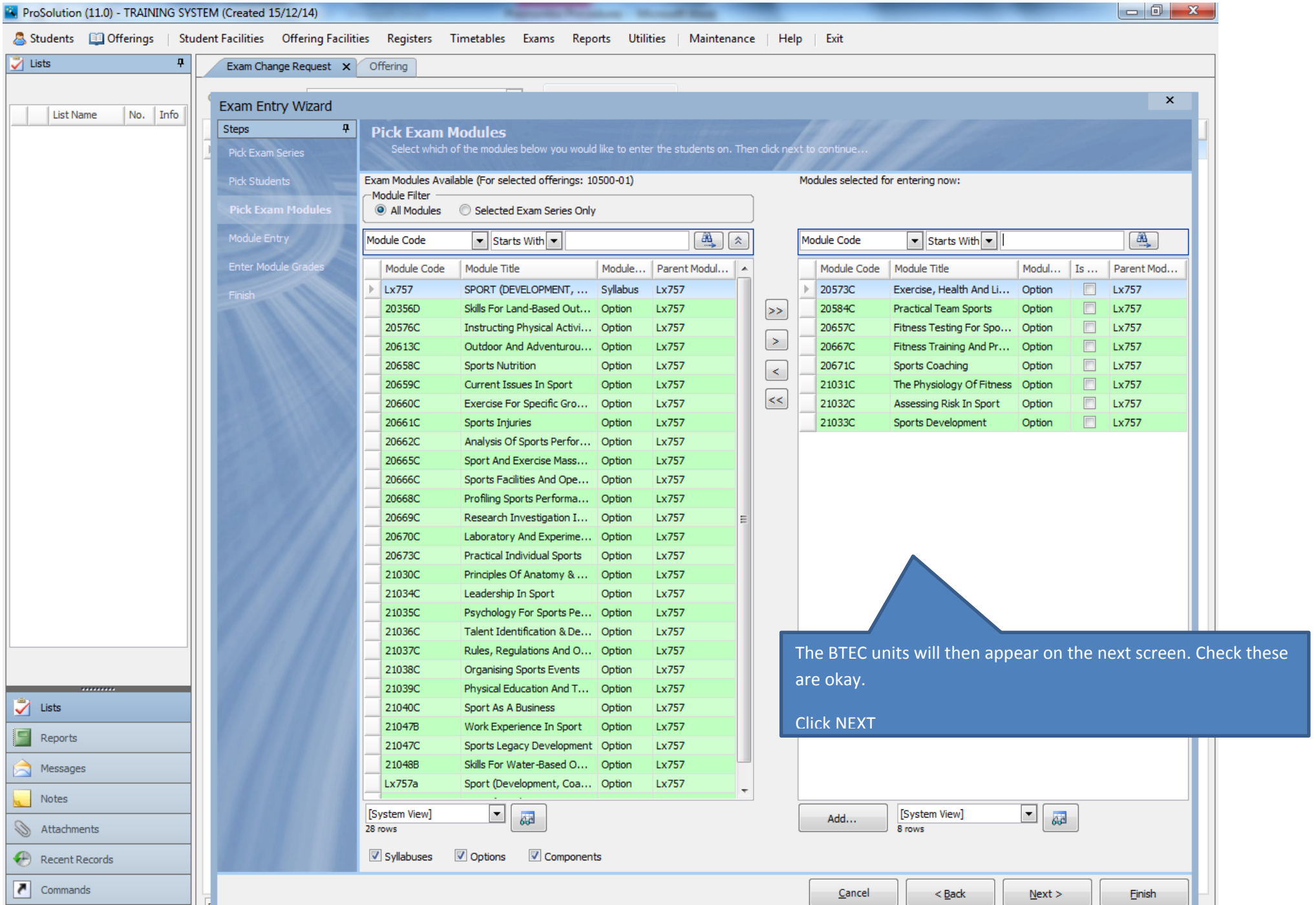

ProSolution (11.0) - TRAINING SYSTEM (Created 05/12/14)
Students
Offerings
Student Facilities
Offering Facilities
Registers
Timetables
Exams
Reports
Utilities
Maintenance
Help
Exit
Lists
List Name
No.
Info
Exam Change Request
Offering
Exam ProMonitor Import Wizard
Steps
Select Course
Select Students
Map Units
Preview Data
Summary of changes:
- 19 grade(s) will be imported from ProMonitor
- 1 change request(s) will be created in ProSolution (one change request per course)
- 19 ProMonitor/ProSolution unit mapping(s) will be recorded (and used for subsequent imports)
Check that the summary screen matches the action taken
Click FINISH
Cancel
< Back
Next >
Finish
Lists
Reports
Messages
Notes
Attachments
Recent Records
Commands
0 rows (Filtered)
ProMonitor
Balance for j.hair...
Sent Items - jade....
RE: December - C...
Inbox - jade.hairy...
Mapping
ProSolution (11.0...
Document1 - Mi...
13:49
05/12/2014

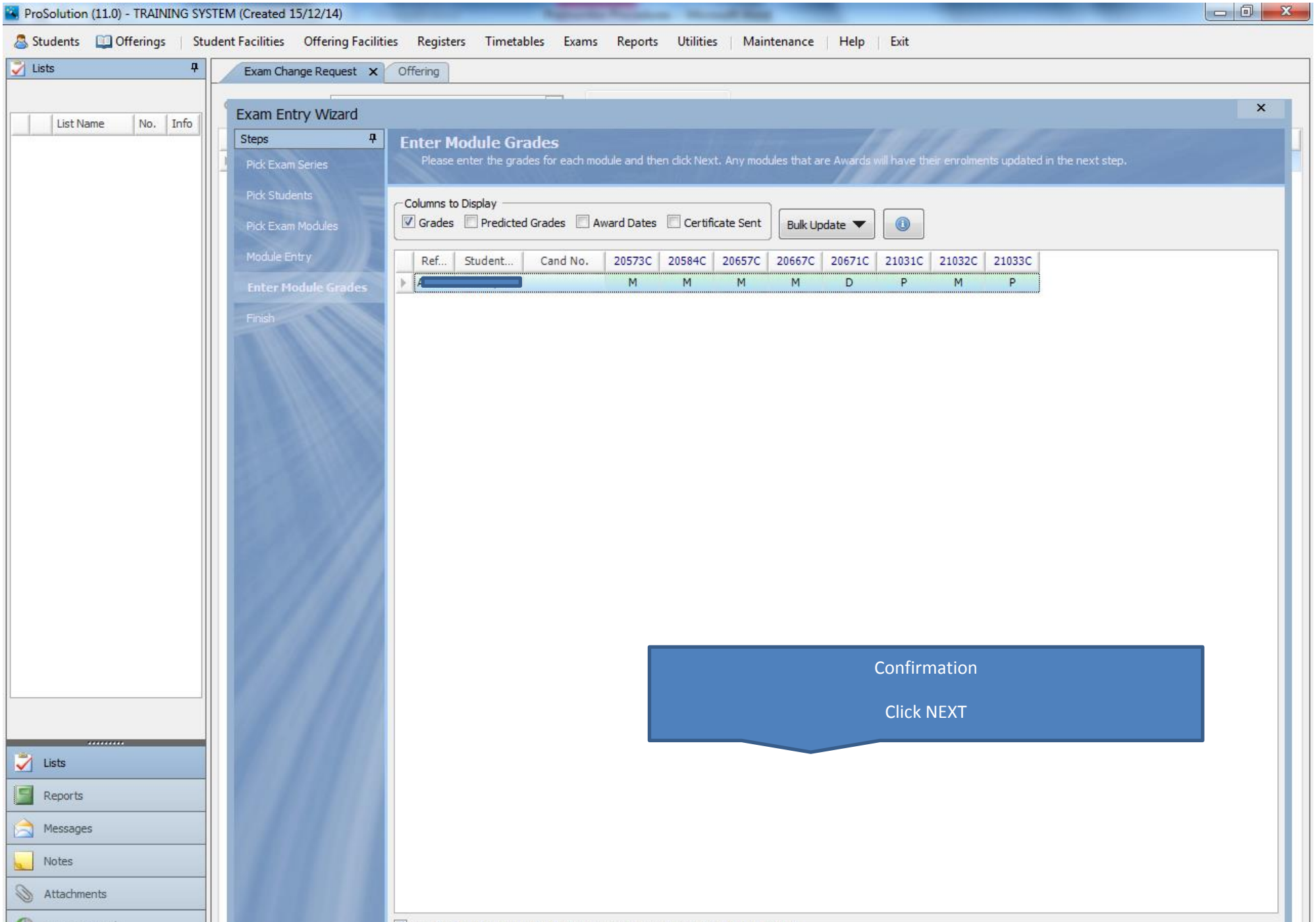

ProSolution (11.0) - TRAINING SYSTEM (Created 05/12/14)
Students
Offerings
Student Facilities
Offering Facilities
Registers
Timetables
Exams
Reports
Utilities
Maintenance
Help
Exit
Lists for 'Change Request ...
List Name
No.
Info
New...
Lists for 'Change Request Exam'
Reports for 'Change Request...
Messages for 'Change Reque...
Notes
Attachments
Recent Records for 'Change ...
Commands for 'Change Requ...
Exam Change Request
Offering
College Level:
EXAMSX - EXAMS ONLY
To Do
Show All
Change Request ID
Last Action Date
Request Type
College Level
Description
Status
Next Stage
On Hold
959
05/12/2014 13:50
Exam Entry Request
Public Services (KC and HC)
BTEC Level 3 Extended Diploma in ...
Submitted
Accepted
[System View]
1 row (Filtered)
Import from ProMonitor
2. To accept the request – double click by the side of the request
1. You will now see the change request and the next action that is required – this should be to accept the request (shown as next stage)
Balance for j.hair...
Sent Items - jade....
RE: December - C...
Inbox - jade.hairy...
Mapping
ProSolution (11.0...
Document1 - Mi...
13:50
05/12/2014

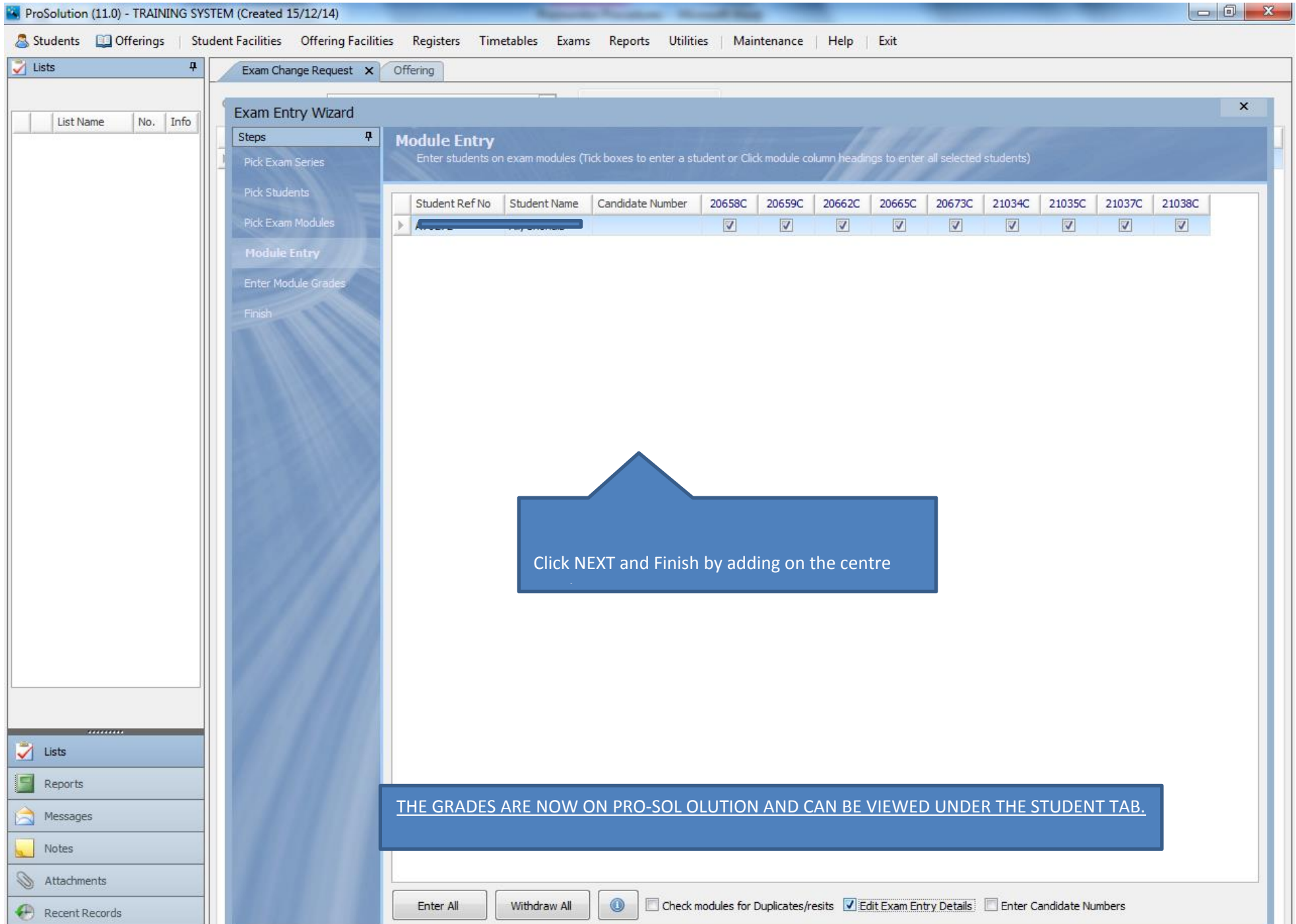

ProSolution (11.0) - TRAINING SYSTEM (Created 05/12/14)
Students
Offerings
Student Facilities
Offering Facilities
Registers
Timetables
Exams
Reports
Utilities
Maintenance
Help
Exit
Lists for 'Change Request ...
List Name
No.
Info
New...
Lists for 'Change Request Ex...
Reports for 'Change Request...
Messages for 'Change Reque...
Notes (0) for 'Change Reque...
Attachments (0) for 'Change ...
Recent Records
Commands for 'Change Requ...
Exam Change Request
Offering
College Level:
EXAMSX - EXAMS ONLY
To Do
Show All
Change Request ID
Last Action Date
Request Type
College Level
Description
Status
Next Stage
On Hold
959
05/12/2014 13:50
Exam Entry Request
Public Services (KC and HC)
BTEC Level 3 Extended Diploma in ...
Submitted
Accepted
Change Request Exam Details (25747-01, 05/12/2014 13:50)
Change Request ID:
959
Request By:
j.hairyes
Status:
Submitted
Request Date:
05/12/2014 13:50
Request Type:
Exam Entry Request
Exam Series Code:
Description:
BTEC Level 3 Extended Diploma in Public Services (KC) Yea
Changes Summary
Student R...
Student First For...
Student Surname
Syllabus Code
Option Code
Component ...
Is En...
Grade
Lr150
20536C
P
20537C
M
20538C
P
20546C
D
20549C
M
20551C
P
20552C
M
20553C
M
20556C
P
20563C
M
20566C
M
20567C
M
20572C
M
20573C
M
20576C
M
On Hold
Accept
Reject
Close
If everything is okay click ACCEPT
[System View]
1 row (Filtered)
Import from ProMonitor
Balance for j.hair...
Sent Items - jade....
RE: December - C...
Inbox - jade.hairy...
Mapping
ProSolution (11.0...
Document1 - Mi...
13:50
05/12/2014


ProSolution (11.0) - TRAINING SYSTEM (Created 05/12/14)
Students
Offerings
Student Facilities
Offering Facilities
Registers
Timetables
Exams
Reports
Utilities
Maintenance
Help
Exit
Lists
List Name
No.
Info
Exam Change Request
Offering
Exam Entry Wizard
Steps
Pick Exam Series
Pick Students
Pick Exam Modules
Module Entry
Enter Module Grades
Finish
Pick Exam Series
Select the type of exam entry that you wish to make and the exam series. Note that the Exam Resits option should only be selected when you need to create multiple resits in the same Exam Series. Click Next to Continue...
Type of Exam Entry
Create new or modify existing entries
Create new entries and exam resits within a series
Exam Series
Awarding Body
EDEXCEL VOCS
Exam Series
Ensure OR input correct exam series
Click NEXT
Cancel
< Back
Next >
Finish
Go to next step
Lists
Reports
Messages
Notes
Attachments
Recent Records
Commands
1 row (Filtered)
Balance for j.hair...
Sent Items - jade....
RE: December - C...
Inbox - jade.hairy...
Mapping
ProSolution (11.0...
Document1 - Mi...
13:51
05/12/2014


ProSolution (11.0) - TRAINING SYSTEM (Created 15/12/14)
Students
Offerings
Student Facilities
Offering Facilities
Registers
Timetables
Exams
Reports
Utilities
Maintenance
Help
Exit
Lists
List Name
No.
Info
Exam Change Request
Offering
Exam Entry Wizard
Steps
Pick Exam Series
Pick Students
Pick Exam Modules
Module Entry
Enter Module Grades
Finish
Pick Students
Build a list of students to enter examinations for
Offering:
[All]
Group:
Enrolment Filter
Continuing
Continuing and Completed
All
Students enrolled on the selected offering:
Student Description
Starts With
St...
Completion Status
Ar... Continuing
Ba... Continuing
Bic... Continuing
Bi... Continuing
Bo... Continuing
Bri... Continuing
Br... Continuing
Ca... Continuing
Ca... Continuing
Cl... Continuing
Ga... Continuing
Gi... Continuing
Gr... Continuing
Ha... Continuing
He... Continuing
He... Continuing
Jo... Continuing
Ke... Continuing
Kh... Continuing
Kir... Continuing
Le... Continuing
Lig... Continuing
Lill... Continuing
Llo... Continuing
Ly... Continuing
Mc... Continuing
Mil... Continuing
[System View]
34 rows
Ref No:
Add Student - Ref No
Students to enter exams for:
Student Name
Starts With
Student Name
Student Ref No
[System View]
1 row
The students details will appear on the next screen
Check students names and Click NEXT
Lists
Reports
Messages
Notes
Attachments
Recent Records

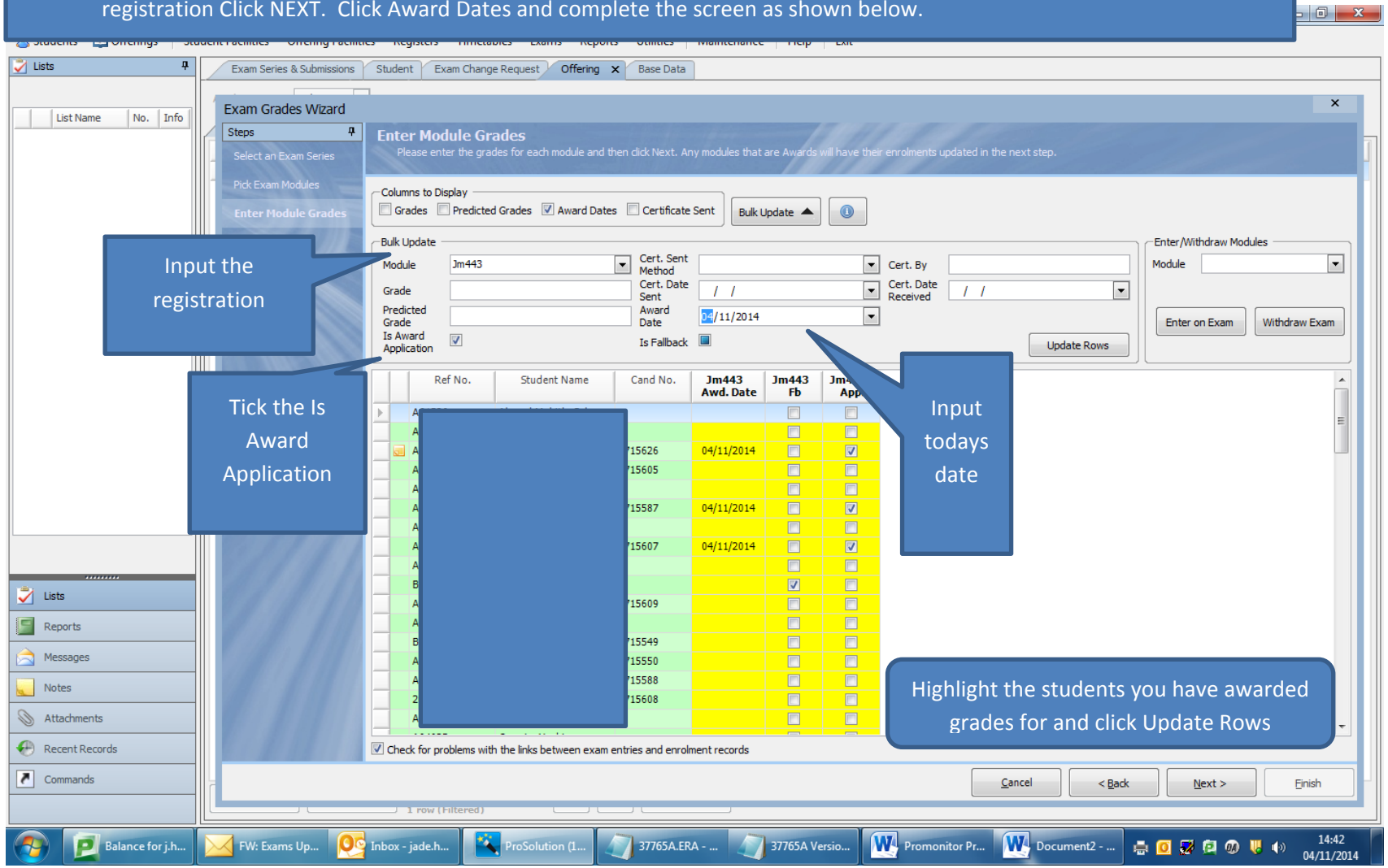

ProSolution (11.0) - TRAINING SYSTEM (Created 15/12/14)
Students
Offerings
Student Facilities
Offering Facilities
Registers
Timetables
Exams
Reports
Utilities
Maintenance
Help
Exit
Lists
List Name
No.
Info
Exam Change Request
Offering
Exam Entry Wizard
Steps
Pick Exam Series
Pick Students
Pick Exam Modules
Module Entry
Enter Module Grades
Finish
Pick Exam Modules
Select which of the modules below you would like to enter the students on. Then click next to continue...
Exam Modules Available (For selected offerings: 10500-01)
Module Filter
All Modules
Selected Exam Series Only
Module Code
Starts With
Module Code
Module Title
Module...
Parent Modul...
Lx757
SPORT (DEVELOPMENT, ...
Syllabus
Lx757
20356D
Skills For Land-Based Out...
Option
Lx757
20576C
Instructing Physical Activi...
Option
Lx757
20613C
Outdoor And Adventurou...
Option
Lx757
20658C
Sports Nutrition
Option
Lx757
20659C
Current Issues In Sport
Option
Lx757
20660C
Exercise For Specific Gro...
Option
Lx757
20661C
Sports Injuries
Option
Lx757
20662C
Analysis Of Sports Perfor...
Option
Lx757
20665C
Sport And Exercise Mass...
Option
Lx757
20666C
Sports Facilities And Ope...
Option
Lx757
20668C
Profiling Sports Performa...
Option
Lx757
20669C
Research Investigation I...
Option
Lx757
20670C
Laboratory And Experime...
Option
Lx757
20673C
Practical Individual Sports
Option
Lx757
21030C
Principles Of Anatomy & ...
Option
Lx757
21034C
Leadership In Sport
Option
Lx757
21035C
Psychology For Sports Pe...
Option
Lx757
21036C
Talent Identification & De...
Option
Lx757
21037C
Rules, Regulations And O...
Option
Lx757
21038C
Organising Sports Events
Option
Lx757
21039C
Physical Education And T...
Option
Lx757
21040C
Sport As A Business
Option
Lx757
21047B
Work Experience In Sport
Option
Lx757
21047C
Sports Legacy Development
Option
Lx757
21048B
Skills For Water-Based O...
Option
Lx757
Lx757a
Sport (Development, Coa...
Option
Lx757
[System View]
28 rows
Syllabuses
Options
Components
>>
>
<
<<
Modules selected for entering now:
Module Code
Starts With
Module Code
Module Title
Modul...
Is ...
Parent Mod...
20573C
Exercise, Health And Li...
Option
Lx757
20584C
Practical Team Sports
Option
Lx757
20657C
Fitness Testing For Spo...
Option
Lx757
20667C
Fitness Training And Pr...
Option
Lx757
20671C
Sports Coaching
Option
Lx757
21031C
The Physiology Of Fitness
Option
Lx757
21032C
Assessing Risk In Sport
Option
Lx757
21033C
Sports Development
Option
Lx757
Add...
[System View]
8 rows
The BTEC units will then appear on the next screen. Check these are okay.
Click NEXT
Cancel
< Back
Next >
Finish
Lists
Reports
Messages
Notes
Attachments
Recent Records
Commands


ProSolution (11.0) - TRAINING SYSTEM (Created 15/12/14)
Students
Offerings
Student Facilities
Offering Facilities
Registers
Timetables
Exams
Reports
Utilities
Maintenance
Help
Exit
Lists
List Name
No.
Info
Exam Change Request
Offering
Exam Entry Wizard
Steps
Pick Exam Series
Pick Students
Pick Exam Modules
Module Entry
Enter Module Grades
Finish
Enter Module Grades
Please enter the grades for each module and then click Next. Any modules that are Awards will have their enrolments updated in the next step.
Columns to Display
Grades
Predicted Grades
Award Dates
Certificate Sent
Bulk Update
Ref...
Student...
Cand No.
20573C
20584C
20657C
20667C
20671C
21031C
21032C
21033C
M
M
M
M
D
P
M
P
Confirmation
Click NEXT
Lists
Reports
Messages
Notes
Attachments


ProSolution (11.0) - TRAINING SYSTEM (Created 15/12/14)
Students
Offerings
Student Facilities
Offering Facilities
Registers
Timetables
Exams
Reports
Utilities
Maintenance
Help
Exit
Lists
List Name
No.
Info
Exam Change Request
Offering
Exam Entry Wizard
Steps
Pick Exam Series
Pick Students
Pick Exam Modules
Module Entry
Enter Module Grades
Finish
Module Entry
Enter students on exam modules (Tick boxes to enter a student or Click module column headings to enter all selected students)
Student Ref No
Student Name
Candidate Number
20658C
20659C
20662C
20665C
20673C
21034C
21035C
21037C
21038C
Click NEXT and Finish by adding on the centre
THE GRADES ARE NOW ON PRO-SOL OLUTION AND CAN BE VIEWED UNDER THE STUDENT TAB.
Enter All
Withdraw All
Check modules for Duplicates/resits
Edit Exam Entry Details
Enter Candidate Numbers
Lists
Reports
Messages
Notes
Attachments
Recent Records

IV Set the award date and certificate claim

To add on the award details you need to go back to the offering. In the offering Click SET GRADE and bring across the registration Click NEXT. Click Award Dates and complete the screen as shown below.

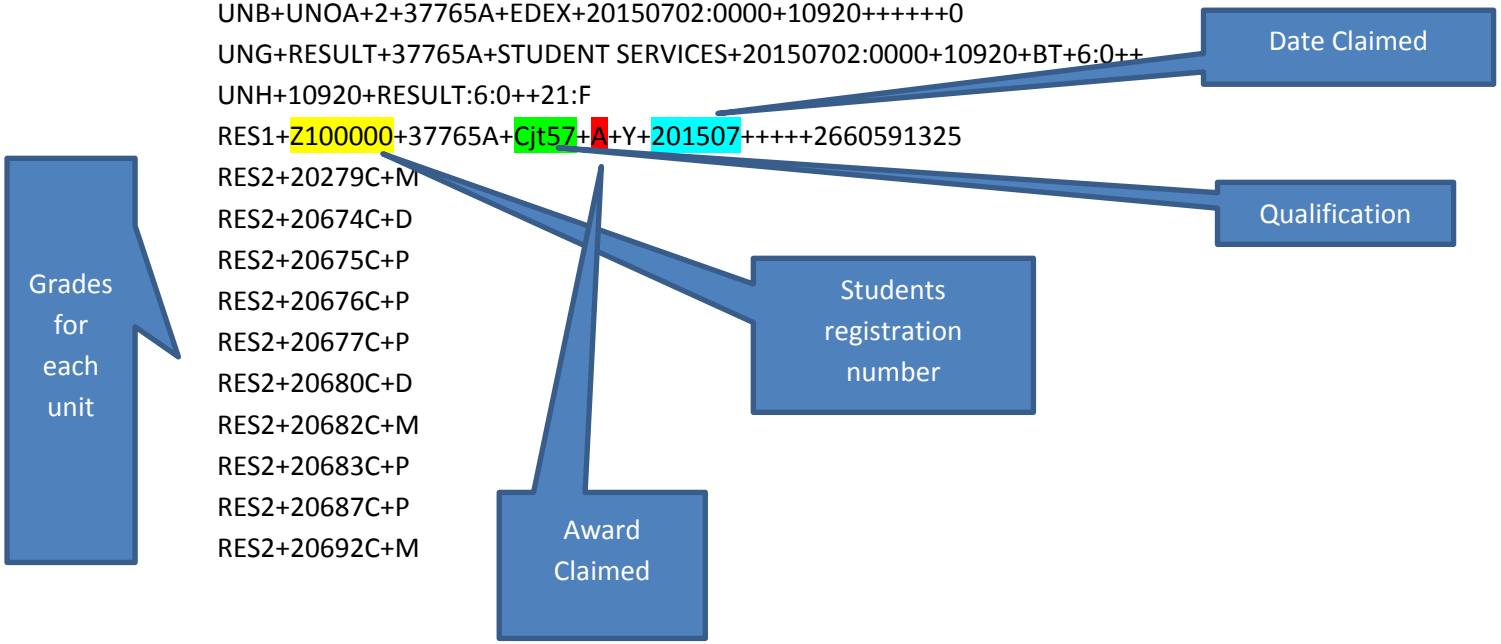


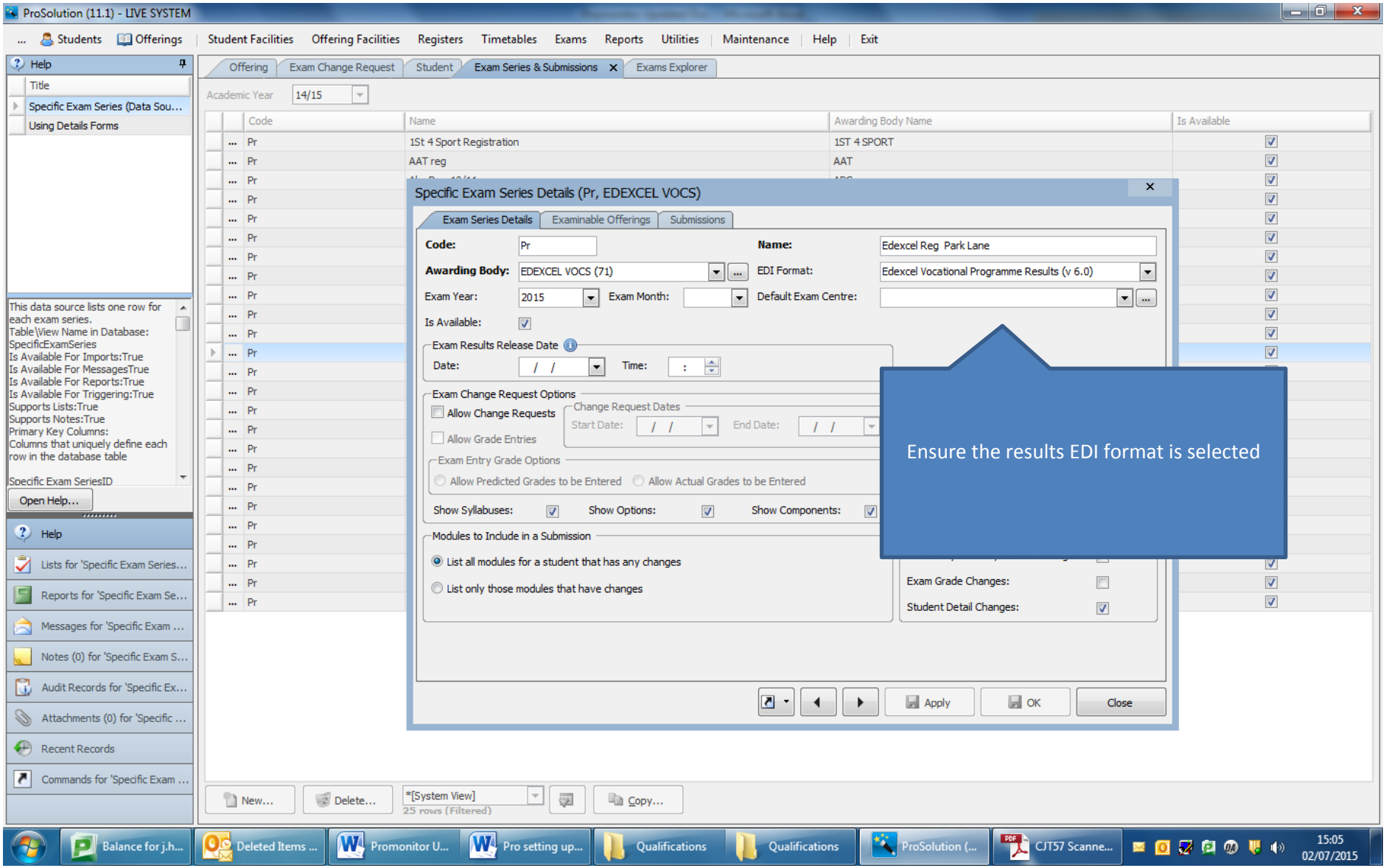
Take care as every student with a registration will show here so make sure you only select the ones you have imported grades for.

V Build the submission file to send the results to Edexcel by EDI through A2C

To note: it might be worth doing a dummy submission before you start for your centre number.

- A submission file should be sent after you have imported the grades and set the award date & certificate claim. One offering at a time.
- The EDI file is built the same way as other EDI files and then sent by A2C.
- When you are building your submission it is easier to select your students if you use the offering code as a filter. This will then show the grades for the units as well as the claim for the full award.
- Please ensure you build your file in the EDI Format ' Programme Results V6' please see below. Please see below for an example of what the file should look like for one student. If this is not the format then there is likely that something is wrong.




ProSolution (11.1) - LIVE SYSTEM
Students
Offerings
Student Facilities
Offering Facilities
Registers
Timetables
Exams
Reports
Utilities
Maintenance
Help
Exit
Offering
Exam Change Request
Student
Exam Series & Submissions
Exams Explorer
Academic Year
14/15
Code
Name
Awarding Body Name
Is Available
1St 4 Sport Registration
1ST 4 SPORT
AAT reg
AAT
Specific Exam Series Details (Pr, EDEXCEL VOCS)
Exam Series Details
Examinable Offerings
Submissions
Code:
Pr
Name:
Edexcel Reg Park Lane
Awarding Body:
EDEXCEL VOCS (71)
EDI Format:
Edexcel Vocational Programme Results (v 6.0)
Exam Year:
2015
Exam Month:
Default Exam Centre:
Is Available:
Exam Results Release Date
Date:
Time:
Exam Change Request Options
Allow Change Requests
Allow Grade Entries
Change Request Dates
Start Date:
End Date:
Exam Entry Grade Options
Allow Predicted Grades to be Entered
Allow Actual Grades to be Entered
Show Syllabuses:
Show Options:
Show Components:
Modules to Include in a Submission
List all modules for a student that has any changes
List only those modules that have changes
Exam Grade Changes:
Student Detail Changes:
Apply
OK
Close
Ensure the results EDI format is selected
Title
Specific Exam Series (Data Sou...
Using Details Forms
This data source lists one row for each exam series.
Table\View Name in Database: SpecificExamSeries
Is Available For Imports:True
Is Available For MessagesTrue
Is Available For Reports:True
Is Available For Triggering:True
Supports Lists:True
Supports Notes:True
Primary Key Columns:
Columns that uniquely define each row in the database table
Specific Exam SeriesID
Open Help...
Help
Lists for 'Specific Exam Series...
Reports for 'Specific Exam Se...
Messages for 'Specific Exam ...
Notes (0) for 'Specific Exam S...
Audit Records for 'Specific Ex...
Attachments (0) for 'Specific ...
Recent Records
Commands for 'Specific Exam ...
New...
Delete...
*[System View]
25 rows (Filtered)
Copy...
Balance for j.h...
Deleted Items ...
Promonitor U...
Pro setting up...
Qualifications
Qualifications
ProSolution (...
CJT57 Scanne...
15:05
02/07/2015

- Once you are happy that the file is okay it can be sent by A2C.

If you check Edexcel on line the following day you should be able to see the unit grades, the date of the award, Y for award claimed and then pending until validation over the weekend.

- File the e-mail, the promonitor markbook report and a copy of the EDI file.

VI . Respond to the BTEC claim e-mail to confirm that you have claimed the certificates.