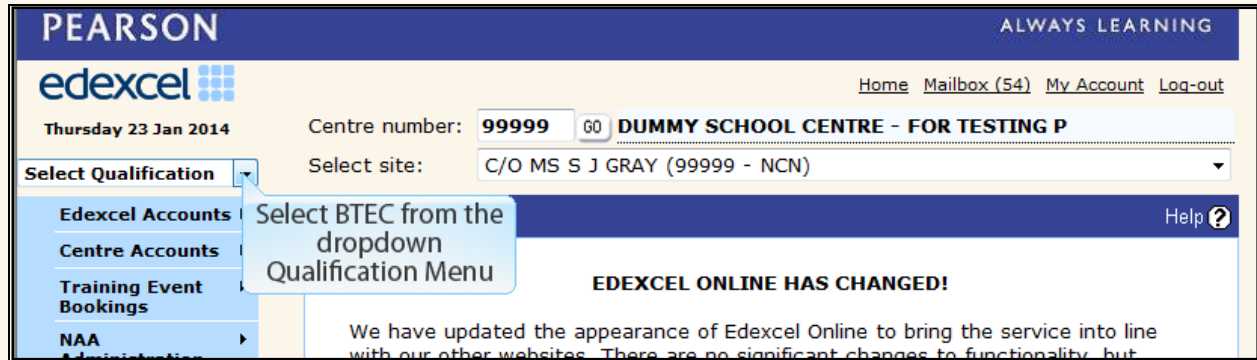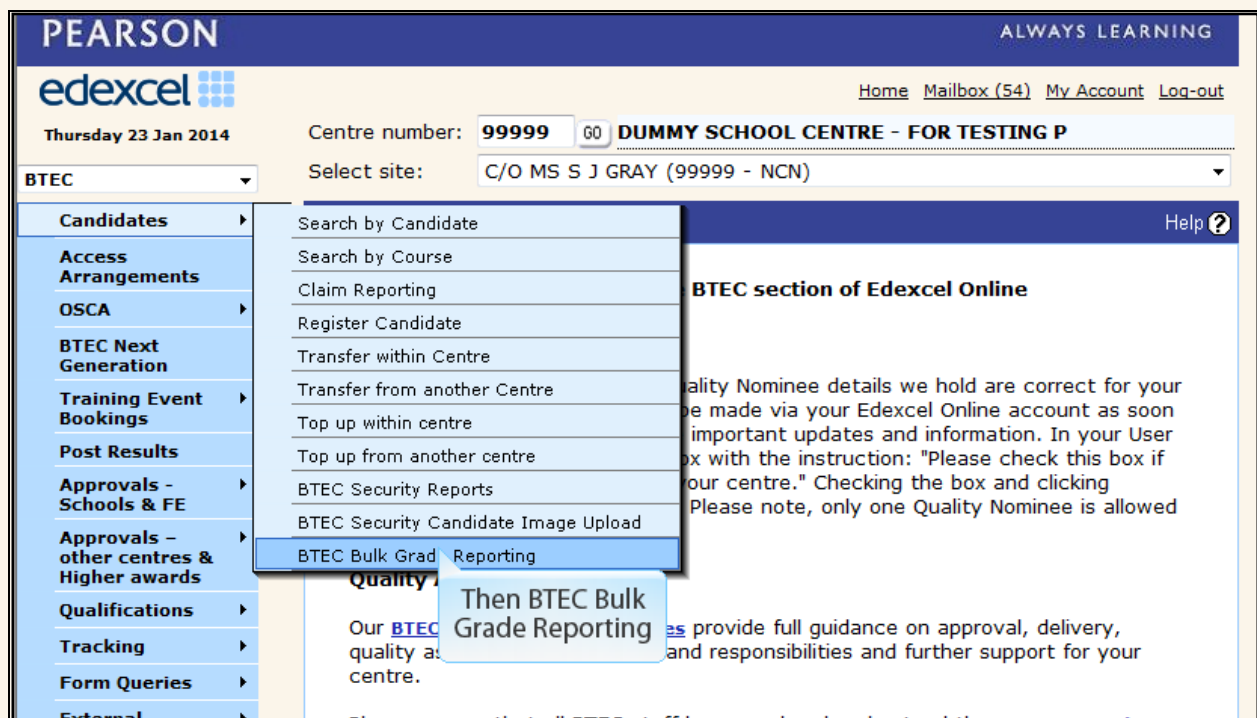# BTEC Bulk Grade Reporting User Guide
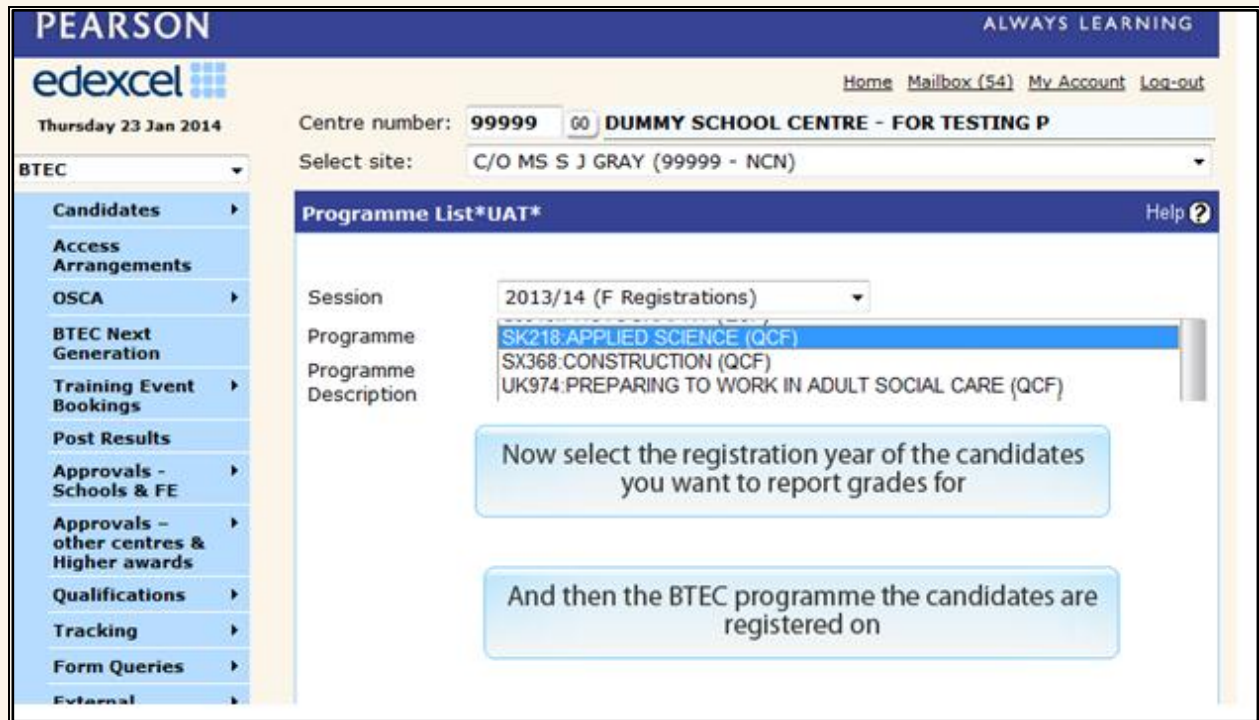
1.0 Log into Edexcel Online.

1.1 From the Qualifications menu select 'BTEC'.

1.2 Hover over the 'Candidates' menu and select 'BTEC Bulk Grade Reporting'.

1.3 Use the search parameters to select the 'session' and the 'programme'.

1.4 You can now start to select candidates, so please only **select the candidates you want to submit grades for**. Once selected scroll to the bottom of the page and click 'Next'.

Please note the higher the number of candidates selected the slower the performance will be. The maximum number of candidates you can select is 50.
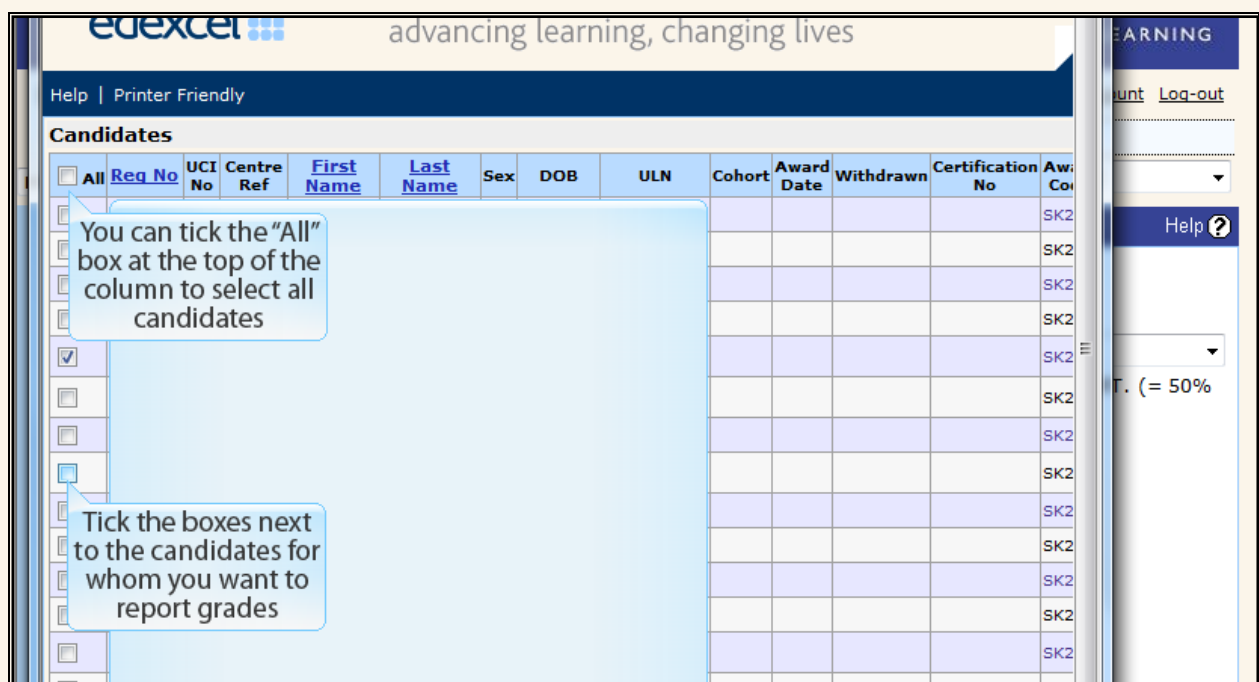
1.5 You now have the option to select units, so please **only select the units you want to report grades against**. Once selected click 'Next'.

Please note the higher the number of units selected the slower the performance will be. The maximum number of units you can select is 20.

1.6 You are now able to make the appropriate certificate claims against the selected candidates. Once confirmed scroll to the right to begin entering unit grades.

1.7 You can enter unit grades one candidate at a time using the arrow keys to navigate or alternatively, by selecting the grade from the dropdown list at the top of the column. This will populate the entire column with the selected grade.

1.8 You have the option to save without submitting at any time, to allow you to amend or submit at a later date. You can do this by clicking 'Save without claiming and continue later'. However, if you want to submit, click on 'Confirm grades and make claims'.
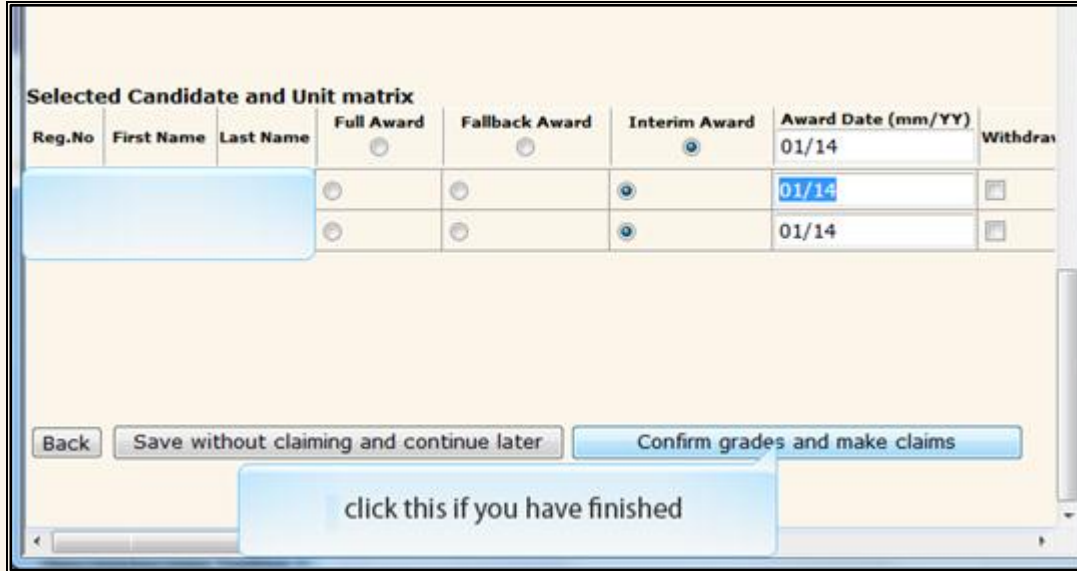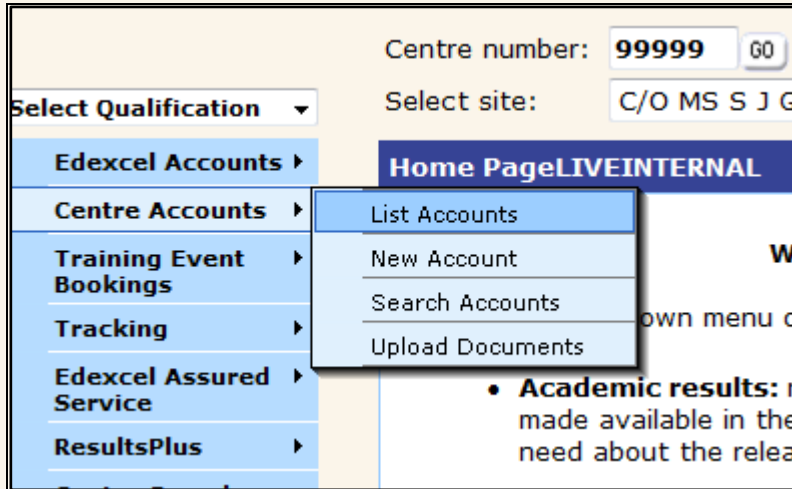

1.9 You will then receive confirmation and have the option to export a confirmation report of your candidate claims and unit grades submitted.

Please note the confirmation report will only include details of your most recent submission and will not include unit grades reported previously.
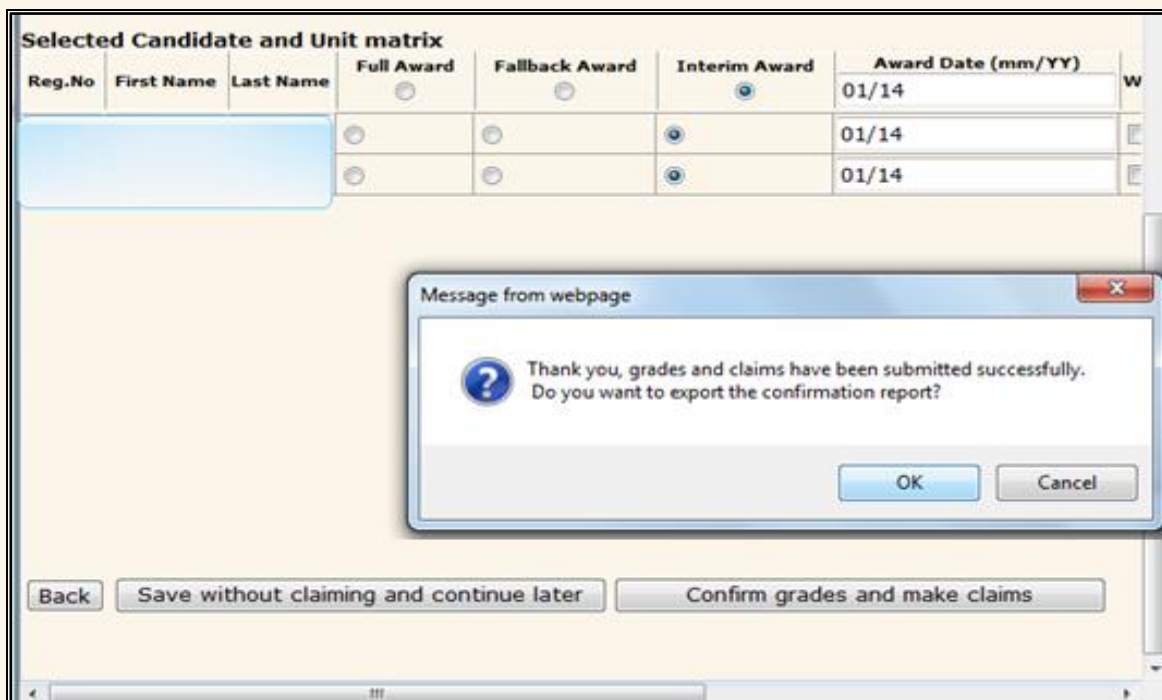
1.10 If you want to give other members of staff access to this function, hover over 'Centre Accounts' and select 'List Accounts'.

1.11 Find the member of staff and click on their e-mail address.

1.12 Then select the 'BTEC Bulk Grade Reporting' profile, before submitting at the bottom of the page.