

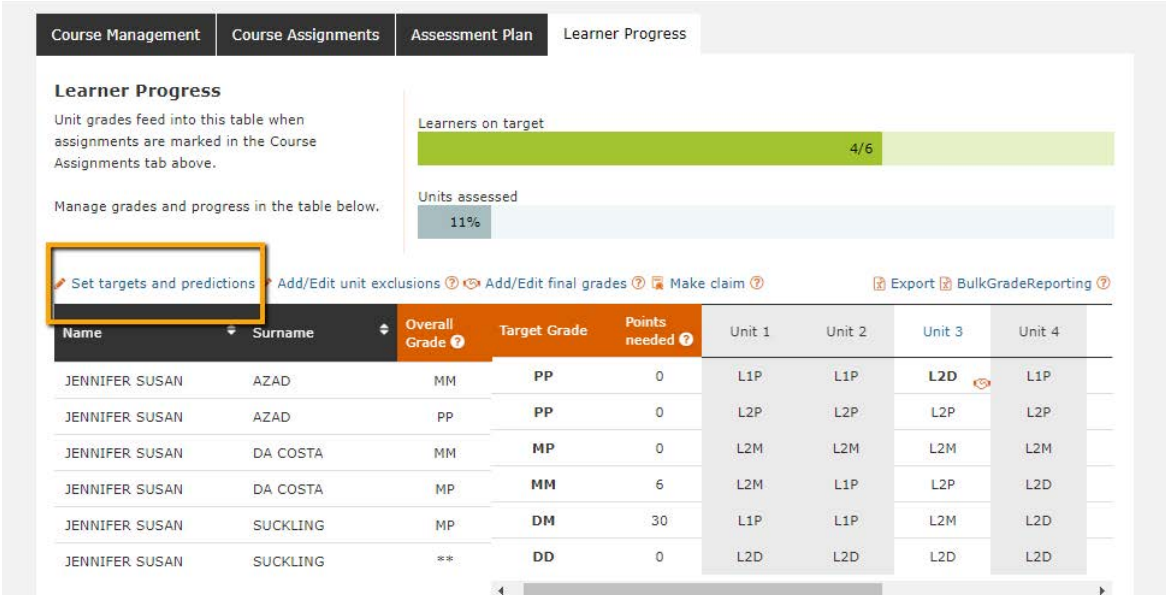
7. How to use the Tracking Grid within myBTEC

Step-by-step process

Once assignments are marked, myBTEC seamlessly updates the Learner Progress tracker. Or you can update the tracker yourself if you prefer.

How to set target outcomes and predicted grades

It is important to set predicted unit grades, so that myBTEC can predict an overall grade that you can expect for that learner from day one. Your predicted unit grades are seamlessly replaced with real grades once assignments are marked. This gives you constant sight of any intervention that is needed.



The screenshot shows the 'Learner Progress' tab in the myBTEC interface. It includes a progress bar for 'Learners on target' (4/6) and 'Units assessed' (11%). Below these are several action buttons: 'Set targets and predictions' (highlighted with a yellow box), 'Add/Edit unit exclusions', 'Add/Edit final grades', 'Make claim', 'Export', and 'BulkGradeReporting'. A table below lists learner data with columns for Name, Surname, Overall Grade, Target Grade, Points needed, and Unit 1-4.

Name	Surname	Overall Grade	Target Grade	Points needed	Unit 1	Unit 2	Unit 3	Unit 4
JENNIFER SUSAN	AZAD	MM	PP	0	L1P	L1P	L2D	L1P
JENNIFER SUSAN	AZAD	PP	PP	0	L2P	L2P	L2P	L2P
JENNIFER SUSAN	DA COSTA	MM	MP	0	L2M	L2M	L2M	L2M
JENNIFER SUSAN	DA COSTA	MP	MM	6	L2M	L1P	L2P	L2D
JENNIFER SUSAN	SUCKLING	MP	DM	30	L1P	L1P	L2M	L2D
JENNIFER SUSAN	SUCKLING	**	DD	0	L2D	L2D	L2D	L2D

Step 1 – On the progress tab in your course, click 'Set targets and predictions'.

Step 2 – Select a target grade for each learner.

Learner Progress

Unit grades feed into this table when assignments are marked in the Course Assignments tab above.

Manage grades and progress in the table below.

Learners on target: 4/6

Units assessed: 11%

Set targets and predictions | Add/Edit unit exclusions | Add/Edit final grades | Make claim | Export | BulkGradeReporting

Name	Surname	Overall Grade	Target Grade	Points needed	Unit 1	Unit 2	Unit 3	Unit 4
JENNIFER SUSAN	AZAD	MM	PP (96 - 113)	0	L1P	L1P	L2D	L1P
JENNIFER SUSAN	AZAD	PP	PP (96 - 113)	0	L2P	L2P	L2P	L2P
JENNIFER SUSAN	DA COSTA	MM	MP (114 - 131)	0	L2M	L2M	L2M	L2M
JENNIFER SUSAN	DA COSTA	MP	MM (132 - 149)	6	L2M	L1P	L2P	L2D
JENNIFER SUSAN	SUCKLING	MP	DM (150 - 167)	30	L1P	L1P	L2M	L2D
JENNIFER SUSAN	SUCKLING	**	DD (168 - 173)	0	L2D	L2D	L2D	L2D

Step 3 – Select a grade for each unit, these are your predictions for each learner.

Learner Progress

Unit grades feed into this table when assignments are marked in the Course Assignments tab above.

Manage grades and progress in the table below.

Learners on target: 4/6

Units assessed: 11%

Set targets and predictions | Add/Edit unit exclusions | Add/Edit final grades | Make claim | Export | BulkGradeReporting

Name	Surname	Overall Grade	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7
JENNIFER SUSAN	AZAD	MM	L1P	L1P	L2D	L1P	L2D	L2D	L2D
JENNIFER SUSAN	AZAD	PP	L2P	L2P	L2P	L2P	L2P	L2P	L2P
JENNIFER SUSAN	DA COSTA	MM	L2M	L2M	L2M	L2M	L2M	L2M	L2M
JENNIFER SUSAN	DA COSTA	MP	L2M	L1P	L2P	L2D	L1P	L2M	L2D
JENNIFER SUSAN	SUCKLING	MP	L1P	L1P	L2M	L2D	L1P	L2M	L2M
JENNIFER SUSAN	SUCKLING	**	L2D	L2D	L2D	L2D	L2D	L2D	L2D

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Cancel Save

Step 4 – When you have finished, click the 'Save' button below.

myBTEC will ask Pearson's BTEC certification system what over all grade each learner would get with these unit grades and show you the points difference to the learner's target.

How to export the course tracking grid in myBTEC

There are 2 types of export available. One is an export of the grid as you see it on the screen, with a further tab for each unit giving a breakdown of the assessment criteria awarded to each learner. The other is in a format that can be uploaded to EOL to claim certification, and may be able to be uploaded to other systems also such as your MIS.

Step 1 – On the learner progress tab, click '**Export**' or '**BulkGradereporting**'

Step 2 – An .xls file is downloaded.

To find more information on how to use the BulkGradeReporting file to claim certification go to:

[View our Bulk Grade Reporting tool video](#)

[Read our certification claim web page](#)

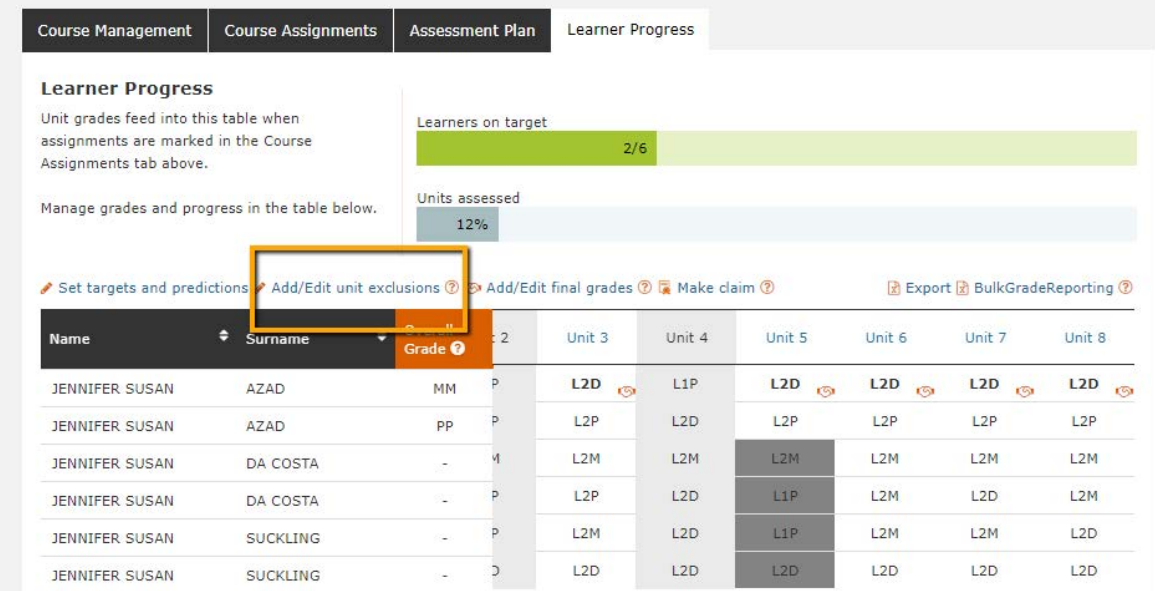
The screenshot shows the 'Learner Progress' tab in the myBTEC system. It features a navigation bar with 'Course Management', 'Course Assignments', 'Assessment Plan', and 'Learner Progress'. The main content area includes a 'Learner Progress' section with a description and a 'Manage grades and progress in the table below.' instruction. There are two progress bars: 'Learners on target' at 1/3 and 'Units assessed' at 26%. Below these are several action links: 'Set targets and predictions', 'Add/Edit unit exclusions', 'Add/Edit final grades', and 'Make claim'. A box highlights the 'Export' and 'BulkGradeReporting' options. The main table displays learner data with columns for Name, Surname, Overall Grade, Target Grade, Points needed, and Unit 1-4. The table shows three rows of data for 'TESTUSER' with various grades and points. A pagination bar at the bottom indicates 'Showing 1 - 3 of 3 items | 10 items per page'.

Name	Surname	Overall Grade	Target Grade	Points needed	Unit 1	Unit 2	Unit 3	Unit 4
TESTUSER	ONE	MP	MP	0	L2D	L2P	L1P	L1P
TESTUSER	THREE	-	1	72	L2M	L1P	L2M	L2D
TESTUSER	TWO	-	*D	270	L2P	L2M	L2P	L2D

How to exclude units from a learner's course

Some learners may be taking a different combination of units from others. You can exclude a learner from a unit with 3 clicks.

Step 1 – On the progress tab in your course, click 'Edit unit exclusions'.



The screenshot shows the 'Learner Progress' tab in a course management system. At the top, there are tabs for 'Course Management', 'Course Assignments', 'Assessment Plan', and 'Learner Progress'. Below the tabs, there is a 'Learner Progress' section with a description: 'Unit grades feed into this table when assignments are marked in the Course Assignments tab above.' and 'Manage grades and progress in the table below.' To the right, there are two progress indicators: 'Learners on target' showing 2/6 and 'Units assessed' showing 12%. Below these are several action buttons: 'Set targets and predictions', 'Add/Edit unit exclusions' (highlighted with an orange box), 'Add/Edit final grades', 'Make claim', 'Export', and 'BulkGradeReporting'. The main part of the interface is a table with columns for 'Name', 'Surname', 'Grade', and units 2 through 8. The table contains six rows of data for 'JENNIFER SUSAN' with various surnames and grades. Unit 3 is highlighted in grey, indicating it is selected for exclusion.

Name	Surname	Grade	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8
JENNIFER SUSAN	AZAD	MM	P	L2D	L1P	L2D	L2D	L2D	L2D
JENNIFER SUSAN	AZAD	PP	P	L2P	L2D	L2P	L2P	L2P	L2P
JENNIFER SUSAN	DA COSTA	-	M	L2M	L2M	L2M	L2M	L2M	L2M
JENNIFER SUSAN	DA COSTA	-	P	L2P	L2D	L1P	L2M	L2D	L2M
JENNIFER SUSAN	SUCKLING	-	P	L2M	L2D	L1P	L2M	L2M	L2D
JENNIFER SUSAN	SUCKLING	-	D	L2D	L2D	L2D	L2D	L2D	L2D

Step 2 – Optional units are selectable in the grid. Mandatory units are not selectable. For your learner, click on the unit that they will not be entered for. You'll see it become crossed out.

Step 3 – To cancel an exclusion you have previously made click on a grey unit. You will see it turn green.

Step 4 – Once all the edits have been completed, click the 'Save' button below.

myBTEC will ask Pearson's BTEC certification system what overall grade they would get with remaining unit grades and show you in the table you the difference to the learner's target.

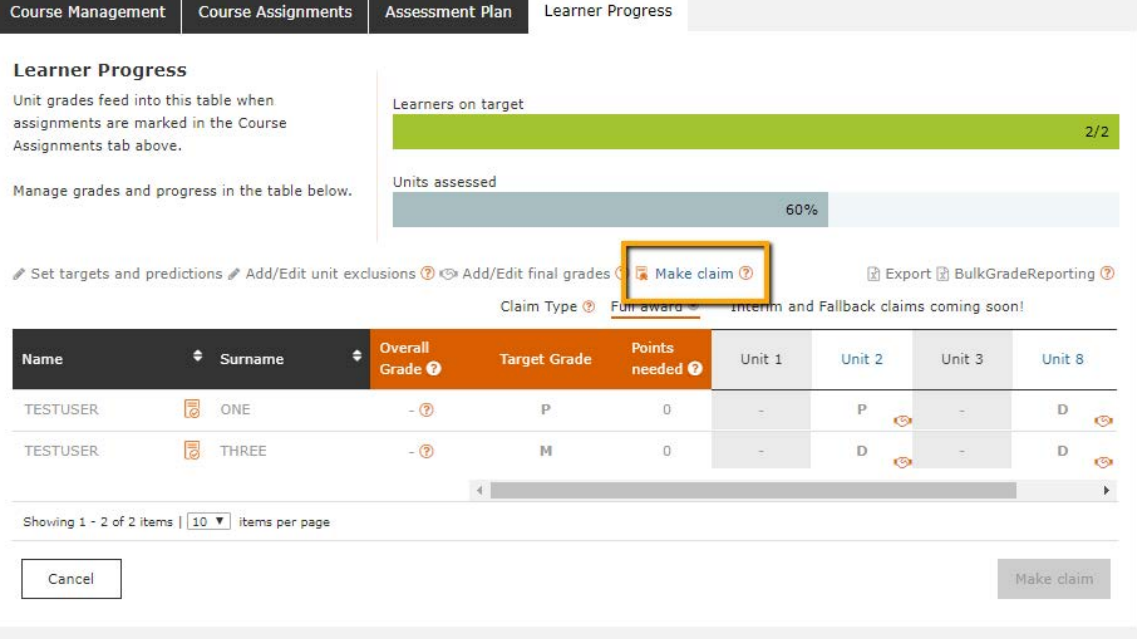
How to claim certification in just a few clicks.

Once a learner's overall grade is displayed in bold type they could be eligible for certification. myBTEC can report your learners grades into Pearson to claim certification.

Step 1 – As an Assessor on the course or as an Exams Officer at your centre, click **'Make Claim'**

Step 2 – Select the learners that you would like to certificate by clicking on the rows

Step 3 – Click **'Make claim'** at the bottom of the screen.



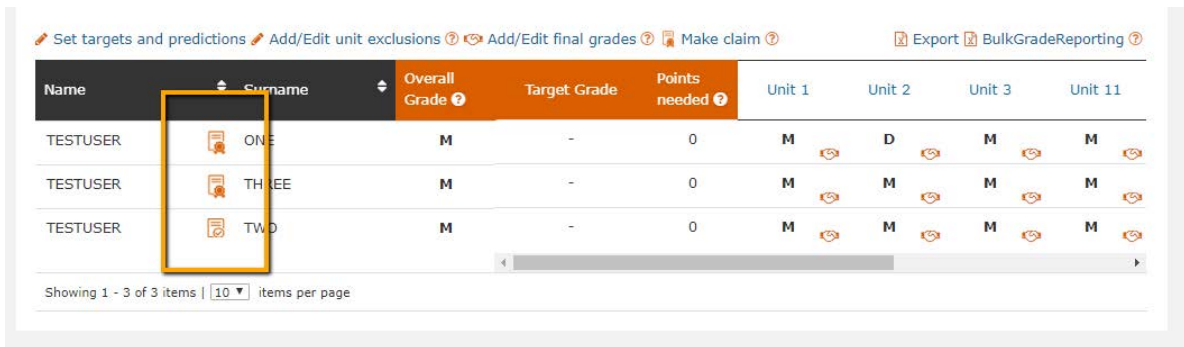
The screenshot shows the 'Learner Progress' section of the myBTEC interface. At the top, there are navigation tabs: 'Course Management', 'Course Assignments', 'Assessment Plan', and 'Learner Progress'. Below the tabs, there is a 'Learner Progress' header and a description: 'Unit grades feed into this table when assignments are marked in the Course Assignments tab above. Manage grades and progress in the table below.' To the right, there are two progress bars: 'Learners on target' (green, 2/2) and 'Units assessed' (grey, 60%). Below the progress bars, there are several action links: 'Set targets and predictions', 'Add/Edit unit exclusions', 'Add/Edit final grades', 'Make claim' (highlighted with a red box), 'Export', and 'BulkGradeReporting'. Below these links, there is a 'Claim Type' dropdown menu set to 'Full award'. Below the dropdown, there is a table with columns: 'Name', 'Surname', 'Overall Grade', 'Target Grade', 'Points needed', 'Unit 1', 'Unit 2', 'Unit 3', and 'Unit 8'. The table contains two rows of data. Below the table, there is a pagination bar showing 'Showing 1 - 2 of 2 items | 10 items per page'. At the bottom, there are two buttons: 'Cancel' and 'Make claim'.

Name	Surname	Overall Grade	Target Grade	Points needed	Unit 1	Unit 2	Unit 3	Unit 8
TESTUSER	ONE	-	P	0	-	P	-	D
TESTUSER	THREE	-	M	0	-	D	-	D

Step 4 – Confirm the claim on the popup. Note that:

- If you are an Assessor then the EO's at your centre will now be issued a task with a link to this screen to confirm the claim.
- If you are an Exams Officer you will now be able to select an 'Award date' and the grades will be reported to Pearson for certification
- If you are an Assessor but you have been given permissions in EOL to report grades yourself, then you will be able to choose to report the grades to Pearson OR to request that your Exams Officer does so, and the EO's at your centre will be issued a task to confirm the claim

After certification claim has been made you will see an icon next to the learner's name to show the status of the claim, move your mouse over the icon to see more information. Your grades are also visible in EOL as usual.



Name	Surname	Overall Grade	Target Grade	Points needed	Unit 1	Unit 2	Unit 3	Unit 11
TESTUSER	ONE	M	-	0	M	D	M	M
TESTUSER	THREE	M	-	0	M	M	M	M
TESTUSER	TWO	M	-	0	M	M	M	M

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Previous steps

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Next Steps

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