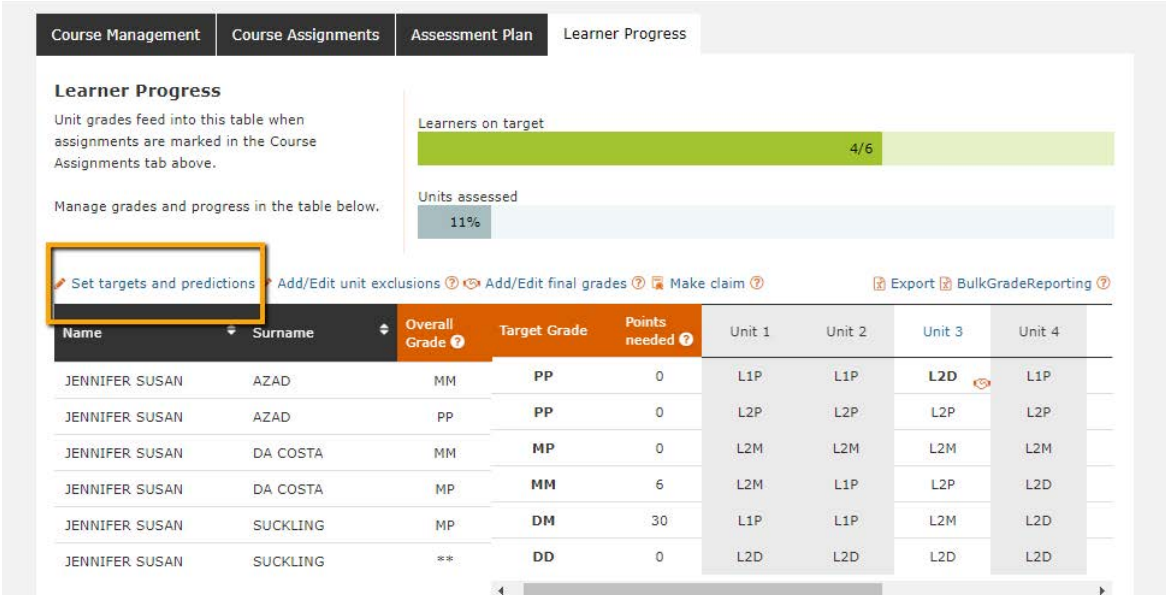# 7. How to use the Tracking Grid within myBTEC
Step-by-step process

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.

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

Step 2 – Select a target grade for each learner.

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

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:

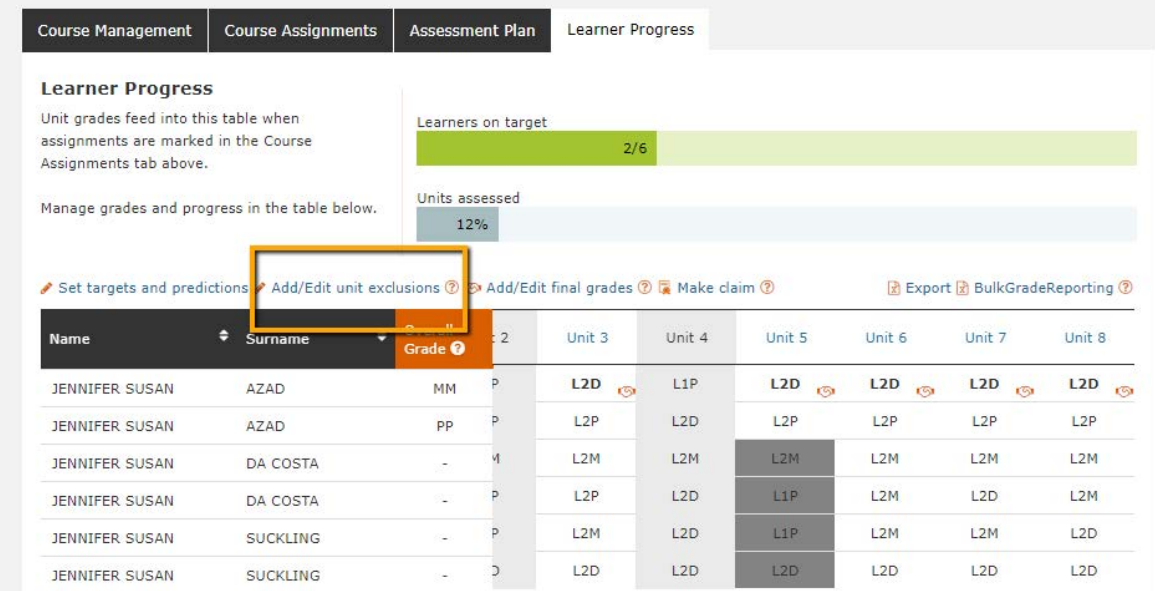View our Bulk Grade Reporting tool video

Read our certification claim web page

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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**'.

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.
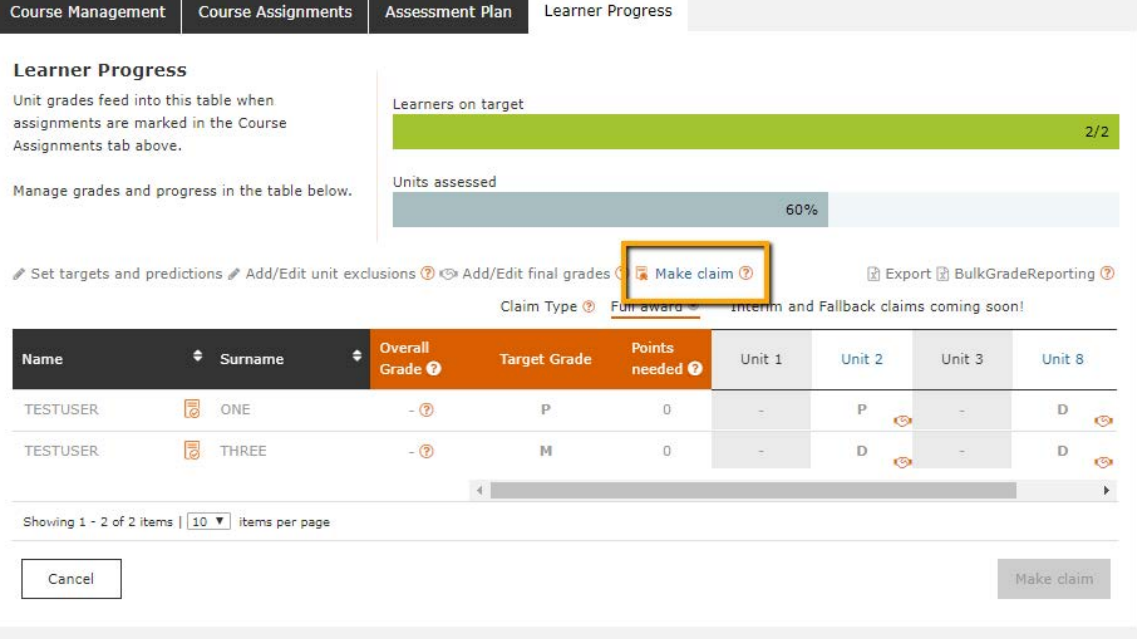
How to claim certification in just a few clicks.

Once a learner's over all 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

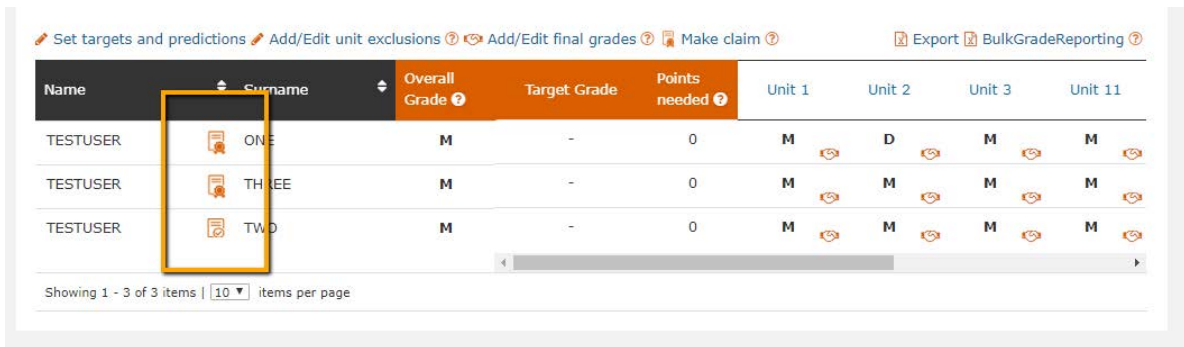**Step 3** – Click '**Make claim'** at the bottom of the screen.

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

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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.