

# **Laser Quartz Web User Manual** **Access to HE Providers 2013-2014**

## **E-Registrations**

Laser  
October 2013

Version: 2.1



## Contents

<b>1</b>	<b>Introduction.....</b>	<b>3</b>
	Issues with Logging On to the Web Portal? .....	3
<b>2</b>	<b>Logging on to the WebPortal.....</b>	<b>4</b>
	Logging onto Quartz Web .....	4
	Forgotten your Password? .....	5
<b>3</b>	<b>Using Secure Web Portal.....</b>	<b>6</b>
	The Home Page .....	6
	Roles and Responsibilities .....	6
	My Details.....	7
	Changing your Password.....	7
<b>4</b>	<b>Documents Page .....</b>	<b>8</b>
	Document Types .....	8
<b>5</b>	<b>Administration Area.....</b>	<b>9</b>
<b>6</b>	<b>How to Register Your Learners (ERegistration Submission).....</b>	<b>10</b>
	Downloading the EResults Submission Forms.....	10
	This is where you will Register your learners.....	11
	How to Submit your Learners .....	11
<b>7</b>	<b>Review Course runs .....</b>	<b>12</b>
<b>8</b>	<b>Current Course run Information.....</b>	<b>13</b>
	Adding a Learner to an Existing Course run.....	13
	Additional Learner Confirmation Page.....	14
	Review Learners.....	14
<b>9</b>	<b>Logging Out .....</b>	<b>14</b>

## 1 Introduction

We are pleased to introduce you to the LASER's Quartz Web Portal User Guide. Using the web portal you can currently:

- Register Learners
- Download the EResults Submission Form(s) (Also referred to as RAC's - Recommendation for Award of Credit)
- Review current and previous registration details
- Review current and previous learner details
- Review the courses approved for your organisation.

**It is essential to use the web portal to upload documents, register learners, etc. rather than by email or by post. Laser Learning Awards cannot accept responsibility or liability if this is not adhered to.**

Please check our website ([www.laser-awards.org.uk](http://www.laser-awards.org.uk)) (<http://www.laser-awards.org.uk/content2.asp?id=34>) for details of administration training to support your use of the web portal and other training that LASER offers.

### Issues with Logging on to the Web Portal?

- Click on the relevant buttons rather than pressing return as pressing return will have no effect.
- Ensure that pop-ups are not blocked by your browser or toolbar. If pop-ups are blocked then this will prevent full functionality of the web portal.
- There may be an issue with the settings on the computer that is being used to access the Quartz Web Portal, please follow the instructions below on how to resolve this in relation to Microsoft Internet Explorer:
  1. Click on tools and then go to internet options (or click on the cog on the right of the toolbar if you don't have the tools option)
  2. This will open a box, click on the privacy tab – one of the buttons on this new screen is 'sites'.
  3. Type in '[ocnser.org.uk](http://ocnser.org.uk)' in the Address of website and click allow.
  4. Click on 'OK'.
  5. Click on 'OK' again.
  6. Try to log in again.

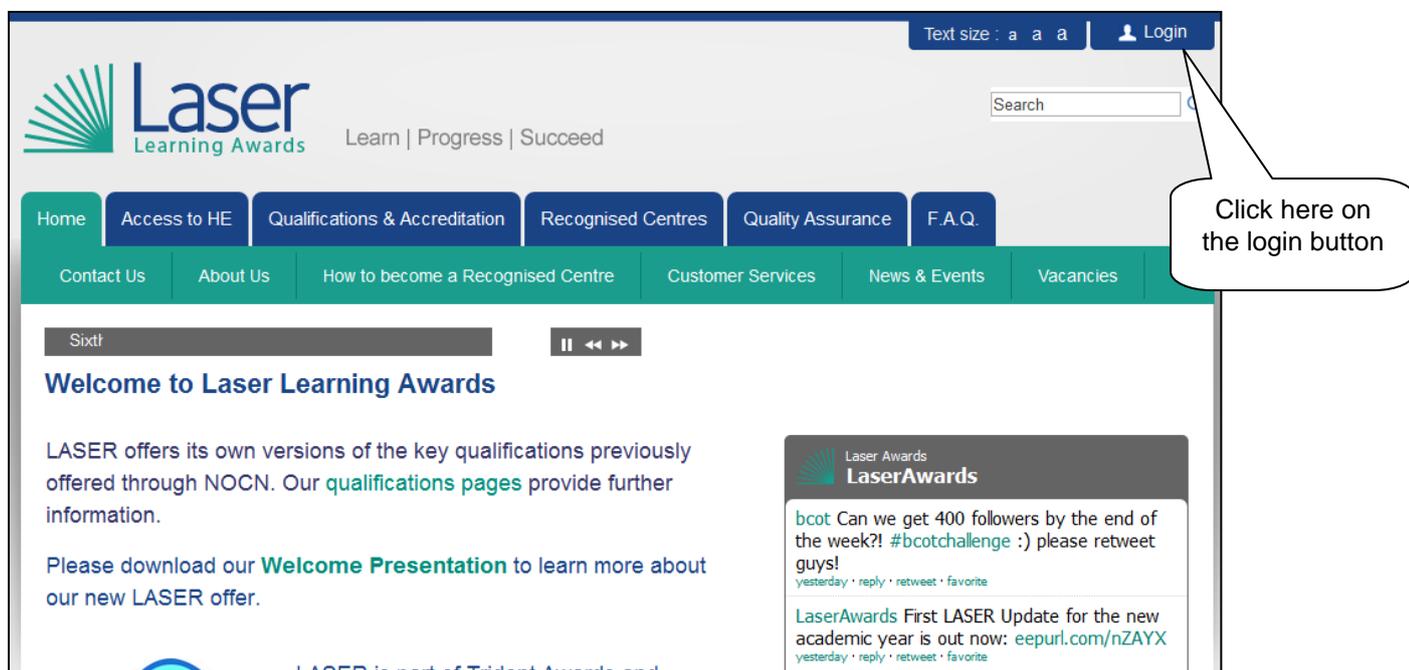
[Back to contents page](#)

## 2 Logging onto Quartz Web

### Connecting and Logging On

Open your web browser (i.e. Internet Explorer, Firefox, Google Chrome), type the address [www.ocnser.org.uk](http://www.ocnser.org.uk) into the address bar, and press Enter. A web-page similar to this will be displayed.

Click on login button at the top right hand corner of the screen, this will open the LASER Quartz Website. A web-page similar to this will be displayed.



Click on the Log in link and the login page will appear.



In order for you to log in you need to have a user name and password. If you do not have a user name or password please contact your Access Administrator Marie Jones – [m.jones@laser-awards.org.uk](mailto:m.jones@laser-awards.org.uk))

Read the terms and conditions – available through the link on the page and then click on the 'I have read and agree to abide by the Terms and Conditions' checkbox  
**N.B. you will not be able to log in until you have ticked the checkbox.**

Type your user name and password to log in.

## Forgotten Your Password?

If you have forgotten your password then click on the “Forgotten your password?” link and you will be taken to the reset password page, here you will need to enter your username. Remember to click on "Continue" once you have reset your password to ensure that it resets and you can log in

Powered By QuartzWeb  
Portico Consulting Ltd

Powered By QuartzWeb  
Portico Consulting Ltd

[Back to contents page](#)

### 3 Using Secure Web Portal

#### The Homepage

This gives information about your centre and your current role(s). If you have more than one role with LASER within your centre you can choose which role you are using by using the drop down menu and clicking on the 'Switch roles' button. A change of role will always take you back to this page.

Use the drop down menu to change roles. Click the **Switch Role** button to confirm.

'Centre Administrator' at Laser Learning Awards

Centre Administrator at Laser Learning Awards

Log in

- ▶ Home
- ▶ My Details
- ▶ Documents
- ▶ Reports
- ▶ Administration
- ▶ Review Course Runs
- ▶ Review Learners
- ▶ ERegistration Submission
- ▶ EResults Submission

**Laser Learning Awards**

Welcome to the LASER Quartz Web Administration Portal.

FAO centres that claim public funding for qualification provision: It is the responsibility of the centre to check that a given qualification is listed on LARA as eligible for the public funding required, and the responsibility of the centre to ensure that it is eligible to claim that funding.

FAO schools: It is the responsibility of the centre to check that a given qualification is approved on Section 96 for the target age group, and that it attracts Performance/SCAAT Points if required.

Please call your Customer Support Officer if you do not see your programme on ERegistration Submission on 01932 569894.

**Sites**

**Canterbury Office**

Address: Keynes College, University of Kent, Canterbury, Kent, CT2 7NP

Phone: 01227 827823

Fax: 01227 827823

Email:

#### Roles and Their Responsibilities

These roles are assigned based on the information supplied on your centre application.

Role	Responsibility
Centre Administrator	Upload Registrations to secure portal Check learner information and history Check and print E Submission Forms (RACs) Save results to E Submission Forms (RACs) and email to Tutor for checking.
Tutor	Check and print E Submission Forms (RACs) Submit E Submission Forms (RACs) to Internal Verifier
Internal Verifier	Checks E Submission Forms (RACs) Submit E Submission Forms (RACs) to External Verifier / QR or LASER approved IV with Direct Claim Status

***N.B. You will be able to see who has taken which action and when.***

[Back to contents page](#)

## My Details

Click on My Details in the left hand menu list, this will take you to a page which shows various information about you as a user.

You can also change your password on this page.

Check your roles

If you have an alternative address to your organisation's address this will be listed here e.g. your alternative office address or home address

The screenshot shows the 'My Details' page for a user named Marie Jones. The page header includes the Laser Learning Awards logo and the tagline 'Learn | Progress | Succeed'. Below the header, the user's role is identified as 'Centre Administrator' at Laser Learning Awards, with a 'Switch Role' button. A left-hand navigation menu lists various options, with 'My Details' selected. The main content area displays the user's profile, including a 'Change Password' link with a 'Click Here' instruction. Below this, the 'Roles' section lists 'Centre Administrator at Laser Learning Awards'. The 'Non Organisational Addresses' section provides contact information: Address, Phone (01227 827823), Fax, and Email (m.jones@laser-awards.org.uk). Two callout boxes are present: one pointing to the 'Roles' section with the text 'Your roles will be listed here', and another pointing to the 'Non Organisational Addresses' section with the text 'If you have an alternative address it will show here.'

## Changing your Password

To change your password click on the "Change Password" link and you will be taken to the following page

Type in your old password and two copies of your new password and click the change password button.

You will then be returned to the My Details Page. Your password will have changed and next time you log in you will need to use the new one.

The screenshot shows the 'Change Password' page. The header is identical to the previous page. The left-hand navigation menu is also visible. The main content area is titled 'Change Password' and contains the following text: 'Your new password must contain:- At least 8 characters, At least 1 alphabetic character, At least 1 non-alphabetic character'. Below this text are three input fields labeled 'Password:', 'New Password:', and 'Confirm New Password:'. At the bottom of the form are two buttons: 'Change Password' and 'Cancel'.

[Back to contents page](#)

## 4 Documents page

You will be able to upload documents from your computer to the secure webportal

To do this click on 'Documents' in the left hand menu, browse on your computer for the document you wish to upload. Select the type of document you wish to upload and click submit.

'Centre Administrator' at Laser Learning Awards

Documentation

Submit Document  
Click "Browse..." to select a document to upload, and pick a document type from the drop-down list.

View Document  
Click on a document title to view the document.

Title	Description	Date	Author
<a href="#">ocnser newsletter july10.pub</a>	Other	17/03/2011	Levy, Debbie
<a href="#">OCNSER NOCN Listed Qualification Achievement 10-11.xls</a>	Other	12/01/2012	Drakes, Andy
<a href="#">Adding Units to an Existing Course Form.doc</a>	Other	07/08/2012	Payge, Donna
<a href="#">Request for Replacement Certificate.doc</a>	Other	07/08/2012	Payge, Donna
<a href="#">Centre Recognition Amendment Form.doc</a>	Quality document	07/08/2012	Payge, Donna
<a href="#">New Course Notification Form LASER.doc</a>	New course form	06/09/2012	Payge, Donna
<a href="#">Quartz Web User Manual Sep 2012.pdf</a>	Other	07/09/2012	Payge, Donna

### Document Types

- Registration File
- Other (this can be used for documents which do not fall into any other category)
- New Course Form (for any new courses your organisation wishes to run)
- Quality (e.g. reports on Internal Verification activities\*)
- Assessment (e.g. samples of course work\*)
- Qualification Information (e.g. application forms for approval to run a specialist national qualification)

**Documents can be uploaded in word, excel or pdf formats.**

**\*Documents will generally be requested by the External Moderator /Quality Reviewer prior to completing the EResults process.**

[Back to contents page](#)

## 5 Administration Area

This is where you can check the status of your registrations / E Submission Forms (RAC's) / Documents and any Unique Learner Numbers (ULNs) which have been rejected (see the LASER website 'For Centre Admin' for further information about ULNs).

Current information will be listed under each heading.



Learn | Progress | Succeed

'Centre Administrator' at Laser Learning Awards

'Centre Administrator' at Laser Learning Awards Switch Role

Log in

- ▶ Home
- ▶ My Details
- ▶ Documents
- ▶ Reports
- ▶ **Administration**
- ▶ Review Course Runs
- ▶ Review Learners
- ▶ ERegistration Submission
- ▶ EResults Submission



### Administration



### ERegistrations Status

ID	Provider Reference	Course Run Description	Programme/Provider Course	Submission	Days Old
1455613	Access to HE		Test Mid	17/11/2011	301
1456443	1234	aivs works	AIVS Workshop	11/01/2012	246



### EResults Status

ID	Provider Reference	Course Run Description	Programme/Provider Course	Submission	Verified	Days Old	Status
1430845	Francoise Sillett	NOCN Internal Verifiers Award	Open College Network South East Region Registration Programme				Awaiting QA verification
1452055	Francoise Sillett	IVA Course OU, East Grinstead	NOCN Internal Verifiers Award				Awaiting QA verification
1452055	Francoise Sillett	IVA Course OU, East Grinstead	NOCN Internal Verifiers Award				Awaiting QA verification
1430845	Francoise Sillett	NOCN Internal Verifiers Award	Open College Network South East Region Registration Programme				Awaiting QA verification
1452055	Francoise Sillett	IVA Course OU, East Grinstead	NOCN Internal Verifiers Award				Awaiting QA verification
1452194	Jillie Dedden	Internal Verifier Award - Newbury October 2010	NOCN Internal Verifiers Award				Awaiting QA verification
1452694	dlevy	Test 2	NOCN Internal Verification of Credit Based Learning				Awaiting QA verification



### Documents Not Yet Viewed

No Documents Pending



### Failed ULN Validations

No Learner ULN's Failed Validation



This is where you will register your learners

**Laser Learning Awards**  
Learn | Progress | Succeed

'Centre Administrator' at Laser Learning Awards

**ERegistration Submission**

Please note that you are about to submit a file of registrations for which a new course run will be created. If you wish to add registrations to a current course run then please use the link from the course run review page

**Please call your Customer Support Officer if you do not see your programme on ERegistration Submission on 01932 569894**

**The programme/provider course of learning**

**Course Run description**

**Course Run start date**  
 Start date of your course

**Course Run end date**  
 End date of your course

**Provider Reference**  
 This is your reference ID

**Purchase order number**  
 Only applicable for certain qualifications

**National test date**

**The site**  
 Use the drop down box to select the site - **this is important for those Providers who have more than one campus.**

**The tutor**  
 Enter the name of the Tutor if applicable.

**ICV**  
 ICV is Intended Credit Value for this Course Run. Only applicable in certain circumstances

**Notes on this submission**  
 Please enter any details that you wish to draw our attention to here.

**Choose the ERegistration file to submit (Format: text (.csv) or Excel (.xls or .xlsx))**  
 No file chosen

**Callouts:**

- This is for your Purchase Order Number. Please note that for those Providers whose Finance Department require a PO Number your registrations will not be completed until we have this information.
- Click here to find a list of all your current courses
- Start date of your course
- End date of your course
- This is your reference ID
- Only applicable for certain qualifications
- Use the drop down box to select the site - this is important for those Providers who have more than one campus.
- Enter the name of the Tutor if applicable.
- ICV is Intended Credit Value for this Course Run. Only applicable in certain circumstances
- Upload your completed ERegistration form here to Submit your learners.
- Please enter any details that you wish to draw our attention to here.

**How to submit your learners**

- Browse for your registration file on your computer.
- Click open and the name of your file will appear in the box.
- Click on the **Submit** button to upload your learners.

**While every care has been taken to ensure that the information held on our database is correct - please contact your Access Administrator immediately should ANY of the information in the drop down boxes be incorrect or incomplete.**

[Back to contents page](#)

## 7 Review Course Runs

To review your course runs select Review Course Runs from the left-hand menu. This page will allow you to check on your classes/course runs.

**'Centre Administrator' at Laser Learning Awards**

Log in  
 Home  
 My Details  
 Documents  
 Reports  
 Administration  
**Review Course Runs**  
 Review Learners  
 ERegistration Submission  
 EResults Submission

### Your Course Runs

This screen allows you to search for batches and opens by default showing 'current' batches - i.e. ones where today's date lies between their start and end dates.

Please untick "Current?" to see all of your classes.

Once you have unticked "Current?", click on "Course Run Start Date" to see your most recent classes first.

#### Find Course Runs

Course Run ID:  Provider Reference:  Starts in Academic year: Any  Current?

Programme/Provider Course ID:  Programme/Provider Course Name:

Qualification ID:  Qualification Name:  Search

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
<a href="#">1452660</a>	Your Ref	128314	NOCN Internal Verification of Credit Based Learning			<a href="#">Test Training Course</a>	17/03/2011	31/07/2012
<a href="#">1455613</a>	Access to HE	128319	Test Mid				01/09/2011	31/07/2012
<a href="#">1456443</a>	1234	128318	AIVS Workshop			<a href="#">aivs works</a>	01/09/2010	
<a href="#">1458354</a>	IV	128314	NOCN Internal Verification of Credit Based Learning			<a href="#">#Blank#</a>	01/08/2011	31/07/2012
<a href="#">1458355</a>	IV2	128314	NOCN Internal Verification of Credit Based Learning			<a href="#">#Blank#</a>	01/08/2011	31/07/2012

#### Find Course Runs

Course Run ID:  Provider Reference:  Starts in Academic year: Any  Current?

Programme/Provider Course ID:  Programme/Provider Course Name:

Qualification ID:  Qualification Name:

Tutor:  Search

Click here to view details on this course run

Course Run ID	Provider Reference	Programme/Provider Course ID	Programme/Provider Course Name	Qualification ID	Qualification Name
<a href="#">1456443</a>	1234	128318	AIVS Workshop		

[Back to contents page](#)

## 8 Current Course Run Information

You can view all learners currently registered to your course runs by selecting the course run number from **Your Course Runs** in the **Review Course Runs** screen.

The screenshot shows the 'Centre Administrator' interface for Laser Learning Awards. The main heading is 'Course Run [1458354]'. Below this, there is a table with course details:

Programme/Provider Course	[128314] NOCN Internal Verification of Credit Based Learning		
Provider Reference	IV	Purchase Order No	
Site	OCNSER	Tutor	
Course Run Start	01/08/2011	Course Run End	31/07/2012
Number of Learners	4		

Below the table are several buttons: 'Enter Single Learner Registration', 'Submit Additional Learner Registrations', 'Course Run Unit Registrations', 'Course Run Documentation', and 'EResults Submission Forms'. A callout box points to the 'Submit Additional Learner Registrations' button with the text: 'To view the learner history with your organisation click on the learner's surname link.'

Below the buttons is a table of learners:

ID	ULN	Title	Forename	Surname	Date of Birth	Gender	Status	Ethnicity	Ability Status	Employment Status	Adjustment
13033851			Beth	<a href="#">Webster</a>	04/10/1959	Not specified	Not specified	Withdraw	Not specified	Not specified	Not specified
13033852			Michelle	<a href="#">Parks</a>	22/09/1983	Not specified	Not specified	Withdraw	Not specified	Not specified	Not specified
13033853			Nathan	<a href="#">Brown</a>	04/02/1979	Not specified	Not specified	Withdraw	Not specified	Not specified	Not specified
13033854			Philip	<a href="#">Lucas</a>	04/10/1963	Not specified	Not specified	Withdraw	Not specified	Not specified	Not specified

Below the learner table is the 'Enter Single Learner Registration' form with fields for ULN, Title, Forename, Surname, DOB, Postcode, Gender, Ethnicity, Ability Status, Employment Status, Adjustment, Adjustment Comment, Qualification, Address Line 1, and Email.

### Adding a Learner to an existing course run

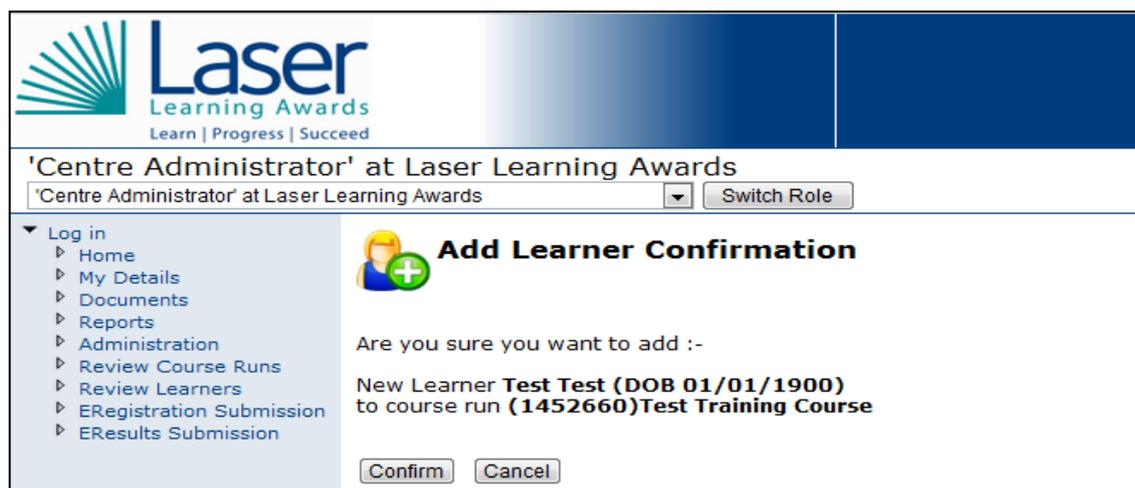
You can add a new learner to the course run by completing the fields here, when you click the **Add New Learner Registration** button a confirmation screen will appear.

**NB** *You will only be able to add existing units to a new learner. You will need to add new units to the course run before you can add them to a learner.*

Please note always submit an ERegistration if you wish to add more than two learners (see page 10).

[Back to contents page](#)

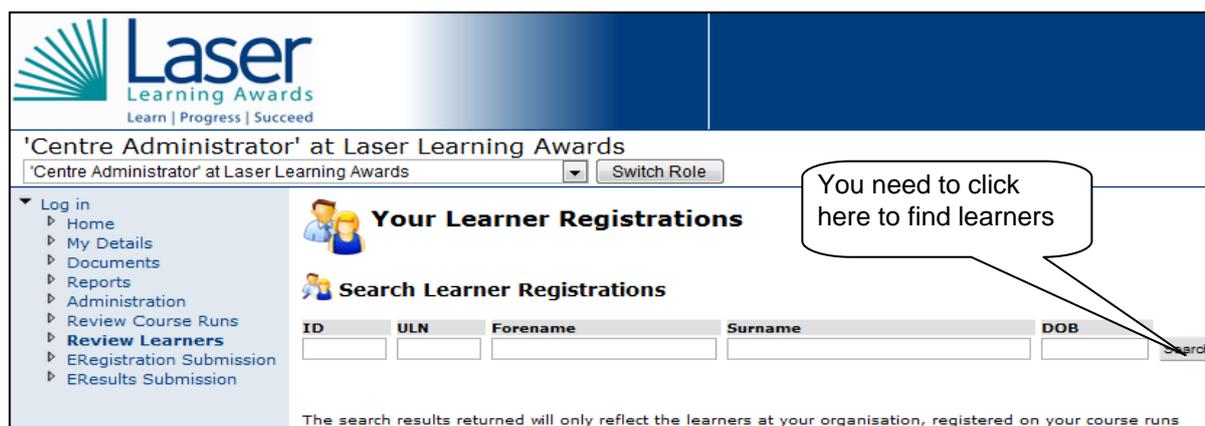
[Additional Learner Confirmation page.](#)



Check the details and click on the **Confirm** button, you will be taken back to the Course Run information page and your learner will appear on the course list.

[Review Learners](#)

This web page will allow you to search for a specific learner and look at the learner's history.



You can search by

- ID
- Unique Learner Number (ULN)
- Forename
- Surname
- Date Of Birth (DOB)

**9 [Logging Out](#)**

Use the link on the top right hand side of the page to log out.

[Back to contents page](#)