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

E-Registrations

Laser

October 2013

Version: 2.1

Contents

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/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' 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 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.
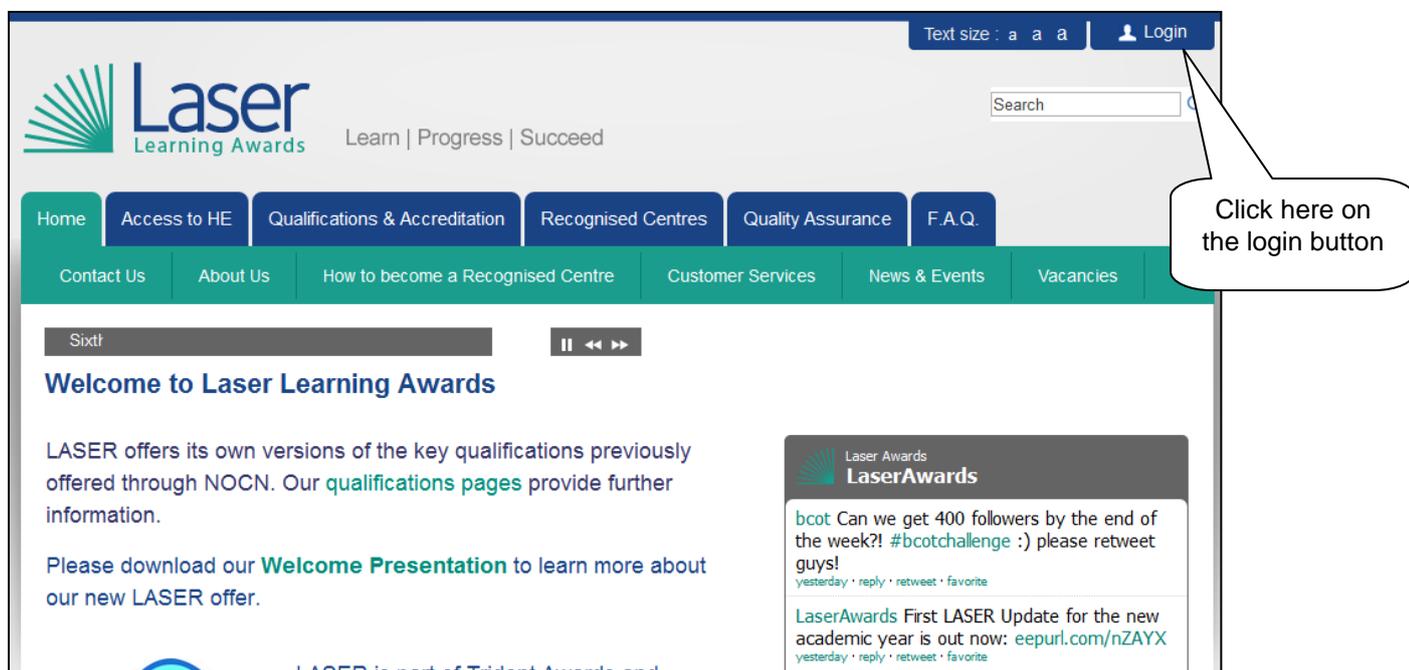
Click on the <u>Log in</u> link and the login page will appear.

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)

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

Click here if you have forgotten your password

Click here for Terms and Conditions

[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.

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.

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

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.

7

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.

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.

5 Administration Area

This is where you can check the status of your registrations / E Submission Forms (RAC's) / Documents and any Unique Leaner 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.

'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 Verfication of Credit Based Learning				Awaiting QA verification

Documents Not Yet Viewed

No Documents Pending

Failed ULN Validations

No Learner ULN's Failed Validation

6 How to register your learner (ERegistration Submission)

Note: A standard registration form is available under **ERegistration File Format** at the bottom of the page. You will need to complete your learners' details here

ERegistrations File Format

Click Here for a 'Standard ERegistration' submission form (as an Excel file).

ERegistration files can be accepted in a variety of formats.
Click Here for full details of the file-formats available and associated coding conventions (in a Word document).

The ERegistrations form should look like the example below.

Due to the nature of our database this is the **only** format that the database will accept.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
ULN	Forename	Surname	DoB	Postcode	Gender	Ethnicity	Ability	Employment	Adjustment	Adjustment Comment	Unit Code	Unit Code	Unit Code	Unit Code

As we share a registration form with our none Access Providers the registration form contains extra columns for entering unit codes.

Access registrations Do Not need to complete these columns as the units are already present on your programme.

	L	M	N	O	P
	Unit Code	Unit Code	Unit Code	Unit Code	Unit Code

Back to contents page

This is where you will register your learners

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.

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

Upload your completed ERegistration form here to Submit you learners.

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.

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.

Click here to view details on this course run

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.


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).
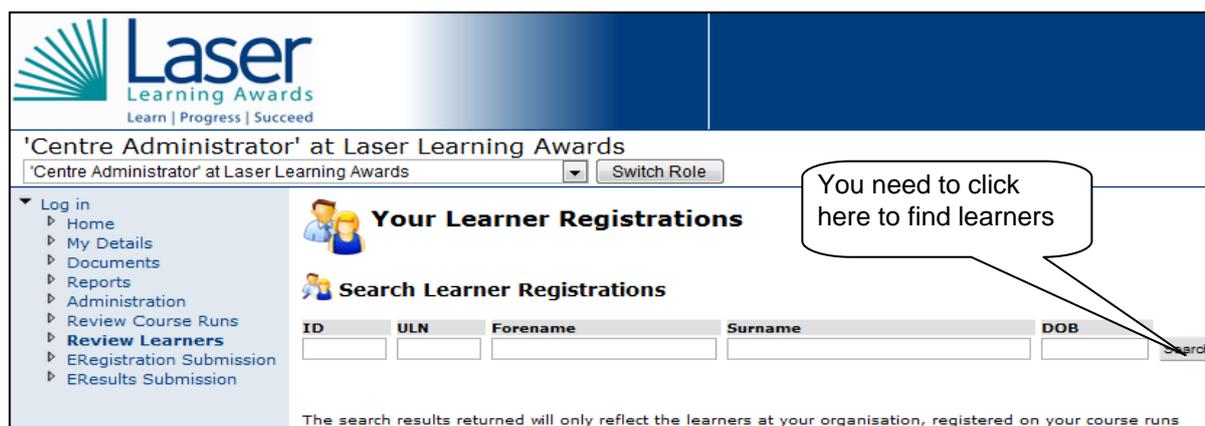
Back to contents page

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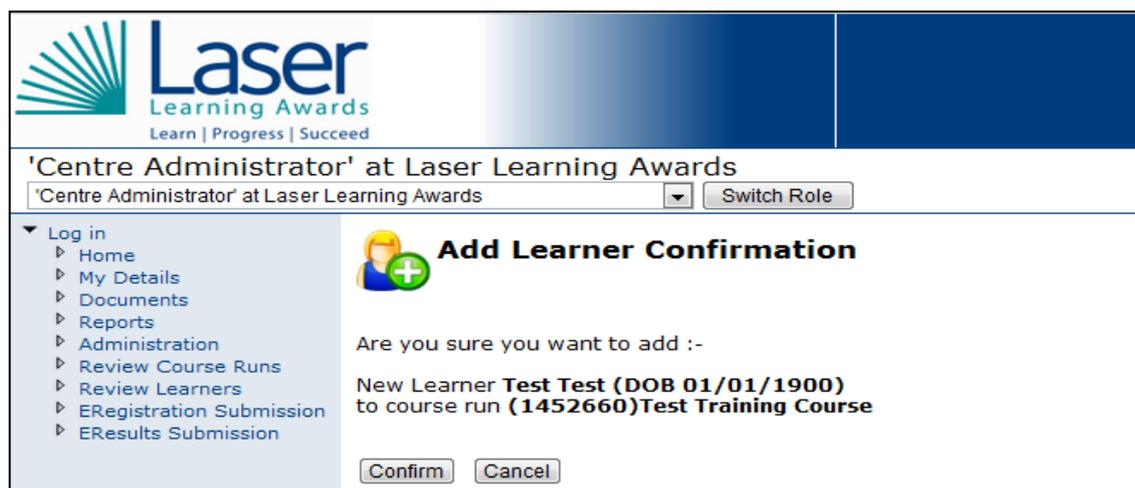
Check the details and click on the Confirm button, you will be taken back to the Course Run information page and your learner will appear on the course list.

Review Learners

This web page will allow you to search for a specific leaner 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