



Diploma Learner Tracking Quickstart Guide



Welcome to the Diploma Learner Tracking Quickstart Guide

- Login to <https://learnertracking.edexcel.com/> using your Edexcel Online username and password
- Read and accept the terms of use
- There are three different starting points to viewing a learner's data
- If you want to see a status overview of all Edexcel DAB learners in your centre, click on Diploma Learner Overview
- If you want to see a 'shopping list' of all the administrative issues we've found for each Edexcel DAB learner, click on Diploma Learner Detail
- If you want to drill down into component level data and see resolution advice for a particular learner, click on Search Learner to access the Individual Learner Record
- There you can edit the anticipated award date - this allows you to focus on learners that are completing in a given year
- Next, check the information currently held for each component. You will find a checklist of actions that may need to be taken in order to resolve any administrative issues
- Follow up the actions to ensure your learners' Diploma results can be issued as soon as you need them!

Turn over for a step by step guide to Learner Tracking

Alternatively you can watch video demos outlining how to use Learner Tracking [here](#)

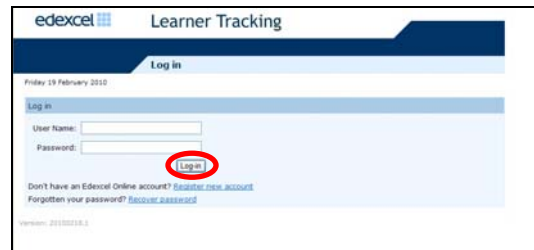
Please also refer to the Frequently Asked Questions document [here](#)



Getting Started

Create an account

- 1 Login to Learner Tracking using your Edexcel Online username and password



edexcel Learner Tracking

Friday 19 February 2010

Log in

Log in

User Name:

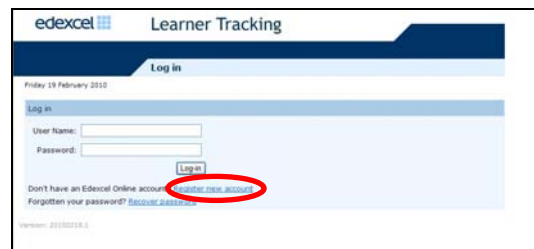
Password:

[Log in](#)

Don't have an Edexcel Online account? [Register new account](#)
Forgotten your password? [Recover password](#)

Version: 20100219.1

- 2 If you don't have an Edexcel Online account, click on 'register new account' to create a Learner Tracking account



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Log in

Log in

User Name:

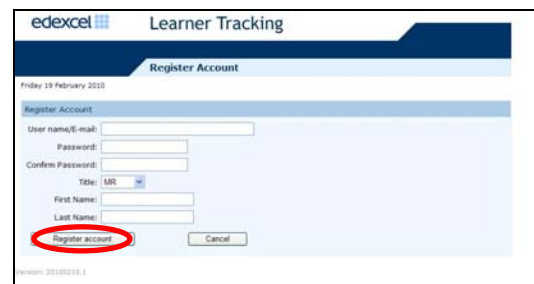
Password:

[Log in](#)

Don't have an Edexcel Online account? [Register new account](#)
Forgotten your password? [Recover password](#)

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- 3 Enter your details and click on 'register account'



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Register Account

Register Account

User name/E-mail:

Password:

Confirm Password:

Title:

First Name:

Last Name:

[Register account](#)

Version: 20100219.1

To grant access and permissions to other users, go to page 4

To start viewing your learners, go to page 6



Set up access and permissions

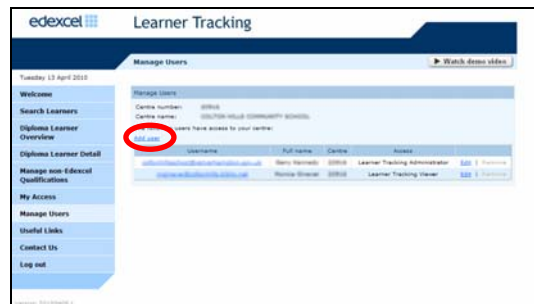
This will allow Consortium Managers, Domain Assessors and LEAs to keep track of all Edexcel DAB learners within a consortium

1 On the welcome page click on 'Manage Users'



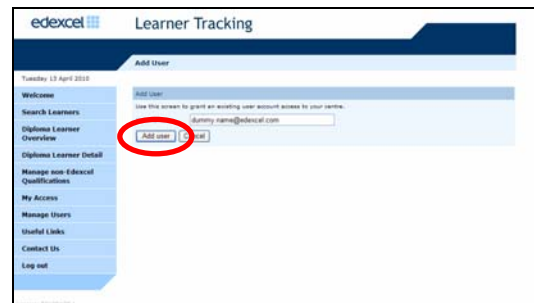
2 Here you can see a list of what permissions you have as well as a list of other users for your centre and their permissions

Click on 'add user'



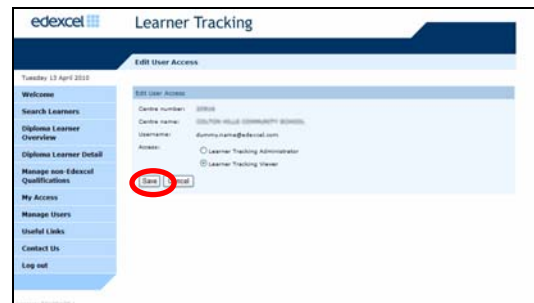
3 Enter the username or email address of the person you wish to grant access to and click on 'add user'

This user will now be associated with the centre



4 The user is automatically granted viewer permissions only
If you wish to grant edit permissions to the user, check the box marked 'learner tracking administrator'

Click on 'save'



Only centre users can edit learner data. If a non centre user wishes to edit learner data they need to have administrator permissions set up by the centre user

Non centre users must have registered an account before they can be allocated access and permissions



Watch video



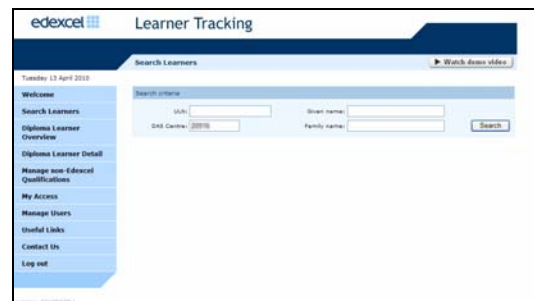
Search Learners

Use the Search Learner function to directly access the Individual Learner Record for a particular learner

- 1 On the welcome page click on 'Search Learners'



- 2 Enter a validated ULN or learner name to bring up a learner's registration details



- 3 Click on 'view' to go to the Individual Learner Record where you can see detailed component level data and resolution advice



If you have made an entry for an Edexcel component and it isn't showing on Learner Tracking, there might be a problem with the ULN. Check that the data here matches the data held on the DAS Learner Record

Now you've checked your learner details, go to the Individual Learner Record to see how to resolve any issues!



Individual Learner Record

From either Diploma Learner Overview, Diploma Learner Detail or Search Learners, you can drill down to component level data and detailed resolution advice. Check the information currently held for each component - you will find a handy checklist of actions that may need to be taken in order to resolve any issues

Two key pieces of information can be added here

- 1 you can edit the anticipated award date - this allows you to focus on learners that are completing in a given year
- 2 you can add qualifications taken with other CABs - this allows you to more accurately track your learners' entries

Edit anticipated award date

- 1 On the Individual Learner Record click on 'edit'

The screenshot shows the 'Individual Learner Record' page for a learner named 'JAH'. The 'Anticipated award date' is currently set to 'August 2015'. The 'Edit' button next to this date is circled in red. Other fields include 'Registration status' (Registration Accepted) and 'Claim status' (JTC Accepted).

- 2 Enter the correct award date and click on 'save'

The screenshot shows the 'Individual Learner Record' page after the date has been changed to 'July 2015'. The 'Save' button next to the date field is circled in red. The 'Registration status' is now 'Registration Accepted' and the 'Claim status' is 'JTC Accepted'.

There are only two sets of data that can be edited on Learner Tracking - the anticipated award date and components taken with other awarding bodies. Only centre users are able to edit this data. A non centre user will not be able to edit any data unless given administrator permissions by the centre user



Watch video



Add a qualification with another awarding body

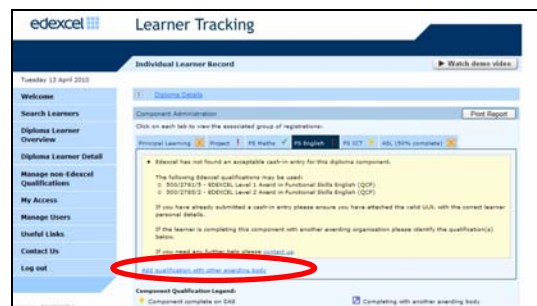
We can't track your administration for non Edexcel qualifications. If you don't tell Learner Tracking that you are taking a component with another awarding body, we will assume that there are missing Edexcel entries for that component

There are two ways of updating this information

- 1 Use the Individual Learner Record to add non-Edexcel qualifications for a specific learner
- 2 Bulk upload non-Edexcel qualifications for a cohort of learners using the Manage non-Edexcel Qualifications function

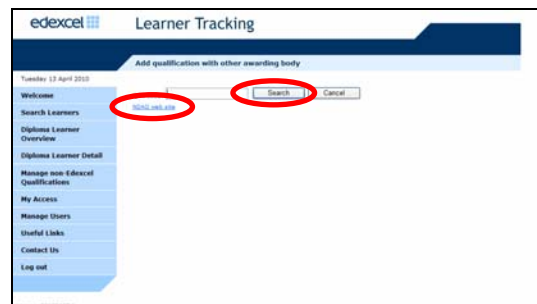
Individual Learner Record

- 1 On the Individual Learner Record at the bottom of the appropriate component tab click on 'add qualification with other awarding body'

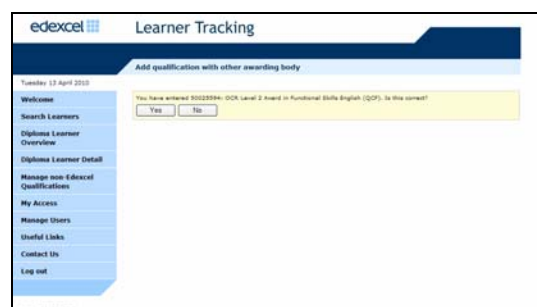



- 2 If you know the QAN code for the qualification enter it here or alternatively click on the link to the NDAQ website to search for the QAN code

What is a QAN code?
The QAN code is a unique reference number given to a qualification by the regulatory authorities on accreditation



- 3 Check that the QAN code you have entered is correct and click either 'yes' or 'no'



- 4 Once you have entered the QAN code the component will be flagged as  on Learner Tracking

Remember - we can't see which components you are not taking with Edexcel. By using the 'add qualification' function you are telling us that the component is not a missing Edexcel entry. Nevertheless we strongly recommend that you contact your non-Edexcel CAB providers directly to ensure that there are no outstanding administrative issues that will prevent successful Diploma aggregation



Watch video



Add a qualification with another awarding body

Manage non-Edexcel Qualifications

- 1 On the welcome page click on 'Manage non-Edexcel Qualifications'

The screenshot shows the 'Learner Tracking' dashboard. The left-hand navigation menu includes: Welcome, Search Learners, Diploma Learner Overview, Manage non-Edexcel Qualifications (circled in red), My Access, Manage Users, Useful Links, Contact Us, and Log out. The main content area displays a 'Diploma Learner Completion Status' bar chart and a 'Welcome to Edexcel Diploma Learner Tracking' message.

- 2 Click on 'add qualifications'

The screenshot shows the 'Manage non-Edexcel Qualifications' page. The 'add qualifications' link in the top right corner is circled in red. The left-hand navigation menu includes: Welcome, Search Learners, Diploma Learner Overview, Diploma Learner Detail, Manage non-Edexcel Qualifications, My Access, Manage Users, Useful Links, Contact Us, and Log out.

- 3 Complete the required fields for a chosen Diploma course and the QAN code of the non Edexcel qualification

Click on 'continue'

The screenshot shows the 'Add qualifications with other awarding bodies' form. The 'Line of learning' dropdown, 'Level' dropdown, 'Centre' dropdown, 'Component type' dropdown, 'QAN code' text input, and 'Continue' button are all circled in red. The form also includes a 'Cancel' button and a 'Please provide the following information:' header.


- 4 A list of all learners registered on the selected Diploma course appears

Select the learners that you want to update

Click on 'continue'

The screenshot shows the 'Learner Tracking' page with a list of learners. The 'Continue' button at the bottom right and the checkboxes for selecting learners are circled in red. The page includes a 'Please select the learners that you want to update:' header and a table with columns: UID, Given name, Family name, Registration date, Accredited award date, and Component status.

UID	Given name	Family name	Registration date	Accredited award date	Component status
014827890	Ringwood	Ringwood	Nov - 2008	Aug - 2010	!
014828776	Sarlow	Marlow	Nov - 2008	Aug - 2010	!
014829158	Keworth	Ashford	Nov - 2008	Aug - 2010	!
014829473	Keworth	Thorn	Nov - 2008	Aug - 2010	!
014829679	Ashford	Whiston	Nov - 2008	Aug - 2010	!

- 5 Every learner you selected for that component will now be flagged as  on Learner Tracking









Understanding the status flags







Status icons appear beside each component so the user can quickly identify *where* the issues are and *what* the issues are

There are two kinds of status flags - entry status flags and assessment status flags

Entry status flags

-  The component is complete on the DAS and is ready for aggregation
-  Eligible entries found which are valid for the component and Diploma
-  Ineligible entries found which are valid for the component and Diploma
-  Entries are missing or are invalid for the component and Diploma
-  The component is being taken with a different awarding body
-  Learner Tracking is unable to determine the validity of the component

Assessment status flags

-  Centre marks have been submitted and the component is pending assessment
Vocational qualifications only - centre has been verified and qualification has been claimed
-  Centre marks not yet submitted, mark submission window is open
Vocational qualifications only - centre has been verified but qualification has not yet been claimed
-  Centre marks not yet submitted, mark submission window deadline is passed
Vocational qualifications only - centre has not yet been verified
-  Centre marks not yet submitted, mark submission window not yet open
-  Functional Skills component has been passed
-  Functional Skills component has been failed