



Quality Mark

PART OF **nocn** GROUP

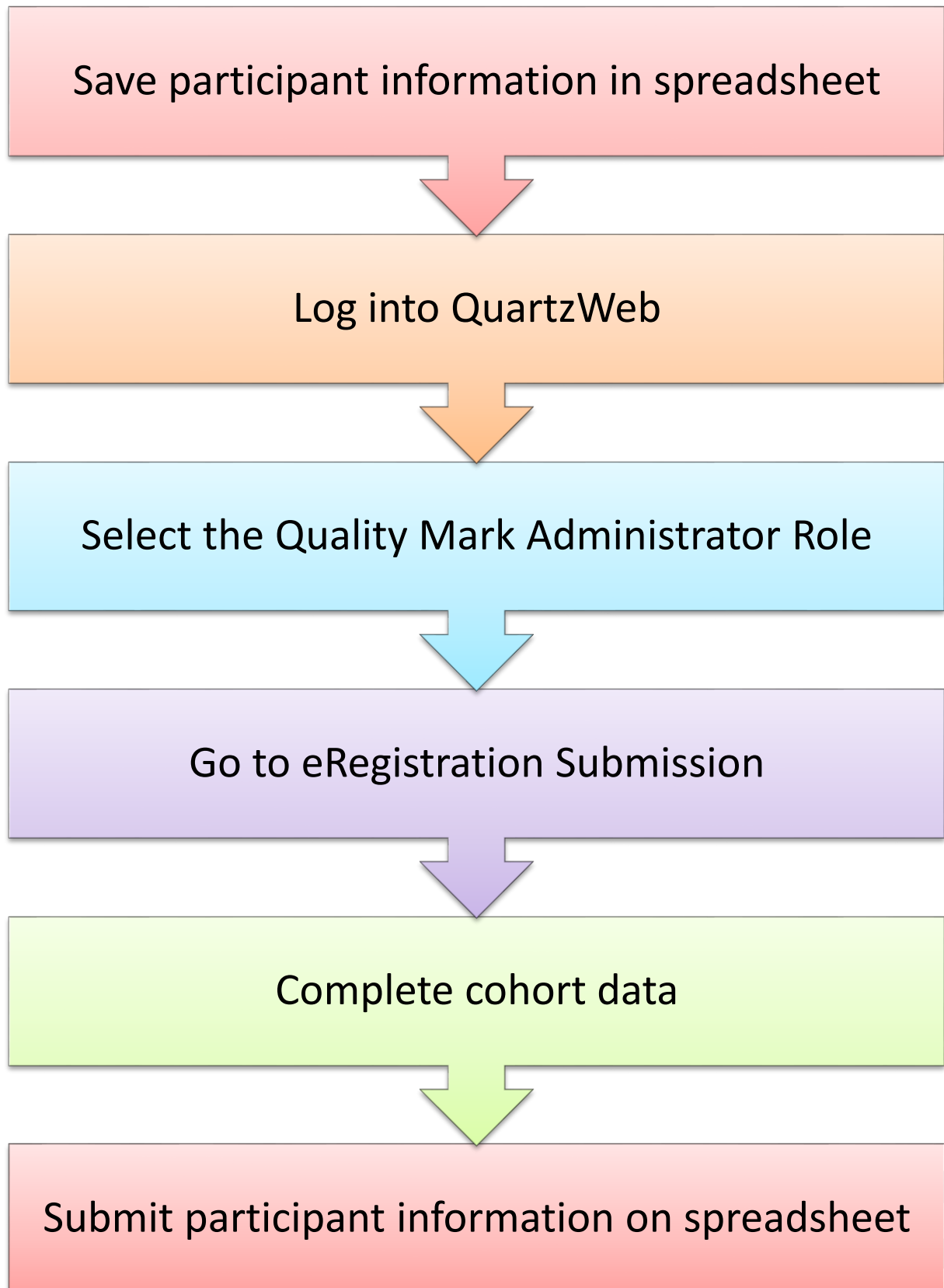
QuartzWeb

Quality Mark
November 2018

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1. Overview of how to request Quality Mark Certificates



2. Introduction

This guidance document shows you all the steps you need to take on QuartzWeb to successfully request Quality Mark certificates for those participants who have undertaken your approved training programme.

3. Data Protection Notice

In accessing One Awards services, authorised users shall comply at all times with current Data Protection legislation. For further information please see our Privacy Notices at <https://www.oneawards.org.uk/privacy-notice/>

4. Logging into QuartzWeb

To log in you will need the following:

- User name
- Password

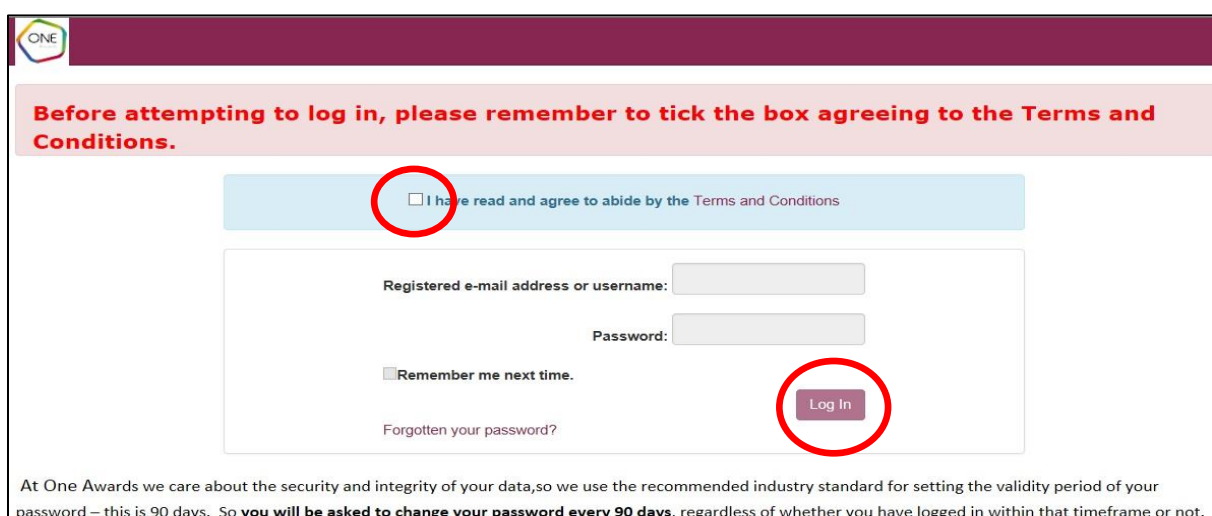
If you haven't already been provided with this information, you will need to contact One Awards to request this:

- 0191 518 6550
- cst@oneawards.org.uk

4.1. Open your web browser (i.e. Internet Explorer), and navigate to:

<http://quartzweb.oneawards.org.uk>

4.2. Tick to confirm you have read and agree to abide by the terms and conditions (**you cannot enter your username and password until you have ticked the box**)



At One Awards we care about the security and integrity of your data, so we use the recommended industry standard for setting the validity period of your password – this is 90 days. So you will be asked to change your password every 90 days, regardless of whether you have logged in within that timeframe or not.

4.3. Enter your login details and select Log In.

Please Note: The first time you log in your password will be the same as your username, and you will be prompted to change your password immediately.

4.4. Forgotten Password

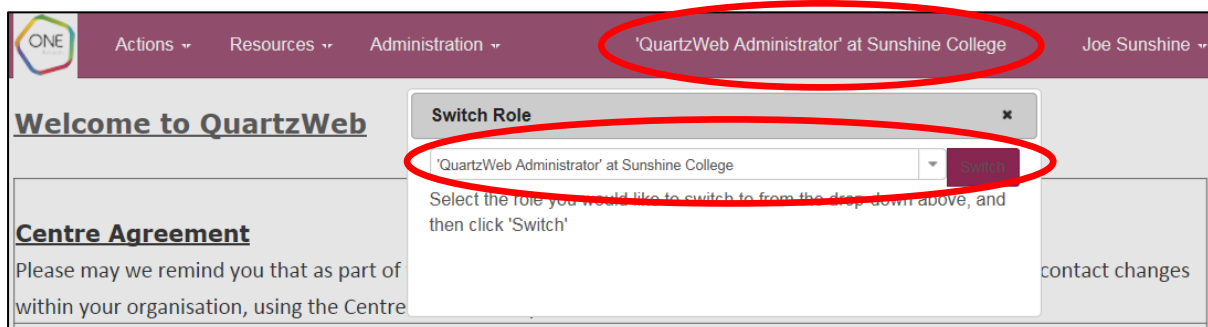
4.4.1. If you have forgotten your password then click on the ***Forgotten your password?*** link and you will be taken to the reset password page. Enter your QuartzWeb username and click **Submit**. An e-mail containing a new password will be emailed to you. If you have any difficulty in logging in please contact the Centre Support Team.

4.4.2. You can also contact the Centre Support Team should you have any questions about using QuartzWeb or logging into the system:

Email: cst@oneawards.org.uk
Telephone: 0191 518 6550

4.5. Switching Roles

- You have been set up with the following role:
- **Quality Mark Administrator**
This is the Role that you will use to register your participants.
- If you have more than one role available to you, click on the role currently shown. A Switch Role box will appear. Use the dropdown list to select the role you want to switch to and then click the Switch Role button.

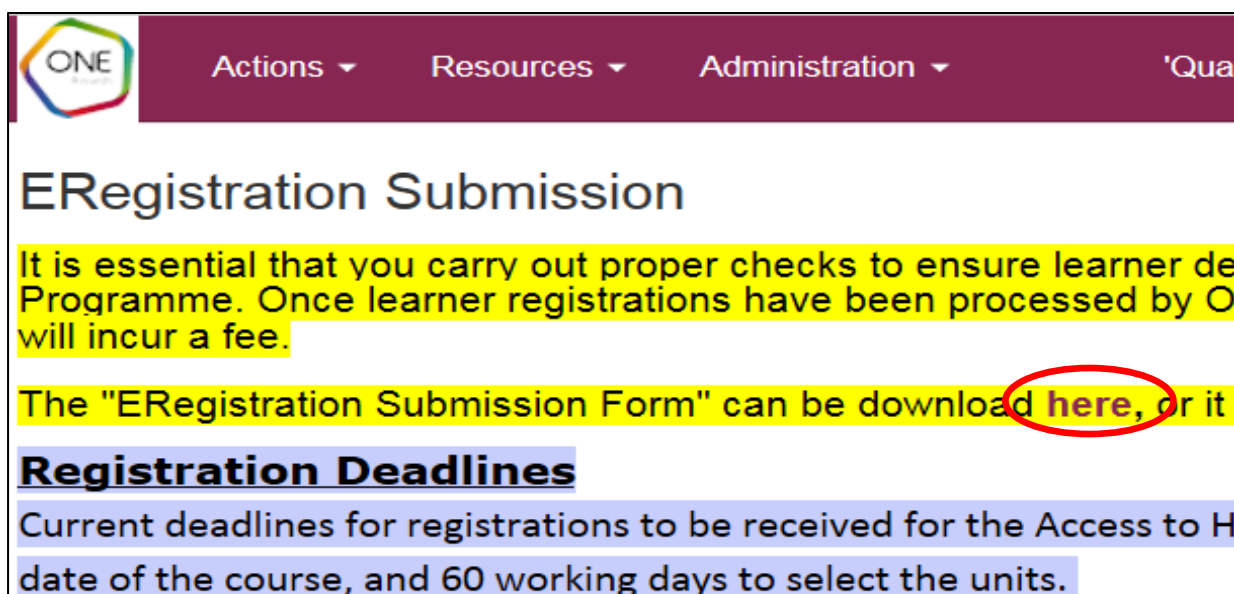
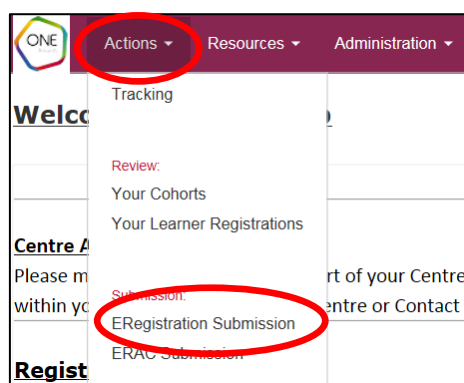


5. Submitting Participant Information

Please ensure that you have switched the role to Quality Mark Administrator.

In order to submit participant details you will need to complete an **ERegistration Submission** form. This is an excel spreadsheet that you populate with the participant information. The information that you must provide us with is the Forename, Surname and Date of Birth. The completed spreadsheet is saved to your system for uploading to QuartzWeb.

To submit participant information you will need the ERegistrations Submission form. You can download this from the **Registration Submission** section of QuartzWeb in the **Actions** menu:

A screenshot of the 'ERegistration Submission' page. The page has a dark purple header with the 'ONE' logo and navigation menus for 'Actions', 'Resources', and 'Administration'. The main content area has a white background. The title 'ERegistration Submission' is prominently displayed. Below the title, there are two paragraphs of text. The first paragraph is highlighted in yellow and states: 'It is essential that you carry out proper checks to ensure learner de Programme. Once learner registrations have been processed by O will incur a fee.' The second paragraph is also highlighted in yellow and states: 'The "ERegistration Submission Form" can be download here, or it'. The word 'here' in the second paragraph is circled in red. Below the paragraphs, there is a section titled 'Registration Deadlines' in bold, followed by a paragraph of text: 'Current deadlines for registrations to be received for the Access to H date of the course, and 60 working days to select the units.'

5.1. ERegistration Submission

- 5.1.1. Select the Actions Menu at the top of the screen and in the dropdown menu select ERegistration Submission, as described at the start of section 5.
- 5.1.2. If you have not already downloaded the ERegistration Submission form please do so, also described at the start of section 5.
- 5.1.3. **The programme/course of learning**
Select the relevant course from the drop-down menu and then select **Continue**. If your course is not displayed in the dropdown list please contact cst@oneawards.org.uk

The programme/course of learning

Sunshine College Quality Mark Test [134131]

-- None Specified --

Access to Higher Education Diploma (Sunshine Test) [134039]

Computing for the Terrified [131298]

Sunshine College Quality Mark Test [134131]

Continue

The screen will refresh and you will be able to enter further details about the registration.

- 5.1.4. **Cohort Start Date**
This field is Mandatory and can be chosen using the date picker or should be entered in the following format - dd/mm/yyyy. If a warning message informing you that the cohort is late is displayed, this can be ignored as it is not relevant to Quality Mark.
- 5.1.5. **Cohort End Date**
This field is Mandatory and can be chosen using the date picker or should be entered in the following format - dd/mm/yyyy.
- 5.1.6. **Provider Reference**
This field is optional, but its usage is highly recommended. It can be used by your organisation to enter a unique reference for the cohort, which can aid when searching.
- 5.1.7. **Purchase Order Number**
This field is optional and can be used by your organisation if required by your Finance department. The Purchase Order number will appear on your invoice.
- 5.1.8. **Tutor**
Please ignore this field as it is not relevant to Quality Mark.
- 5.1.9. **ICV**
This field is mandatory. **Please enter 0 (zero).**

5.1.10. Notes on this submission

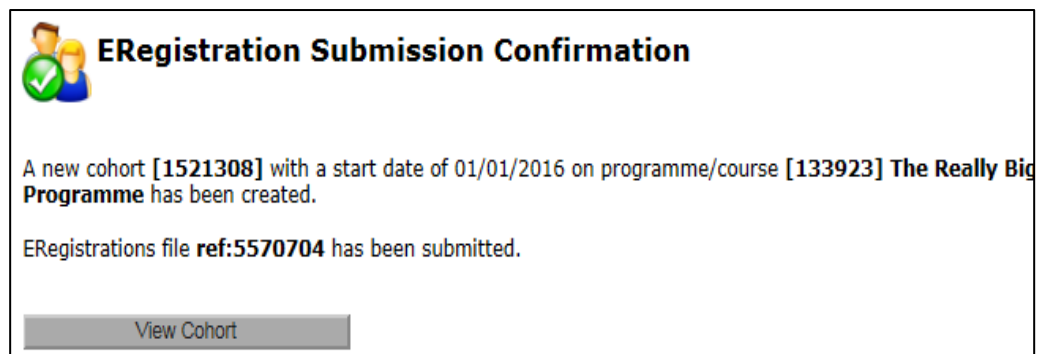
Please ignore this field as it is not relevant to Quality Mark.

5.1.11. Choose the ERegistration file to submit.

Click on the **Browse** button to locate the ERegistration Submission form that you have saved to your system - to upload click on the **Open** button in the dialogue box.

5.1.12. Next select the **Continue** button. This will take you to a new screen where you can confirm the details you have entered. When you are ready to submit the details you have entered select **Submit**. This will save the class on the system. The database will check the participant information that has been submitted. If there are no anomalies then your certificates will be generated.

5.1.13. When your submission has been processed you will receive an email confirming that this has taken place. The email will also contain a link to the cohort.



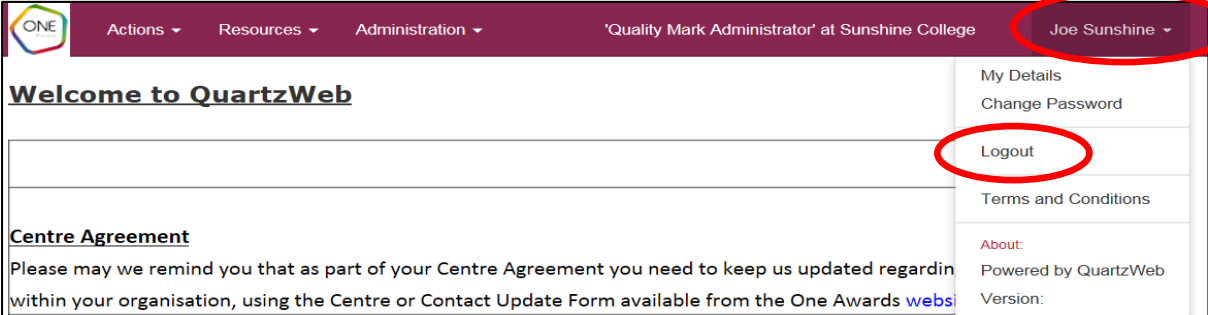
5.1.14. If you select the **View Cohort** button this will take you to the processed Cohort, to view the entered data.

5.1.15. The Centre Support Team will produce certificates from the participant information provided by you.

5.1.16. The certificates will be posted to you within our current published service standards.

6. Logging out of QuartzWeb

When you have finished using QuartzWeb please log out by selecting **the name you are logged in as** at the top right corner of the QuartzWeb screen, then in the dropdown list select **Logout**



The screenshot shows the QuartzWeb interface. At the top, there is a navigation bar with the 'ONE' logo on the left and several menu items: 'Actions', 'Resources', and 'Administration'. The user's role and location are displayed as 'Quality Mark Administrator' at Sunshine College. On the far right of the navigation bar, the user's name 'Joe Sunshine' is shown with a dropdown arrow, and this entire area is circled in red. Below the navigation bar, the main content area is titled 'Welcome to QuartzWeb'. On the right side of this area, a vertical dropdown menu is open, listing options: 'My Details', 'Change Password', 'Logout', 'Terms and Conditions', 'About:', 'Powered by QuartzWeb', and 'Version:'. The 'Logout' option is circled in red. Below the main content area, there is a section titled 'Centre Agreement' with a paragraph of text.