



QUARTZWEB USER GUIDE

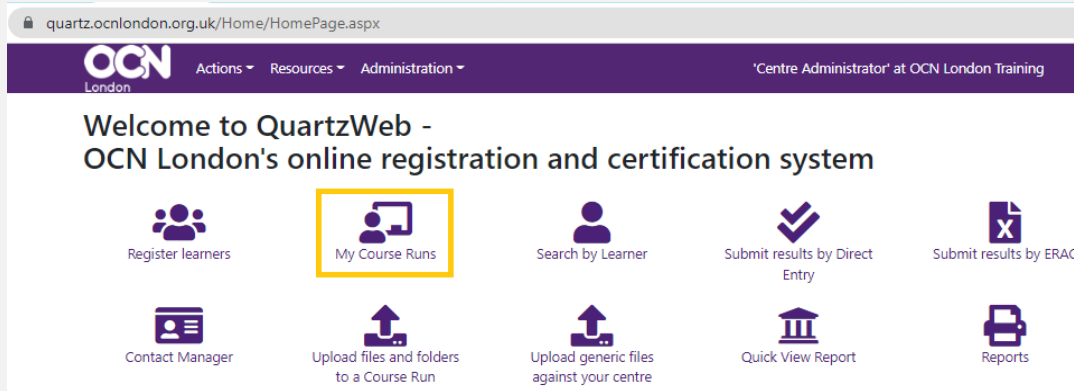
**HOW TO UPLOAD AND
DOWNLOAD MATERIALS**

UPLOADING MATERIALS

Our External Quality Assurance (EQA) staff will sometimes need to see evidence of the assessments or course work that your learners have produced. They may also ask for other documentation like Internal Moderation reports.

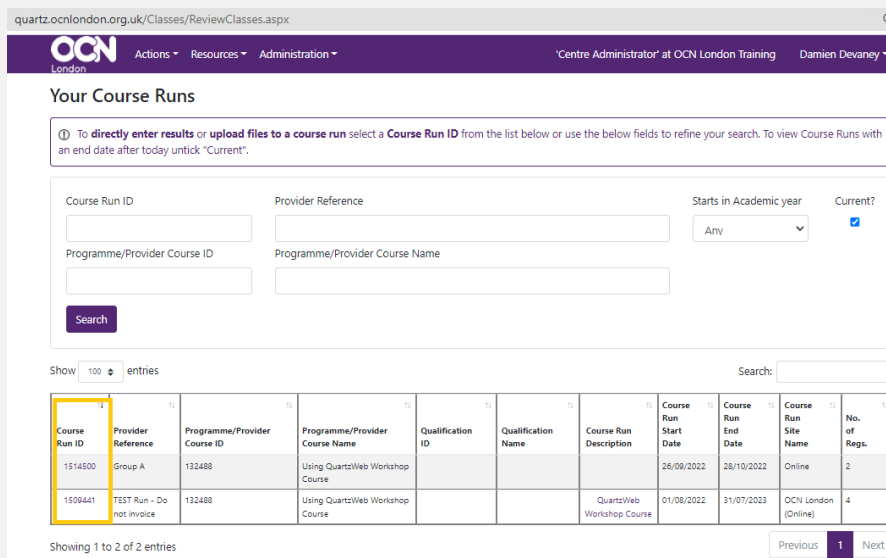
You may arrange with the EQA for them to have access to your own internal systems, or you may share documents by email. Alternatively, you may use QuartzWeb to upload any documentation that we request from you.

To upload materials to a particular course (for example when sharing samples of learners' work) click My Course Runs from the home page:



The screenshot shows the QuartzWeb home page with the following navigation menu: Actions, Resources, Administration. The main heading is "Welcome to QuartzWeb - OCN London's online registration and certification system". Below this are several icons for different functions: Register learners, My Course Runs (highlighted with a yellow box), Search by Learner, Submit results by Direct Entry, Submit results by ERAC, Contact Manager, Upload files and folders to a Course Run, Upload generic files against your centre, Quick View Report, and Reports.

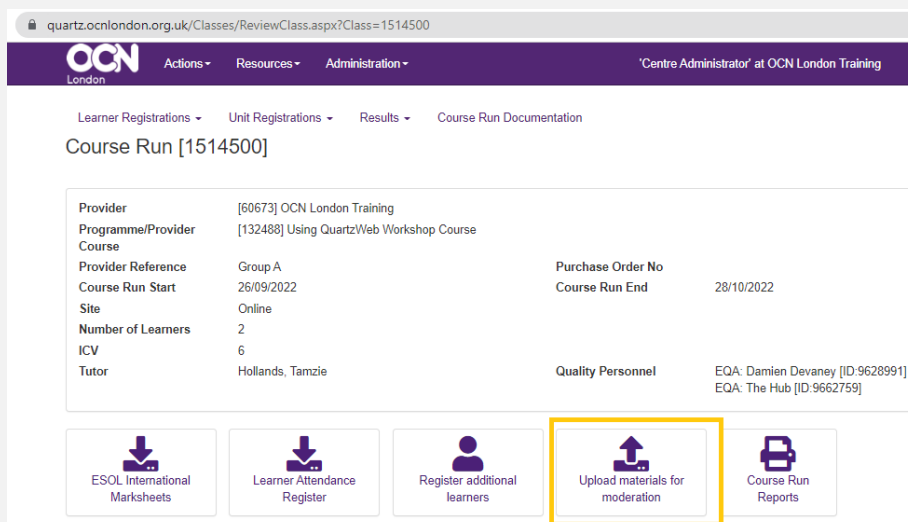
Then select the course run from the list at the bottom of the next page:



The screenshot shows the "Your Course Runs" page with a search form and a table of course runs. The search form includes fields for Course Run ID, Provider Reference, Starts in Academic year, Current?, Programme/Provider Course ID, and Programme/Provider Course Name. The table below has the following data:

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	Course Run Site Name	No. of Regs.
1514500	Group A	132488	Using QuartzWeb Workshop Course				26/09/2022	28/10/2022	Online	2
1509441	TEST Run - Do not invoice	132488	Using QuartzWeb Workshop Course			QuartzWeb Workshop Course	01/08/2022	31/07/2023	OCN London (Online)	4

On the next page click Upload Materials for Moderation:

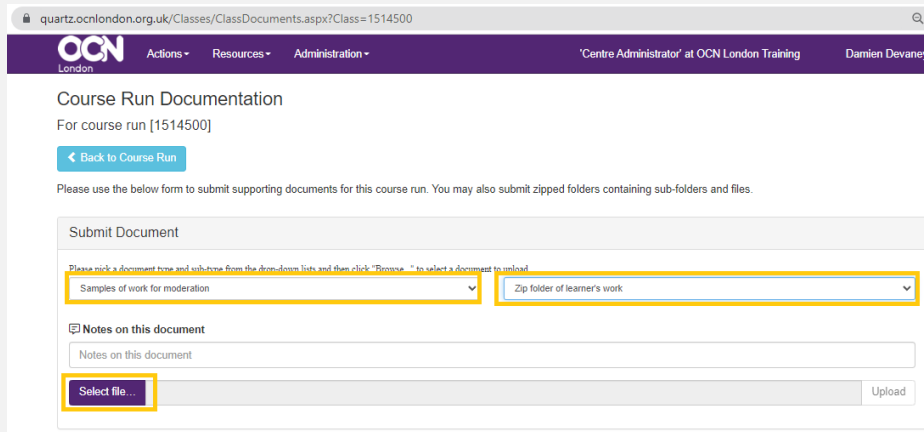


The screenshot shows the "Course Run [1514500]" page with the following details:

- Provider: [60673] OCN London Training
- Programme/Provider Course: [132488] Using QuartzWeb Workshop Course
- Provider Reference: Group A
- Course Run Start: 26/09/2022
- Site: Online
- Number of Learners: 2
- ICV: 6
- Tutor: Hollands, Tamzie
- Purchase Order No
- Course Run End: 28/10/2022
- Quality Personnel: EQA: Damien Devaney [ID:9628991], EQA: The Hub [ID:9662759]

At the bottom, there are five buttons: ESOL International Marksheets, Learner Attendance Register, Register additional learners, Upload materials for moderation (highlighted with a yellow box), and Course Run Reports.

On the next page on the Submit Document panel, choose a document type from the drop down (for example “samples of work for moderation”) and, optionally, a sub-type.

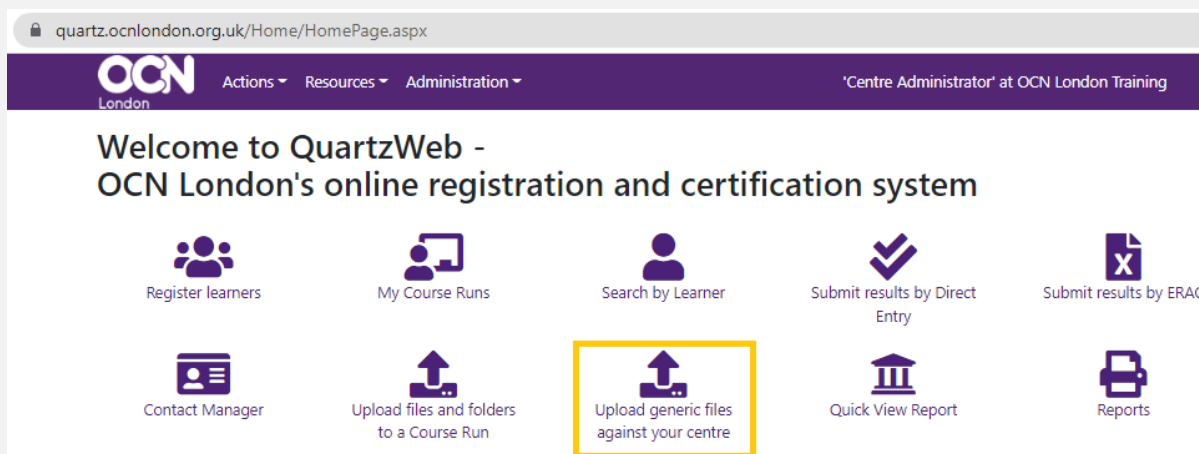


Then click Select File and browse to the file and click Upload.

Note: if you need to upload a folder of documents with sub folders etc. you must zip the folder first.

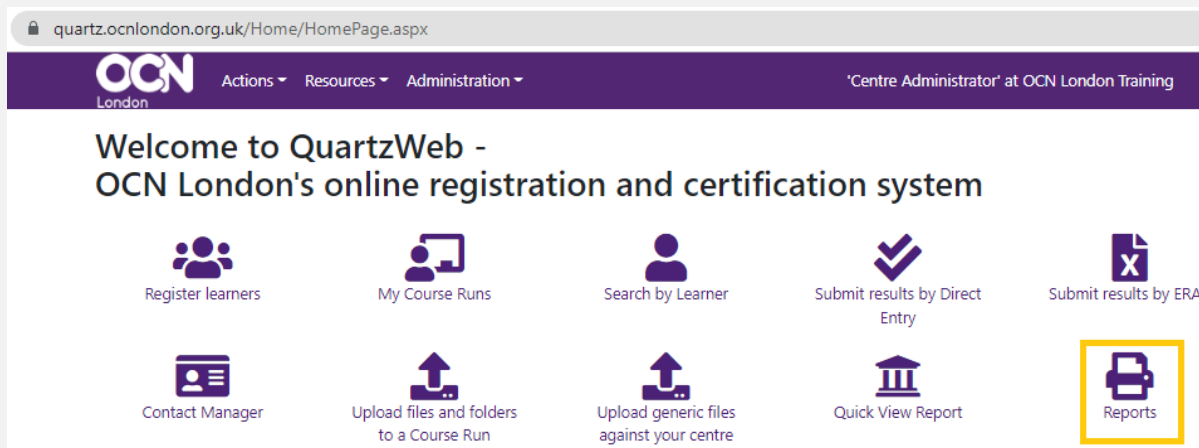
Generic document uploads (i.e. not samples of learner work)

Occasionally you may need to upload a document that does not pertain to a particular course. To do this click Upload Generic Files Against Your Centre form the home page and follow the same upload procedure:



KEEPING TRACK OF UPLOADS

A report can be run to list all documentation you have uploaded over all courses. To run this click Reports from the home page:



Then select Centre Uploaded Documents for a list of your most recent uploads:

To print this report please use the export facility.

Include Registration and ERAC uploads True False Show all centres for which I am EQA True False

Docs uploaded since:

1 of 1

The links in the Location column will only work for the centre/role with which you are logged in.

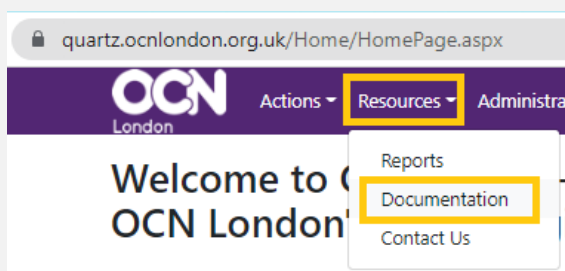
Centre	Document ID	Document Type	Original File Name	Author Full Name	Created Date	Location	Verify Event Logged
OCN London Training	6554267	SAMPLE Assessment Paper	Level 3 (C2) Sample Assessments.zip	Simon Endacott	19/10/2022	Resources > Documentation	
OCN London Training	6554033	ESOL International	SwitchboardMigration.xlsx	Damien Devaney	19/10/2022	Course Run Documentation (1509441)	✓
OCN London Training	6553915	SAMPLE Assessment Paper	Level 2 (C1) Sample Assessments.zip	Simon Endacott	19/10/2022	Resources > Documentation	
OCN London Training	6553914	SAMPLE Assessment Paper	Level 1 (B2) Sample Assessments.zip	Simon Endacott	19/10/2022	Resources > Documentation	
OCN London Training	6553910	SAMPLE Assessment Paper	Entry 3 (B1) Sample Assessments.zip	Damien Devaney	18/10/2022	Resources > Documentation	
OCN London Training	6552171	Samples of work for moderation	RingoWork.docx	Damien Devaney	06/10/2022	Course Run Documentation (1509441)	✓
OCN London Training	6552170	Samples of work for moderation	LearnersWork.zip	Damien Devaney	06/10/2022	Course Run Documentation (1514500)	✓

Clicking the Location link will take you to the page from which the document can be downloaded.

DOWNLOADING MATERIALS

Sometimes we may make materials available to you for download from QuartzWeb. For example for some of our qualifications we may share practice assessment papers.

To access your downloads select Resources from the home page and then Documentation.



Your downloads will be available in the Documents box:

quartz.ocnlondon.org.uk/Documents/Documents.aspx

OCN London Actions Resources Administration 'Centre Administrator' at OCN London Training Damien Devaney

Documentation

① To upload learners work or other documents against a particular Course Run, please first select the relevant Course Run ID from the My Course Runs page. If you have documents to share with us that do not pertain to a particular Course Run, then please click Submit/ Upload Document below.

➔ Submit/Upload Document

Documents

Search within title...

Types and sub-types:

- EDSQ Assessments
- ERF 2020 - Head of Centre Declaration
- ERF 2020 - Internal Moderation Record

Title	Modified Date
ESOL-Employment1_E1_Reading_Assessment_LIVE	02/09/2020
ESOL-Employment1_E1_Reading_MarkSch_LIVE	02/09/2020
ESOL-Employment1_E1_SpkList_Assessment_LIVE	02/09/2020