OCN London

QUARTZWEB USER GUIDE

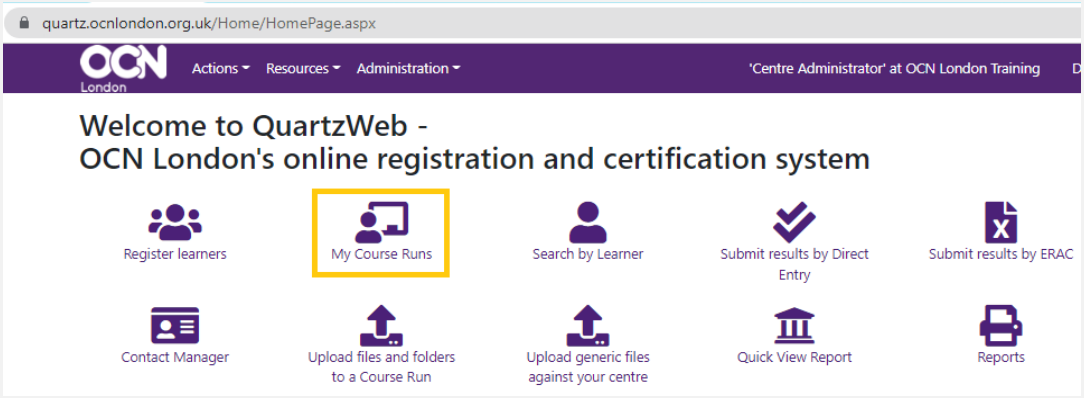
HOW TO UPLOAD AND DOWNLOAD MATERIALS

UPLOADING MATERIALS

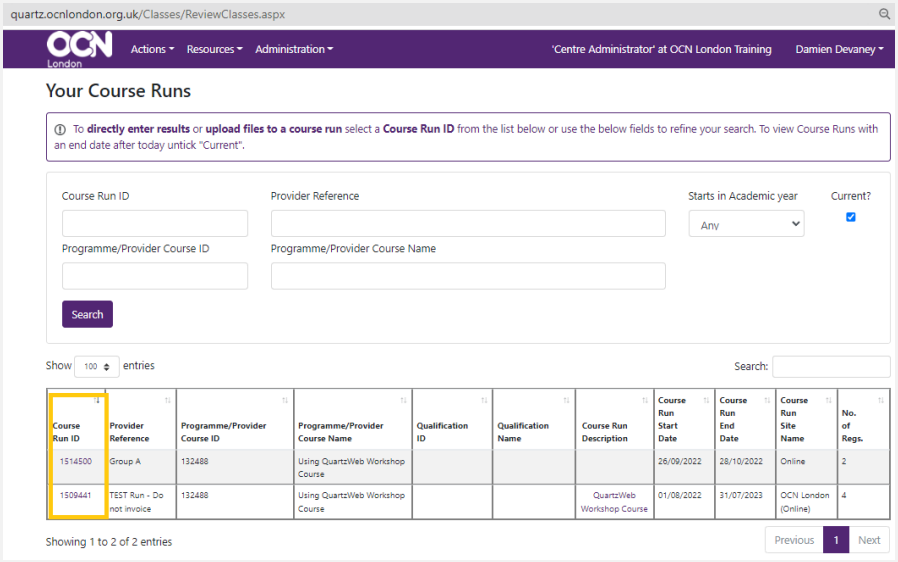
Our External Quality Assurance (EQA) staff will sometimes need to see evidence of the assessments or course work that your learners have produced. They may also ask for other documentation like Internal Moderation reports.

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.

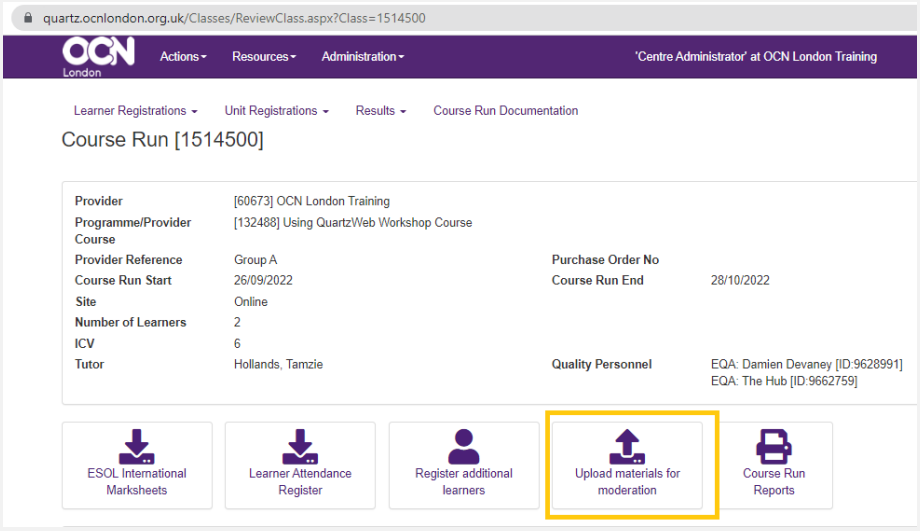
To upload materials to a particular course (for example when sharing samples of learners' work) click My Course Runs from the home page:



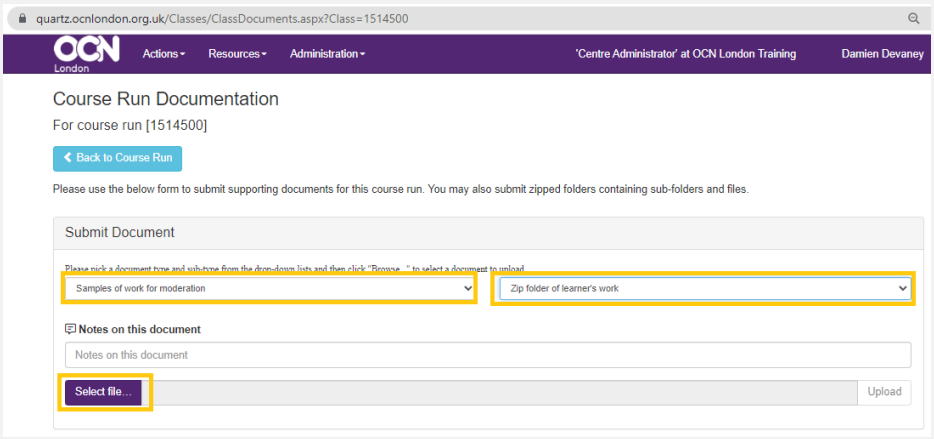
Then select the course run from the list at the bottom of the next page:



On the next page click Upload Materials for Moderation:



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.

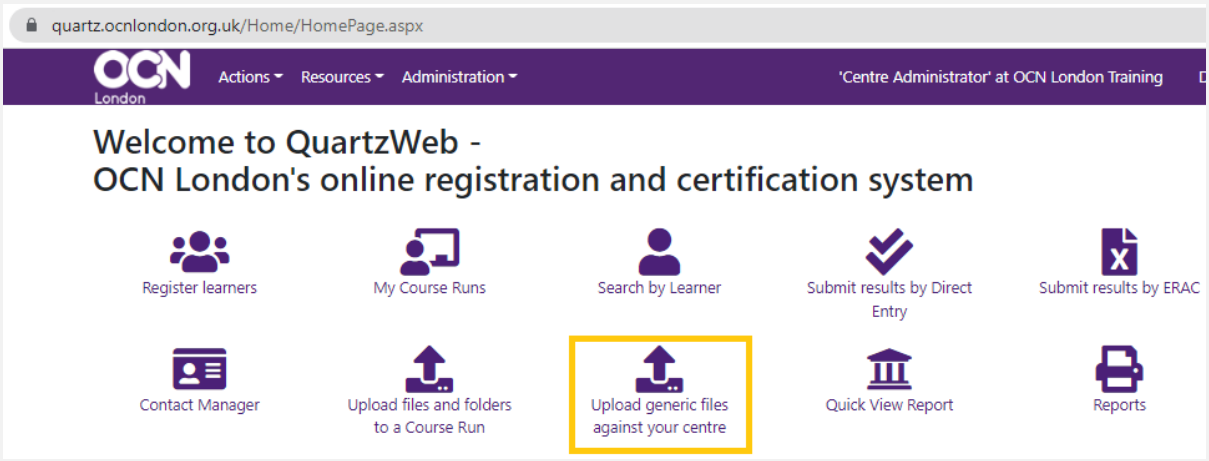


Then click Select File and browse to the file and click Upload.

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

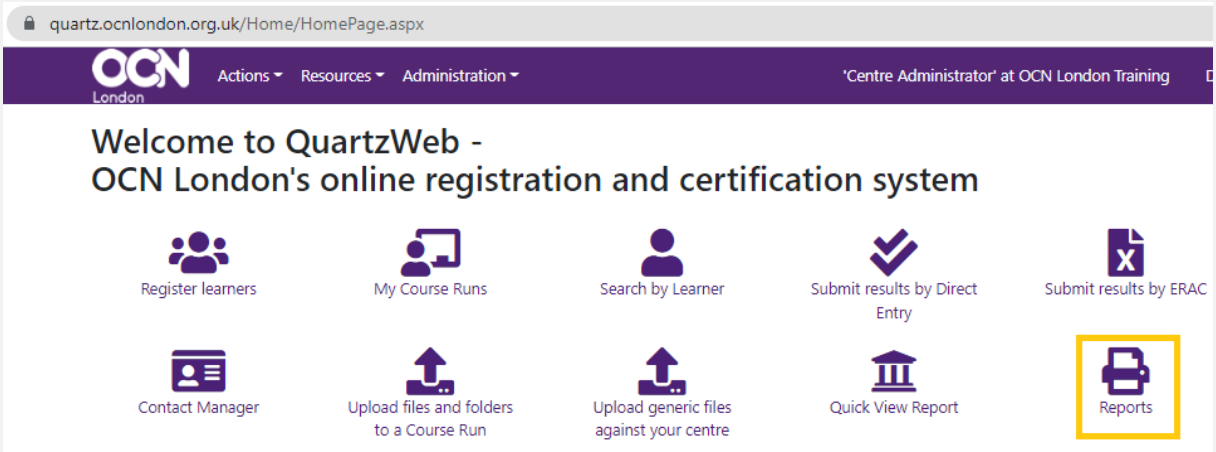
Generic document uploads (i.e. not samples of learner work)

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:

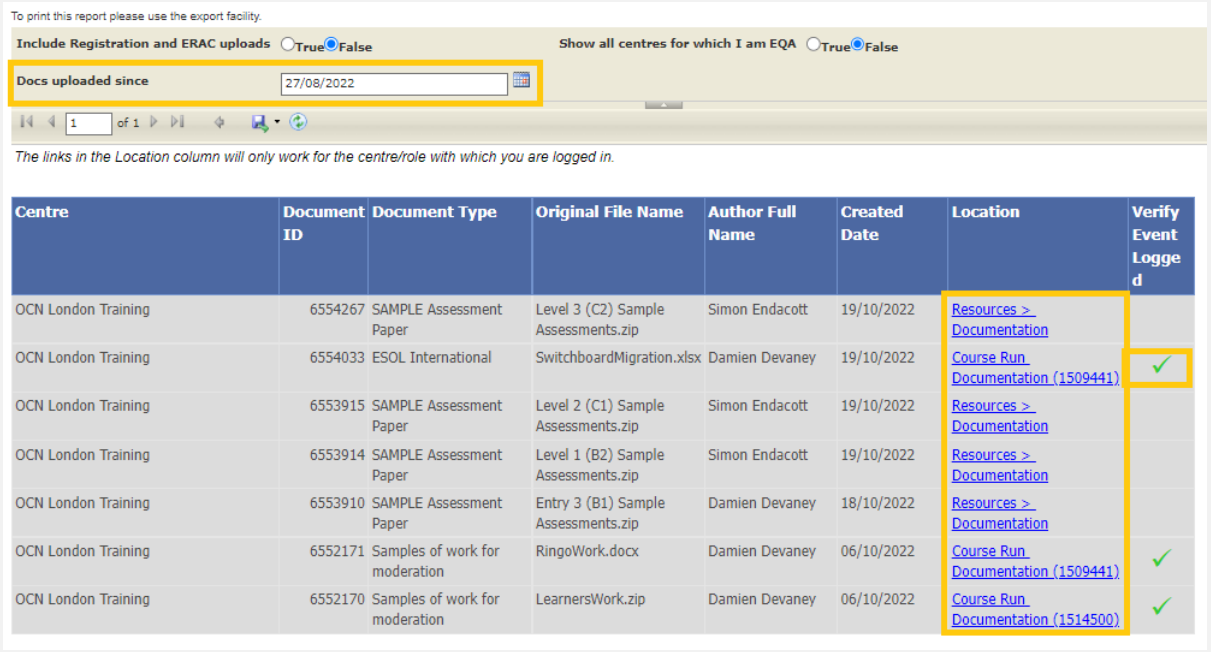


KEEPING TRACK OF UPLOADS

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 27/08/2022

1 of 1

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

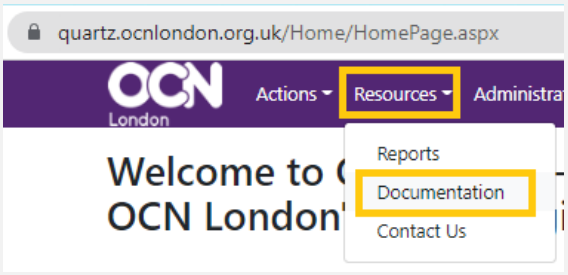
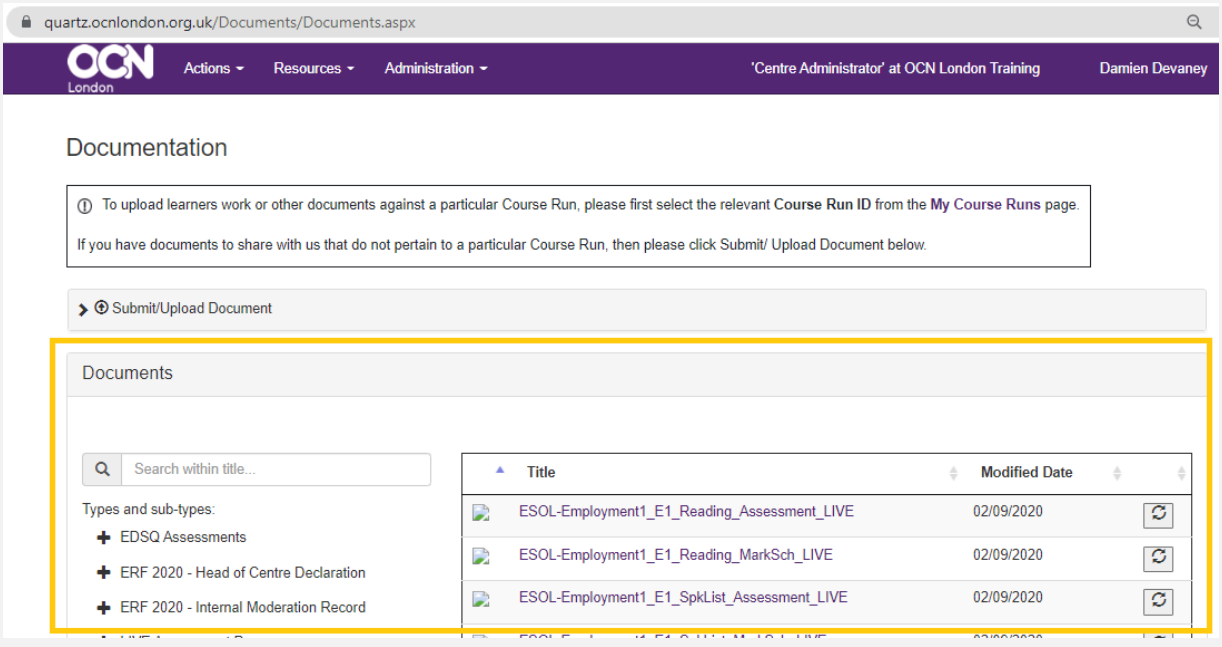
Centre	Document ID	Document Type	Original File Name	Author Full Name	Created Date	Location	Verify Event Logged
OCN London Training	6554267	SAMPLE Assessment Paper	Level 3 (C2) Sample Assessments.zip	Simon Endacott	19/10/2022	Resources > Documentation	
OCN London Training	6554033	ESOL International	SwitchboardMigration.xlsx	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 you downloads select Resources from the home page and then Documentation.



Your downloads will be available in the Documents box: