

# **Access QuartzWeb Guide**

**How to select your  
units**

## Specifying units for learners

It is a QAA requirement that, for Access to HE Diplomas, the specific units that each individual learner is taking must be specified. The number of credits must total 60.

The unit selection and registration must be completed no later than **12 weeks after the course start date** after which the OCN London Access QuartzWeb system will be locked, and no further changes can be made.

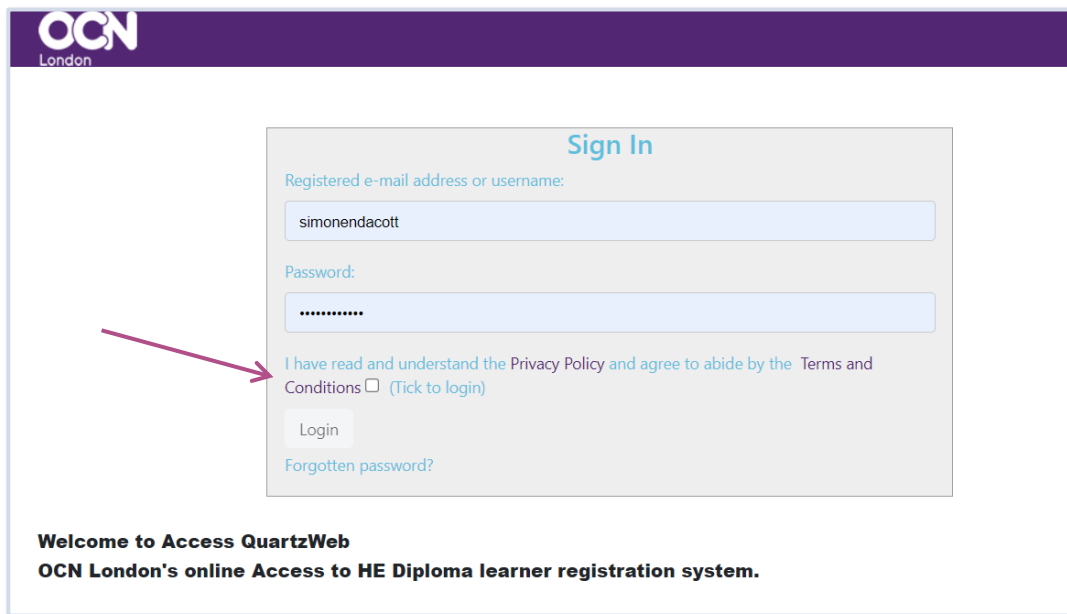
This guide continues on from our accompanying 'Access QuartzWeb Guide - How to Register Your Learners' and shows how to specify the units for your Access learners.

## Step 1

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Please log in to OCN London's Access QuartzWeb system at <https://quartz-access.ocnlondon.org.uk/>

Please tick the box agreeing to the terms and conditions – this will allow you to enter your username and password.



**Sign In**

Registered e-mail address or username:  
simonendacott

Password:  
\*\*\*\*\*

I have read and understand the Privacy Policy and agree to abide by the Terms and Conditions ☐ (Tick to login)

Login

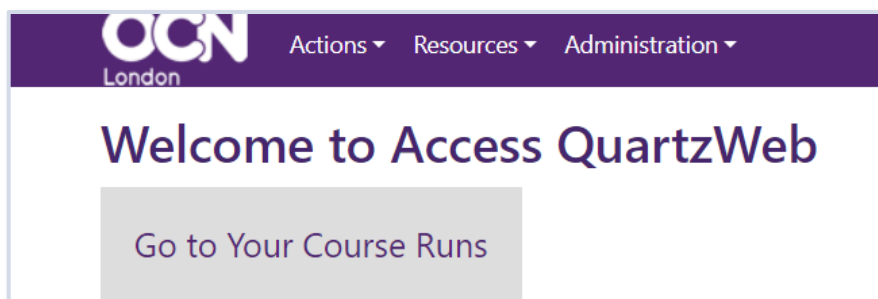
[Forgotten password?](#)

**Welcome to Access QuartzWeb**  
OCN London's online Access to HE Diploma learner registration system.

## Step 2

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Once logged in, please click on 'Go to Your Course Runs' where you will be able to select your required Course Run.



**OCN**  
London

Actions ▾ Resources ▾ Administration ▾

**Welcome to Access QuartzWeb**

Go to Your Course Runs

The Course Run page will display the details relating to this class and will show all the registered learners in this cohort.

### Course Run [1431167]

<b>Provider</b>	[267] OCN London		
<b>Programme/Provider Course</b>	[129062] Access to HE Diploma (Nursing)		
<b>Qualification</b>	[127349] Access to HE Diploma (Nursing)		
<b>Qualification Number</b>			
<b>Provider Reference</b>		<b>Purchase Order No</b>	
<b>Course Run Start</b>	11/09/2023	<b>Course Run End</b>	21/06/2024
<b>Site</b>	OCN London		
<b>Number of Learners</b>	1		
<b>Tutor</b>	Browning, Paul		

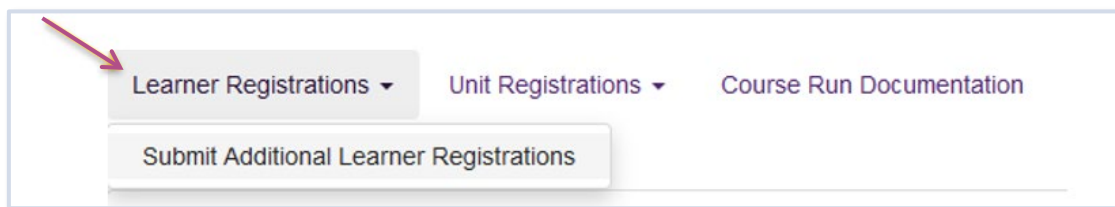
**Learner Registrations**

The totals below show the count of units for which a result has been entered and the total of credits respectively.

Actions	All	Learner ID	ULN	Title	Forename	Surname	Date of Birth		Status	Registered On	Registered On	Registered
Actions ▾	<input type="checkbox"/>	11048368		---	Sample	Learner (more...)	07/10/1989		Registered	> Metrics	Access to HE Diploma (Nursing)	14/09/2023

## Step 3

If you discover that any learner names are missing and have not been registered, these can be submitted now by clicking on the 'Learner Registrations' menu and selecting 'Submit Additional Learner Registrations'.

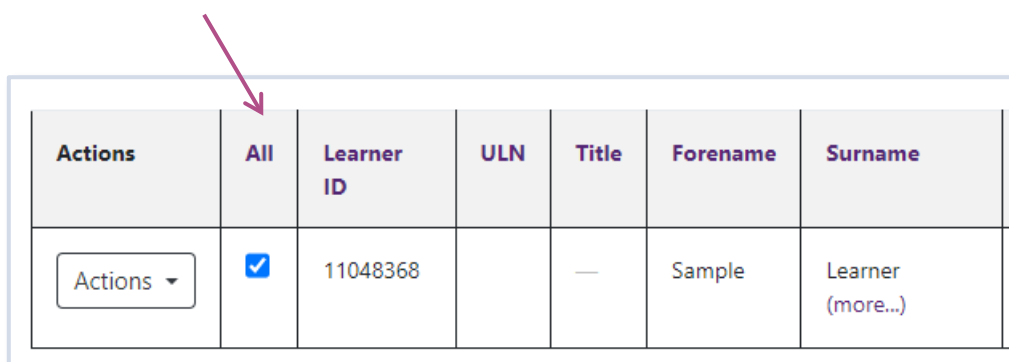


Clicking on this button will take you back to your original ERegistration Submission screen and will allow you to upload an ERegistration Template with the additional learners details. (*Please refer to the 'Learner Registration' User Guide for further guidance*).

## Step 4

Units can be selected for the entire class (if they are all studying the same units) or for individual learners if they are each completing a different set of units.

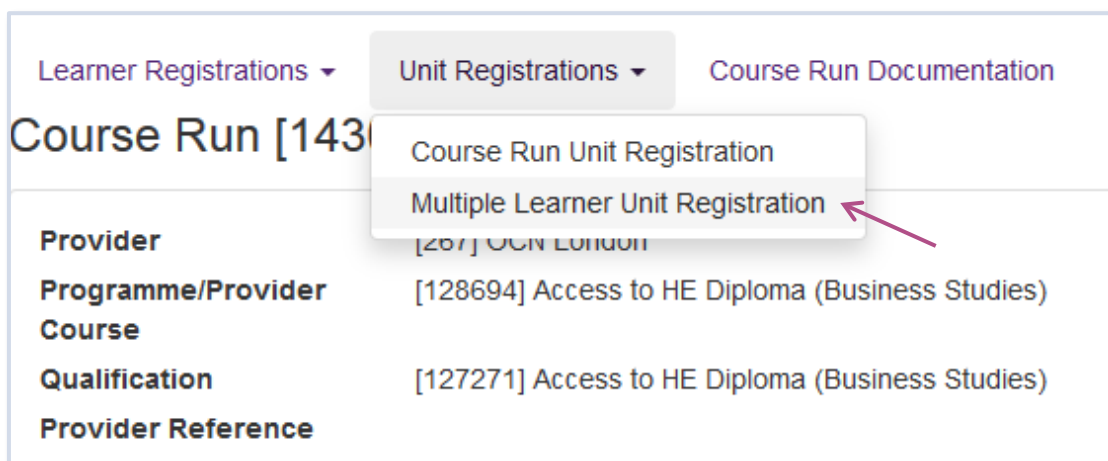
Clicking in to the 'All' column, please select which learners you wish to register units against. Clicking on the word 'All' will select all the learners on the run.



Actions	All	Learner ID	ULN	Title	Forename	Surname
Actions ▾	<input checked="" type="checkbox"/>	11048368		—	Sample	Learner (more...)

## Step 5

From the 'Unit Registrations' menu, please select 'Multiple Learner' Unit Registration' button (please note this button still applies even if you are only selecting one learner).



Learner Registrations ▾ Unit Registrations ▾ Course Run Documentation

Course Run [143]

Provider [267] OCN London

Programme/Provider [128694] Access to HE Diploma (Business Studies)

Course

Qualification [127271] Access to HE Diploma (Business Studies)

Provider Reference

Course Run Unit Registration

Multiple Learner Unit Registration

The unit selection for the learner(s) can now be made. This can be completed in two ways. Units can be chosen either individually by module so the unit selection is built up for the learner(s) (**Option A**) or all the units can be selected and the units that are not required can be removed for the learner(s) (**Option B**).


**This guide will now detail both options.**

**Please note that a combination of these options can be used to enable you to select units in the easiest way for your course runs.**

# **Option A**

## **Building up the selection of units**

Click on 'All' if all of the learners on the run are completing the same units.



Actions	All	Learner ID	ULN	Title	Forename	Surname
<div> <div>Actions</div> <div>▼</div> </div>	<input checked="" type="checkbox"/>	11048368		—	Sample	Learner (more...)

Alternatively, select the individual learner you are selecting units for.

Click on the 'Multiple Learner Unit Registration' item from the 'Unit Registrations' menu.

Learner Registrations ▼

Unit Registrations ▼

Course Run Documentation

Course Run [143]

Provider

Programme/Provider

Course

Qualification

Provider Reference

[267] OCN London

[128694] Access to HE Diploma (Business Studies)

[127271] Access to HE Diploma (Business Studies)

Course Run Unit Registration

Multiple Learner Unit Registration



You will now be taken to the Learner Unit Registration page as shown below. The names of the learners appear at the top of the page and all the available units are detailed towards the bottom.

Learner Unit Registration

Course Run [1431167]

Back to Course Run

Sample Learner

Learner Unit Registrations

These are the current units registered to this learner or to ALL of these learners (where more than one learner is listed above, then ONLY units in common are listed - click on the icon next to each learner's name to review individual learners' unit registrations).

Add more units as required from the search results below.

No Units Registered

Register Units

Module

Unit ID

Unit Name

RITS

National Code

Search

Pathway Name

Module Name

Unit ID

Unit Name

Level

Credits

RITS

National Code

Add All

Using the 'Module' drop down menu, choose the module you want to select units from and click on the 'Search' button.

**Register Units**

**Module**

--All--

--All--

Business Management and Human Resources

Business Studies

Extended Project

Mandatory Units

Marketing

Study Skills

All of the units within that module will appear.

**Module**

Business Management and Human Resources

**Unit ID** **Unit Name** **RITS** **National Code**

**Search**

Pathway Name	Module Name	Unit ID	Unit Name	Level	Credits	RITS	National Code	+ Add All
2017-2018	Business Management and Human Resources	BUG261	Change Management	L3	3		AB1/3/LN/008	+ Add
2017-2018	Business Management and Human Resources	BUX256	The Human Resources Function	L3	3		AA3/3/LN/082	+ Add
2017-2018	Business Management and Human Resources	BUX258	Management and Leadership	L3	3		AB1/3/LN/011	+ Add
2017-2018	Business Management and Human Resources	CBA947	HR Planning - Recruitment and Selection	L3	3		AJ4/3/LR/001	+ Add
2017-2018	Business Management and Human Resources	CBA948	HR Planning - Interviewing	L3	3		AJ4/3/LR/002	+ Add
2017-2018	Business Management and Human Resources	CBB086	Business Studies - Human Resources	L3	3		AA3/3/LR/005	+ Add
2017-2018	Business Management and Human Resources	CBB087	Equal Pay and Discrimination in Employment	L3	3		EC4/3/LR/002	+ Add

Clicking on the purple 'Add' button in the end column will assign that unit to the learner(s).


AA3/3/LN/082	+ Add
AB1/3/LN/011	+ Add

If you would like to attach all the units within that module, please select the 'Add All Units' button.

+ Add All





The chosen units will then appear in the 'Learner Unit Registrations' section towards the top of the page and the number of credits for each learner will begin to add up against their name at the top of the page.


Sample Learner

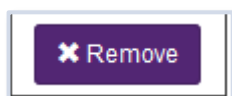
Total: 6 credits. Level 3 Graded: 6 credits.

Learner Unit Registrations


These are the current units registered to this learner or to ALL of these learners (where more than one learner is listed above, then ONLY units in common are listed - click on the icon next to each learner's name to review individual learners' unit registrations).  
Add more units as required from the search results below.

Pathway Name	Module Name	Unit ID	Unit Name	Level	Credits	RITS	National Code	
2017-2018	Business Management and Human Resources	BUG261	Change Management	L3	3		AB1/3/LN/008	
2017-2018	Business Management and Human Resources	CBA947	HR Planning - Recruitment and Selection	L3	3		AJ4/3/LR/001	


At any stage you can remove a unit from a learner by clicking on the purple 'Remove' button.



Complete for each module as required until you have the required total of 60 credits for each learner. Please also ensure that the selected units meet the Rules of Combination (RoC) for the Diploma.


Sample Learner

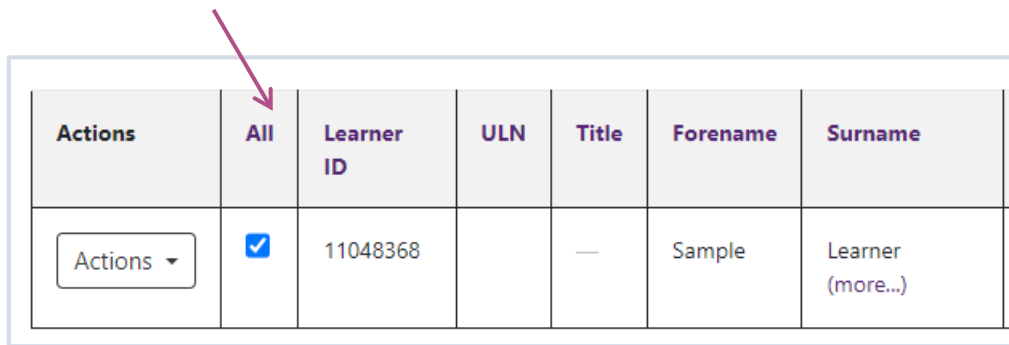
Total: 60 credits. Level 3 Graded: 45 credits. Level 3 Ungraded: 15 credits.



# Option B

**Adding all units and  
reducing down to 60  
credits**

Click on 'All' if all of the learners on the run are completing the same units.



Actions	All	Learner ID	ULN	Title	Forename	Surname
<div> <div>Actions</div> <div></div> </div>	<input checked="" type="checkbox"/>	11048368		—	Sample	Learner (more...)

Alternatively, select the individual learner you are selecting units for.

Click on the 'Multiple Learner Unit Registration' item from the 'Unit Registrations' menu.



**Unit Registrations** ▾

- Course Run Unit Registration
- Multiple Learner Unit Registration**

**Course Run [1431167]**

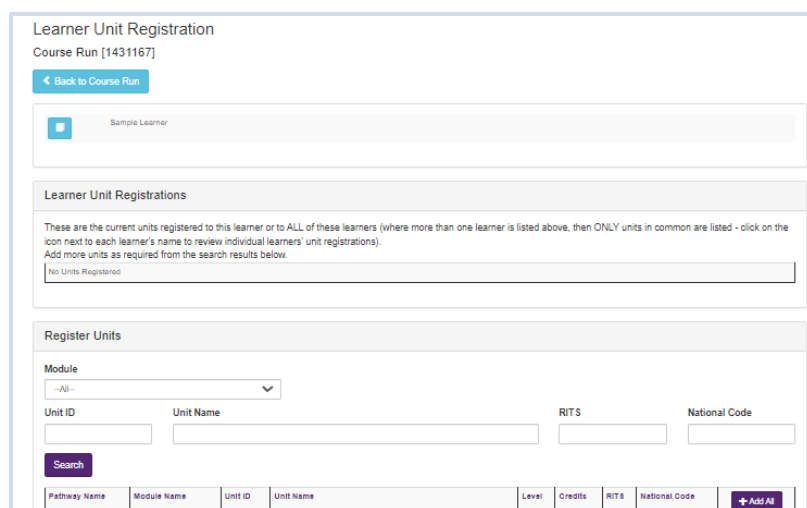
**Provider** [267] OCN London

**Programme/Provider Course** [128694] Access to HE Diploma (Business Studies)

**Qualification** [127271] Access to HE Diploma (Business Studies)

**Provider Reference**

You will now be taken to the Learner Unit Registration page as shown below. The names of the learners appear at the top of the page and all the available units are detailed towards the bottom.



**Learner Unit Registration**  
Course Run [1431167]

[← Back to Course Run](#)

**Sample Learner**

**Learner Unit Registrations**

These are the current units registered to this learner or to ALL of these learners (where more than one learner is listed above, then ONLY units in common are listed - click on the icon next to each learner's name to review individual learners' unit registrations).  
Add more units as required from the search results below.

No Units Registered

**Register Units**

Module: —All—

Unit ID:  Unit Name:  RITS:  National Code:

Pathway Name	Module Name	Unit ID	Unit Name	Level	Credits	RITS	National Code	<input type="button" value="+ Add All"/>
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Leave the search fields blank and select 'add all units'.

Register Units

Module  
--All--

Unit ID

Unit Name

RITS

National Code

Search


Pathway Name	Module Name	Unit ID	Unit Name	Level	Credits	RITS	National Code	+ Add All
2017-2018	Business Studies	AFY760	Business Studies - External Influences	L3	3		AA3/3/LN/054	+ Add
2017-2018	Marketing	BOV652	The Marketing Culture	L3	3		BA1/3/LN/024	+ Add
2017-2018	Business Management and Human Resources	BUG261	Change Management	L3	3		AB1/3/LN/008	+ Add

All of the available units will then appear (please note that these will show over more than one page, please click on the next page numbers to see all the units). The number of credits selected for each learner will show against their name at the top of the page.

You will then need to remove the units that are not being used by clicking on the purple 'Remove' button beside the unit.

National Code	
AA3/3/LN/054	

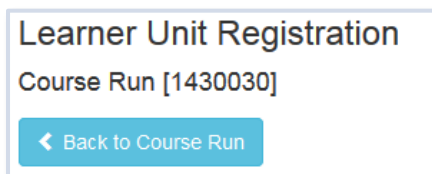
Complete this until you have the required total of 60 credits for each learner. Please also ensure that the selected units meet the Rules of Combination (RoC) for the Diploma.


Sample Learner

Total: 60 credits. Level 3 Graded: 45 credits. Level 3 Ungraded: 15 credits.

## Checking if the rules of combination have been met

Once you have completed your unit selections, please click on the 'back to course run' button.



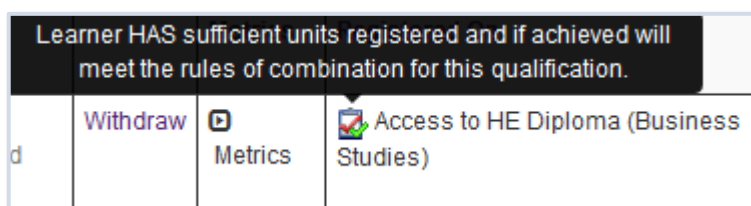
The 'Registered On' column in the learners table shows the Diploma that the learners have been registered against.

Actions	All	Learner ID	ULN	Title	Forename	Surname	Date of Birth		Status	Registered On	Registered On	Registered
Actions ▾	<input type="checkbox"/>	11048368 10		—	Sample	Learner (more...)	07/10/1989	0 0	Registered	> Metrics	Access to HE Diploma (Nursing)	14/09/2023

Once units have been selected, the Quartz system runs a Rules of Combination (RoC) checker at regular five minute intervals to determine whether the learners will be awarded the Diploma from the units that have been selected.

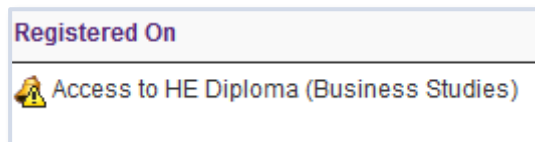
## RoCs Met

If the symbol next to the Diploma title has changed to a clipboard with a green tick, this means that the RoC check has succeeded and indicates that the learner will meet the Rules of Combination for the Diploma if they complete all the units they have been registered against. Hovering your mouse over the symbol will display a confirmation message.

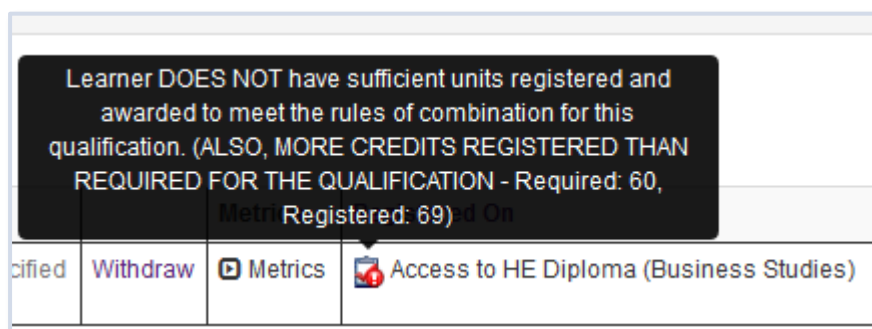


## RoCs Not Met

If the symbol has changed to a clipboard with a red warning sign alternating with a yellow hazard sign, this means that the RoC check has not succeeded and indicates that the learner will not meet the Rules of Combination for the Diploma if they complete all the units they have been registered against.

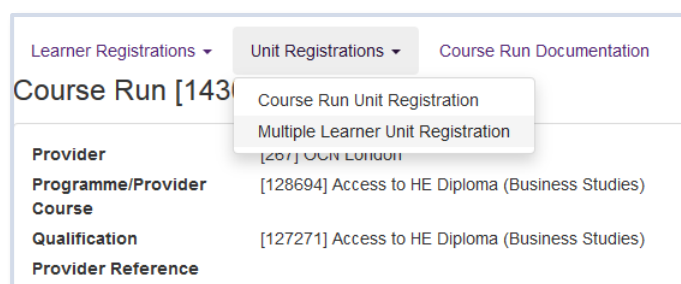
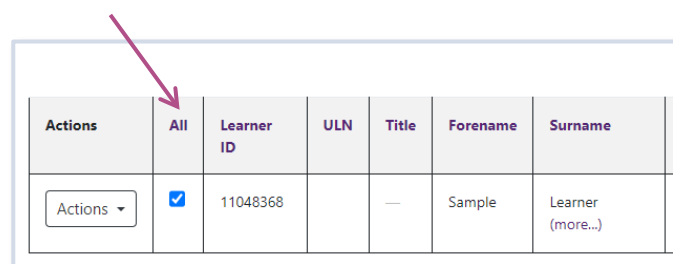


Hovering your mouse over the symbol will show why the RoC is not being met.



## Amending the unit selection

To amend the unit selection for the learner(s) who are not meeting the RoC, please select the required learner using the tick box in the first column and then click on the 'Multiple Learner Unit Registration' item from the 'Unit Registrations' menu.



This will take you back to the learner unit registration page where you will be able to remove and add units as required.

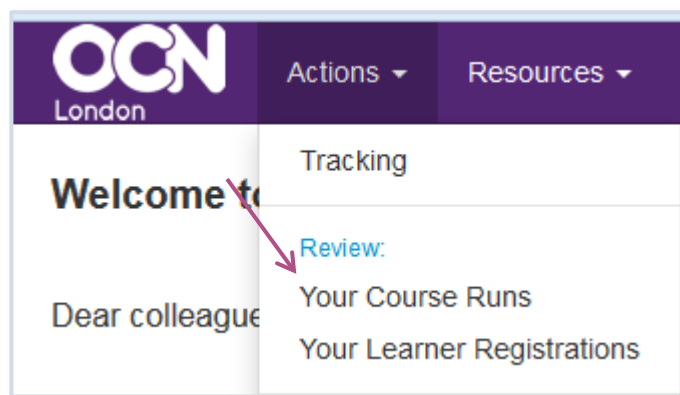
AB1/3/LN/008	<a href="#">✕ Remove</a>	AA3/3/LN/054	<a href="#">+ Add</a>
AA3/3/LN/078	<a href="#">✕ Remove</a>	BA1/3/LN/024	<a href="#">+ Add</a>

Once the changes have been made the RoC checker will be run again.

Please click on 'back to course run' and review the status in the end column. If the RoC has now been met, the symbol will change to the green tick. Please note that you may need to wait for five minutes for the new check to have been fully completed.

## Reviewing class runs to check learner registrations and unit selections

To check on the unit selection of any of your class runs or to review the names of the registered learners, please choose 'Your Course Runs' from the 'Actions' menu on the top bar in QuartzWeb.



All your current courses will appear in a table.

Please click on the required course run ID and this will take you to the required course run page.

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
1430030		128694	Access to HE Diploma (Business Studies)	127271	Access to HE Diploma (Business Studies)		20/11/2017	26/06/2018	OCN London



**📍 OCN London**

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