

Access QuartzWeb Guide

**How to register
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

Log in to OCN London's QuartzWeb system at <https://quartz.ocnlondon.org.uk/Login.aspx>

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



Sign In

A screenshot of the 'Sign In' form. It contains a text box for 'Registered e-mail address or username' with the value 'simon'. Below it is a text box for 'Password' with masked characters. To the right of the password box is a link 'Forgotten password?'. Below the password box is a checkbox for 'I have read and understand the Privacy Policy and agree to abide by the Terms and Conditions (Tick to login)'. A red arrow points to this checkbox. At the bottom is a blue 'Login' button.

Once logged in, you will be taken to the home page where your role name along with your centre's name will be displayed in the top right hand corner of the page.

Please ensure that your role name shows as 'Access to HE Administrator'. You may need to click on the role name and choose 'switch roles' if you have other roles.



Welcome to QuartzWeb

Step 2

Once logged in, please click on the 'My Course Runs' icon where you will be able to select your required Course Run by clicking on the required Course Run ID.



My Course Runs

Show entries

Actions	Course Run ID	Provider Reference	Programme/Provider Course Name	Qualification Name
Actions ▾	11434967		Access to HE Diploma (Computing) (1130417)	

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

Programme/Provider Course [1130417] Access to HE Diploma (Computing)
Provider Reference
Course Run Start 01/10/2025

Learner Registrations

Click on the surname to review the learner's history for your currently selected organisation

Actions	All	Learner ID	ULN	Title	Forename	Surname
Actions ▾	☐	9845132		—	Sample	Learner (more...)

Step 3

If you discover that any learner names are missing and have not been registered, these can be submitted via the 'Enter Single Learner Registration' section on the Course Run page.

Enter Single Learner Registration

Enter the details into the relevant fields and once completed please click on 'Add New Learner Registration'.

Title	Forenames	Surname	DOB	Postcode
Gender	Ethnicity	Ability Status		
<Not Yet Set>	<Not Yet Set>	<Not Yet Set>		

Add New Learner Registration

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.

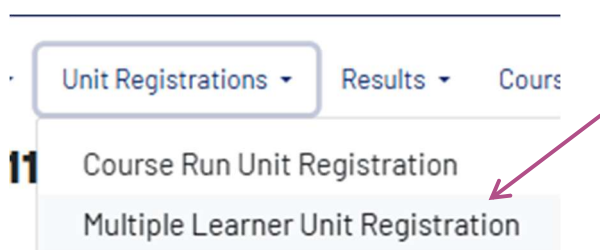
Clicking in to the 'All' column, please select which learners you wish to register units against. Clicking on the word 'All' will select all the learners on the run.



Actions	All	Learner ID	ULN	Title	Forename	Surname
Actions ▾	☒	9845132		—	Sample	Learner (more...)

Step 5

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



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

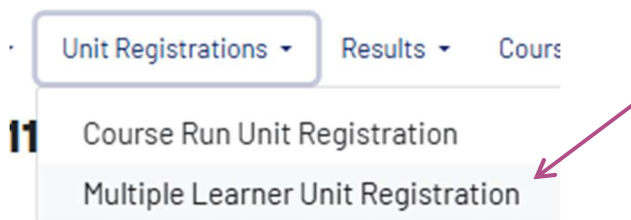
Click on 'All' if all of the learners on the run are completing the same units.



Actions	All	Learner ID	ULN	Title	Forename	Surname
Actions ▾	☒	9845132		—	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.



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 [11434967]

[← Back to Course Run](#)

 Sample Learner
 ALERT: Insufficient 6 or 9-credit units (0 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.

No Units Registered

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

The screenshot shows the 'Register Units' form. The 'Module' dropdown menu is open, displaying a list of modules: Computing, Mandatory Units, Networking, Programming, Study Skills, and Web Design. 'Web Design' is highlighted in blue. The dropdown menu also shows '--All--' at the top and bottom.

All of the units within that module will appear.

The screenshot shows the 'Register Units' form with 'Web Design' selected in the 'Module' dropdown. Below the dropdown are input fields for 'Unit ID', 'Unit Name', 'RITS', and 'National Code'. A 'Search' button is located below these fields. Below the search button is a table of search results.

Pathway Name	Module Name	Unit ID	Unit Name	Level	Credits	RITS	National Code	
2024-2025	Web Design	CBB444	Website Design and Creation	L3	6		CK8/3/LR/011	+ Add
2024-2025	Web Design	CBB466	Image Manipulation Fundamentals	L3	3		KJ1/3/LR/017	+ Add
2024-2025	Web Design	CBB489	HTML and CSS Basics	L3	3		CK8/3/LR/013	+ Add
2024-2025	Web Design	CBB504	Creating Database Driven Web Pages	L3	6		CK8/3/LR/015	+ Add

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

This close-up shows two rows of the search results table. Each row has a 'National Code' and a '+ Add' button. The first row has 'CK8/3/LR/011' and the second row has 'KJ1/3/LR/017'.

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

This close-up shows a single button labeled '+ Add All' in a blue box.

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: 18 credits. Level 3 Graded: 18 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	
2024-2025	Web Design	CBB444	Website Design and Creation	L3	6		CK8/3/LR/011	Remove
2024-2025	Web Design	CBB466	Image Manipulation Fundamentals	L3	3		KJ1/3/LR/017	Remove
2024-2025	Web Design	CBB469	HTML and CSS Basics	L3	3		CK8/3/LR/013	Remove
2024-2025	Web Design	CBB504	Creating Database Driven Web Pages	L3	6		CK8/3/LR/015	Remove

At any stage you can remove a unit from a learner by clicking on the '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

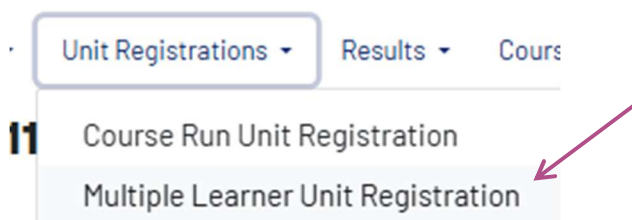
Click on 'All' if all of the learners on the run are completing the same units.



Actions	All	Learner ID	ULN	Title	Forename	Surname
Actions ▾	☒	9845132		—	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.



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 [11434967]

[← Back to Course Run](#)

 Sample Learner
 ALERT: Insufficient 6 or 9-credit units (0 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.

No Units Registered

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

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
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All of the available units will then appear. The number of credits selected for each learner will show against their name at the top of the page.

Sample Learner

Total: 72 credits. Level 3 Graded: 54 credits. Level 3 Ungraded: 18 credits.

You will then need to remove the units that are **not** being used by clicking on the 'Remove' button beside the relevant unit(s).

National Code	
HC8/3/LR/003	Remove

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.

Learner Unit Registration

Course Run [11434967]

[← Back to Course Run](#)

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	Metrics	Registered On	Registered
Actions ▾	☐	9845132 		—	Sample	Learner (more...)	01/01/1900	Registered	> Metrics	 Access to HE Diploma (Computing)	02/10/2025

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.

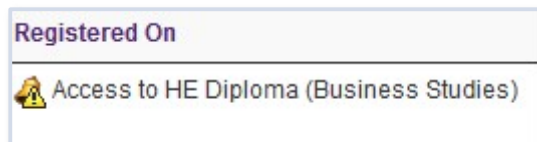
RoCs Met

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.

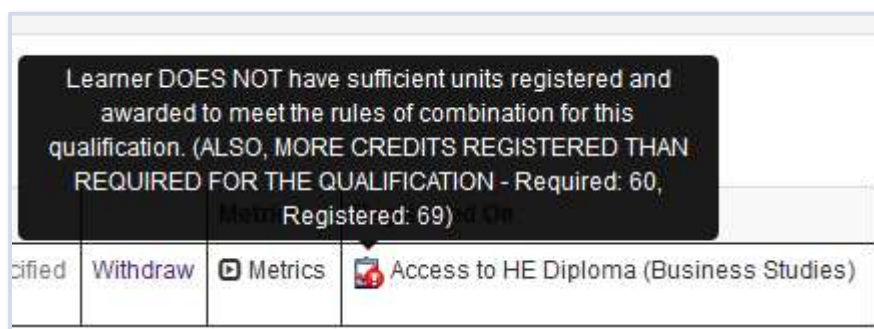
Learner HAS sufficient units registered and if achieved will meet the rules of combination for this qualification.				
d	Withdraw	 Metrics	 Access to HE Diploma (Business Studies)	

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.

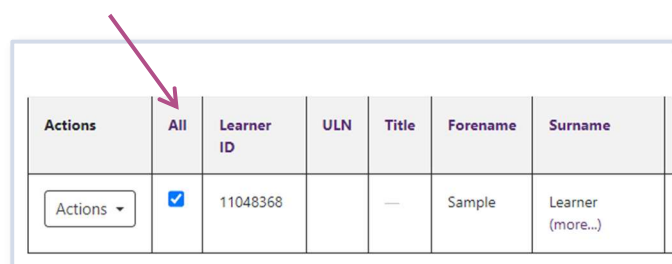


Hovering your mouse over the symbol will show why the RoC is not being met.



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.

National Code		CK8/3/LR/011	+ Add
HC8/3/LR/003	✕ Remove	KJ1/3/LR/017	+ Add

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 and unit registrations

To check on the unit selection of any of your class runs or to review the names of the registered learners, please choose 'My Course Runs' from icon on the home screen of 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.

Actions	Course Run ID	Provider Reference	Programme/Provider Course Name	Qualification Name	Course Run Description	Course Run Start Date
Actions	11434967		Access to HE Diploma (Computing) (1130417)	Access to HE Diploma (Computing) (1127394)		01/10/2025