X-Flow

X-Flow Creating a Registration (with a Course/Qual Aim)

X-Flow allows you to register students with awarding bodies, book exams and claim their achievements
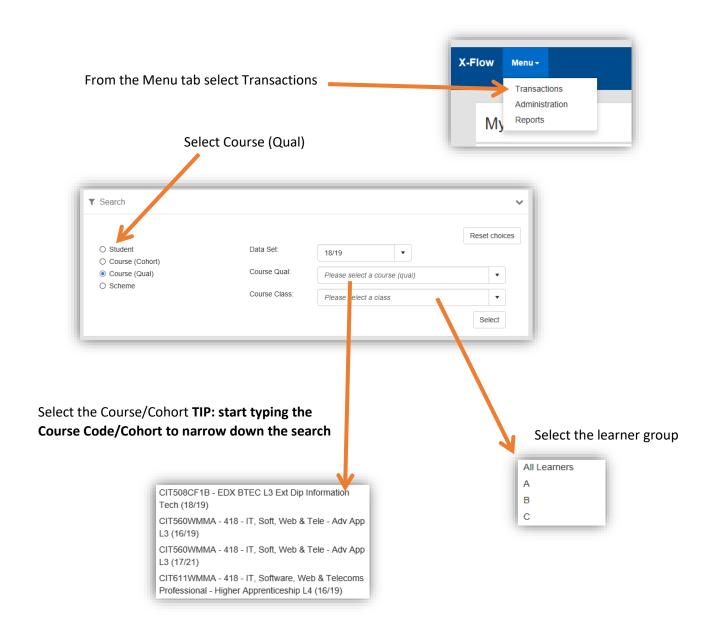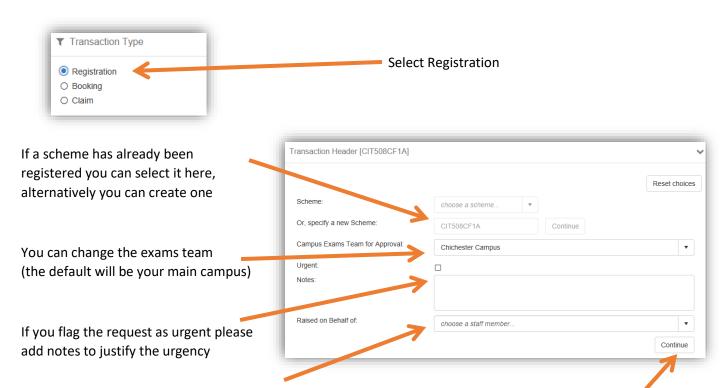
Registrations can be made by:

- Student
- Course Cohort
- Course Qualification

X-Flow

Username:

Password:

Login

Open X-Flow and login with your usual college username and password

On the home page you will see any transactions you have already made

From the Menu tab select Transactions

X-Flow Menu
- Transactions
- Administration
- Reports

My

Select Course (Qual)

▼ Search

Reset choices

○ Student
○ Course (Cohort)
● Course (Qual)
○ Scheme

Data Set: 18/19

Course Qual: Please select a course (qual)

Course Class: Please select a class

Select

Select the Course/Cohort **TIP: start typing the Course Code/Cohort to narrow down the search**

CIT508CF1B - EDX BTEC L3 Ext Dip Information Tech (18/19)

CIT560WMMA - 418 - IT, Soft, Web & Tele - Adv App L3 (16/19)

CIT560WMMA - 418 - IT, Soft, Web & Tele - Adv App L3 (17/21)

CIT611WMMA - 418 - IT, Software, Web & Telecoms Professional - Higher Apprenticeship L4 (16/19)

Select the learner group

All Learners
A
B
C

Transaction Type

- ○ Registration
- ○ Booking
- ○ Claim

If a scheme has already been registered you can select it here, alternatively you can create one

You can change the exams team (the default will be your main campus)

If you flag the request as urgent please add notes to justify the urgency

Transaction Header [CIT508CF1A]

Reset choices

Scheme: choose a scheme...

Or, specify a new Scheme: CIT508CF1A   Continue

Campus Exams Team for Approval: Chichester Campus

Urgent: ☐

Notes:

Raised on Behalf of: choose a staff member...

Continue

You can select a staff member if you are registering on someone else's behalf if not leave this blank

Click Continue to see the list of students associated with this course who can now be selected for registration

Ticking this box will select all students

ALS: ☐   Std: ☐

ALS: ☐   Std: ☑

Name:
DOB:
Gender:
Ethnicity:
Postcode:
ULN:

ALS Needs:

Candidate No.:

Open the student's details to see more information

If you know their Candidate number enter it here

ALS: ☑   Std: ☐

ALS: ☐   Std: ☑

ALS: ☐   Std: ☑

Select if the students need a standard or ALS registration

Save Transaction

|◄ ◄ 1 2 3 **4** 5 6 ► ►|

Scroll through each page to select or edit each student

Selected Students

4 students selected:
ALS >

As you add students the selected students are listed and any ALS students are identified

When you have selected all the students needed click Save Transaction

Your registration request will be sent to the exams team to process, you will receive an email when it is actioned