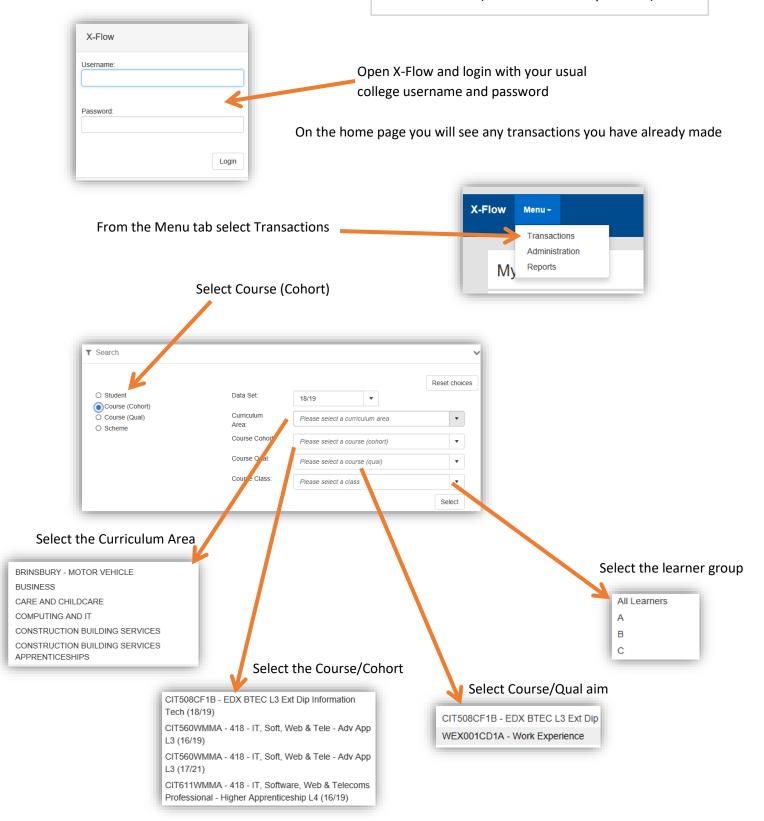# X-Flow

X-Flow Claim an Achievement (with a Coursecode/Cohort)
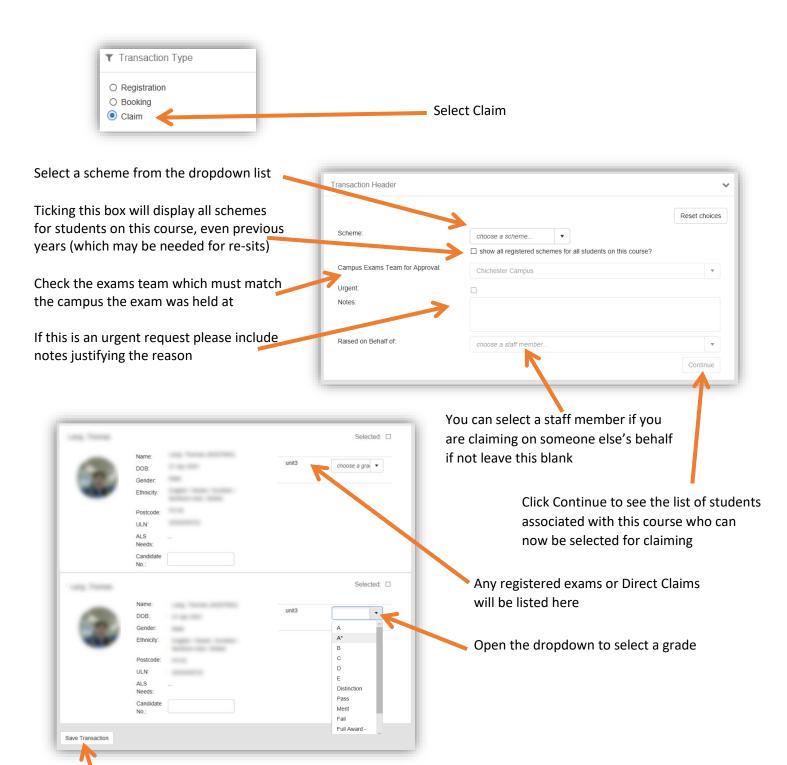
These instructions assume a registration and booking matching this request have already been registered and approved on X-Flow

X-Flow allows you to register students with awarding bodies, book exams and claim their achievements

Claims can be entered by:

- Student
- Course Cohort
- Course Qualification
- Scheme (if scheme is already created)

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 (Cohort)

▼ Search

Reset choices

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

Data Set: 18/19

Curriculum Area: *Please select a curriculum area*

Course Cohort: *Please select a course (cohort)*

Course Qual: *Please select a course (qual)*

Course Class: *Please select a class*

Select

Select the Curriculum Area

BRINSBURY - MOTOR VEHICLE
BUSINESS
CARE AND CHILDCARE
COMPUTING AND IT
CONSTRUCTION BUILDING SERVICES
CONSTRUCTION BUILDING SERVICES APPRENTICESHIPS

Select the learner group

All Learners
A
B
C

Select the Course/Cohort

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 Course/Qual aim

CIT508CF1B - EDX BTEC L3 Ext Dip
WEX001CD1A - Work Experience

Select Claim

Select a scheme from the dropdown list

Ticking this box will display all schemes for students on this course, even previous years (which may be needed for re-sits)

Check the exams team which must match the campus the exam was held at

If this is an urgent request please include notes justifying the reason

You can select a staff member if you are claiming 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 claiming

Any registered exams or Direct Claims will be listed here

Open the dropdown to select a grade

When you have graded all the students click Save Transaction

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