

X-Flow

X-Flow Claim an Achievement (with a Scheme)

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

Select Course (Scheme)

Search

Student
 Course (Cohort)
 Course (Qual)
 Scheme

Data Set: 18/19

Scheme: Please select a scheme

Reset choices

Select

Select a Scheme

AGR096BF1A
CIT508CF1A
scheme2
test

Transaction Type

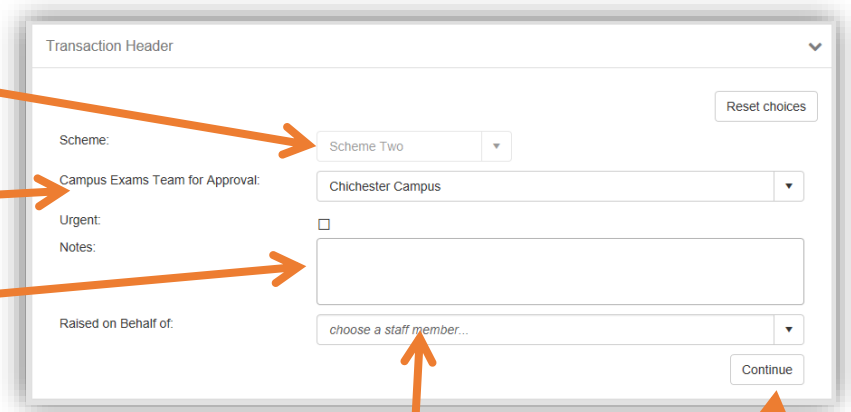
Registration
 Booking
 Claim

Select Claim

The Scheme is pre filled in

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

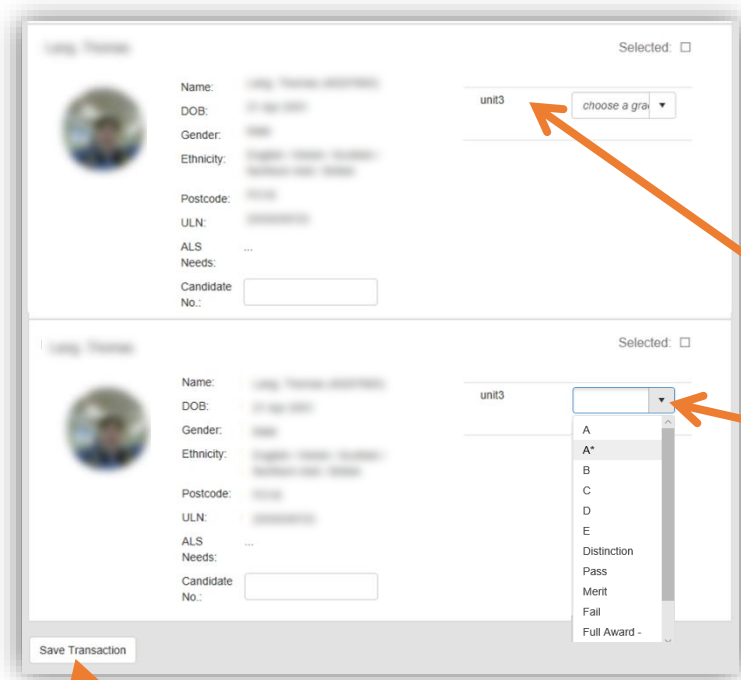


The Transaction Header form contains the following fields:

- Scheme:** A dropdown menu with "Scheme Two" selected.
- Campus Exams Team for Approval:** A dropdown menu with "Chichester Campus" selected.
- Urgent:** An unchecked checkbox.
- Notes:** A large text area for entering justification.
- Raised on Behalf of:** A dropdown menu with "choose a staff member..." selected.
- Buttons:** "Reset choices" (top right) and "Continue" (bottom right).

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



The interface shows two student profiles, each with a "Selected:" checkbox and a dropdown menu. The dropdown menu is open, showing a list of grades: A, A*, B, C, D, E, Distinction, Pass, Merit, Fail, and Full Award.

At the bottom left, there is a "Save Transaction" button.

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