

X-Flow Direct Claim an Achievement (with a Coursecode/Cohort)

These instructions assume a scheme matching this request has 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 (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

Transaction Type
 Registration
 Booking
 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

The 'Transaction Header' form contains several fields: 'Scheme:' with a dropdown menu; a checkbox labeled 'show all registered schemes for all students on this course?'; 'Campus Exams Team for Approval:' with a dropdown menu showing 'Chichester Campus'; 'Urgent:' with a checkbox; 'Notes:' with a text area; and 'Raised on Behalf of:' with a dropdown menu. A 'Reset choices' button is in the top right, and a 'Continue' button is in the 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

In the Direct Claim box enter the name of the direct claim

Select the students this claim relates to, ticking the top box will select all

The 'Selected Students' section shows a list of students. The first student is 'Unit One BET123'. To the right of the student name is a checkbox that is currently checked. Below the student name are minus and plus buttons. At the bottom right of the list, it says 'Selected: [checked]'. An arrow points to the top checkbox, and another points to the plus button.

Students are listed as they are selected

Once the list is complete click the + to add the claim to each student

Any registered exams or Direct Claims will be listed here

Open the dropdown to select a grade

This section shows two student profiles. Each profile includes fields for Name, DOB, Gender, Ethnicity, Postcode, ULN, ALS Needs, and Candidate No. To the right of each profile is a 'Selected:' checkbox. Below the first profile, there is a dropdown menu for 'Unit One BET123 [Direct Claim]' with a 'choose a grade' button. The dropdown menu is open, showing a list of grades: A, A*, B, C, D, E, Distinction, Pass, Merit, Fail, and Full Award. A 'Save Transaction' button is located at the bottom left of the entire form.

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