

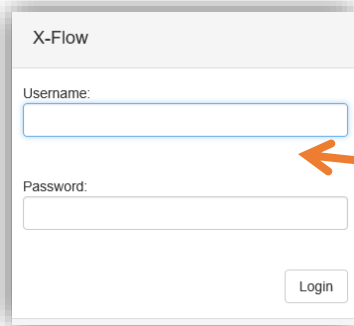
X-Flow Direct Claim an Achievement (with a Scheme)

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)

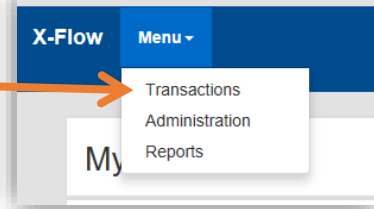


X-Flow login form with fields for Username and Password, and a Login button.

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

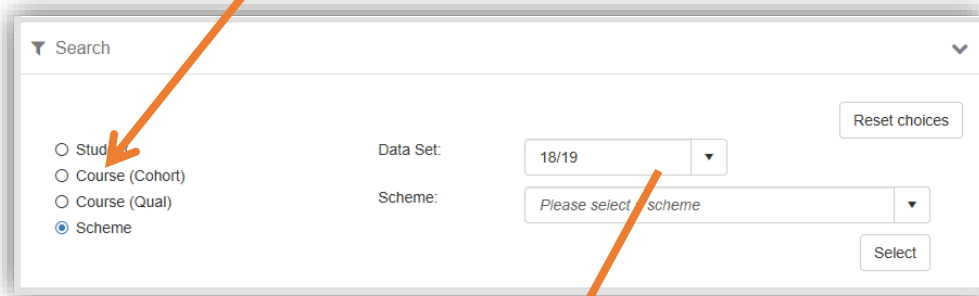
On the home page you will see any transactions you have already made

From the Menu tab select Transactions



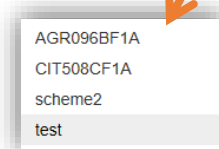
X-Flow Menu dropdown showing options: Transactions, Administration, Reports.

Select Course (Scheme)



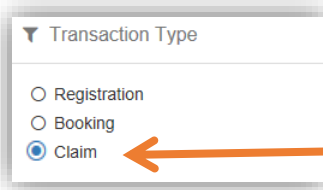
X-Flow Search and Filter panel with radio buttons for Stud, Course (Cohort), Course (Qual), and Scheme (selected). Includes Data Set (18/19) and Scheme (Please select a scheme) dropdowns, and a Select button.

Select a Scheme



Scheme selection dropdown showing options: AGR096BF1A, CIT508CF1A, scheme2, test.

Transaction Type



Transaction Type selection panel with radio buttons for Registration, Booking, and Claim (selected).

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 image shows a 'Transaction Header' form with several fields. Orange arrows point from text annotations to specific fields: 'Scheme: Scheme Two', 'Campus Exams Team for Approval: Chichester Campus', 'Urgent:

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 scheme 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 image shows a 'Selected Students' list. A table lists students with columns for 'Unit One BET123', a minus sign, a plus sign, and a checkbox. One row is highlighted in blue. An arrow points to the plus sign with the text 'Once the list is complete click the + to add the claim to each student'. Another arrow points to the top checkbox with the text 'Select the students this claim relates to, ticking the top box will select all'. A third arrow points to the student name with the text 'In the Direct Claim box enter the name of the direct claim'. A fourth arrow points to the student name with the text 'Students are listed as they are selected'.

Students are listed as they are selected

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

The image shows a student details form. It includes fields for Name, DOB, Gender, Ethnicity, Postcode, ULN, ALS Needs, and Candidate No. There are two instances of this form. The top one has a dropdown menu for 'unit3' with the text 'choose a gra...'. An arrow points to this dropdown with the text 'Any registered exams or Direct Claims will be listed here'. The bottom one has the same dropdown open, showing a list of grades: A, A*, B, C, D, E, Distinction, Pass, Merit, Fail, Full Award. An arrow points to the dropdown with the text 'Open the dropdown to select a grade'. A 'Save Transaction' button is at the bottom left.

Any registered exams or Direct Claims will be listed here

Open the dropdown to select a grade

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