

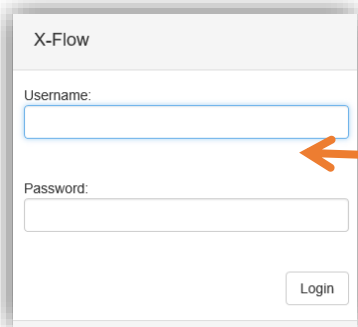
## X-Flow Direct Claim an Achievement (with a Course Qual Aim)

**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:

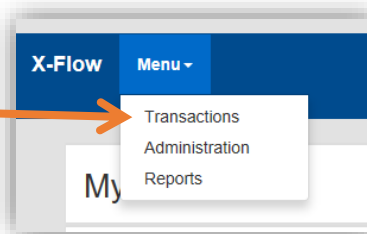
Password:

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

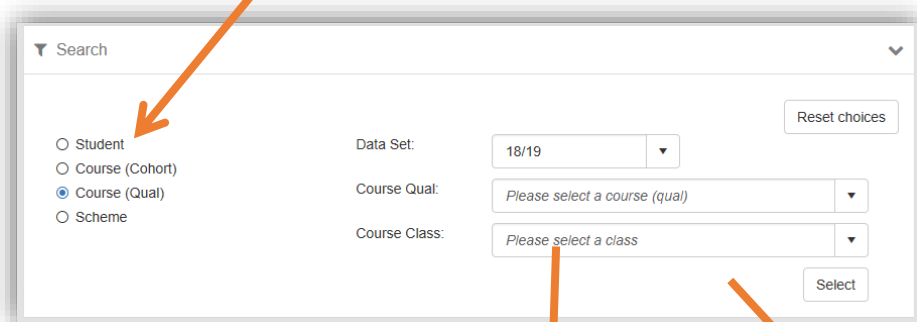
From the Menu tab select Transactions



X-Flow Menu

- Transactions
- Administration
- Reports

Select Course (Qual)



Search

Student  
 Course (Cohort)  
 Course (Qual)  
 Scheme

Data Set: 18/19

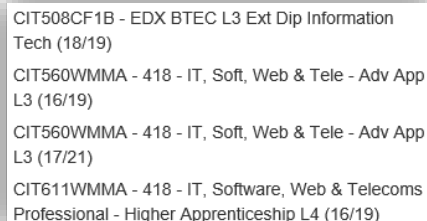
Course Qual: Please select a course (qual)

Course Class: Please select a class

Reset choices

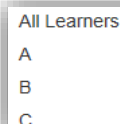
Select

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



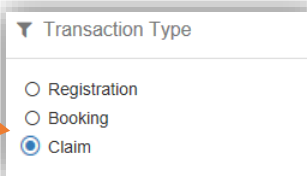
CIT508CF1B - EDX BTEC L3 Ext Dip Information Tech (18/19)  
CIT560WMMA - 418 - IT, Soft, Web & Tele - Adv App L3 (16/19)  
CIT560WMMA - 418 - IT, Soft, Web & Tele - Adv App L3 (17/21)  
CIT611WMMA - 418 - IT, Software, Web & Telecoms Professional - Higher Apprenticeship L4 (16/19)

Select the learner group



All Learners  
A  
B  
C

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 the following fields and controls:

- Scheme:** A dropdown menu with the text 'choose a scheme...' and a downward arrow.
- show all registered schemes for all students on this course?
- Campus Exams Team for Approval:** A dropdown menu with 'Chichester Campus' selected.
- Urgent:** An unchecked checkbox.
- Notes:** A large text input area.
- Raised on Behalf of:** A dropdown menu with 'choose a staff member...' and a downward arrow.
- Reset choices** button in the top right corner.
- Continue** button in the bottom right corner.

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' table shows a list of students with a checkbox for each. The first row is highlighted in blue and contains the text 'Unit One BET123' followed by a minus sign, a plus sign, and a checked checkbox. Below the table, it says 'Selected: 1 student selected:'. At the bottom right of the table area, it says 'Selected: [checked]'. An arrow points to the plus sign in the first row.

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

The student detail form shows two student entries. Each entry has a profile picture, personal details (Name, DOB, Gender, Ethnicity, Postcode, ULN, ALS, Needs, Candidate No.), and a 'Direct Claim' section. The 'Direct Claim' section includes a dropdown menu for 'Unit One BET123' and a 'choose a grade' dropdown. The second entry's grade dropdown is open, showing options: A, A\*, B, C, D, E, Distinction, Pass, Merit, Fail, Full Award. A 'Save Transaction' button is at the bottom left.

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