

Progress

User guide for learners

The seamless way to manage your courses and assessments.

Getting started

Pearson Progress is a new digital platform for BTEC. Progress allows you to submit your work/assignments online, on any mobile device, at any time. It ensures you never miss an assignment deadline and helps you keep on track of what's expected of you in terms of assessment criteria.

You will receive an email inviting you to create or sign into your Pearson Progress account. Use the link and follow the instructions to do this.

The Progress landing page will give you the option to **Sign in** or **Create a new account**.

If you already have access to a Pearson digital service like HN Global, ActiveLearn or MyLab, an onscreen reminder will appear as soon as you enter your email address. You don't need to create a new account: simply use the same username and password to log into Progress.

If you know that you have access to another Pearson digital service, but can't remember your username or password, you can reset them here.

If you don't see the onscreen reminder, click on **Create a new account** and follow the instructions.



Please check with your teacher if you're not sure.

Bookmark **[this page](#)** for quick access to your BTEC course(s).

Your homepage

Your BTEC course information can be found on the Homepage. You can also edit your profile.

Click on the menu to see your grades and assessments across all the units in your BTEC course.

Where you see your course title, the summary shows the course start and end dates, and your progress through the units. Click  to see the units and click  to see the qualification specification in another tab.



Unit information


From the Home page click on a unit see what it is about, your assessments and other important information.

Click in the unit heading to access a PDF of the unit specification in a new tab. Click on the **Unit details** tab to see the unit description, learning aims and a list of assessors and learners who are in your group.


You can click on the **Assessments** tab to open an active assessment, view the assignment and upload your evidence.

View your assessments and upload evidence

Click on the **Assessments** tab. Click on the **Assignment brief** tab to view the assessment description, assignment brief and other accompanying assessment materials. You can read the assignment brief on screen or download a copy.

Click on the **My work** tab and click  to select from your files on your device. There is no limit on the number of files you can upload. The maximum file size is 16GB per file.

If your completed assignment is stored online, you need to download it to your device first. If you are using a smartphone you can use the camera to photograph or video your evidence and upload it directly.

If you upload the wrong file or need to make changes to your work before submission, you can delete the file. Click  at the top right of the upload box and select **delete**.



You will receive a reminder, but always check the assessment deadline: once the assessment has closed you won't be able to change, upload or delete files.

Viewing your grades and assessment feedback

From the Home page menu click on **My grades**.

If your assessments have been marked but the grades have not yet been published, you can check the assessor's feedback for each Learning aim. If your teacher has authorised a re-submission you will get an email notification, but you can also see it the My grades menu.

When the grades have been published you will be able to see your grade for each Learning aim.

Click  and  to access the feedback for each Learning aim.

Using Pearson Progress from a smartphone or tablet

The layout will re-configure to fit your device. Just login with your Pearson username and password to access all the features. You can upload files straight from your device, including photos and media clips.

Troubleshooting

Forgotten password: On the login screen click **Forgot your username or password?**

Locked out of single sign on: You have a Pearson username and password if you've ever used a Pearson service before, eg ActiveLearn or HN Global. **You should use the same username and password to log into Pearson Progress.**

If you have a Pearson account but are asked to register, select register, and follow the instructions.