



Pearson | Progress

# Progress

User guide for teachers  
and educators

Seamlessly plan, assess, collaborate  
and track learner progress.



# Getting started

Pearson Progress is our new accessible and easy to use digital platform that has been designed to help you get closer to your learners by simplifying your planning and assessment of Pearson and BTEC qualifications.

The digital platform allows different levels of access and features depending on your BTEC course role and responsibilities.

## Manager

Your BTEC team will need to designate a Manager.

This role is responsible for setting up programmes, courses and inviting teachers and learners to set up an account.

For example; the Manager could be your Quality Manager, Exams Officer (or both).

## Teacher

This role creates assignments, assesses learner work and sends feedback to learners.

A Teacher may also be an Assessor and Internal Verifier.

## Learner

Learners are allocated to courses and assignments and submit work for marking.

Learners can access Pearson Progress from any online device.

## International Standards Verifier

Pearson Standards Verifiers have read-only access to learner evidence and assessment decisions to enable them to carry out sampling.



# Manager role

You will receive an email inviting you to create your Pearson Progress account.

## Pearson Single Sign On

If you already have a Pearson account for one of the following services, you won't have to register as a new user – you will already have a Pearson identity.

Just use your existing Pearson username and password.

Some of the Pearson integrated services are:

- ActiveLearn Primary (PACE)
- ActiveLearn Secondary
- English Test Hub
- MePro
- Digital Library (Reader Plus)
- Global Gateway
- HN Global
- MyPearsonPlaces (Italy)
- Sonic D2L Australia
- Sonic D2L LATAM (GOLD)
- Sonic PCS
- Sonic GOTP (Global Online Test Prep)
- Learning Hub
- Web for BTEC
- Reader+ Web
- Pearson Advance
- Pearson English Portal

## Home page

You should see all the BTEC courses which have been set up by the Manager on your landing page.

- Click  beside your name to edit your profile and upload a picture.
- Click on **Help** to access the Pearson Support portal or contact Pearson's Customer Services team.

## Invite other users to set up Pearson Progress accounts

- Click on **User management** in the menu
- Click the **Invite users** button
- Invite users individually or use bulk upload
- Check that you give each user the correct role
- Click the **Send invitation link** button.

# Setting up BTEC programmes in Pearson Progress

The Manager can set up programme templates based on your centre's approved BTEC qualifications. This will enable you to set up courses for groups of learners, allocate Teachers and set and mark assignments.

Once you've created a template it can be used to set up any number of courses based on the same BTEC subject, pathway and size.

## Finding your centre's programme templates

- Click on **Programme manager** in the main menu. The screen shows all the programme templates that are already set up for your centre.
- If the correct template for your BTEC course is listed, click on **Course Manager** to start creating your BTEC course. If the template is not listed the Manager should check that your centre has a valid qualification approval and then create one.

## Creating a new programme template

Progress will automatically show the templates and subject information based on your BTEC qualification approvals.

- Click on **Programme manager** and the **Create new programme template** button.
- Click on the required subject/suite to highlight it and click **Next**.
- Choose a pathway (qualification), highlight it and then click **Next**. You can check the specification in a separate tab from the link provided.

- Choose the qualification size, highlight it and click **Next**. You can check the specification in a new tab from the link provided.

The next screen is pre-populated with all the mandatory units for your chosen qualification pathway and size. A shaded bar shows the total Guided Learning Hours (GLH) required and is updated each time you add an optional unit. Although you will see when you have added enough units to meet the total GLH, **you must check the qualification specification to make sure that you have chosen the correct unit combinations to allow certification**. Use the link provided to check which units you need for your chosen qualification.

Beside each unit you can click on a link to view the unit specification.

- Scroll down to Group B to choose optional units.
- Select each one by clicking  beside it.
- To remove a unit from the Selected units column, click  beside it.

You will only be able to click Next when you have enough GLHs. The total bar will turn green. It is possible to exceed the required GLH if you need to offer more units.

- Give your template a title for future searches (for example, the subject, pathway and qualification size).
- Click on the declaration that your chosen units meet the rules of combination for your BTEC.
- Click **Save and finish** if you are not ready to set up a course immediately.
- Click **Save and create course** to move to the next step: **Setting up BTEC courses**.

# Template management

Once you have created a template you can use it each time you need to create a new course for new groups of learners. If you need a different combination of units or size of qualification, simply create a new programme template.

## Deleting a programme template

From time to time qualifications may change or you may need to set up a different combination of units as new programme template.

To avoid confusion, you may wish to delete an old programme template.

- Click on **Programme manager**.
- Scroll down to find the template and click  to expand the programme details and make sure you are deleting the correct template.
- Click  to the right of the template title .
- Select **Delete**.



# Setting up BTEC courses in Pearson Progress

Managers should set up courses for BTEC qualifications.

This will enable you to create groups of learners, allocate Teachers and set and mark assignments.

## Create a new course

- Click on **Course manager** and the **Create new course** button.
- Scroll down to find the correct programme template for your new course and click the **Select** button.

## Select Teachers

If you know which Teachers will take part in the course you can add them now.

- You can search by name or scroll down the list of Teachers.
- Click  to add them to the course.
- If Teachers have been incorrectly selected, click  to remove them from the course.

Teachers will only be listed if they have set up a Pearson Progress account and have been assigned a Teacher role by the **Manager**.

If you don't yet know the Teachers taking part in the course, click on the Next button to skip this step; you can then add Teachers later.

## Select learners

If you know which learners will take part in the course you can add them now.

- You can search by name or scroll down the list of learners.
- Click  to add them to the course.
- If learners have been incorrectly selected, click  to remove them from the course.

Learners will only be listed if they have set up a Pearson Progress account and assigned a Learner role by the **Manager**. You can see the date when learners first log into Pearson Progress. If there is no date, you will need to follow up with the learner so they can receive notifications and access assignments once the course starts.

If you don't yet know the learners taking part in the course, click on the **Next** button to skip this step; you can add learners later.

**Your learners must also be registered in Edexcel Online (EOL)** so that Pearson's external Quality Assurance process is triggered. This should be done within 60 days of starting a BTEC course.

## Add dates and title

Course duration: use the calendar to add start and end dates.

Study mode: use the drop-down menu to select the course time (eg Part Time, Full Time).

Course title: give your course a meaningful title (eg Sport part-time 2021 class B).

## Saving your course

You can save courses in draft state without publishing. In **Course manager** click on  to edit the dates or title or delete the course. You also have the option to Publish course.

Click on the course title to expand the information. Click  to amend the units, Teachers and learners.

If you complete setting up your course you can choose **Save and publish**. This will allow Teachers and learners to view and access the course. You can edit the course in **Course Manager** by clicking on the title. However, **you do not have the option to delete the course once it has been published**.

# Managing assignments in Pearson Progress

Managers and Teachers can attach assignments to specific units which can be used to set up assessments. Pearson Progress is pre-populated with Authorised Assignment Briefs and Pearson Set Assignments (PSAs) for the BTEC International Level 3 suite, for example, but you can create and upload your own assignments and supporting documents as well.

## Adding an assignment brief to a unit

Click on **Assessments** in the main menu. When you click on **Manage assignment briefs** you will see any previously created assignments. If the required assignment is not listed, you will need to create one.

- Check which learning aims are covered by the brief, and whether the unit is assessed by PSA.
- Click on the **Manage Assignment Briefs** button and **create new assignment brief** button.
- Select the required suite, subject and unit.

- Click on the boxes beside the learning aims covered by the assignment. You can use ✓ to check the grading criteria; this information will be visible to learners. Click **Next**.
- Click + to upload assignment files from your computer. Click **Next**.
- Add a title and description of the assignment.
- Click **Save and create course** to move to the next step: **Creating assessments**.

## Finding sample assignments in Pearson Progress

You can also access sample documents from **Document browser** in the main menu:

- Open the **Subjects** folder.
- Search for and click on the required Subject.
- Click on the required unit.
- Click on the **Sample Assessment Materials** folder. In some cases, it might be called **Sample Pearson Set Assignments** or **Authorised Assignment Briefs**.
- Click on the document to preview it and/or download it to your computer.

# Internal quality assurance

## Internal verification of assignment briefs

Assignment briefs must meet all the requirements of Pearson BTEC internal assessment.

Authorised Assessment Briefs (AAB) and Pearson Set Assignments (PSA) provided in Pearson Progress have already been internally verified to ensure they are fit for purpose. However, if you adapt an AAB or create your own, you must conduct your own internal quality check.



# Creating assessments in Pearson Progress

Managers and Teachers can create assessments for each unit, adding start and end dates, learners and Assessors.

Assessment details will be visible to learners on their **Home page**.

## Creating a new assessment

Learners and Assessors must have been invited to set up a Pearson Progress account and done so before you can create an assessment. They also need to be allocated to the course.

- From your **Home page** select the required course and click on the unit which you are going to assess. The unit will open to show relevant documents, including sample Authorised Assignment Briefs (where they are available), Delivery Guide and the unit specification.
- Scroll down and select **Create new Assessment**. You can search for an assignment brief previously saved. You will also be able to select Pearson Set Assignments and Authorised Assignment Briefs (where they are available). Click **Select**.
- Search for the course to which the unit belongs and click **Select**.
- Search for Teachers from the list; click  to add the ones who will assess the unit.

They will appear as Selected Teachers.

- Click **Next** to add the learners who are going to be assessed. You can see the date when learners first log into Pearson Progress. If there is no date, you will need to follow up with the learner.
- Use the calendar to add the assessment start date and deadline. Give the assessment a title. Select **Assessment** if you want to create a first assessment with a potential resubmission opportunity. Select **Retake** for learners who have already had a resubmission opportunity and have not yet achieved a pass.

## Saving your assessment

- Select **Save and Publish** if you are ready for learners and Assessors to receive notifications and access the assessment.
- Select **Save a draft** if you want to save the assessment without making it visible to participants.

## Navigation

If you have not saved your assessment, always click on the **Back** button at the bottom of the screen to move to the previous one without losing the information you have added. If you use your browser arrow you will have to start the creation process again. An onscreen warning will appear to remind you.

# Assessment management

## Editing a draft assessment

- Click on **Assessments** in the main menu and search for the course to which the draft assessment has been saved. Click  to expand the course information if necessary.
- Open the assessment. Click on  to edit the assessment title, dates, Assessors or description.

In the **Assignment brief** tab:

- Scroll down to **Assignment Brief and other Documents**.
- Click  to add further documents.
- Click  to Preview, Delete, Download or Rename the uploaded documents.
- Click on a document to read it in the preview screen, print or download it.

In the **Learners & Evidence** tab:

- Click on  to add or remove learners assigned to the assessment. You can see if work has been submitted and assessed.
- Check a learner name and click  to give them an authorised extension.

Scroll back to the top of the screen and click and select **Publish assessment** or **Delete assessment**.

## Editing a published assessment

Open the assessment. Where  appears you can edit information.

A learner cannot be removed if

- there is any uploaded evidence (remove all the files first)
- they have a marked assessment.

## Viewing learner evidence, marks and grades

On your **Home page** use  to open the course information. The unit summary will show the progress of each unit and assessment within it. Click on the required unit, scroll down and click the **Open Assessment** button.

In the **Learners & Evidence** tab, scroll down to see a summary of the assessment status for each learner. Click on **See evidence**: you will be able to see the work submitted in the preview screen and the Assessor's marks and feedback beside it.

## Checking the assessment status

Click on **Assessments** in the main menu and search for the course to which the assessment has been saved. Use the arrow to expand the course information if necessary.

Open the assessment. Click on  beside the Status heading to see which steps in the assessment journey have been completed.

# Marking assessments in Pearson Progress

## Checking assessment status

- On your **Home page** click  to open the course information. The unit summary will show the progress of each unit and assessment within it. Imminent deadlines are flagged in red.
- Click on the required unit, scroll down and click the **Open Assessment** button.

## Reviewing evidence

- In the **Learners & Evidence** tab, scroll down to see a summary of the assessment status for each learner.
- If you want to download evidence for one or more learners, check the box beside their name and click the **Download all evidence** button. This will download a zip file.
- Click on **See evidence**. The uploaded files appear in **Learner Work**. Click on  to Preview or Download each file. You can also Delete or Rename files if necessary.

## Non submission

Once the assessment deadline has passed learners cannot submit or change evidence submitted.

If the learner has not submitted work, you should check **No evidence was submitted**.

If you allow the learner to submit their work late (with an extension) then you must un-tick this to allow it to be assessed. The learner can be removed from the assessment if their plans have changed.

## Marking and giving feedback

Each learning aim is listed, and the arrows expand to show the grading criteria. Click on either **Met** or **Not met** and leave a comment to support your decision.

Assessors can annotate or add comments directly to learner work. In **Learner Work** click on a file and choose  for drawing annotation or  to add text.

Assessors can use the navigation arrows to move forward or backwards to select learners without having to go back to the main **Learners & Evidence** screen. There is also a drop-down option to go directly to a specific learner.

## Assessor declaration

The Assessor must check the declaration that the evidence is authentic and does not contain plagiarism.

## Resubmissions

You should check the resubmission policy published in the qualification specification.

The Assessor can check the box to allow a resubmission if any criteria have not been met, providing the learner;

- submitted on time
- the work was fully and properly authenticated
- can work independently to improve the work.

Scroll up and click **Back to assessment** to return to the assessment summary. You will see that the status and grade information for each learner has updated automatically. An orange dot beside the grade is a prompt to complete the assessment process and make the grade visible for learners.

# Publishing grades in Pearson Progress

## Internal verification requirements

Your BTEC assessment decision forms should be uploaded to support the external quality assurance process.

- On your **Home page** use  to open the course information.
- Click on the required unit and click on the **Internal Verification** tab. Assessors can upload internal verification documents which can be accessed by the International Standards Verifier. They are not visible to learners.
- Scroll down to **Internal Verification Documents** to upload internal verification reports and documentation required for sampling.
- In **Internal Verification Templates** Assessors can preview and download documentation and templates supplied by Pearson to support internal and external BTEC quality assurance.

## Issuing unit grades

- On your **Home page** use  to open the course information. Click on the required unit and click on the **Learners & Evidence** tab. Scroll down to **Learners** to see a summary of the assessment status for each learner.
- Click  beside each learner. You must confirm that that internal verification requirements have been met.

## Issuing qualification grades

Managers and Teachers can publish learner grades in Pearson Progress. You must manually confirm the overall grade that will be published to learners from the Qualification grade drop-down menu.

When you click the **Save and issue qualification grade** button you will be prompted to confirm this, because a final qualification grade will be visible to your learner(s). It is essential that this is correct.

The units and grades that you claim certification for must match the units and grades that you have used to calculate this.

## Amending and re-issuing qualification grades

If this is required, follow the steps above and click on the **Save and issue qualification grade** button.

# Tracking learner achievement in Pearson Progress

Managers and Teachers can easily track which units learners have completed and see their individual and overall unit grades. Pearson Progress automatically calculates this for you.

## Course progress summary

Click on **Grading** in the main menu, scroll down to find your course and click the **Select** button.

In **Summary view** you can see summary grades for each learner. Click  beside the learner's name. The screen will show the course units. Use  to expand each one to show the learning aims, grading criteria, any assessment decisions and feedback.

In **Unit view** you can see how learners have achieved against the assessment criteria within any given unit.



# Useful documents and digital resources in Pearson Progress

Managers and Teachers can easily find and access guides, policies and other useful BTEC documents in Pearson Progress. They can also access digital resources in Learning Hub for which they have subscriptions.

Key documents such as delivery guides, schemes of work, lesson plans and sample assessment materials are available via the individual units to help you set up programmes, courses and assessments.

## Quality handbooks and policies

- Click on **Document browser** in the main menu.
- Click on the **Handbooks** folder to access the BTEC International Centre Guide to Managing Quality and guides to internal and external assessment.
- Click on the **Policies** folder to find templates that you can use to create the policies required by approved BTEC centres.

## Digital resources

Click on **My resources** in the main menu.

In **OTHER RESOURCES** there is a link to **Web for BTEC**. This digital service provides a selected collection of online content to help users find relevant resources to support BTEC qualifications.

Learners can also see **My resources** in the main menu.