

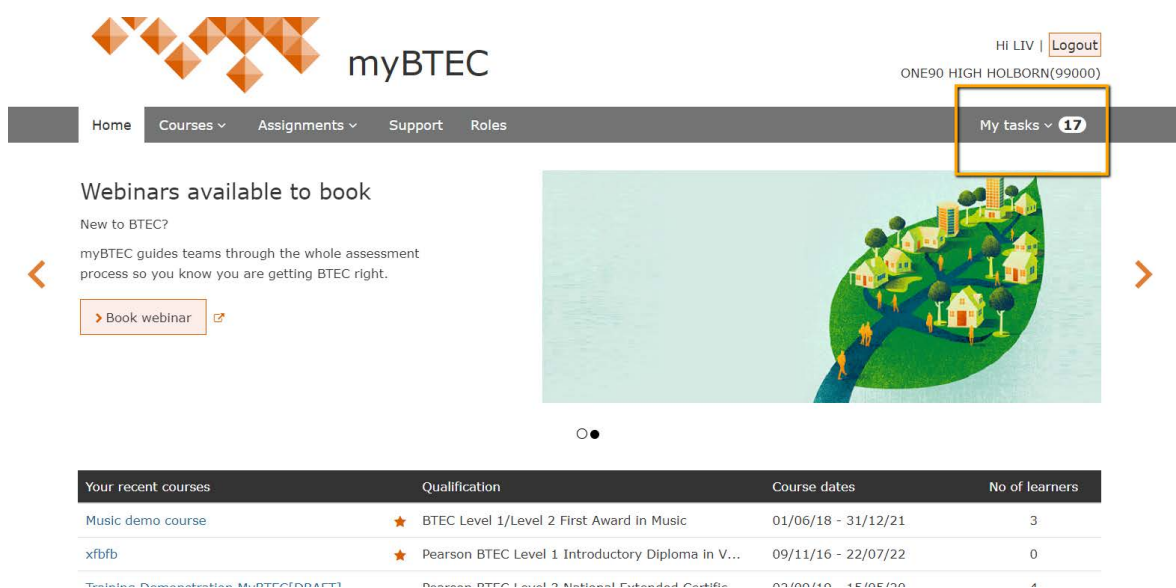
1. How to find your way around myBTEC

Step-by-step process

Welcome to myBTEC. myBTEC is pre-populated with lots of data to save you time and worry. Qualification structures, your learner registrations, grade calculators and thousands of assessment criteria. It also runs your assessment process for you.

We hope that myBTEC saves you a lot of time and gives your team confidence that your assessment process is consistent across your centre and with national best practice.

Step 1 – From any screen in the myBTEC you can see your task list. This is all the tasks that are pending with you. For example, if you are an Internal Verifier on a course and your colleague has just finished marking an assignment, then you will receive a task to IV sample that marking.



The screenshot shows the myBTEC dashboard. At the top right, the user is logged in as 'HI LIV' with a 'Logout' button. Below this, the user's role and center are listed as 'ONE90 HIGH HOLBORN(99000)'. A notification box in the top right corner indicates 'My tasks' with a count of 17. The main navigation menu includes 'Home', 'Courses', 'Assignments', 'Support', and 'Roles'. The dashboard content includes a 'Webinars available to book' section with a 'Book webinar' button, a large graphic of a globe with buildings, and a table titled 'Your recent courses'.

Your recent courses	Qualification	Course dates	No of learners
Music demo course	★ BTEC Level 1/Level 2 First Award in Music	01/06/18 - 31/12/21	3
xfbfb	★ Pearson BTEC Level 1 Introductory Diploma in V...	09/11/16 - 22/07/22	0
Training Demonstration MyBTEC(DRAFT)	Process BTEC Level 2 National Extended Certifc...	02/09/16 - 15/05/20	4

Step 2 – myBTEC revolves around Courses. Most centres create a course for each class but some create one course per year group. A course contains: Staff, Learners, assignments and dates and activities. You can see all your courses in the Manage courses list.



Courses

Here are the courses created at your centre. Click a course name to add assignments and learners, then follow the assessment workflows.

CREATE A NEW COURSE

Select your qualification, units and dates. The myBTEC course workflows start here.

Create

Create a copy Delete Archive Search...

Select	Course name	Qualification	Course dates	Status	Learners
<input type="checkbox"/>	Music demo course	★ BTEC Level 1/Level 2 First Award in Music	01/06/18 - 31/12/21	Active	3
<input checked="" type="checkbox"/>	xfbfb	★ Pearson BTEC Level 1 Introductory Diploma in Vocational Studies	09/11/16 - 22/07/22	Active	0
<input type="checkbox"/>	Training Demonstration MyBTEC[DRAFT]	☆ Pearson BTEC Level 3 National Extended Certificate in Digital Music Production	02/09/19 - 15/05/20	Draft	4

The list can be searched, sorted and filtered. Courses can be 'favourit-ed', or 'archived'. Courses which do not yet contain assessment records can be deleted. If not they are safely stored until further notice.

Step 3– myBTEC is part of the Pearson single sign-on. This means you do not need to create a new login or password, just use your EdexcelOnline credentials that you already have from your exams office.

However, unless you are your centre's BTEC Quality Nominee or an Exams Officer, you will need to tell myBTEC what role you do and your subject. This 'Role claim' must be approved by your centre's BTEC Quality Nominee or the Lead Internal Verifier for your subject. In this way you and your team can accurately control access.



Role claims

myBTEC users have roles in each subject that determine what they are able to do within the platform. You should claim the highest role that you fulfill in each of your subjects.

All role claims must be approved by the centre's BTEC Quality Nominee or the Lead Internal Verifier for the subject. In this way you and your team can accurately control access to your learners' assessment data.

My roles Manage roles Fixed roles

Role status
These role claims have been sent to your centre's BTEC Quality Nominee and the Lead IV for the subject, where applicable.

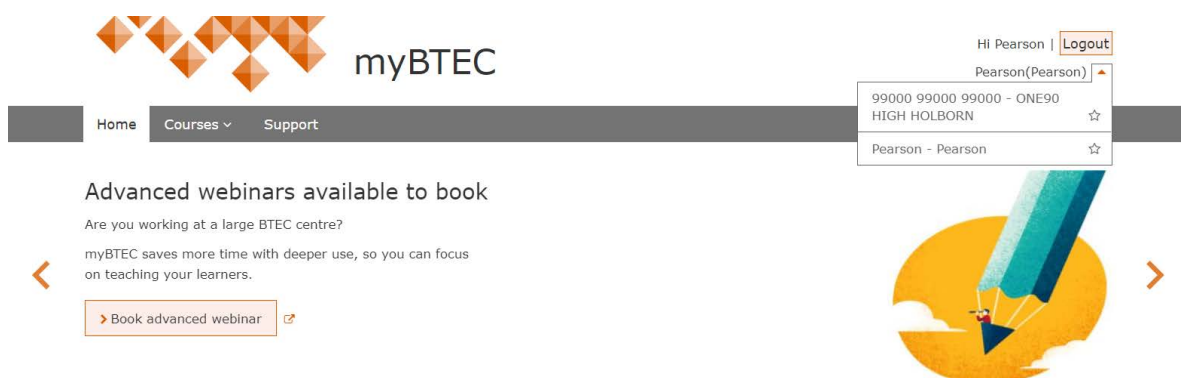
+ Claim a role

Read only	Assessor	Internal Verifier	Course Leader	Lead Internal Verifier
View and monitor learner progress	Create and mark assignments	Verify assignments and assessment decisions	Create new courses	Have complete control over your subject

On the Roles screen there are 3 tabs. You can also see what roles your colleagues have on the Manage roles, and fixed roles tabs.

Step 4– Does your centre have several sites or campuses? Everything in myBTEC is at a specific/each site. So you can have a different role at each site, and you will see different courses at each site. You can switch between sites using the dropdown list top right on the screen.

There's lots more to discover, we hope that you enjoy using myBTEC.



Next Steps

2. [How to claim a role](#)
3. [How to create a course](#)
4. [How to create an assignment](#)
5. [How to create assessment plans](#)
6. [How to go about internal verification](#)
7. [How to use the tracking grid](#)
8. [How to mark](#)
9. [How to find out what qualifications are available](#)