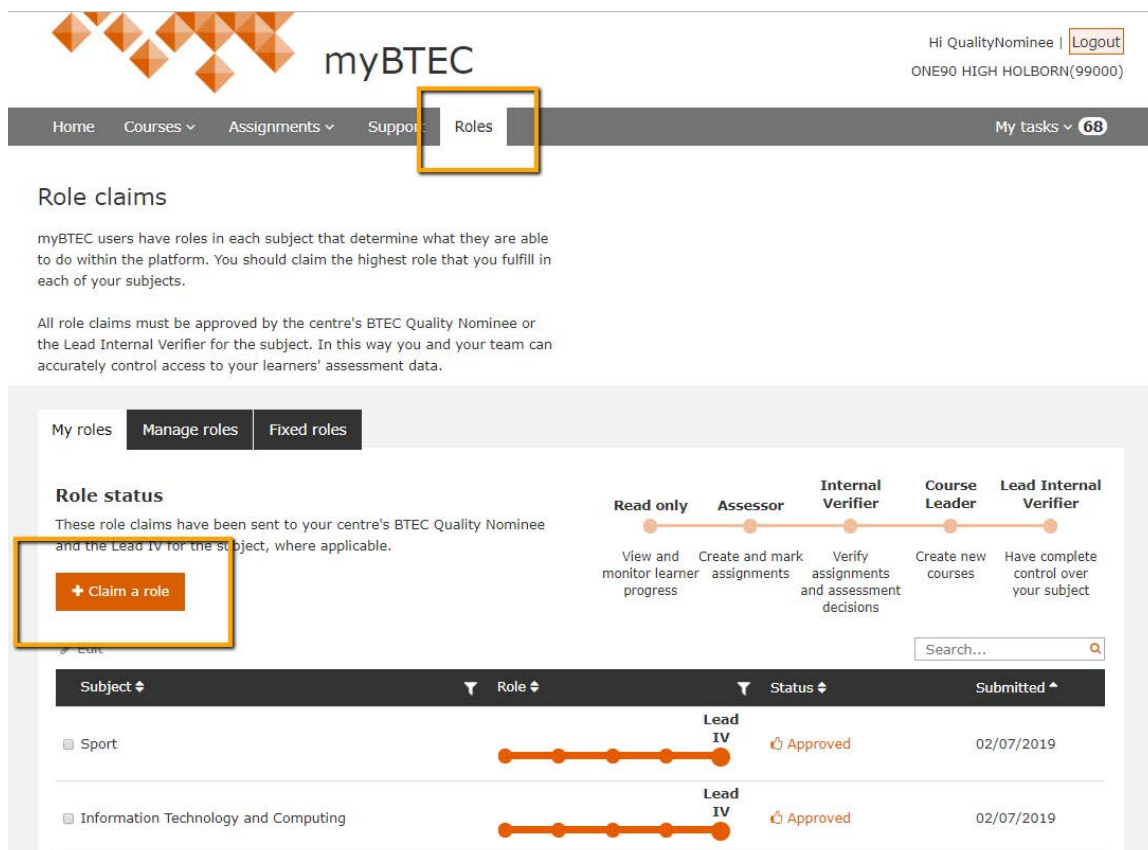


2. How to claim and approve roles in myBTEC

Step-by-step process

Section 1: Claim a role

Step 1– Select 'Roles' then click on the 'Claim a role' button.



The screenshot shows the myBTEC interface. At the top right, the user is logged in as 'Hi QualityNominee' with a 'Logout' button and the address 'ONE90 HIGH HOLBORN(99000)'. The navigation menu includes 'Home', 'Courses', 'Assignments', 'Support', and 'Roles', with 'Roles' highlighted by a yellow box. Below the navigation, the page title is 'Role claims'. The main content area explains that users have roles in each subject and should claim the highest role they fulfill. It also states that all role claims must be approved by the centre's BTEC Quality Nominee or the Lead Internal Verifier. Below this text, there are three tabs: 'My roles', 'Manage roles', and 'Fixed roles'. The 'My roles' tab is active. Underneath, there is a 'Role status' section with a '+ Claim a role' button highlighted by a yellow box. To the right of this section is a role progression diagram with five stages: 'Read only', 'Assessor', 'Internal Verifier', 'Course Leader', and 'Lead Internal Verifier'. Below the diagram is a search bar. At the bottom, there is a table showing role claims for two subjects: 'Sport' and 'Information Technology and Computing'. Both subjects have a 'Lead IV' role claimed, which is 'Approved' and was submitted on '02/07/2019'.

myBTEC

Hi QualityNominee | Logout
ONE90 HIGH HOLBORN(99000)

Home Courses ▾ Assignments ▾ Support ▾ Roles My tasks ▾ 68

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

Search...

Subject	Role	Status	Submitted
☐ Sport	Lead IV	Approved	02/07/2019
☐ Information Technology and Computing	Lead IV	Approved	02/07/2019

Step 2– On the **'Roles'** screen select the subject, and click **'See roles'**.

The screenshot displays two steps in a role claim process. **Step 1: My subjects** includes a dropdown menu for selecting a subject, with 'Retail' selected, and a 'See roles' button. **Step 2: My role** features a role selector with five options: Read only, Assessor, Internal Verifier, Course Leader, and Lead Internal Verifier. The 'Course Leader' role is selected, indicated by a red dot and a checkmark. Below the roles, their respective permissions are listed: 'View and monitor learner progress' (checked), 'Create and mark assignments' (checked), 'Verify assignments and assessment decisions' (checked), 'Create new courses' (checked), and 'Have complete control over your subject' (unchecked). At the bottom, there are buttons for '+ Add another subject' and 'Submit for approval'.

Step 3– Slide the selector up to the most senior role you perform in that subject. For example, if you are an Assessor in Business but occasionally Internally Verify colleagues' assignments then you will need the IV role in Business. To create courses in Retail you must have the Course Leader role in Retail.

Step 4– If you need access to more than one subject then click **'Add another subject'** now.

Step 5– Click **'Submit for approval'**.

myBTEC will now ask your **BTEC Quality Nominee (QN)** and, if applicable, the **Lead Internal Verifier (IV)** in the subject to approve your role. After your **QN** or **Lead IV** has agreed your access you must log in again and you will have your permissions in myBTEC.

Section 2: Edit a role

Step 1– If you need to increase your permissions in any subject select **'Roles'** and select the role you would like to upgrade.

Step 2– Click **'edit'** at the top of the table.

My roles **Manage 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

Edit

Subject **Role** **Status** **Submitted**

Subject	Role	Status	Submitted
<input type="checkbox"/> Law	Course Leader	Approved	06/03/2018
<input type="checkbox"/> Construction and the Built Environment	Lead IV	Approved	21/09/2017
<input checked="" type="checkbox"/> Land-Based	Assessor	Approved	26/10/2016
<input type="checkbox"/> BTEC Level 1 Qualifications	Internal Verifier	Approved	13/10/2016

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

Step 3– Edit the role by sliding the selector to a higher position

Step 4– Click **'Save'** at the bottom of the screen.

myBTEC will now ask your **BTEC Quality Nominee (QN)** and, if applicable, the **Lead Internal Verifier (IV)** in the subject to approve your role. After your **QN** or **Lead IV** has agreed your access you must log in again and you will have your permissions in myBTEC.

Section 3: Approve

We realise that control of access to assessment functions and learner data is important to you. So if you are a **BTEC Quality Nominee** or **Lead IV**, you play an important role in myBTEC.

When someone in your centre claims a role, myBTEC will send you an email prompt and a task in your task list asking you to approve the role. They will not have full access to the role until you approve it.

Step 1– Select **'Roles'**. Then, on the **'Manage Roles'** tab, you will see the pending role claim(s) in a table.

Step 2– Click the switch to **'Approve/Decline'**

Approve/Decline role claims
Users at your centre are claiming these roles. As the centre's BTEC Quality Nominee/the Lead IV for the subject, you can approve or decline each role claim or you can choose to auto-approve all claims that come to you.

Auto-approve all role claims that come to me. OFF

Edit roles Approve Decline

Name	Subject	Role	Status	Submitted
Assessor_Pure Assessor	Travel and Tourism	Internal Verifier	Pending	02/07/2019
Assessor_Pure Assessor	WorkSkills	Internal Verifier	Approved	02/07/2019
QualityNominee _YahooQN	Sport	Lead IV	Approved	02/07/2019

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

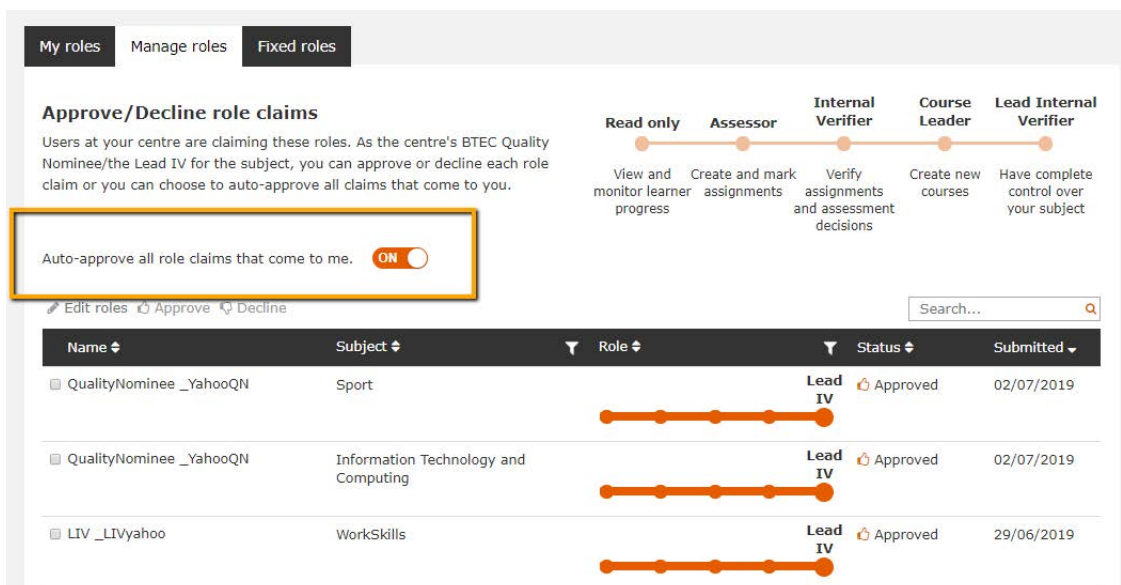
Step 3– Click **'Confirm roles'** at the bottom.

Step 4– Your colleague will then be notified that they have / don't have the access they have requested.

Section 4: Auto-approve all role claims

Remember, in order to access myBTEC you need to have first been given an Edexcel Online (EOL) login. So if you do not want to approve each role as it is claimed then you do not have to. myBTEC has a facility to auto-approve all role claims and to edit at any time.

Step 1– Select **'Roles'**. Then, on the **'Manage Roles'** tab, you will see a switch **'Auto-approve all role claims that come to me'**.



Approve/Decline role claims

Users at your centre are claiming these roles. As the centre's BTEC Quality Nominee/the Lead IV for the subject, you can approve or decline each role claim or you can choose to auto-approve all claims that come to you.

Auto-approve all role claims that come to me.

Edit roles Approve Decline

Name	Subject	Role	Status	Submitted
QualityNominee _YahooQN	Sport	Lead IV	Approved	02/07/2019
QualityNominee _YahooQN	Information Technology and Computing	Lead IV	Approved	02/07/2019
LIV _LIVyahoo	WorkSkills	Lead IV	Approved	29/06/2019

Step 2– Slide the switch to **'ON'**. You are choosing to pre-approve all role claims. You will still receive an email notification when anyone claims a role but you will not need to take any action. You can edit or decline any role in your Manage roles screen.

Previous steps

1. How to find your way around

Next Steps

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