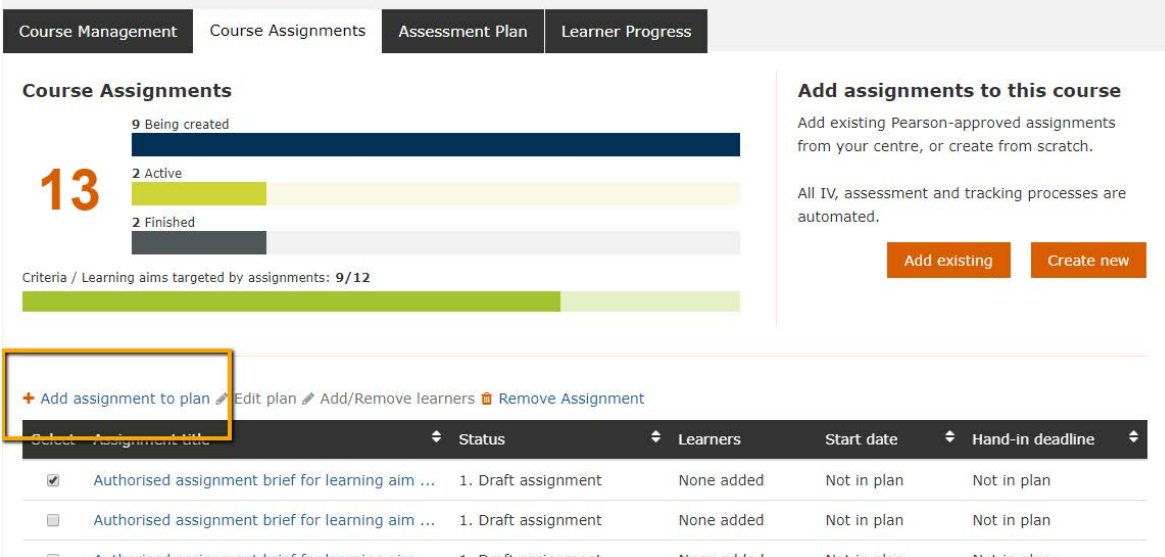


5. How to create assessment plans, and how myBTEC does this for you.

Step-by-step process

How to add an assignment to your course assessment plan

For any assignment in a course in myBTEC the first thing to do is plan the dates for the assessment.



The screenshot shows the 'Assessment Plan' tab in the myBTEC interface. It displays a progress bar for 'Course Assignments' with a total of 13 assignments: 9 Being created, 2 Active, and 2 Finished. Below this, there is a progress bar for 'Criteria / Learning aims targeted by assignments: 9/12'. On the right side, there is a section titled 'Add assignments to this course' with instructions and two buttons: 'Add existing' and 'Create new'. Below this, there is a toolbar with options: '+ Add assignment to plan', 'Edit plan', 'Add/Remove learners', and 'Remove Assignment'. The 'Add assignment to plan' button is highlighted with an orange box. Below the toolbar is a table with columns: 'Select', 'Assignment title', 'Status', 'Learners', 'Start date', and 'Hand-in deadline'. The table contains three rows of draft assignments.

Select	Assignment title	Status	Learners	Start date	Hand-in deadline
<input checked="" type="checkbox"/>	Authorised assignment brief for learning aim ...	1. Draft assignment	None added	Not in plan	Not in plan
<input type="checkbox"/>	Authorised assignment brief for learning aim ...	1. Draft assignment	None added	Not in plan	Not in plan
<input type="checkbox"/>	Authorised assignment brief for learning aim ...	1. Draft assignment	None added	Not in plan	Not in plan

Step 1 – Select the assignment from the **'assignments'** tab in your course and click **'add to plan'**.

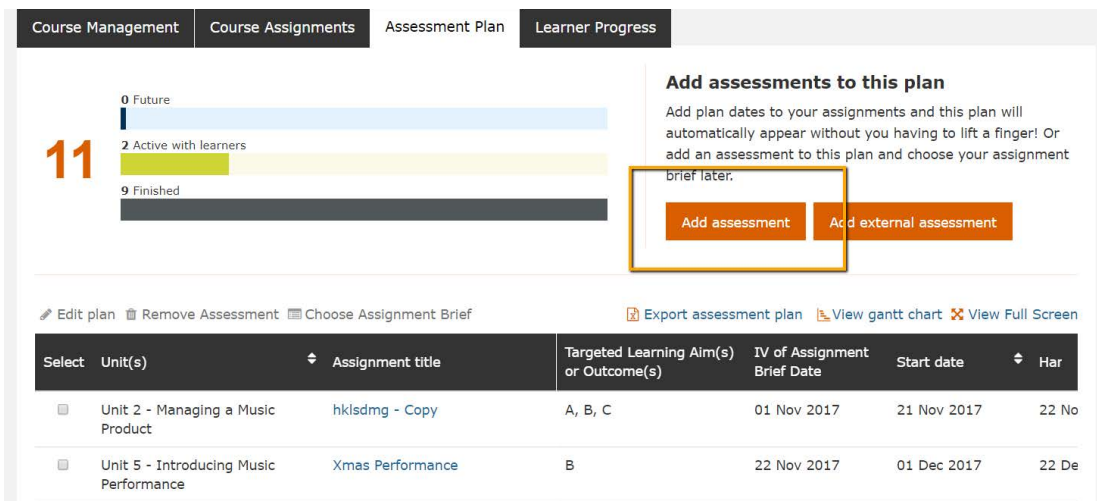
Step 2 – myBTEC will bring up a list of the dates required with assessment guidance for each.

Step 3 – Complete all the fields as required then click **'add to plan'**. This not only adds the dates to your assignment brief but also creates your assessment plan for you.

Step 4 – You can now send this assignment for internal verification and, once approved, add the learners.

How to create your assessment plan in myBTEC before creating your assignments

Step 1 – If you would like to plan an assessment for an assignment that you have not written yet then go to the assessment plan tab in your course and click the **'Add assessment'** button.



The screenshot shows the 'Assessment Plan' tab in the myBTEC system. On the left, there is a progress bar with a large '11' and three segments: '0 Future' (blue), '2 Active with learners' (green), and '9 Finished' (grey). On the right, a box titled 'Add assessments to this plan' contains the text: 'Add plan dates to your assignments and this plan will automatically appear without you having to lift a finger! Or add an assessment to this plan and choose your assignment brief later.' Below this text are two buttons: 'Add assessment' and 'Add external assessment'. The 'Add assessment' button is highlighted with a yellow box. Below the progress bar and buttons, there are several action links: 'Edit plan', 'Remove Assessment', 'Choose Assignment Brief', 'Export assessment plan', 'View gantt chart', and 'View Full Screen'. At the bottom, there is a table with the following data:

Select	Unit(s)	Assignment title	Targeted Learning Aim(s) or Outcome(s)	IV of Assignment Brief Date	Start date	Har
<input type="checkbox"/>	Unit 2 - Managing a Music Product	hklldmg - Copy	A, B, C	01 Nov 2017	21 Nov 2017	22 No
<input type="checkbox"/>	Unit 5 - Introducing Music Performance	Xmas Performance	B	22 Nov 2017	01 Dec 2017	22 De

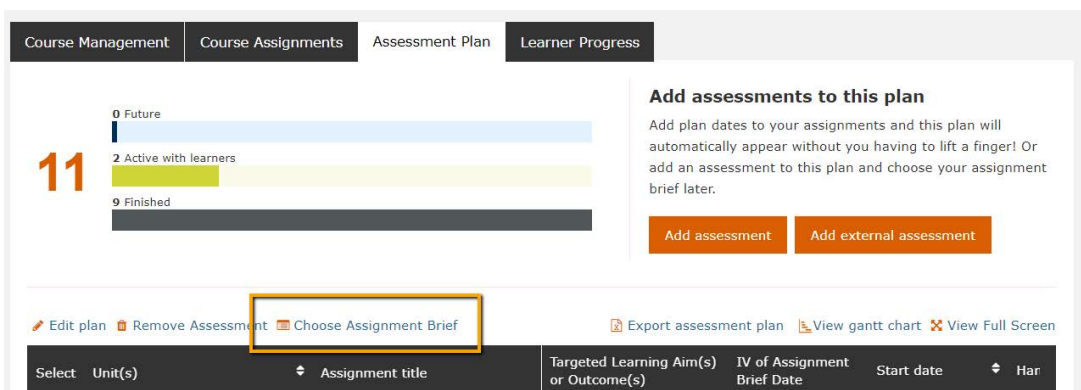
Step 2 – Follow the assessment guidance to choose suitable dates and enter a holding title such as 'Unit 1 aims A and B factory visit'.

Step 3 – After you have completed all the required fields, click **'add to plan'**.

How to choose an assignment brief for a planned assessment

When you are ready to choose the assignment brief for an assessment that you have added to your assessment plan:

Step 1 – Select the assessment in your assessment plan using the checkbox, and click **'choose assignment brief'**.



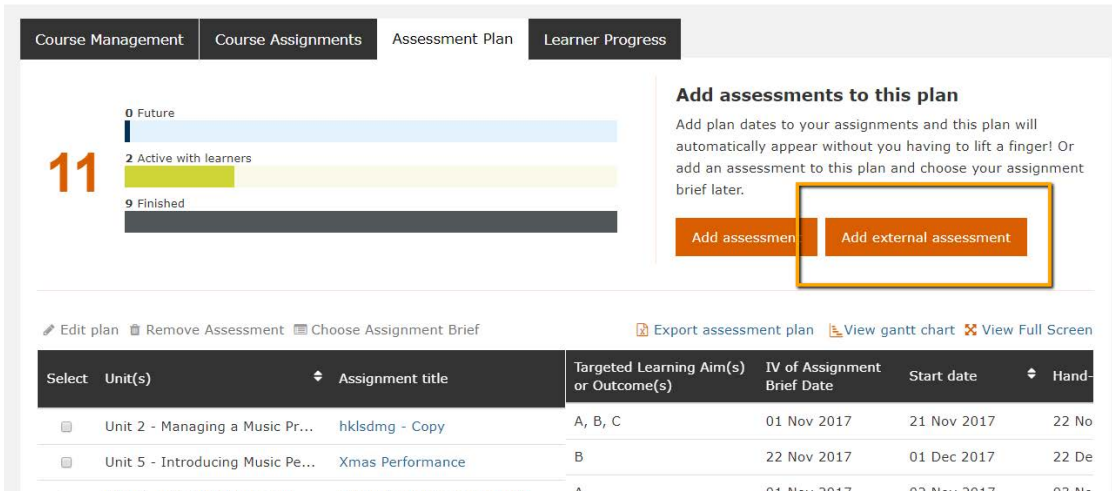
The screenshot shows the 'Assessment Plan' tab in the myBTEC system. On the left, there is a progress bar with a large '11' and three segments: '0 Future' (blue), '2 Active with learners' (green), and '9 Finished' (grey). On the right, a box titled 'Add assessments to this plan' contains the text: 'Add plan dates to your assignments and this plan will automatically appear without you having to lift a finger! Or add an assessment to this plan and choose your assignment brief later.' Below this text are two buttons: 'Add assessment' and 'Add external assessment'. Below the progress bar and buttons, there are several action links: 'Edit plan', 'Remove Assessment', 'Choose Assignment Brief', 'Export assessment plan', 'View gantt chart', and 'View Full Screen'. The 'Choose Assignment Brief' button is highlighted with a yellow box. At the bottom, there is a table with the following data:

Select	Unit(s)	Assignment title	Targeted Learning Aim(s) or Outcome(s)	IV of Assignment Brief Date	Start date	Har
<input type="checkbox"/>	Unit 2 - Managing a Music Product	hklldmg - Copy	A, B, C	01 Nov 2017	21 Nov 2017	22 No
<input type="checkbox"/>	Unit 5 - Introducing Music Performance	Xmas Performance	B	22 Nov 2017	01 Dec 2017	22 De

Step 2 – You will see a popup. From the drop-down list on the popup, select the assignment brief that you want to use for this assessment and click **'Add'**.

How to show external assessments in your assessment plan

Step 1 – On the assessment plan tab in your course, click **'Add external assessment'**.



The screenshot shows the 'Assessment Plan' tab in a course. On the left, there is a progress bar with three segments: '0 Future' (blue), '2 Active with learners' (yellow), and '9 Finished' (grey). A large orange '11' is overlaid on the progress bar. On the right, there is a box titled 'Add assessments to this plan' with the text: 'Add plan dates to your assignments and this plan will automatically appear without you having to lift a finger! Or add an assessment to this plan and choose your assignment brief later.' Below this text are two buttons: 'Add assessment' and 'Add external assessment'. The 'Add external assessment' button is highlighted with a red box. Below the progress bar and the 'Add assessments to this plan' box, there are several action links: 'Edit plan', 'Remove Assessment', 'Choose Assignment Brief', 'Export assessment plan', 'View gantt chart', and 'View Full Screen'. Below these links is a table with the following columns: 'Select', 'Unit(s)', 'Assignment title', 'Targeted Learning Aim(s) or Outcome(s)', 'IV of Assignment Brief Date', 'Start date', and 'Hand-'. The table contains three rows of data:

Select	Unit(s)	Assignment title	Targeted Learning Aim(s) or Outcome(s)	IV of Assignment Brief Date	Start date	Hand-
<input type="checkbox"/>	Unit 2 - Managing a Music Pr...	hklsdmg - Copy	A, B, C	01 Nov 2017	21 Nov 2017	22 No
<input type="checkbox"/>	Unit 5 - Introducing Music Pe...	Xmas Performance	B	22 Nov 2017	01 Dec 2017	22 De
<input type="checkbox"/>	Unit 7 - Introducing Music S...	Authorised assignment brief	A	01 Nov 2017	02 Nov 2017	03 No

Step 2 – You will see a popup. From the drop-down list on the popup, choose from the externally assessed units in your course

Step 3 – Select the date that the learners are going to take the assessment.

Step 4 – Click **'Add to plan'**.

Previous steps

1. How to find your way around
2. How to claim a role
3. How to create a course
4. How to create an assignment

Next Steps

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