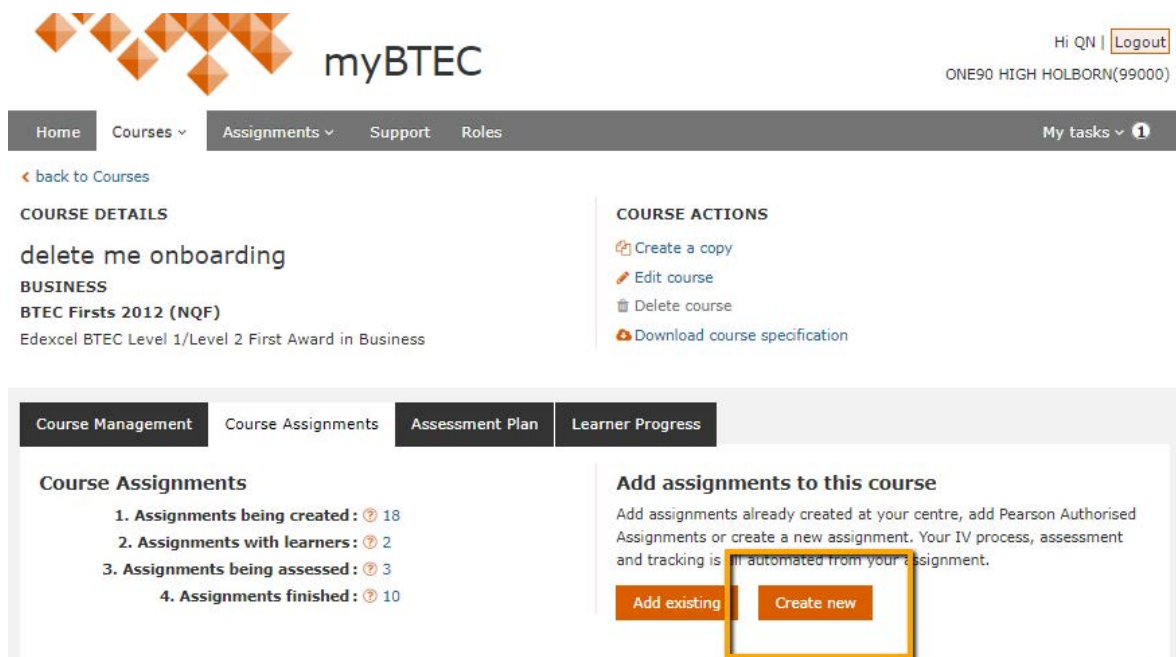


4. How to create an assignment and link an assignment to a course.

Step-by-step process

How to create assignments in myBTEC

Step 1 – There are several ways to start. The best way is from in one of your courses, select the assignments tab and click **'create new'**. Alternatively you can select **'Assignments'**, then click **'create an assignment'**.

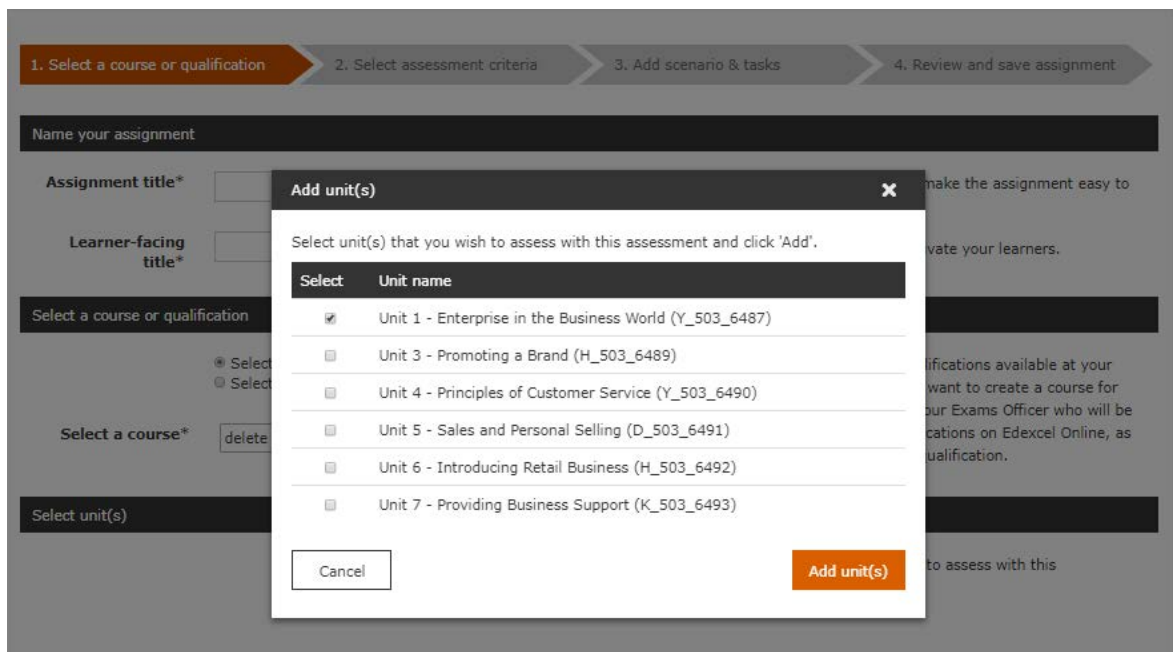


The screenshot shows the myBTEC user interface. At the top right, the user is logged in as 'Hi QN | Logout' with the location 'ONE90 HIGH HOLBORN(99000)'. The navigation menu includes 'Home', 'Courses', 'Assignments', 'Support', and 'Roles'. The 'Assignments' tab is selected, and a 'back to Courses' link is visible. The main content area is divided into 'COURSE DETAILS' and 'COURSE ACTIONS'. The course details for 'delete me onboarding' (BTEC Firsts 2012 (NQF)) are shown. The 'COURSE ACTIONS' section includes 'Create a copy', 'Edit course', 'Delete course', and 'Download course specification'. Below this, there are tabs for 'Course Management', 'Course Assignments', 'Assessment Plan', and 'Learner Progress'. The 'Course Assignments' tab is active, showing a summary of assignment statuses: 18 being created, 2 with learners, 3 being assessed, and 10 finished. The 'Add assignments to this course' section provides instructions and two buttons: 'Add existing' and 'Create new', with the 'Create new' button highlighted by a yellow box.

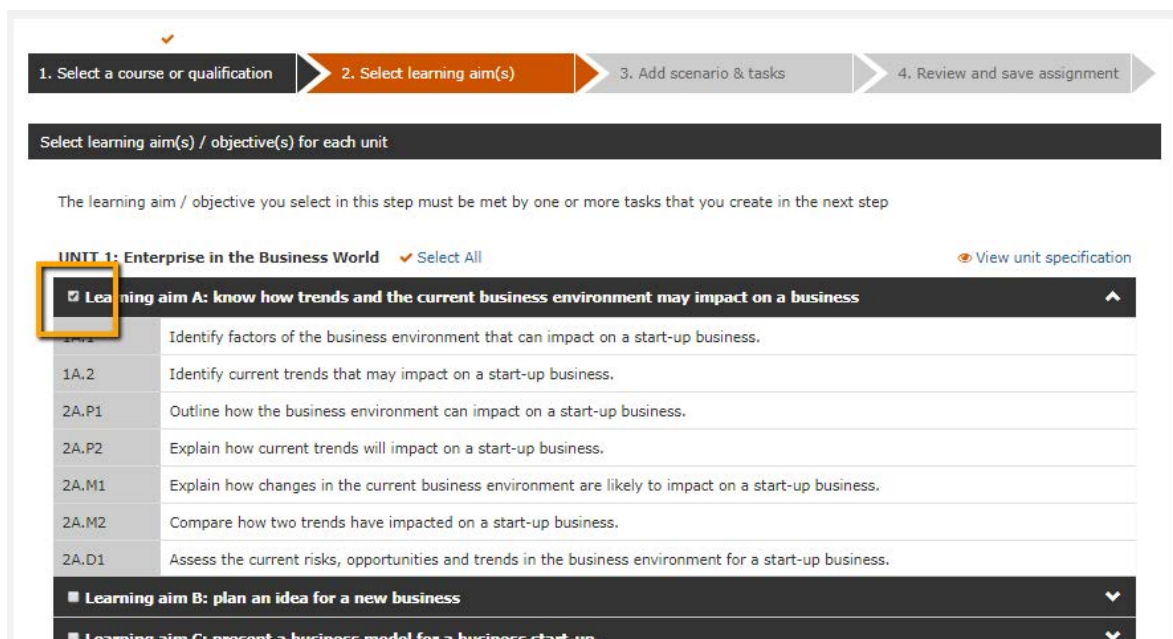
Step 2 – Give your **assignment** a title that will engage your learners and a **file name** that will make it easy for you to recognise it

Step 3 – Choose whether to base your assignment on units in one of your courses or choose from any units.

Step 4– Select which unit(s) you would like the assignment to cover and click the ‘**add unit(s)**’ button. You can choose more than one unit to produce an integrated assignment.



Step 5– Click ‘**Next**’ and choose the learning aims that you would like to assess with this assignment. This is the data that will automate your assessment and tracking!



Step 6– Click ‘**Next**’ to write your assignment! You can add images if you like. On the right side of the screen is assessment guidance for each section.

The screenshot shows a progress bar at the top with four steps: 1. Select a course or qualification, 2. Select learning aim(s), 3. Add scenario & tasks (highlighted in orange), and 4. Review and save assignment. Below the progress bar is a section titled 'Assignment' with a sub-section 'Scenario*'. The scenario text area contains the text 'You are working as a...'. To the right of the text area is a block of assessment guidance: 'A Vocational scenario should usually place the learner in a work role that is a suitable context for tasks at this level. The scenario should give broad guidance on the approach the learner should take to the task(s) to produce the required level of evidence. Eg "You are working as an apprentice engineer for a construction company. You will be asked by your manager to..". Below the text area is a rich text toolbar with options for Paragraph, Font Family, Font Sizes, and various text formatting icons. At the bottom right of the scenario section is a 'Delete task' button. Below the scenario section is a 'Task 1' header.

Step 7– Click **next** to review and save. There are options to send your new assignment straight to your Internal Verifier, to Pearson’s Assignment Checking Service and so on.

The screenshot shows a table of assessment questions with three columns: the question text, a numerical value (1), and a reference code. Below the table is a section titled 'Sources of information:' with a sub-section 'Books:'. Below that is a section titled 'FOR NQF LEVEL 2 ONLY: If you have not achieved the Level 2 criteria, your work will be assessed to determine if the following Level 1 criteria have been met.' followed by a table with three columns: Unit, Criterion reference, and To achieve the criteria you must show that you are able to:.

Unit:	Criterion reference:	To achieve the criteria you must show that you are able to:
1	1A.1	Identify factors of the business environment that can impact on a start-up business.
1	1A.2	Identify current trends that may impact on a start-up business.

At the bottom of the interface are several buttons: 'Back', '+ Add/Edit assessment plan', 'Send to ACS', '+ Send to IV for approval', 'Preview', and 'Finish'.

How to add assignments to your course

Step 1 – Go into your course and select the **assignments tab**.

Step 2 – Click the button to **'Add existing'** assignment.

The screenshot shows the 'Course Assignments' tab in a course management system. At the top, there are navigation tabs: 'Course Management', 'Course Assignments', 'Assessment Plan', and 'Learner Progress'. The 'Course Assignments' section displays a summary of assignment counts: 9 Being created, 2 Active, and 2 Finished, with a large '13' indicating the total. Below this is a progress bar for 'Criteria / Learning aims targeted by assignments: 9/12'. On the right, a sidebar titled 'Add assignments to this course' provides instructions and two buttons: 'Add existing' (highlighted with a red box) and 'Create new'. Below the sidebar, there are action links: '+ Add assignment to plan', 'Edit plan', 'Add/Remove learners', and 'Remove Assignment'. A table lists existing assignments with columns for 'Select', 'Assignment title', 'Status', 'Learners', 'Start date', and 'Hand-in deadline'.

Select	Assignment title	Status	Learners	Start date	Hand-in deadline
<input type="checkbox"/>	Authorised assignment brief for learning aim b unit 7 introducing music sequencing - Copy	1. Draft assignment	None added	Not in plan	Not in plan
<input type="checkbox"/>	nn - Conv	1. Draft assignment	None added	Not in plan	Not in plan

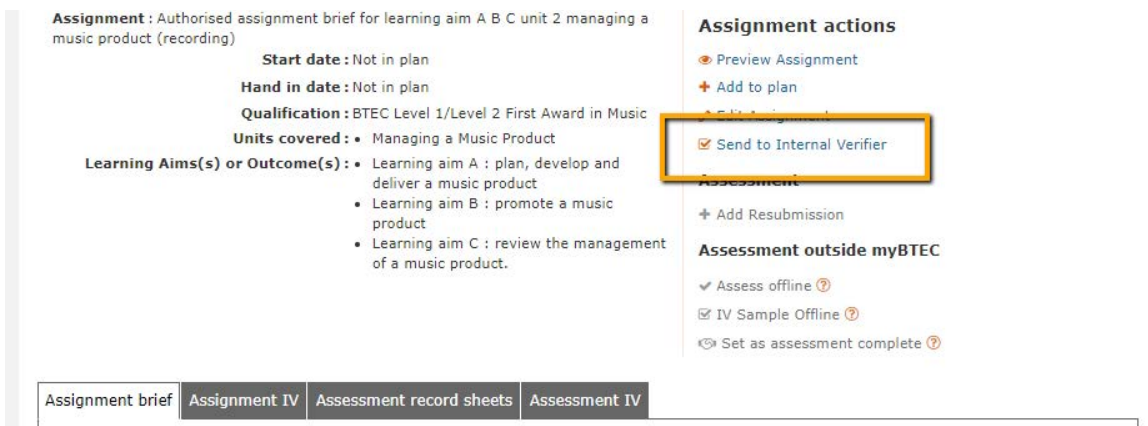
Step 3 – Choose your assignment from the list and click **'add'**.

Step 4 – The next step is to plan your dates and then send it to the IV for internal verification.

How to send assignments for internal verification

Step 1 – Select the assignments tab in your course and click into the assignment.

Step 2 – Click 'send to internal verifier'. If you have not yet planned your dates myBTEC will notice this and prompt you to do so, because the choice of dates are checked at IV.



The screenshot displays the myBTEC assignment management interface. On the left, the assignment details are shown, including the title 'Assignment : Authorised assignment brief for learning aim A B C unit 2 managing a music product (recording)', start and hand-in dates (both 'Not in plan'), qualification 'BTEC Level 1/Level 2 First Award in Music', and units covered 'Managing a Music Product'. Learning aims and outcomes are listed below. On the right, the 'Assignment actions' panel is visible, featuring a yellow box around the 'Send to Internal Verifier' option, which is checked. Other actions include 'Preview Assignment', 'Add to plan', 'Add Resubmission', and 'Assessment outside myBTEC' options like 'Assess offline', 'IV Sample Offline', and 'Set as assessment complete'. At the bottom, a navigation bar shows 'Assignment brief', 'Assignment IV', 'Assessment record sheets', and 'Assessment IV', with 'Assignment IV' being the active tab.

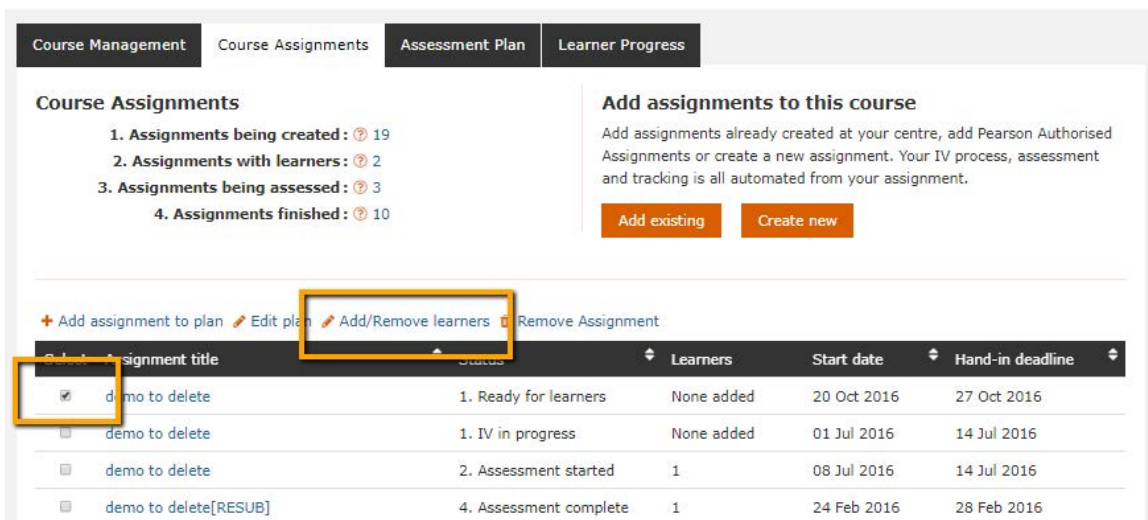
Step 3 – myBTEC will send an email prompt to the internal verifier. Once the IV has completed their review you will also be sent an email.

How to add and remove learners from each assessment

Once the assignment has been approved by your internal verifier you will be able to add learners.

Step 1 – Click into the assignment in the ‘**Course assignments**’ tab in your course and select an assignment that has been IV approved.

Step 2 – Click ‘**add learners**’ to see a list of all the learners that you have added to your course. (If the popup is empty go to the Course Management tab and add your learners to the course.)



The screenshot shows the 'Course Assignments' tab in a software interface. At the top, there are four tabs: 'Course Management', 'Course Assignments', 'Assessment Plan', and 'Learner Progress'. Below the tabs, there are two main sections. The left section, 'Course Assignments', lists four categories: '1. Assignments being created: 19', '2. Assignments with learners: 2', '3. Assignments being assessed: 3', and '4. Assignments finished: 10'. The right section, 'Add assignments to this course', contains a description and two buttons: 'Add existing' and 'Create new'. Below these sections is a table of assignments. The table has columns for 'Assignment title', 'Status', 'Learners', 'Start date', and 'Hand-in deadline'. The first row is highlighted with a yellow box, and the 'Add/Remove learners' button above it is also highlighted. The table contains four rows of data, all with the title 'demo to delete'.

Assignment title	Status	Learners	Start date	Hand-in deadline
<input checked="" type="checkbox"/> demo to delete	1. Ready for learners	None added	20 Oct 2016	27 Oct 2016
<input type="checkbox"/> demo to delete	1. IV in progress	None added	01 Jul 2016	14 Jul 2016
<input type="checkbox"/> demo to delete	2. Assessment started	1	08 Jul 2016	14 Jul 2016
<input type="checkbox"/> demo to delete[RESUB]	4. Assessment complete	1	24 Feb 2016	28 Feb 2016

Step 3 – Select the learners that will be taking this assessment and click ‘**add**’. You may not be selecting all the learners on your course, some may be doing a different task or doing the same task at a different time.

Step 4 – Now you have added your learners the assessment record sheets for each learner and the IV sampling forms have been generated by myBTEC and are ready to use once the assessment starts.

Previous steps

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

Next Steps

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