User Guide for adding additional information to the application, entering predicted GCSE grades and BTEC grades online and uploading school reports.

Logging on

You will be sent a unique link in an e-mail to add student additional information, upload your predicted grades and copies of your school reports to the College database. Click on the link and the following screen appears – your first name should be in the top left hand corner:

Step 1: Add student additional information

Click on the link under step 1 on the screen "Add Student Additional Information". The following screen should appear:

These are text boxes in which you can type in additional information under the 11 headings to support your application. Prompts are shown in the text boxes to help you fill in the correct information. Click "save" on the bottom left once all the information has been added.

Step 2: Upload School Report

Click on the link under step 2 on the screen "Upload School Report(s)". The following screen should appear:
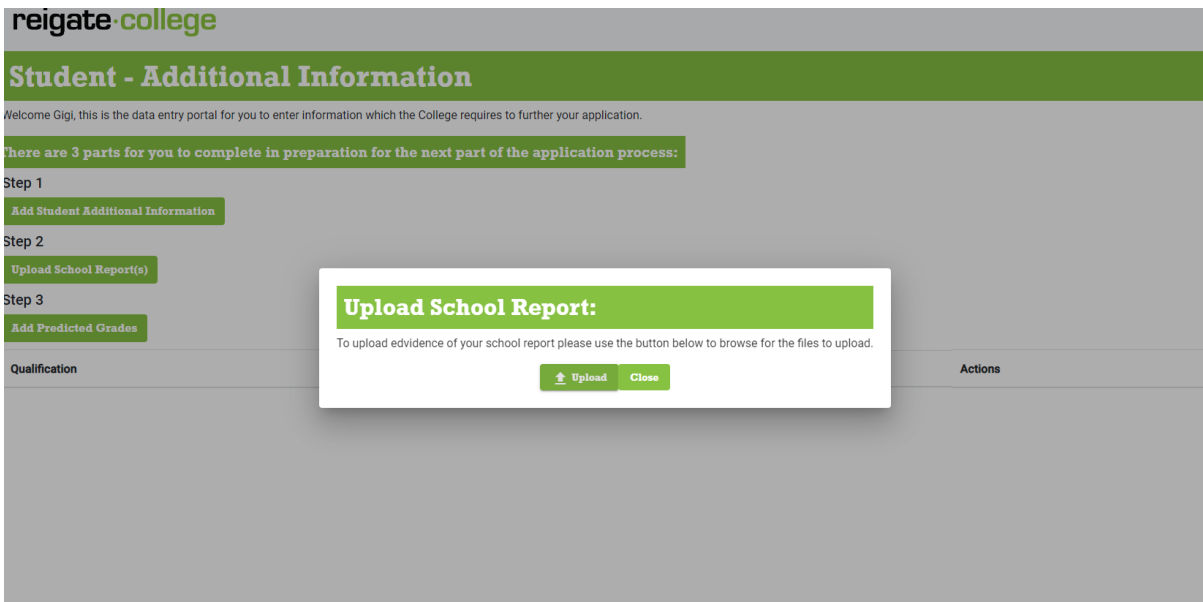
The best method to upload the files is to use a pdf.

If the school has sent you the report by e-mail as an attached pdf, download the school report to your computer, save and remember the file name. Click on upload, search for your saved file, click on open and then your school report is uploaded. You should then get the text saying Upload successful. If you have multiple pdfs, repeat until all pdfs are uploaded.
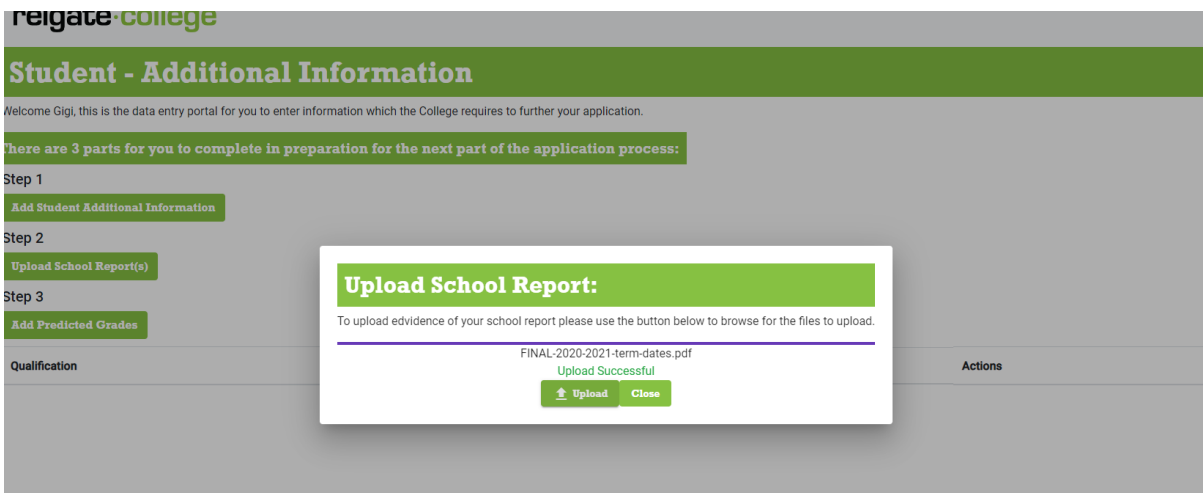
If you have paper copies of your school reports scan these to make a pdf (preferred method). Click on upload evidence and then upload files from where you have saved them on your device.
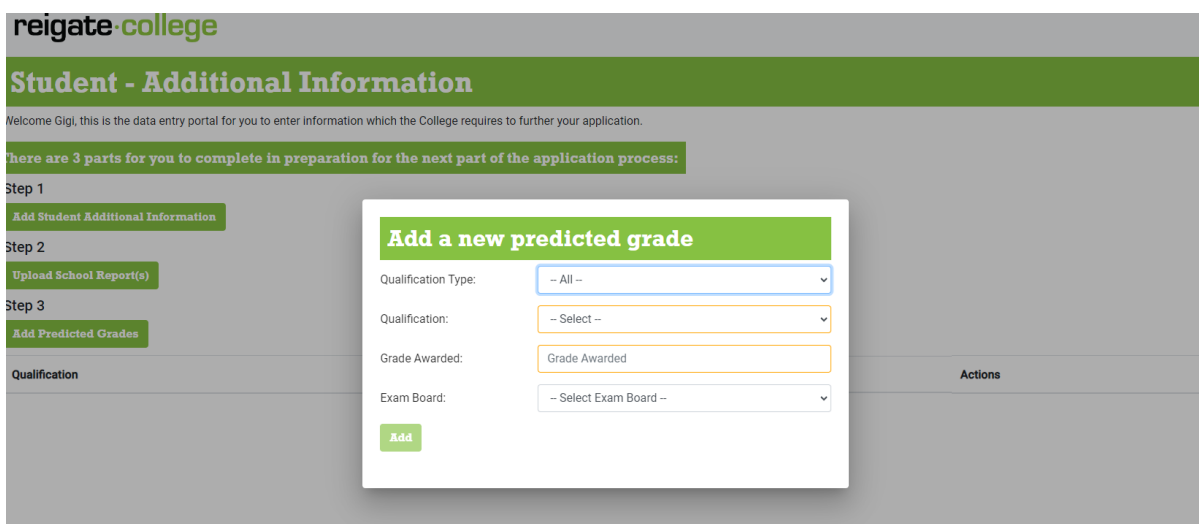
You should then see this screen:

Click "close" to exit screen once you have uploaded all the reports.

Step 3: Add Predicted grades

Click on the link under step 3 on the screen "Add Predicted Grades". The following screen should appear:

In each box (apart from Grade Awarded) there is a drop down menu for you to select your qualification.

Click on the Qualification Type drop down menu arrow and select from the following menu – GCSE, iGCSE, BTEC Level 2 First Award (equivalent to 1 GCSE), BTEC Level 2 First Certificate (equivalent to 2 GCSEs) and any other appropriate qualification as listed. Select appropriate qualification type.

Click on Qualification drop down menu arrow and an alphabetic list of qualifications/subjects appears with the AQA and BTEC qualifications listed first. Select your GCSE or BTEC subject from the list. Most subjects taken at our local schools are listed. (If your subject is not listed, click GCSE or BTEC Other and add subject).

Next click in Grade Awarded box and fill in the predicted grade as it appears on your school report or school data sheet. GCSE grades are numbers (1-9) or for iGCSE letters (F-A*) and for BTEC qualifications abbreviations DS*, DS, ME, PA, P1, P2, (Distinction *, Distinction, Merit, Pass, Pass at level 1 or level 2). Accuracy is very important as this is used at your college interview to determine your suitability for courses.

Lastly, select the Exam board which is awarding the GCSE or BTEC. You may need to check this with your school, however this box can be left out if you do not know. If you have omitted a section, a red box will appear around the data entry box as shown below and you must amend the data before you can move on:
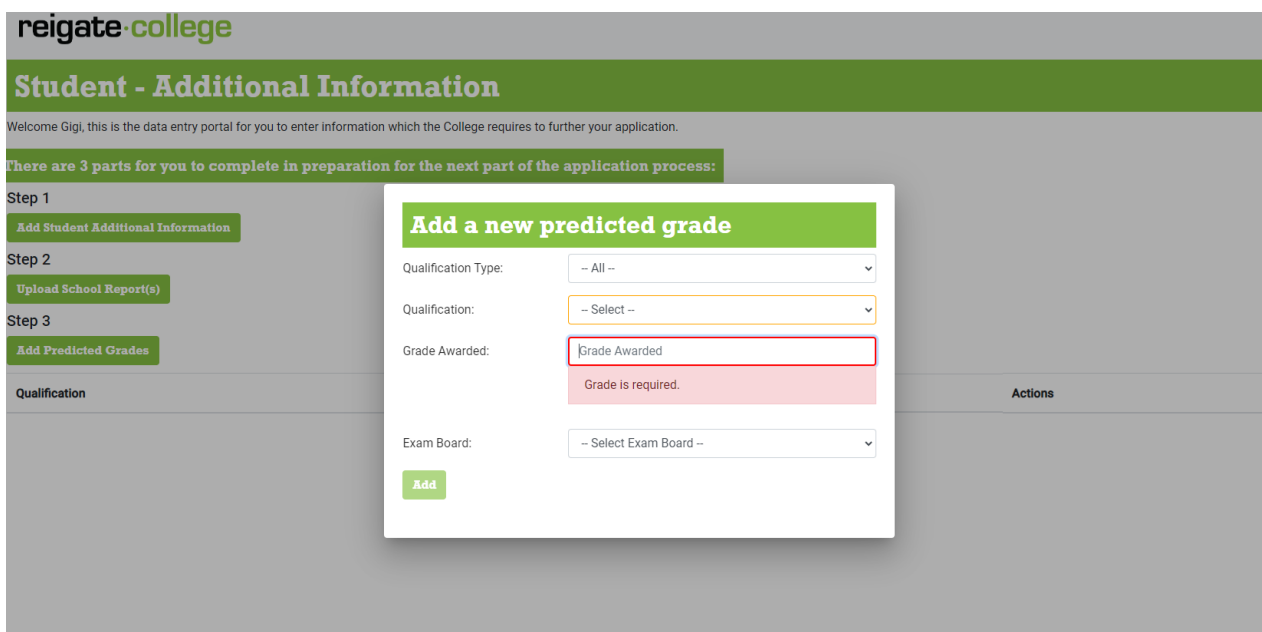
Finally click on Add in the bottom left hand corner and your qualification will appear in the list.

Repeat Add Predicted Grade process until you have added all your predicted grades. Your final screen should look like this:

Step 3

Add Predicted Grades

Qualification	Grade	Exam Board	Actions
BTEC L2 First Award ICT	ME	EDEXCEL	Edit X
GCSE Business Studies	6	OCR	Edit X
GCSE DT - Textiles/Fashion Studies	6	EDEXCEL	Edit X
GCSE English	5	AQA	Edit X
GCSE English Literature	5	AQA	Edit X
GCSE History	6	AQA	Edit X
GCSE Mathematics (Higher)	6	EDEXCEL	Edit X
GCSE Science (Combined) - 1st Grade	6	AQA	Edit X
GCSE Science (Combined) - 2nd Grade	6	AQA	Edit X

If you have forgotten to add a predicted grade or upload a school report at any stage before your interview, you can go back to your individual link and edit the contents