

# The RSL How to Guides

## Using the RSL Administration site

Using the RSL Administration site .....	1
What is the RSL Administration site?.....	2
User Accounts.....	3
Logging on to the system .....	4
Guidance for uploading documentation for Quality Assurance .....	4
Uploading documentation to the system such as Annual Statement of Compliance, Assignment briefs etc.....	4
Viewing responses to documents.....	5
Guidance for Internal Assessment Processes .....	6
Inputting grades into the system for internally assessed units.....	6
1) Individually - per learner registration .....	6
2) Bulk grade - grading multiple learners at one time.....	8
Uploading Documentation for an External Quality Assurance Sample.....	11
Guidance for Controlled External Assessment Processes .....	13
Accessing the Controlled External Assessment briefs.....	13
Uploading work for Controlled External Assessment. ....	13
Generating and viewing Reports .....	15
Further Reading:.....	16
Appendix 1: Navigating the System .....	17

## What is the RSL Administration site?

The RSL Administration site is based at <https://cloud.rslawards.com> site and is an online system for **all** RSL administrative processes. Each centre has their own area within the site which they need a login to access. The administrative processes conducted through this site include:

- The submission of all centre documentation for quality assurance purposes including the Annual Statement of Compliance, Assessment and Internal Verification plans and Assignment Briefs.
- Submission of a sample of internally assessed work for External Quality Assurance.
- Submission of all learner work and associated documents for Controlled External Assessment.
- The release of Controlled External Assessment briefs for the current academic year.
- The release of grades for the Controlled External Assessment.
- Registration of learners on the correct qualification.
- Input of grades for internally assessed units.
- Generation of learner progress reports.

The External Quality Assurer (EQA) allocated to your centre has access to your page and will use this to provide you with feedback at all points in the External Quality Assurance process.

The site can be accessed via the main RSL website or through this link – <https://cloud.rslawards.com>

This guide will cover all processes on the system apart from registering learners. For details on learner registrations, please refer to [HTG Registering Learners](#).

## User Accounts

In order to access your centre's site on <https://cloud.rslawards.com>, each member of staff will need a login. When going through centre approval, the main centre contact (Quality Representative) will be given a logon for the site.

There are two types of access allocated:

- 1) Tutor.
- 2) Centre Administrator / Quality Representative.

The two types of access are very similar, with the Tutor role having slightly restricted access. The only aspects the Centre Administrator/Quality Representative have access to that the Tutor does not are the 'Billing' section and the ability to add another member of staff as a Tutor.

The Quality Representative or a Centre Administrator can add a **Tutor** for their centre by following the below steps:

- 1) Sign in at <https://cloud.rslawards.com>.
- 2) Hover over your name in the top right corner to bring up a drop-down menu.
- 3) Select '[Staff](#)' from the dropdown.
- 4) Select '[Add New Tutor](#)' and follow the instructions.

If a member of staff needs Centre Administrator access, the staff member will need to go to <https://cloud.rslawards.com/create-account> and create an account and then email this to [vocational@rslawards.com](mailto:vocational@rslawards.com) and we can link them to the centre on the system. Please note that once the account has been created, you will not be able to view your centre until we have linked the account for you.

Centre Administrators and Quality Representative have the same access rights within the site. The only difference is that each centre needs to nominate one Quality Representative as the main point of contact and this is logged within the site by RSL Head Office.

## Logging on to the system

When going through centre approval, the main centre contact (Quality Representative) will be given a logon for the site.

The sign in area can be found on the top right of the site at <https://cloud.rslawards.com>. This will then take you through to a sign in page where you can login.

Please see Appendix 1 Navigating the System for detail about navigating the site. For details on learner registrations on the site, please refer to [HTG Registering Learners](#).

## Guidance for uploading documentation for Quality Assurance

Uploading documentation to the system such as Annual Self-Assessment Review, Assignment briefs etc.

*Please note the guidance for uploading documentation does not apply to the submission of learner work for a Summative Sample or the Controlled External Assessment. Please see the specific sections of this document for those circumstances.*

Once logged in to <https://cloud.rslawards.com>:

- Hover over your name in the top right corner to bring up a drop-down menu.
- Select '[Documents](#)' from the dropdown.
- Select '[New Submission](#)' on the right-hand side of the screen.
- Select 'Document Type' in the drop-down menu. Please ensure that all documents are uploaded under the 'Document Type' as identified in the guidance in the Key Dates Calendar (available [here](#)) and Centre Handbook (available [here](#))
- Select the Assessment Year the document applies to (most likely to be the current year).
- Any notes for the person who will be looking at the document. This is not a mandatory field.
- Select 'Upload Documents'.
- If your document has uploaded, you will see a 'Success' page. If you do not see a 'Success' page, the document has not uploaded.
- You will be given the option to 'Submit More Files', 'View This Submission' or 'View All Submissions.'

## Viewing responses to documents

If you are a Centre Administrator or Quality Representative, when there is a document available for you to view (such as a response to your assignment briefs) you will receive an email notification telling you to login to view the document.

Once logged in to <https://cloud.rslawards.com>:

- Hover over your name in the top right corner to bring up a drop-down menu.
- Select '[Documents](#)' from the dropdown.
- This takes you through to a 'Submission System' page where you will see any documents that have been previously uploaded. The document to view should be uploaded against the initial document submission.
- Select 'View' next to any document and you will be able to download it.

## Guidance for Internal Assessment Processes

### Inputting grades into the system for internally assessed units.

Please note you will only be able to input grades into the system for internally assessed units in the current academic year. The externally assessed unit grades will be input at RSL Head Office and made available on the date in the Key Dates Calendar (available [here](#))

When entering learner grades, this can be done in two ways –

- 1) Individually - per learner registration.
- 2) Bulk grade - grading multiple learners at one time.

#### 1) Individually - per learner registration

Once logged in to <https://cloud.rslawards.com>:

- Hover over your name in the top right corner to bring up a drop-down menu.
- Select '[Learners](#)' from the dropdown.
- You can either select the qualification and/or unit you wish to grade and select search or select search to search all your learners.

- This brings up a list of all learners, the qualification they are registered on and an 'Options' column which has both 'Learner' and 'Registration' options.

RSL Level 3 Subsidiary Diploma for Music Practitioners (Performing)	Learner  Registration
RSL Level 3 Subsidiary Diploma for Music Practitioners (Performing)	Learner  Registration
RSL Level 3 Subsidiary Diploma for Music Practitioners (Performing)	Learner  Registration
RSL Level 3 Subsidiary Diploma for Music Practitioners (Performing)	Learner  Registration
RSL Level 3 Subsidiary Diploma for Music Practitioners (Performing)	Learner  Registration

- Select 'Registration' to take you to a learner's registration.

Units

Externally assessed units (EA) and Recognition of Prior Learning (RPL) units can be viewed but not graded.

Type	Unit	Progress	Grade	Credits	Assessment Year	Options
Core Unit	Planning for a Career in Music - MUSPRA 349	○		15	2019/20	View  Grade
Core Unit	Rehearsal Skills & Live Music Performance - MUSPRA 387E <b>EA</b>	○ ○ ○	Pending	30	2018/19	View  Upload
Optional Unit	Music Artist and The Media - MUSPRA 319	○		5	2019/20	View  Grade
Optional Unit	Music Marketing - MUSPRA 343	○		10	2019/20	View  Grade
Optional Unit	Music Event Management - MUSPRA 353	○		15	2018/19	View  Grade
Optional Unit	Auditioning For Music - MUSPRA 365	○		15	2019/20	View  Grade

- Next to each unit they are registered on, you will see the option to 'Grade'.
- Select 'Grade'.
- This brings up a grid with the separate learning outcomes. You will need to provide a grade for each outcome and the date graded. Evidence types are recommended but not mandatory.

Learning Outcomes

Learning Outcome	Grade	Date Graded	Evidence Types
1. Plan effectively to develop a range of knowledge and skills to support future engagement with the music profession	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> Other <input type="text"/>

- Please indicate whether the learner has been internally verified for the unit. This will allow your EQA to select an appropriate sample if needed for this unit.

Internal Verification

Indicate whether this learner has been internally verified for this unit.

Internal verification  No, the learner **has not** been internally verified for this unit  
 Yes, the learner **has** been internally verified for this unit

- Select 'Submit Unit Updates' to complete the process.

Submit Changes

Submit your updates to the system and recalculate the learner's unit grade and overall registration grade.

- This takes you to a Success Page. If you do not see the below message, the grade has not been successfully updated.

**Success.** The learner's unit grading information was successfully updated.  
 The updated unit and learner registration information is provided below.

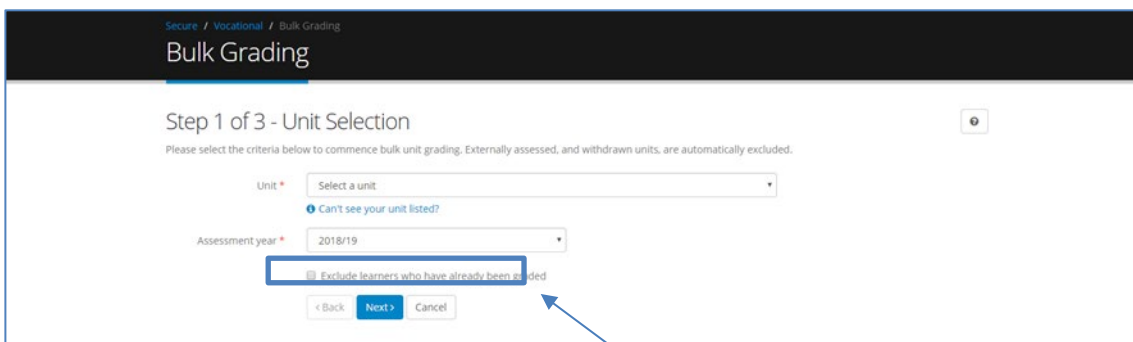
- If you wish to go back into that specific learner, please select 'Return to Learner's Registration.'
- Underneath the success message, it will bring up a grid with 'Other Learners Registered on the Same Unit' so you can continue to grade the remaining learners for this unit. To do so, select 'Grade' next to the next learner and follow the steps as above.

## 2) Bulk grade - grading multiple learners at one time

This tool allows you to easily grade multiple learners on the same unit. You can input any details all the learners share first, then input each learner's individual grades.

Once logged in to <https://cloud.rslawards.com>:

- Hover over your name in the top right corner to bring up a drop-down menu.
- Select '[Bulk Grade](#)' from the dropdown.
- Select the unit you wish to grade, followed by the current assessment year.



The screenshot shows the 'Bulk Grading' interface. At the top, it says 'Secure / Vocational / Bulk Grading'. Below that is the title 'Bulk Grading'. The main heading is 'Step 1 of 3 - Unit Selection'. A sub-heading reads: 'Please select the criteria below to commence bulk unit grading. Externally assessed, and withdrawn units, are automatically excluded.' There are two dropdown menus: 'Unit \*' with the placeholder 'Select a unit' and 'Assessment year \*' with the value '2018/19'. Below these is a checkbox labeled 'Exclude learners who have already been graded', which is currently unchecked. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'. A blue arrow points to the 'Next >' button.

- If a unit is not listed here, this is because the unit is not included in one of your Qualification Programmes. For details on creating new Qualification Programmes, please refer to [HTG Registering Learners](#).



Learning Outcome Defaults

Info: If a learner has already been graded, these default values will not apply.

Learning Outcome	Date Graded	Evidence Types
1. Understand the style and context of contrasting performance genres	25/03/2019 <input type="checkbox"/>	Report (Written) <input type="text"/> <input type="text"/> Other
2. Understand how to audition for a performance	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> Other
3. Collaborate with others to develop the plan for an integrated production	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> Other

< Back **Next >** Cancel

- To exclude learners already graded, select the 'tick box' as highlighted.
- Select the blue 'Next' button to continue. Here, you will see a table where the 'Date Graded' and 'Evidence Types' can be submitted against each Learning Outcome. This area is for inputting any values that are consistent across all learners. For example, if all learners were graded on the same day.
- Enter the 'Date Graded' and 'Evidence Types' if they are consistent across all learners. If not, this step can be skipped. (Evidence types are not mandatory; you may find them useful as a centre for internal verification but they do not have to be included.)
- Select 'Next' to continue.
- You will now see a similar table; however, a grading column has been added and a learner name in bold is clearly stated at the top of the page. Any dates or evidence types entered in the previous step will appear here.

Learning Outcomes

Learning Outcome	Grade	Date Graded	Evidence Types
1. Understand the style and context of contrasting performance genres	<input type="text"/>	25/03/2019 <input type="checkbox"/>	Report (Written) <input type="text"/> <input type="text"/> Other
2. Understand how to audition for a performance	<input type="text"/>	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> Other
3. Collaborate with others to develop the plan for an integrated production	<input type="text"/>	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> Other

- **Here**, you will need to provide a grade for each outcome and the date graded (if not entered at the previous step). Evidence types are recommended but not mandatory.

**Internal Verification**

Indicate whether this learner has been internally verified for this unit.


Internally verified \*  No, the learner **has not** been internally verified for this unit  
 Yes, the learner **has** been internally verified for this unit

[< Back](#) [Next >](#) [Cancel](#)

- Please indicate whether the learner has been internally verified for the unit. This will allow your EQA to select an appropriate sample if needed for this unit.
- Again, select 'Next' to continue grading learners as per the last two steps. At the top of the page you will see a 'Grading Progress' heading which shows you how many learners are registered on this unit and how many you have graded so far.
- Once all learners have been successfully graded, you will be taken to a Success page. If you do not see the below message, the grade has not been successfully updated.

Secure / Vocational / Bulk Grading / Success

## Success

 Success. You've successfully bulk graded the chosen unit.

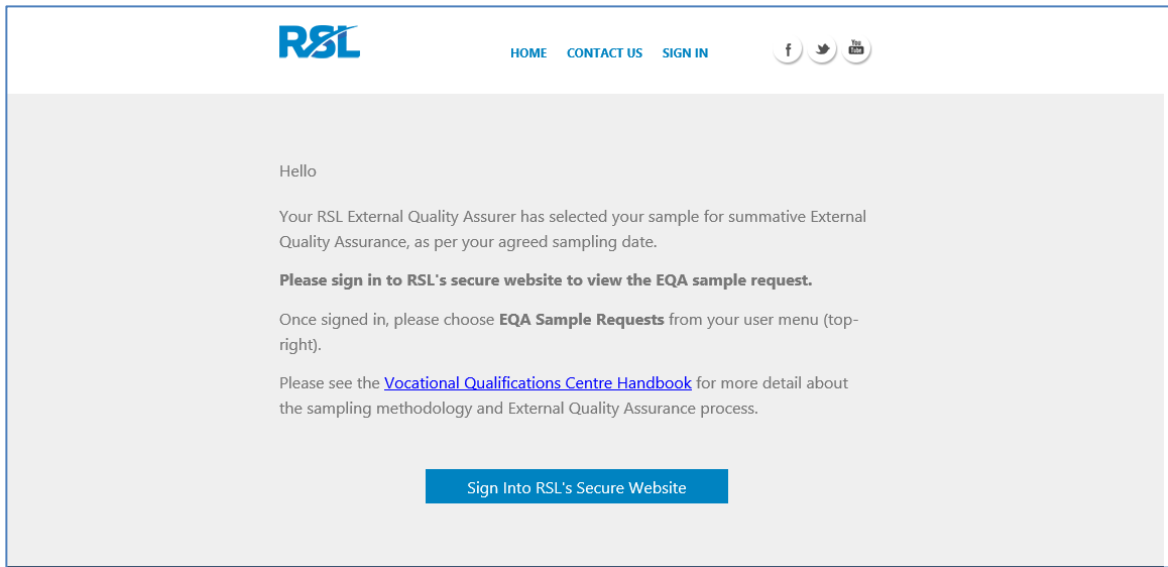
[Bulk Grade Another Unit](#)

- We advise that you not leave your computer inactive for a long time period in the middle of grading. This may cause our system to sign you out of your account partway through and lose any progress made.
- If you wish to bulk grade another unit, please select 'Bulk Grade Another Unit.'

## Uploading Documentation for an External Quality Assurance Sample.

Your EQA will select a sample for summative External Quality Assurance through the site. You will receive an automated email which tells you which units and learners have been selected for the sample. You will then need to upload work against the learner.

An example of the automated email is pictured below.



- Sign into your account on cloud.rslawards.com.
- Hover over your name in the top right corner, select '[EQA Sample Requests](#)' from your dropdown. If there is an EQA Sample Request generated for your centre, you will see the sample request here. You will receive one request for each qualification that is running at your centre.

Secure / Vocational / EQA Sample Requests

### EQA Sample Requests

All EQA Sample Requests ⊕

All generated sample requests are listed below.

#	Deadline	Samples Uploaded †	Status	Report Form Uploaded	Options
EQASR-3	6 Feb 2019	3/9	Incomplete	Yes	View <span>👁</span>
EQASR-4	30 Jan 2019	0/4	Incomplete	No	View <span>👁</span>

† Total unique learner samples uploaded/total learner samples requested

- Select 'View' next to the sample request to see the units and learners requested for the sample.

EQA Sample Request, **EQASR-4**

**Info:** Please notify RSL head office immediately if any of the learner's listed below have withdrawn from their registration.

**EQA Sample Request Details**

<b>Delivery centre</b>	Testing Centre	<b>Date issued</b>	23 January 2019
<b>Qualification</b>	RSL Level 3 Diploma in Creative and Performing Arts - 601/8616/1	<b>External quality assurer</b>	
<b>Assessment year</b>	2018/19	<b>Samples uploaded</b>	0/4
<b>Submission deadline</b>	<span style="color: red;">!</span> 30 January 2019	<b>Sample status</b>	<span style="color: red;">Incomplete</span>

**EQA Report Form**

No report forms have been uploaded yet.

**CAPA 304 - Performance Prep** [Upload CAPA 304 Samples](#)

Learner	Grade	Internally Verified	Modified By	Sample Files
[Redacted]	Pass	Yes	Sioned Swarbrick	0
	Unclassified	Yes	Sioned Swarbrick	0
	Distinction	Yes	Sioned Swarbrick	0
	Merit	No	Sioned Swarbrick	0

**SAMPLES**

There are currently no samples uploaded. [Upload samples for CAPA 304 - Performance Prep.](#)

- To upload the sample, select the 'Upload' button on the right-hand side (in this instance it has CAPA 304 Samples on it but this will reflect the unit chosen in your sample).
- This takes you to an upload page. You will need to upload the learner work against the learner. Please tick the box next to the learner, choose 'select files' to choose the appropriate files, add any notes necessary and select 'Upload Samples.'
- If the files have successfully uploaded, you will see the Success message below.

Secure / Vocational / EQA Sample Requests / Success

## Success

**Success.**  
You have successfully uploaded files for this sample request.

[Upload More Samples](#)
[View EQA Sample Request](#)
[View All EQA Sample Requests](#)

- Select the 'Upload More Samples' button to upload more learner work.
- To review the overall status of the sample, select 'View EQA Sample Request'.
- To review 'All EQA Sample Requests', select 'View All EQA Sample Requests.'

## Guidance for Controlled External Assessment Processes

### Accessing the Controlled External Assessment briefs.

The Controlled External Assessment briefs will be released to centres with learners registered on the externally assessed units for the current academic year on the date as identified in the Key Dates calendar.

For the security of the Controlled External Assessment briefs, they will be uploaded to the 'External Assessment' area in the RSL Online Submission System at <https://cloud.rslawards.com> and will be available to download from the date in the Key Date calendar. The Controlled External Assessment briefs will **not** be sent via email.

From the date in the Key Dates calendar, briefs can be accessed in the following way:

Once logged in to <https://cloud.rslawards.com>:







- Hover over your name in the top right corner to bring up a drop-down menu.
- Select '[External Assessments](#)' from the dropdown.
- In the 'External Assessments' page, select 'Download Controlled External Assessment Briefs'.
- Controlled External Assessment briefs your centre has learners registered on for the current academic year will be available to download.

### Uploading work for Controlled External Assessment.

You will need to upload the learner work for Controlled External Assessment against the learner registration.

Once logged in to <https://cloud.rslawards.com>:

- From the drop down in the top right-hand corner, select '[External Assessments](#).'
- In the 'Search' page, make sure the current assessment year is selected and select 'Search.' This will bring up all learners registered on external assessment for this year.
- If you wish, you can filter by unit by selecting the 'Unit' drop down before pressing 'Search.'
- Select 'Upload' next to the learner registration. This will take you through to the learner registration where you will be able to upload files.
- Once you have added the files, select 'Upload unit files.'
- You will see a 'Success' page.
- When files have been successfully uploaded, the 'Status' column in the learner registration will change to 'File(s) uploaded.'
- This also brings up all other learners registered on the same unit so that you can move on to the next learner and repeat the above steps.

Assessment Year	Grade	Status	Options
2018/19	Pending	No File(s) Uploaded	View  Upload 
2018/19	Pending	No File(s) Uploaded	View  Upload 
2018/19	Pending	No File(s) Uploaded	View  Upload 

- The grade will say 'Pending' until the release date published in the Key Dates calendar.

## Generating and viewing Reports

If you are a Centre Administrator or a Tutor at a centre, then you will be able to generate Reports which give an overview of the progress of learner registrations. The Reports section of the site can be accessed in the following way.

Once logged in to <https://cloud.rslawards.com>:

- From the drop down in the top right-hand corner, select '[Reports](#)'.
- This will then show you various options for generating reports.

Secure / Vocational / Reports

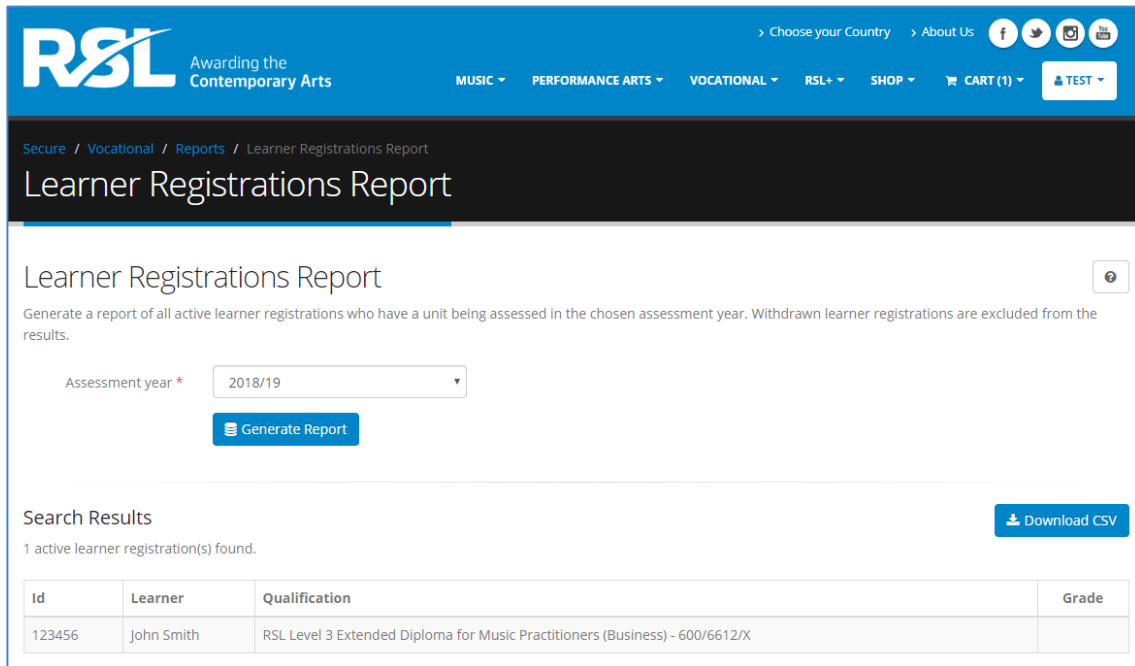
### Reports

Several reports have been provided to help you view your delivery centre's data in a more targeted fashion.

Report	Description	Options
Certificate	Generate a custom report that lists all certificated learner registrations, and units, for the chosen assessment year.	View
Internal Verification	Generate a custom report that lists the total number of internally verified units.	View
Learner Registrations	Generate a custom report that lists all learner registrations.	View
Unit Progress	Generate a custom report that lists a unit's progress for the chosen assessment year.	View
Validated Learner Registrations	Generate a custom report that lists all validated learner registrations.	View

- **Certificate** - Generate a custom report that lists all certificated learner registrations, and units, for the chosen assessment year.
  - Note that this only lists registrations which have had certificates issued, not registrations which have been finalised and validated. For final end-of-year results please use the Validated Learner Registrations report.
- **Internal Verification** - Generate a custom report that lists the total number of internally verified units.
  - This also lists the percentage of learners for each unit which have been internally verified.
- **Learner Registrations** - Generate a custom report that lists all learner registrations.
  - This lists all non-withdrawn learners registered for the given assessment year, including those that are not finishing their qualification in that year.
- **Unit Progress** - Generate a custom report that lists a unit's progress for the chosen assessment year.
  - This lists all learners that are registered onto a given unit in a given year, the learning outcomes that they have completed, their unit grade (if graded), and whether they are internally verified.

- **Validated Learner Registrations** - Generate a custom report that lists all validated learner registrations.
  - This lists all learners that have finished their qualification in the given assessment year and have had their final grade validated and finalised.
- Click on the View button to the right of each Report option to choose it.
- Once chosen, you will see a drop-down list of assessment years. Choose one, and then click the 'Generate Report' button to create the report.



Secure / Vocational / Reports / Learner Registrations Report

## Learner Registrations Report

Generate a report of all active learner registrations who have a unit being assessed in the chosen assessment year. Withdrawn learner registrations are excluded from the results.

Assessment year \*

[Generate Report](#)

Search Results [Download CSV](#)

1 active learner registration(s) found.

Id	Learner	Qualification	Grade
123456	John Smith	RSL Level 3 Extended Diploma for Music Practitioners (Business) - 600/6612/X	

- Once generated the report will be automatically shown as a table with all the relevant learners and information listed.
- You can then choose to download this information as a CSV spreadsheet file. This can be opened in any spreadsheet program such as Microsoft Excel or Apple Numbers and used to generate internal reports or printouts at your centre.
  - The Validated Learner Registrations report can also optionally be downloaded as a PDF document which lists all the learner qualification grades with RSL branding.

**Further Reading:**

RSL Vocational Centre Handbook (available [here](#))

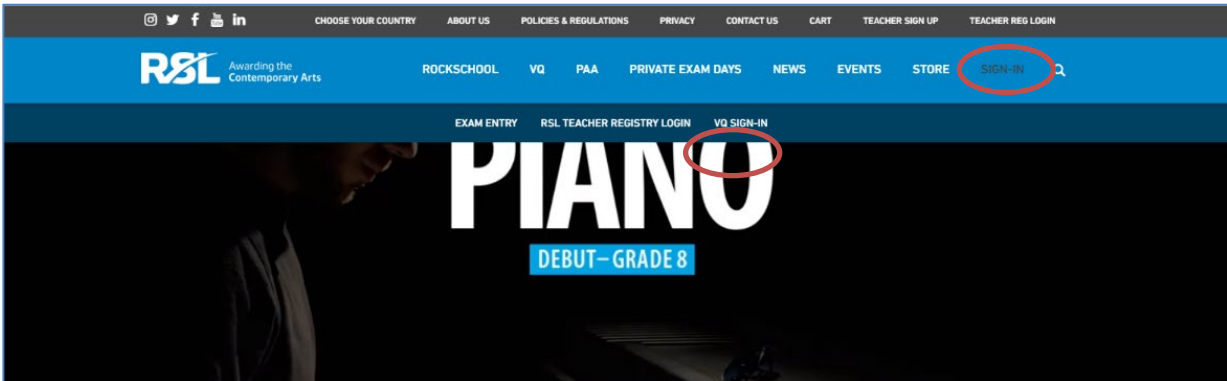
RSL Key Dates Calendar (available [here](#))

[HTG Registering Learners](#)

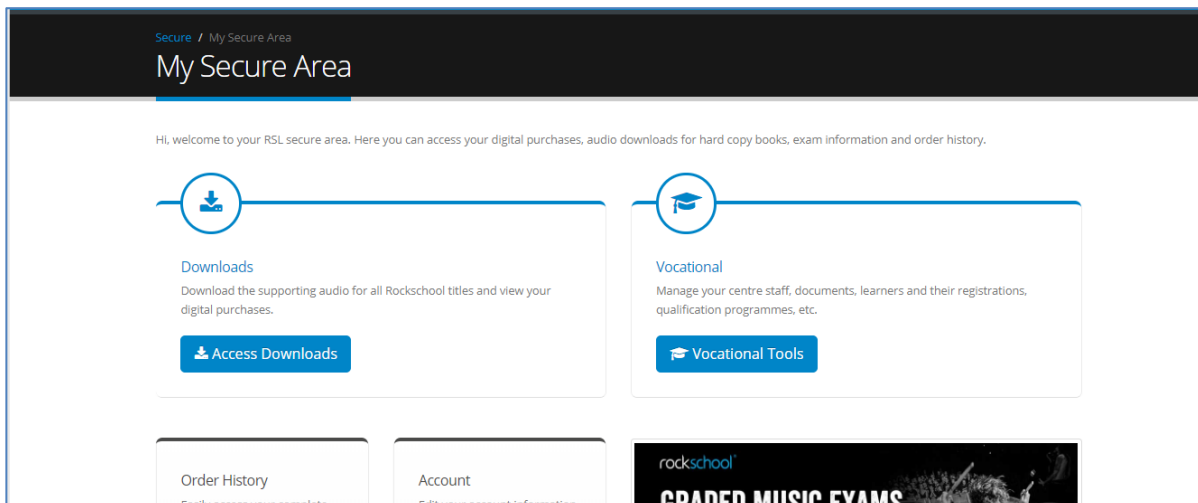


## Appendix 1: Navigating the System

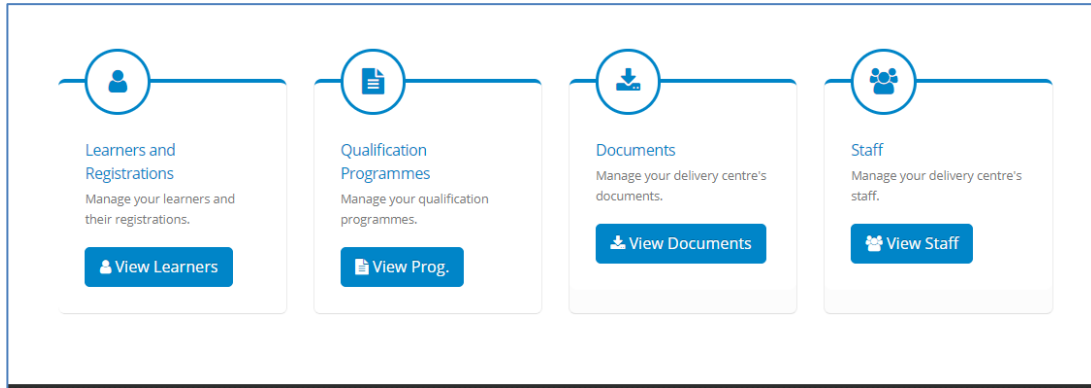
1. Go to [www.rslawards.com](http://www.rslawards.com) and hover over 'SIGN-IN.' This will bring up a series of options with 'VQ Sign In' on the far right. This takes you to a sign in page where you can login.



2. This takes you to a 'My Secure Area' page. Select 'Vocational Tools', which takes you to your 'Vocational Learner Management System'.



3. The 'Vocational Learner Management System' has an announcements section where we keep you up to date with announcements. You can access the different parts of the site through the relevant button at the bottom of the screen.



You can also jump straight to each of the areas by going to the 'My Secure Area' page (as in step 2) and rather than selecting 'Vocational Tools', hover over your name in the top right-hand corner for a drop-down menu. You can select the appropriate option from there.