

# How To Use the RSL Administration Site

## Contents

Key information	1
How to navigate the system	3
How to set up user accounts	4
How to upload and view documentation	5
How to upload Assessment & Internal Verification Plans	6
How to input grades for internally assessed units	7
How to upload documentation for a moderation sample	9
How to access controlled external assessment briefs	10
How to upload work for controlled external assessment	11
How to generate and view reports	12

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## Key information

### The RSL administration site

The RSL administration site is based at [cloud.rslawards.com](https://cloud.rslawards.com). It is the online system for all RSL administrative processes. This guide will cover all processes on the system apart from registering learners. For details on learner registrations, please refer to [How To: Manage Learner Registrations](#). Each centre has their own area within the site, which they need a login to access.

The administrative processes conducted through the RSL administration site include:

- The submission of all centre documentation for quality assurance purposes including assessment and internal verification plans
- Submission of samples of internally assessed work for moderation
- 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

## **Related guides**

[How To: Use the RSL Administration Site](#)

[How To: Check Learner Registrations for Accuracy](#)

[Centre Handbook](#)

## **Additional support**

Please direct any queries about managing learner registrations to [vocational@rslawards.com](mailto:vocational@rslawards.com)

# How to navigate the system

## Signing in to the site

Once your account is set up, you can sign in to the RSL administration site by going to the RSL website ([rslawards.com](https://rslawards.com)), selecting 'Sign-in' from the top menu bar and clicking on **VQ Sign-in**. Once you are signed into the RSL administration site, you will be on a page called 'My Secure Area'.

## User dropdown menu

Once you are signed in you will see a dropdown menu in the menu bar with your username. From this menu you can access all of the pages that are available for your account. This menu will be referred to as the 'user dropdown menu' throughout the RSL How To Guides.

## User dashboard

Each user has a 'dashboard', which includes links to frequently used pages and news and updates from RSL. This dashboard can be reached by clicking on **Vocational Tools** from the 'My Secure Area' page or by clicking on **Dashboard** from your user dropdown menu. This page will be referred to as the 'dashboard' throughout the RSL How To Guides.

# How to set up user accounts

## Site access

In order to access your centre's site on [cloud.rslawards.com](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 login for the site. There are two types of access allocated:

1. Tutor
2. Centre administrator / quality representative

## Adding a centre administrator / quality representative account

If a member of staff needs centre administrator access, they can create an account at [cloud.rslawards.com/create-account](https://cloud.rslawards.com/create-account). Forward the email address used for your account, along with the name of your centre, to [vocational@rslawards.com](mailto:vocational@rslawards.com) and we can link the account to your centre on the system. You will not be able to see the details of your centre until this has been processed. 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.

## Adding a tutor account

A quality representative / centre administrator can add a tutor for their centre by following the below steps. The only difference in tutor access is that they don't have access to the 'Billing' section of the site or the ability to add another member of staff as a tutor.

### Steps for adding a tutor account for your centre

1. Select **Staff** from the user dropdown menu  
OR  
Click **View Staff** from the dashboard
2. Click **Add New Tutor**
3. Enter the tutor's first name, surname and email address
4. Tick the confirmation box, confirming their access level for the site
5. Click **Add Tutor**
6. If the tutor account has been added, you will see a 'success' page, with the option to add another tutor, or to view the tutor's details; if you do not see a 'success' page, the tutor account has not been added

# How to upload and view documentation

## Uploading documents

You will be required to submit documentation (such as assignment briefs to be reviewed at a centre visit) through the RSL administration site. The guidance below does not apply to the submission of learner work for a summative moderation sample or the controlled external assessment. See the sections [How to upload documentation for a moderation sample](#) (page 8) or [How to upload work for controlled external assessment](#) (page 10) for those circumstances.

### Steps for uploading documents

1. Select **Documents** from the user dropdown menu  
OR  
Click **View Documents** from the dashboard
2. You will be on a 'Submission System' page, where you will see any documents that have been previously uploaded
3. Click **New Submission** from the 'Options' menu
4. Select the correct document type, following the guidance in the [Centre Handbook](#) and Key Dates calendar (available from [Key Documents/Forms](#) on the VQ Help and Support page)
5. Upload the files
6. Select the assessment year that the documents apply to (most likely to be the current year)
7. Optional: Add notes for the person who will be looking at the document  
*We recommend using notes to provide context as to why documents have been uploaded and, if needed, to specify which documents are contained with zipped files.*
8. Click **Upload Documents**
9. If your document has uploaded, you will see a 'success' page, with the option to submit more files, view this submission or view all submissions; if you do not see a 'success' page, the documents have not uploaded

## How to view 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. You will find the new document uploaded against your original document on the 'Submission System' page. Clicking on **View** next to the document will bring up a page where you can view and download the submission and responses.

# How to upload assessment & internal verification plans

## Uploading assessment & IV plans

You will be required to submit assessment & IV dates for each unit being delivered in the current assessment year. This was previously managed through the submission of an excel spreadsheet, but this year the dates will be input directly on to the site.

### Steps for uploading documents

1. Select **Cohort** from the user dropdown menu

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2. You will be presented with the cohorts being delivered in the current assessment year

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3. Click **View Cohort**

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4. All units to be delivered will be presented to you. Please select 'Add Assessment & IV Dates' for each unit

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5. Please input dates for the following:
  - Hand out date
  - Hand in deadline
  - Marking deadline
  - Internal verification
  - Resubmission deadline
  - IV of resubmission
  - Assessor name
  - Internal verifier name

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6. Click 'Submit dates'

## How to view responses to documents

Once dates have been submitted, an RSL External Quality Assurer will be allocated to review the plans for each unit and either approve or request for the dates to be amended. The response to these dates will be accessible through the same Cohorts page where the dates were submitted.

# How to input grades for internally assessed units

You will only be able to input grades into the system for internally assessed units in the current academic year. Any externally assessed unit grades will be input at RSL Head Office and made available on the date in the Key Dates calendar.

There are two ways that you can input learner grades:

1. Single learner grading
2. Bulk learner grading

## Steps for inputting learner grades individually

1. Select **Learners** from the user dropdown menu  
OR  
Click **View Learners** from the dashboard

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2. Select the qualification and/or unit you wish to grade  
OR  
Leave the search fields blank to search for all your learners

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3. Click **Search**

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4. Search results are presented as a table with learner name, qualification, grade and two options to click: 'Learner' and 'Registration'

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5. Click **Registration** to view the learner's registration page

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6. On the 'Registration' page you will see a section called 'Units', with a list of each unit that the learner is registered on and two options to click: 'View' and 'Upload'

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7. Click **Grade** to bring up a table with the learning outcomes for the relevant unit

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8. Input a grade for each learning outcome and enter the date graded using the dropdown provided

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9. Optional: Enter the types of evidence that the learner completed  
*We recommend entering evidence types as this simplifies the moderation process for our EQAs.*

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10. Click to confirm 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)

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11. Click **Submit Unit Updates** to complete the process

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12. If the learner was graded, you will see a 'Success' page, with options to return to the learner's registration or search for another learner; if you do not see a 'Success' page, the documents have not uploaded

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13. On the 'Success' page you will also see a section called 'Other Learners Registered on the Same Unit', from here you can grade the remaining learners for this unit, following the steps above

## Bulk learner grading

This tool allows you to grade multiple learners on the same unit. You can input any details that all the learners share first, then input each learner's individual grades. We advise that you don't leave your computer inactive during the grading of multiple learners as this may cause our system to sign you out partway through the process and you will lose any progress. The bulk grading tool is not available on mobile devices.

### Steps for inputting multiple learner grades

1. Select **Bulk Grade** from the dropdown menu

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2. You will see a dropdown menu with all of the units that are included in your centre's qualification programmes

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3. Select the unit that you wish to grade

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4. Click the tick box if you want to exclude learners on the unit who have already been graded

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5. Click **Next**

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6. Enter the date graded using the dropdown provided, if this is consistent across all learners

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7. Optional: Enter the types of evidence that the learners completed, if this is consistent across all learners  
*We recommend entering evidence types as this simplifies the moderation process for our EQAs.*

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8. Click **Next**

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9. You will now see a page for the first learner (their name will be stated in bold at the top of the page); the table will contain any dates or evidence types entered in the previous step

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10. Input a grade for each outcome

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11. Input the date graded (if not entered previously)

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12. Indicate whether the learner has been internally verified for the unit  
*This will allow your EQA to select an appropriate sample if needed for the unit.*

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13. Click **Next**

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14. Continue grading learners as per steps 10 to 13  
*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.*

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15. Once you have graded all of the learners on the unit you will see a 'success' page with the option to **Bulk Grade Another Unit**; if you do not see a 'success' page, the grades have not been successfully updated

# How to upload documentation for a moderation sample

A sample for summative moderation will be selected through the RSL administration site. You will receive an automated email that will tell you which units and learners have been selected for the sample. You will then need to upload work against each learner. All work must be clearly labelled with the learner name, centre name, unit number and assignment title. Please do not upload work for the whole group against each learner.

## Steps for uploading documentation for a moderation sample

1. Select **EQA Sample Requests** from the user dropdown menu

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2. 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.*

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3. Click **View** next to the sample request to see the units and learners requested for the sample

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4. Click the **Upload Samples** button on the right hand side  
*The unit number will also appear in the button. For example: Upload CAPA 304 Samples.*

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5. To upload work against a learner, tick the box next to the learner, choose 'select files' to choose the appropriate files, and add any notes necessary

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6. Click **Upload Samples**

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7. You will see a 'success' page with the option to upload more samples; if you do not see a 'success' page, the samples have not uploaded successfully

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8. To review the overall status of the sample, click **View EQA Sample Request**

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9. To review all EQA sample requests, click **View All EQA Sample Requests**

# How to access controlled external assessment briefs

Controlled external assessment briefs for the current academic year will be released to centres with learners registered on externally assessed units on the date identified in the [Key Dates calendar](#). For the security of the controlled external assessment briefs, they will be uploaded to the 'External Assessment' area of the RSL administration site. They will not be sent via email.

## Steps for accessing the controlled external assessment briefs

1. Select External Assessments from the user dropdown menu
2. On the 'External Assessments' page, click **Controlled External Assessment Briefs**
3. Controlled external assessment briefs for the current academic year will be available to download for units your centre has learners registered on

# How to upload work for controlled external assessment

Learner work for controlled external assessment is to be uploaded against the individual learner registration. Once learner work has been uploaded, their grade will say 'Pending' until the release date published in the Key Dates calendar.

## Steps for uploading work for controlled external assessment

1. Select External Assessments from the user dropdown menu

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2. On the 'External Assessments' page, make sure the current assessment year is selected and click **Search** to bring up all learners registered on external assessment for this year  
*You can filter by unit by selecting the 'Unit' dropdown before clicking Search.*

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3. Click **Upload** next to the learner registration

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4. Once you have added the files, click Upload Unit Files

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5. You will see a 'success' page; if you do not see a 'success' page, the files have not uploaded successfully

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6. When files have been successfully uploaded, the 'Status' column in the learner registration will change to 'File(s) uploaded'

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7. Repeat steps 3 to 5 with the remaining learners

# How to generate and view reports

The RSL administration site can generate reports, which give an overview of the progress of learner registrations.

## Steps for generating and viewing reports

1. Select **Reports** from the user dropdown menu

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2. This will show you various options for generating reports:
  - **Certificate** — This lists all certificated learner registrations and units for the chosen assessment year (for final end-of-year results use the Validated Learner Registrations report)
  - **Internal Verification** — This lists the total number of internally verified units and the percentage of learners for each unit which have been internally verified
  - **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** — This lists a unit's progress for the chosen assessment year, detailing 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** — This lists all learners that have finished their qualification in the given assessment year and have had their final grade validated and finalised

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3. Click on the **View** button to the right of each report option to choose it

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4. For your chosen report, you will see a dropdown list of assessment years

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5. Choose the assessment year and click Generate Report to create the report

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6. The report will be shown as a table with all the relevant learners and information listed

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7. You can then download the report as a CSV spreadsheet file; the 'Validated Learner Registrations' report can also optionally be downloaded as a PDF document that lists all the learner qualification grades with RSL branding.