Online Centre Reporting

Centres can log on to the BCS Approved Centre Forum to view and export learner activity reports. All reports can be sorted; printed and exported to Excel.

The data available in these reports is based on registrations from 1st September 2009 onwards. For learners registered before 1st September, please contact the Client Services team by phone: 01793 417530 (option 2) or email: qualifications@bcs.uk

All reports can be sorted; printed and exported to Excel.

Follow the step-by-step guide below to generate the centre and learner reports.

Learner Reports

- Log in to the Approved Centre Forum
- From the top menu bar, select **Ordering & Administration**

- From the left hand side menu, select the **'Reports'** link.
- From the left-hand sub-menu that appears, select the **'Learner Reports'** link.
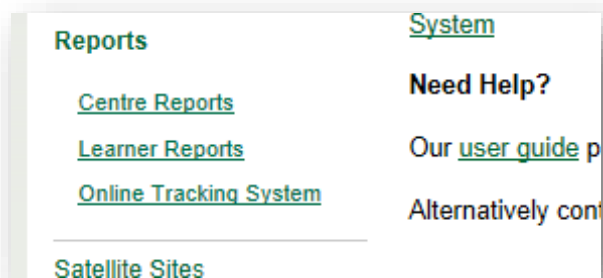
Search for a learner using the BCS ID or ULN or a combination of First Name and Last Name. You can also use wildcards (*) within search criteria to capture results from partial information. E.g entering Rich* will find results such as Richard and Richie, *246 will find all numbers ending in 246.

Once you have entered your search criteria, click **Search**. If there are no matching learners, the following message is shown.

If you are unable to locate your learner through a learner report, you may be able to find them via the **Centre Reports**, which shows all registered learners at a centre.

A successful search will show any or all matching learners which meet your search criteria. To view your learner's details, click **Select**.

BCS Id	ULN	First Name	Last Name	Date Of Birth	
BCS103783637		Brian	Zebra	01/01/1901	Select
BCS100775247		Brian	Zebra	21/01/1901	Select
BCS100730960		Brian	Zebra	01/01/1931	Select
BCS100724904		Brian	Zebra	24/06/1950	Select
BCS106385695		Brian	Zebra	01/01/1970	Select
BCS100132653		Brian	Zebra	01/12/1975	Select
BCS100262127		Brian	Zebra	30/06/1978	Select
BCS105595032		Brian	Zebra	01/01/1979	Select
BCS104996296		Brian	Zebra	01/01/1980	Select
BCS100000000		Brian	ZEBRA	05/01/1978	Select

Further details for your learner will now be displayed. The option to view the learner's Qualifications, Units and Results is now available from the links below the learner detail section.

The report options allow you to choose one of the following: Qualifications **or** Qualifications + Units **or** Qualifications + Units + Results

Qualifications

- Select Qualifications and click **View Report**.

Note: You may get a pop up blocker message the first time you use these reports. Please refer to the Appendix for instructions.

This report shows a learner's registered qualifications, registration dates, completion dates and certificate printed dates.

The report allows you to sort columns in ascending or descending order by clicking on the arrows next to the headings.

You can also print the report using the icon at the top of the report. Please note that the report will print what is showing on the screen. You must expand the report first to see additional detail.

You can expand each record with the plus sign to see additional info about the qualification registration.

Note: Site and Centre Learner reference and Registration Group are additional learner details which are not yet active in the BCS system.

- Close the report window by using X top right.

Qualifications + Units

This report displays the learner's registered qualifications, registration dates, completion dates, certificate dates **plus** the units making up the registered qualifications and a current result summary of each unit.

The report allows you to sort columns in ascending or descending order. You can also print the report using the icon at the top of the report.

Note: If a learner has taken a unit test more than once, the result summary could read, Fail, Fail, Pass – showing in chronological order the result for each test.

Qualification + Units + Results

This report displays the learner's registered qualifications, registration and completion information, unit data, and all result data.

The report allows you to sort columns in ascending or descending order. You can also print the report using the icon at the top of the report.

Use the plus signs to further expand the learner record to show additional details for each unit.

	Date			
⊞ ECDL	24/02/2010			
⊟ ECDL Essentials	31/03/2010			

Site		Registration Group	BCS Id		ULN
			BCS100000000		
Centre Learner Ref		First Name	Last Name		DOB
		Brian	Zebra		01/01/1978

Unit Code	Unit Description	Result Source	Grade	Syllabus	Test Paper	Test Date	Start Time
⊟ IF1	IT user fundamentals	Manual	Pass	V5.0	1	06/05/2010	00:45

Centre Name	Provider	Invigilator	Marker
The British Computer Society	BCS name	TEST TEST	Test Test
APA Awarding Body	APA Verifier		APA Certificate Date

⊞ SI1	Security for IT users			
⊞ EI1	xUsing E-mail and the Internet			
⊞ ECDL Extra	15/10/2009			

Centre Reports

These reports display information on multiple learners for a centre.

- From the left-hand side **Reports** menu, select 'Centre Reports'.

- If you have registered additional assessment (satellite) sites, you will first need to select the site at which your learner(s) will be completing their tests.

  Please note: If you have not registered any satellite sites, this option will not appear.

Centre Reports

Select Site	Please Select... ▼
Select Qualification	Please Select... ▼
Qualification Status	○ In Progress ○ Completed ⦿ ALL

- From the drop-down menu select a single qualification from the list **or** you can select '**All Qualifications**'. This displays learner details for all qualifications for which the centre is accredited.

The report allows you to select the Qualification Status: In Progress **or** Completed **or** All.

- Select the Date Range (this is based on Registration Date) by using the calendar functions.

- Once you have entered your search criteria, click on the report you wish to see from the report options.

Qualifications

This report will show all qualifications, registration dates, learner details, completion dates and certificate printed dates within the search criteria you entered.

Qualifications + Units

This report will show all registration dates, completion dates, certificate dates plus the units making up the registered qualifications and a current result summary of each unit.

Qualifications + Units + Results

This report will show the registration and completion information, unit data, and all result data for all learners within your search criteria.

⊞ ECDL	28/10/2009	BCS100262127	Brian		Zebra	30/06/1978

Site	Registration Group		Centre Learner Ref	ULN		Completion Date	Certificate Printed Date

Unit Code	Unit Description	Result Source	Mark	Grade	Syllabus	Test Paper	Test Date	Start Time
⊞ DB2	Database software							
⊟ IF1	IT user fundamentals	Manual	2	Fail	V5.0	1.2	01/12/2008	09:00

Centre Name	Provider	Invigilator	Marker	
The British Computer Society	BCS name	Kate Barlow	Christine Berry	
APA Awarding Body	APA Verifier		APA Certificate Date	

⊞ IF1	IT user fundamentals	Manual	78	Pass	V5.0	1.4	02/01/2009	12:00
⊞ PR2	Presentation software							
⊞ SI1	Security for IT users							
⊞ SS2	Spreadsheet software							
⊞ EI1	Using E-mail and the Internet	APA		Pass	V5.0		03/02/2010	
⊞ WP2	Word processing software							
⊞ ECDL	08/12/2009		BCS100623499	TestCandidate1		Surname1		30/06/1978

All reports allow you to sort columns in ascending or descending order. You can also print the report using the icon at the top of the report. The result detail can be expanded using the plus sign.

Appendix

Pop Up Blocker

The first time you use this screen a pop up blocker may appear.
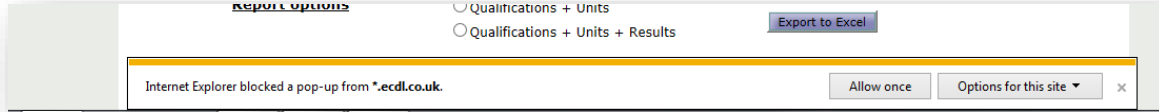
- Select 'Allow once' to and repeat the process, or click 'Options for this site' to then allow your browser to allow all future pop-ups from this site.

Export Report to Excel

All reports are available to export into Excel.

For example **Learner Reports**

- Select your learner and from the report screen.
- Choose type of report and **Export to Excel**.
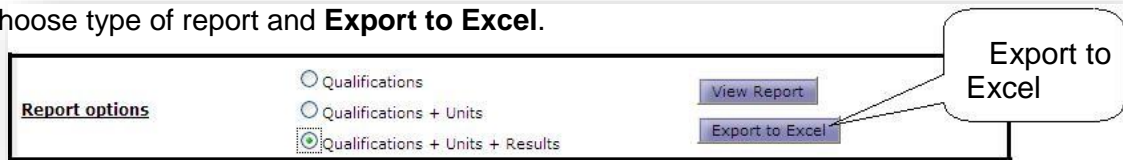
You will then be prompted to Open or Save the spreadsheet

- For example, click on Open

The spreadsheet will then be displayed