

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.

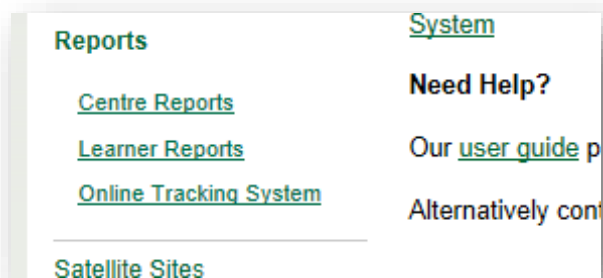
Follow the step-by-step guide below to generate the centre and learner reports.

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.

BCS Id

OR

ULN

OR

First Name AND Last Name

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

BCS Id

OR

ULN

OR

First Name AND Last Name

No matches found.

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	<input type="button" value="Select"/>
BCS100775247		Brian	Zebra	21/01/1901	<input type="button" value="Select"/>
BCS100730960		Brian	Zebra	01/01/1931	<input type="button" value="Select"/>
BCS100724904		Brian	Zebra	24/06/1950	<input type="button" value="Select"/>
BCS106385695		Brian	Zebra	01/01/1970	<input type="button" value="Select"/>
BCS100132653		Brian	Zebra	01/12/1975	<input type="button" value="Select"/>
BCS100262127		Brian	Zebra	30/06/1978	<input type="button" value="Select"/>
BCS105595032		Brian	Zebra	01/01/1979	<input type="button" value="Select"/>
BCS104996296		Brian	Zebra	01/01/1980	<input type="button" value="Select"/>
BCS100000000		Brian	ZEBRA	05/01/1978	<input type="button" value="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

BCS Id
 OR
 ULN
 OR
 First Name AND Last Name

BCS Id	ULN	First Name	Last Name	Date Of Birth	
BCS100775247		Brian	Zebra	21/01/1901	<input type="button" value="Select"/>
BCS100730960		Brian	Zebra	01/01/1921	<input type="button" value="Select"/>
BCS100035421		Brian	Zebra	01/12/1975	<input type="button" value="Select"/>
BCS100132653		Brian	Zebra	01/12/1975	<input type="button" value="Select"/>
BCS100000000		Brian	Zebra	01/01/1978	<input type="button" value="Select"/>
BCS100262127		Brian	Zebra	30/06/1978	<input type="button" value="Select"/>

BCS Id: ULN: Centre Learner Ref:

Title: First Name: Last Name:

DOB: Gender:

House Number/Name: Post Code:

Email Address:

Report options

Qualifications
 Qualifications + Units
 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.

Candidate Qualifications Report

1 of 1

Qualification	Registration Date	Completion Date	Certificate Printed Date
<input checked="" type="checkbox"/> ECDL	24/02/2010		
<input checked="" type="checkbox"/> ECDL Essentials	31/03/2010		
<input checked="" type="checkbox"/> ECDL Extra	15/10/2009		
<input checked="" type="checkbox"/> Learn Direct Level 2 Certificate Flexiqual	16/02/2010		
<input checked="" type="checkbox"/> Level 2 Improving Productivity Using IT Unit	25/01/2010		
<input checked="" type="checkbox"/> Pre 16's Digital Creator Level 2 Certificate (NQF)	02/02/2010		

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.

Qualification	Registration Date	Completion Date	Certificate Printed Date
[-] ECDL	24/02/2010		
Site	Registration Group	BCS Id	ULN
Centre Learner Ref	First Name	Last Name	DOB
	Brian	Zebra	01/01/1978
[-] ECDL Essentials	31/03/2010		

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.

Qualification	Registration Date	Completion Date	Certificate Printed Date
[-] ECDL	24/02/2010		
Site	Registration Group	BCS Id	ULN
Centre Learner Ref	First Name	Last Name	DOB
	Brian	Zebra	01/01/1978
Unit Code	Unit Description	Result Summary	
DB2	Database software		
IF1	IT user fundamentals		
PR2	Presentation software		
SI1	Security for IT users		

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.

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

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

Select Qualification

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.

Select Qualification

Qualification Status

Enter Date Range

Report options

Please Select...

- ECDL
- ECDL Essentials
- ECDL Extra
- ECDL Advanced
- ECDL + Digital Creator Diploma
- ECDL Advanced Word Processing
- ECDL Advanced Spreadsheets
- ECDL Advanced Presentations
- ECDL Advanced Databases
- Learn Direct ECDL
- Learn Direct ECDL Essentials
- Learn Direct ECDL Extra
- Learn Direct Level 2 Certificate Flexiqua
- Learn Direct Level 1 IT User Fundamentals Unit (ECDL Unit 2)
- Learn Direct Level 1 Security for IT Users Unit (ECDL Unit 1)
- Learn Direct Level 1 Using E-mail and the Internet Unit (ECDL Unit 7)
- Learn Direct Level 2 Improving Productivity Using IT Unit
- Learn Direct Level 2 Database Unit (ECDL Unit 5)
- Learn Direct Level 2 Presentation Unit (ECDL Unit 6)
- Learn Direct Level 2 Spreadsheet Unit (ECDL Unit 4)
- Learn Direct Level 2 Word Processing Unit (ECDL Unit 3)
- Level 1 Award Flexiqua
- Level 1 Award Flexiqua
- Level 1 Award Flexiqua
- Level 1 Certificate Flexiqua
- Level 1 Certificate Flexiqua
- Level 1 Certificate Flexiqua
- Level 1 Diploma - Certificate Only
- Level 2 Certificate Flexiqua
- Level 2 Certificate Flexiqua

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

Select Qualification

Qualification Status

Enter Date Range

Report options

ECDL

In Progress Completed ALL

From To

Qualifications

Qualifications + Units

Qualifications + Units + Results

[View Report](#)

[Export to Excel](#)

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

Select Qualification

Qualification Status

Enter Date Range

Report options

ECDL

In Progress Completed ALL

From 01/09/2009 To 07/05/2010

September, 2009

Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

May, 2010

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

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

Select Qualification ECDL

Qualification Status In Progress Completed ALL

Enter Date Range From 01/09/2009 To 07/05/2010

Report options

Qualifications Qualifications + Units Qualifications + Units + Results

View Report

Export to Excel

Qualifications

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

Requested: ECDL ~ 01/09/2009-07/05/2010 ~ Qualification Status - ALL

Qualification	Registration Date	BCS Id	First Name	Last Name	DOB
ECDL	09/09/2009	BCS100035072	Alpha	Testing-Tester-Test	01/01/1900
ECDL	02/10/2009	BCS100174474	DemoCandidate7	DemoCandidate7	08/06/1969
ECDL	02/10/2009	BCS100174481	DemoCandidate8	DemoCandidate8	30/06/1978

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.

ECDL	24/02/2010	BCS100000000	Brian	Zebra	01/01/1978
Site	Registration Group	Centre Learner Ref	ULN	Completion Date	Certificate Printed
Unit Code	Unit Description	Result Summary			
DB2	Database software				
IF1	IT user fundamentals				
PR2	Presentation software				
SI1	Security for IT users				
SS2	Spreadsheet software				
WP2	Word processing software				
EI1	xUsing E-mail and the Internet				

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.

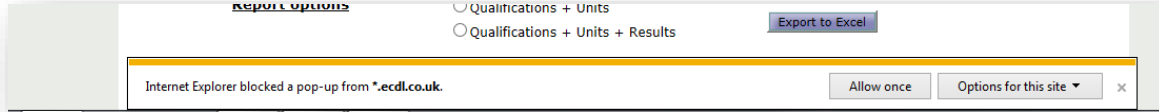
Site	Registration Group	Centre	Learner Ref	ULN	Completion Date	Certificate Printed Date		
<input type="checkbox"/> ECDL	28/10/2009	BCS100262127	Brian	Zebra		30/06/1978		
Unit Code	Unit Description	Result Source	Mark	Grade	Syllabus	Test Paper	Test Date	Start Time
<input type="checkbox"/> DB2	Database software							
<input type="checkbox"/> 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						
<input type="checkbox"/> IF1	IT user fundamentals	Manual	78	Pass	V5.0	1.4	02/01/2009	12:00
<input type="checkbox"/> PR2	Presentation software							
<input type="checkbox"/> SI1	Security for IT users							
<input type="checkbox"/> SS2	Spreadsheet software							
<input type="checkbox"/> EI1	Using E-mail and the Internet	APA		Pass	V5.0		03/02/2010	
<input type="checkbox"/> WP2	Word processing software							
<input type="checkbox"/> 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.



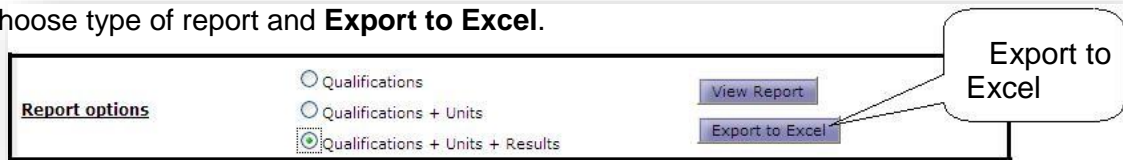
- Select 'Allow once' to and repeat the process, or click 'Options for this site' to then allow your browser to allow all future pop-ups from this site.

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

	A	B	C	D	E	F	G	U
1	Qualification	Registration Date	Completion Date	Certificate Printed Date	Site	Registration Group	BCS Id	
2	ECDL Extra	22/01/2014	22/01/2014	22/01/2014			BCS103783637	
3	Level 1 Award Flexiqual	01/05/2012					BCS103783637	
4								