

4. How to create an assignment and link an assignment to a course.

Step-by-step process

How to create assignments in myBTEC

Step 1 – There are several ways to start. The best way is from in one of your courses, select the assignments tab and click '**create new**'. Alternatively you can select '**Assignments**', then click '**create an assignment**'.

myBTEC	Hi QN Logout ONE90 HIGH HOLBORN(99000
Home Courses - Assignments - Support Roles	My tasks 🗸 🚺
< back to Courses	
COURSE DETAILS	COURSE ACTIONS
delete me onboarding	省 Create a copy
BUSINESS	
3TEC Firsts 2012 (NQF)	Delete course
Edexcel BTEC Level 1/Level 2 First Award in Business	Download course specification
Course Management Course Assignments Assessment Plan Course Assignments	Learner Progress Add assignments to this course
1. Assignments being created : ⑦ 18	Add assignments already created at your centre, add Pearson Authorised
2. Assignments with learners: ⑦ 2	Assignments or create a new assignment. Your IV process, assessment and tracking is III automated from your assignment.
 3. Assignments being assessed : ② 3 4. Assignments finished : ③ 10 	Add existing Create new

Step 2 – Give your **assignment** a title that will engage your learners and a **file name** that will make it easy for you to recognise it

Step 3 – Choose whether to base your assignment on units in one of your courses or choose from any units.



Step 4 – Select which unit(s) you would like the assignment to cover and click the **'add unit(s)**' button. You can choose more than one unit to produce an integrated assignment.

1. Select a course or qu	alification	2. S	elect assessment criteria 3. Add scenario & tasks	4. Review and save assignment
Name your assignment				
Assignment title*		Add unit(s) S	nake the assignment easy to
Learner-facing title*		Select unit	(s) that you wish to assess with this assessment and click 'Add',	vate your learners.
Story St.		Select	Unit name	
Select a course or qualit	fication	8	Unit 1 - Enterprise in the Business World (Y_503_6487)	
	Select		Unit 3 - Promoting a Brand (H_503_6489)	lifications available at your
	© Select		Unit 4 - Principles of Customer Service (Y_503_6490)	want to create a course for
Select a course*	delete		Unit 5 - Sales and Personal Selling (D_503_6491)	cations on Edexcel Online, as
			Unit 6 - Introducing Retail Business (H_503_6492)	ualification.
Select unit(s)			Unit 7 - Providing Business Support (K_503_6493)	
		Cancel	Add unit(s)	to assess with this
		L		

Step 5 – Click '**Next**' and choose the learning aims that you would like to assess with this assignment. This is the data that will automate your assessment and tracking!

lect learnin	ig aim(s) / objective(s) for each unit	
The learnin	g aim / objective you select in this step must be met by one or more tasks that you create in the next step	
UNTT 1: E	nterprise in the Business World 🛛 🖌 Select All	 View unit specificatio
🛛 Lea ni	ng aim A: know how trends and the current business environment may impact on a business	^
	Identify factors of the business environment that can impact on a start-up business.	
1A.2	Identify current trends that may impact on a start-up business.	
2A.P1	Outline how the business environment can impact on a start-up business.	
2A.P2	Explain how current trends will impact on a start-up business.	
2A. <mark>M</mark> 1	Explain how changes in the current business environment are likely to impact on a start-up business.	
2A.M2	Compare how two trends have impacted on a start-up business.	



Step 6 – Click '**Next**' to write your assignment! You can add images if you like. On the right side of the screen is assessment guidance for each section.

ignment		
You are working as a Paragraph • Font Family •	Font Sizes •	A Vocational scenario should usually place the learner in a work role that is a suitable context for tasks at this level. The scenario should give broad guidance on the approach the learner should take to the task(s) to produce the required level of evidence. Eg "You are working as an apprentice engineer for a construction company. You will be asked by your manager to"

Step 7 – Click **next** to review and save. There are options to send your new assignment straight to your Internal Verifier, to Pearson's Assignment Checking Service and so on.

Main now current u	rends will impact on a start-up be	usiness.	1	25.12
lain how changes	in the current business environm	ent are likely to impact on a start-up business.	1	2A.M1
mpare how two tre	nds have impacted on a start-up	business,	1	2A.M2
ess the current ris	ks, opportunities and trends in th	he business environment for a start-up business.	1	2A.D1
urces of informatio	n:			
oks:				
oks: R NQF LEVEL 2 ON	LY: If you have not achieved the	Level 2 criteria, your work will be assessed to determine	: if the following Leve	el 1 criteria have been r
oks: R NQF LEVEL 2 ON Unit:	LY: If you have not achieved the Criterion reference:	Level 2 criteria, your work will be assessed to determine To achieve the criteria you must show that you	: if the following Leve 1 are able to::	el 1 criteria have been r
R NQF LEVEL 2 ON Unit: 1	LY: If you have not achieved the Criterion reference: 1A.1	Level 2 criteria, your work will be assessed to determine To achieve the criteria you must show that you Identify factors of the business environment that ca	if the following Leve are able to:: n impact on a start-u	el 1 criteria have been r up business.
oks: R NQF LEVEL 2 ON Unit: 1	LY: If you have not achieved the Criterion reference: 1A.1 1A.2	Level 2 criteria, your work will be assessed to determine To achieve the criteria you must show that you Identify factors of the business environment that ca Identify current trends that may impact on a start-u	if the following Leve are able to:: n impact on a start-u p business.	el 1 criteria have been r up business.
R NQF LEVEL 2 ON Unit: 1	LY: If you have not achieved the Criterion reference: 1A.1 1A.2	Level 2 criteria, your work will be assessed to determine To achieve the criteria you must show that you Identify factors of the business environment that ca Identify current trends that may impact on a start-u	i f the following Leve I are able to:: n impact on a start-u p business.	el 1 criteria have been r up business.
R NQF LEVEL 2 ON Unit: 1	LY: If you have not achieved the Criterion reference: 1A.1 1A.2	Level 2 criteria, your work will be assessed to determine To achieve the criteria you must show that you Identify factors of the business environment that ca Identify current trends that may impact on a start-u	if the following Leve a are able to:: n impact on a start-u p business.	el 1 criteria have been n up business.
R NQF LEVEL 2 ON Unit: 1 1	LY: If you have not achieved the Criterion reference: 1A.1 1A.2	Level 2 criteria, your work will be assessed to determine To achieve the criteria you must show that you Identify factors of the business environment that ca Identify current trends that may impact on a start-u	if the following Leve a are able to:: n impact on a start-u p business.	el 1 criteria have been r up business.
oks: R NQF LEVEL 2 ON Unit: 1 Back	LY: If you have not achieved the Criterion reference: 1A.1 1A.2 + Add/Ed	Level 2 criteria, your work will be assessed to determine To achieve the criteria you must show that you Identify factors of the business environment that ca Identify current trends that may impact on a start-u dit assessment plan	if the following Leve a are able to:: n impact on a start-u p business. IV for approval	el 1 criteria have been i up business.



How to add assignments to your course

Step 1 – Go into your course and select the **assignments tab**.

Step 2 – Click the button to 'Add existing' assignment.

Course I	Management Course Assignments Asses	ssment Plan Learner Pr	ogress		
Cours 1: ^{Criteria} /	e Assignments 9 Being created 2 Active 2 Finished Learning aims targeted by assignments: 9/12			Add assignm Add existing Pears from your centre, All IV, assessment automated. Add	eents to this course son-approved assignments or create from scratch. and tracking processes are d existing Create new
+ Add a	ssignment to plan & Edit plan & Add/Remove lea	rners 🗊 Remove Assignmen	t	Start date	♦ Hand-in deadline
	Authorised assignment brief for learning aim b unit 7 introducing music sequencing - Copy	1. Draft assignment	None added	Not in plan	Not in plan
	nn - Conv	1. Draft assignment	None added	Not in plan	Not in plan

Step 3 – Choose your assignment from the list and click 'add'.

Step 4 – The next step is to plan your dates and then send it to the IV for internal verification.



How to send assignments for internal verification

Step 1 – Select the assignments tab in your course and click into the assignment.

Step 2 – Click 'send to internal verifier'. If you have not yet planned your dates myBTEC will notice this and prompt you to do so, because the choice of dates are checked at IV.

music product (recording) Start date : Not in plan	Assignment actions Preview Assignment
Hand in date : Not in plan	+ Add to plan
Qualification : BTEC Level 1/Level 2 First Award in Music	- Eliteration
Units covered: • Managing a Music Product Learning Aims(s) or Outcome(s): • Learning aim A : plan, develop and	Send to Internal Verifier
deliver a music product	inomecocer
 Learning aim B : promote a music product 	+ Add Resubmission
 Learning aim C : review the management of a music product. 	Assessment outside myBTEC
	✓ Assess offline ⑦
	☑ IV Sample Offline ⑦
	🐵 Set as assessment complete 🕐
Assignment brief Assignment IV Assessment record sheets Assessment IV	

Step 3 – myBTEC will send an email prompt to the internal verifier. Once the IV has completed their review you will also be sent an email.



How to add and remove learners from each assessment

Once the assignment has been approved by your internal verifier you will be able to add learners.

Step 1 – Click into the assignment in the '**Course assignments**' tab in your course and select an assignment that has been IV approved.

Step 2 – Click 'add learners' to see a list of all the learners that you have added to your course. (If the popup is empty go to the Course Management tab and add your learners to the course.)

ourse Management	Course Assignments	Assessment Plan	Learner Prog	ress		
ourse Assignm	ients		Add a	ssignments	to this course	
1. Assignn 2. Assignn 3. Assignme 4. As	ents being created : ① 1 nents with learners : ② 2 nts being assessed : ③ 3 signments finished : ③ 1	9	Add ass Assignm and trac Add e	ignments already nents or create a r cking is all automa existing Cre	created at your cer lew assignment. Yo ted from your assig ate new	ntre, add Pearson Authoris our IV process, assessmeni gnment.
Add assignment to		emove learners # Pemu	ave Accimment			
Add assignment to	plan 🥒 Edit plan 🥒 Add/R title	emove learners 1 Remo	ove Assignment ¢	Learners	Start date	Hand-in deadline
Add assignment to	plan 🥜 Edit pl <mark>a</mark> n 🥒 Add/R title ete	emove learners D Remo	ove Assignment ¢ earners	Learners None added	Start date 20 Oct 2016	Hand-in deadline 27 Oct 2016
Add assignment to School is signment demo to del demo to del	plan 🖋 Edit plan 🥒 Add/R title ete	emove learners t Status 1. Ready for l 1. IV in progr	ove Assignment ¢ learners ess	Learners None added None added	Start date 20 Oct 2016 01 Jul 2016	 Hand-in deadline 27 Oct 2016 14 Jul 2016
Add assignment to signment d mo to del demo to del	plan 🖋 Edit plan 🥒 Add/R title ete ete	emove learners to Remo Status 1. Ready for l 1. IV in progr 2. Assessmer	earners ess it started	Learners None added None added	Start date 20 Oct 2016 01 Jul 2016 08 Jul 2016	 Hand-in deadline 27 Oct 2016 14 Jul 2016 14 Jul 2016

Step 3 – Select the learners that will be taking this assessment and click '**add**'. You may not be selecting all the learners on your course, some may be doing a different task or doing the same task at a different time.

Step 4 – Now you have added your learners the assessment record sheets for each learner and the IV sampling forms have been generated by myBTEC and are ready to use once the assessment starts.



Previous steps

- 1. How to find your way around
- 2. How to claim a role
- 3. How to create a course

Next Steps

- 5. How to create assessment plans
- 6. How to go about internal verification
- 7. How to use the tracking grid
- 8. How to mark
- 9. How to find out what qualifications are available

