

1. eProgressions

eProgressions is the replacement for the course completion form (CCF). It allows tutors to withdraw learners from the course and to input their result at the end of the course. This all happens in Ontrack (the register software) and is a quick and easy alternative to filling in the CCF.

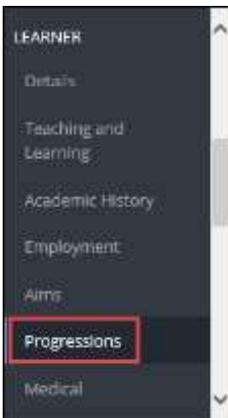
An eProgression is a change of status against a learner on a course or a number of learners on a course (for example: you can withdraw an inactive learner on a course using this process).

Making eProgression submissions in Ontrack does not update the data directly in the EBS database. eProgressions submitted in Ontrack will be displayed on the Agent Progressions tab in Learner Manager, where a member of staff with the relevant role can authorise the progression.

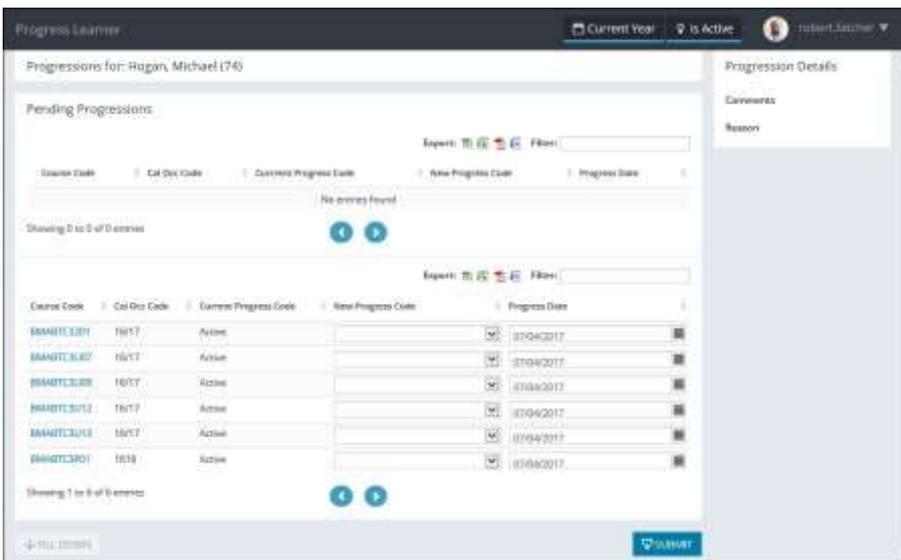
1.1. Submit eProgressions from a Learner Record

To progress a learner:

1. Search for and select the required learner.
2. Click the **Progressions** option in the Learner section of the navigation pane.



The **Progress Learner** page is displayed, with a list of courses the learner is enrolled on.

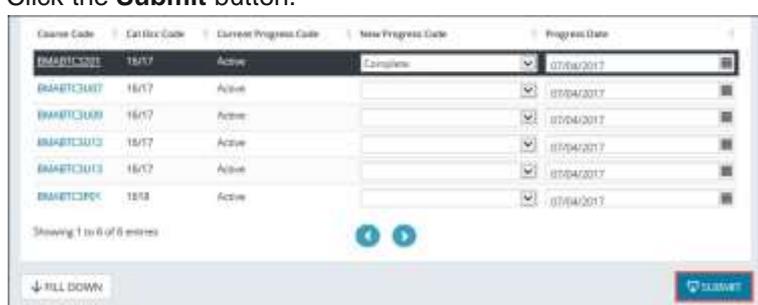


The fields on the Progress Learner page are described in the following table.

This field	Holds this information...
Course Code	The course code of the learner enrolment (read-only). Note: You can click the course code to view the course on the Course Details page.

Cal Occ Code	The calendar occurrence of the learner enrolment (read-only).
Current Progress Code	The current progress code of the learner enrolment (read-only).
New Progress Code	The new progress code of the learner enrolment. Select from the drop-down list. See page 4 for guidance on the codes
Progress Date	The date the change of progress code is applicable from. Click the Calendar button to display the calendar, where the required date can be selected.
Comments	Additional comments regarding the progression which can be entered in the Progression Details section of the page.
Reason	The reason for the progression which can be entered in the Progression Details section of the page.

3. Click the **Submit** button.



A confirmation message is displayed.



4. Click **Close** to close the message.

The eProgression is submitted and displayed in the Pending Progressions grid.



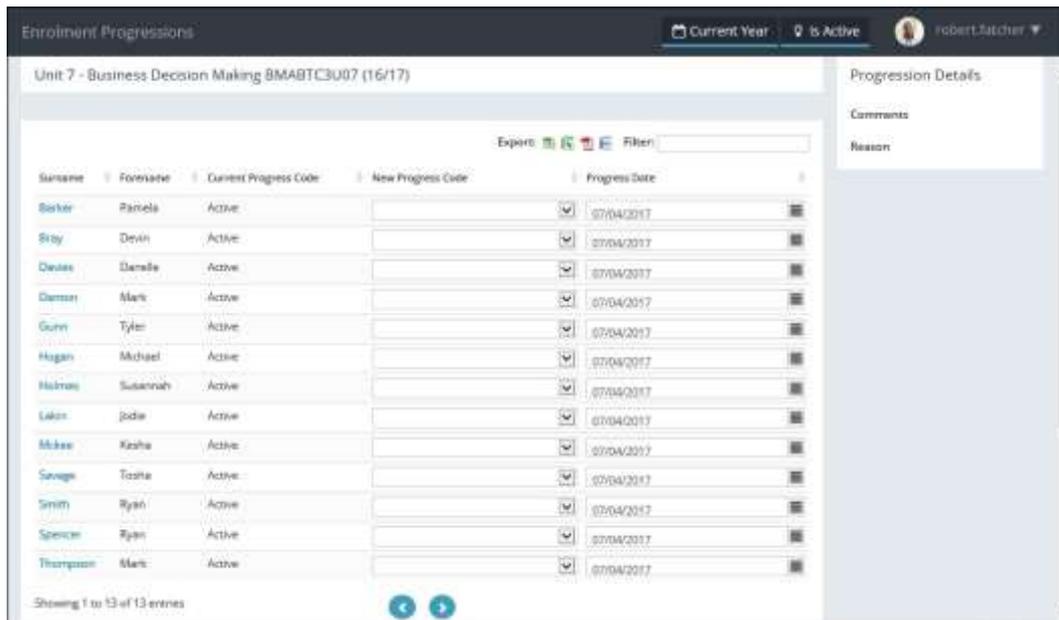
1.2. Submit eProgressions from a Course

To progress a number of learners on a course:

1. Search for and select the required course.
2. Click the **Progressions** option in the Course section of the navigation pane.



The **Enrolment Progressions** page is displayed, with a list of learners enrolled on the course.



The fields on the Enrolment Progressions page are described in the following table.

This field	Holds this information...
Surname	The surname of the learner (read-only). Note: You can click the learner surname to view the learner on the Learner Details page.
Forename	The forename of the learner (read-only).
Current Progress Code	The current progress code of the learner enrolment (read-only).
New Progress Code	The new progress code of the learner enrolment. Select from the drop-down list. See page 4 for guidance on the codes
Progress Date	The date the change of progress code is applicable from. Click the Calendar button to display the calendar, where the required date can be selected.
Comments	Additional comments regarding the progression which can be entered in the Progression Details section of the page.
Reason	The reason for the progression which can be entered in the Progression Details section of the page.

3. If required, click the **Fill Down** button to flood fill the value to all other rows from the selected cell downwards.



A confirmation message is displayed, with the number of updated rows.



- Click **Close** to close the message.
- Click the **Submit** button.



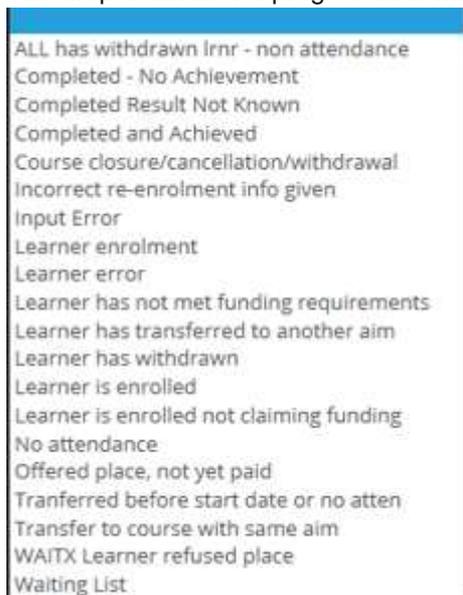
A confirmation message is displayed.



- Click **Close** to close the message.
The eProgressions are submitted and displayed in the Pending Enrolment Progressions grid.

1.3. Appendix 1: Which codes to use

The drop down list for progressions will give you all of these options



The ones you should use as tutors are below, they are self-explanatory but if you have any questions contact anyone in MIS.

- ALL has withdrawn lnr- non-attendance
- Completed- No Achievement
- Completed- Result Not Known (for use with exam or portfolio assessed courses)
- Completed and Achieved
- Learner has withdrawn

The other options are used by BRT and MIS.