

Review Course Runs

(Secure Portal Guidance)



Reviewing Course Runs

To review existing course runs, navigate to 'Review Course Runs' via the main menu. You can use the onscreen search fields to find the course run you require. To open the course run, click the ID.

Once open, you can see the basic course information as well as the learners registered for the course run. It is here that you can also access course specific documentation/reports, unit registration (if applicable) and DER (Direct Entry of Results) features.

Registering Additional Learners

To register additional learners, within the run, click the 'Additional Learner Registrations' button. Your previously submitted eRegistration form will appear for the given course run, and you should append a registration file containing the details for the additional learner registration(s).

Withdrawing Learners

To withdraw a learner from a course run, navigate to the required course run. Once you have located the learner you wish to withdraw, click the corresponding 'Withdraw' button.

NB: All learner registrations submitted to Open Awards will be charged for in accordance with our Fees and Charges. Please note, 'Withdrawal' of a learner only hides the learner from results process and does not remove the learner from the Course Run.

Click here to return to the [Secure Portal Guidance Menu](#).

More Information?

For more information, [please contact us](#).