

Awarding Learners

Direct Entry of Results (DER) Overview

DER is an online mechanism for claiming credits for your learners. You can add credit claims at any point during the delivery of your course and they will remain in your online basket until you are ready to submit them for verification.

Claiming Credits via DER

To claim credits by unit (**Recommended**):

1. Access the relevant course run via the [Your Course Runs](#) page
2. Click 'Results' on the menu, then select 'Direct Entry Results by Unit'
3. Select the first unit you want to claim credit for from the dropdown
4. Select the appropriate result (Achieved or Not Achieved) from the Results dropdown for each learner, or click 'Set Achieved' to apply an Achieved result to all learners on the course run.
5. **For Access to HE courses** - select the appropriate grade from the 'Results' dropdown menu for each graded Level 3 unit and the appropriate result from the dropdown menu for each non-graded unit. Select a comment from the 'Comments' dropdown menu..
6. Click 'Add/Amend Basket' (claimed credits will appear in your basket)
7. Repeat steps for each unit you want to claim credit for

To claim credits by learner:

1. Access the relevant course run via the [Your Course Runs](#) page
2. Click 'Results' on the menu, then select 'Direct Entry Results by Learner'
3. Select the learner you wish to enter results for from the dropdown list.
4. Select the appropriate result from the results dropdown menu for each unit listed.
5. **For Access to HE courses** – select the appropriate grade from the 'Results' dropdown menu for graded L3 units and the appropriate result for non-graded units. Complete the comments box by selecting a comment from the dropdown menu for each unit.
6. Click Save (once saved, results will be added to the basket)
7. Repeat for each learner you wish to claim credit for.

To claim Accredited Prior Learning (RPL/APL):

1. Check you have followed our [Recommending Prior Learning \(RPL\) guidance](#) to request RPL for a learner at the point of registration and you have received confirmation of this.

2. Claims can then be made through the normal process above
3. Select the result first (i.e. Achieved/Not achieved/Grade) then Click on Add/Amend basket
4. Click on the Set APL button

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'Customer Service Officer' at Liverpool Open Awards (Test) 9 3 Customer Service Team

Direct Entry Results By Unit Submission

Course Run [1508498] TEST

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Please note that there are other results being processed for this course run.

CBJ556: Introduction to Barista Skills A/615/8530 Level=One,Credits=2

[Add/Amend Basket](#) 3 results for this course run in this basket

| Learner ID | Learner name | Result (Set Achieved) | Set APL |
|------------|-------------------|-----------------------|-------------------------|
| 10182540 | Yogi Bear | Achieved | Set APL |
| 10182542 | Captain Caveman | -- Please Select -- | Set APL |
| 10182539 | Huckleberry Hound | -- Please Select -- | Set APL |
| 10182541 | Quick Draw McGraw | -- Please Select -- | Set APL |
| 10212916 | Tim Test | -- Please Select -- | Set APL |

If awarding a unit through APL, please ensure you select the appropriate 'grade' from the drop down. Not doing so may result in selections not being added to the basket.

5. Tick the APL box
6. Select the APL type from the dropdown menu
7. Enter the date you submitted the RPL Request Form to Open Awards as the APL Date.
8. Click on Amend in basket.

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Direct Result Amendment

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Learner: Yogi Bear [10182540]
 Unit: [CBJ556] Introduction to Barista Skills [RITS: A/615/8530]
 Course Run [1508498] TEST

Achieved/Not Achieved: Achieved

APL:

APL Type: Exemption

APL Date: 01/03/2019

[Amend in Basket](#)

Amending Credit Claims

You can amend or remove credit claims from your basket prior to submission, in two ways:

Option 1:

1. Access the relevant course run via the [Your Course Runs](#) page
2. Click 'Results' on the menu, then select 'Direct Entry Results by Unit'
3. Select the unit you want to amend a claim for from the dropdown
4. Amend the grade as appropriate for the given learner. To remove a claim from your basket change the result back to '--Please Select--'
5. Click 'Add/Amend Basket' (your basket will be updated)
6. Repeat steps for each claim you want to amend/remove

Option 2:

1. Access the basket via the bubble at the top of any page
2. Click 'Amend' or 'Remove' against the appropriate claim
3. Amend the result as appropriate for the given learner
4. Click 'Amend in Basket' (your basket will be updated)
5. Repeat steps for each claim you want to amend/remove

DER Reports

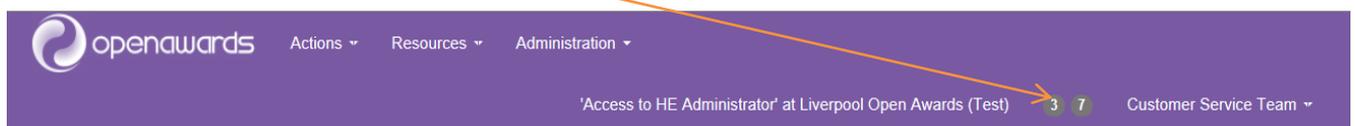
Once results have been added to your basket you can review them before submitting:

1. Access the relevant course run via the [Your Course Runs](#) page
2. Click 'Course run Documentation' on the menu, then select 'DER Credit Recommendation Summary'

Submitting Credit Claims

To submit credit claims to Open Awards, you should:

1. Access the basket via the bubble at the top of any page



2. Select the course run you want to submit from the dropdown, or select 'All' to submit claims for all course runs.

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'Access to HE Administrator' at Liverpool Open Awards (Test) 3 7 Customer Service Team

Direct Entry Basket

--All-- Submit

| Learner ID | Learner | Unit ID | Unit | Level | RITS | National Code | Course Run | Result | Option |
|------------|--------------|---------|---|-------|------|---------------|------------|---|--------------|
| 10211521 | Bear, Booboo | CBF667 | Communication: Punctuation and Grammar Skills | L2 | | UD23DEV21 | 1506600 | Achieved Capped Pass | Amend Remove |
| 10211521 | Bear, Booboo | CBF813 | Ethical Issues in Health | L3 | | GA33HEA01 | 1506600 | Pass | Amend Remove |
| 10211521 | Bear, Booboo | CBG051 | Early Social Development | L3 | | GA33PSY04 | 1506600 | Merit Capped Pass and Internally Verified | Amend Remove |

3. Click 'Submit'
4. Click 'Amend' to go back, or click 'Continue' to submit the claims for verification