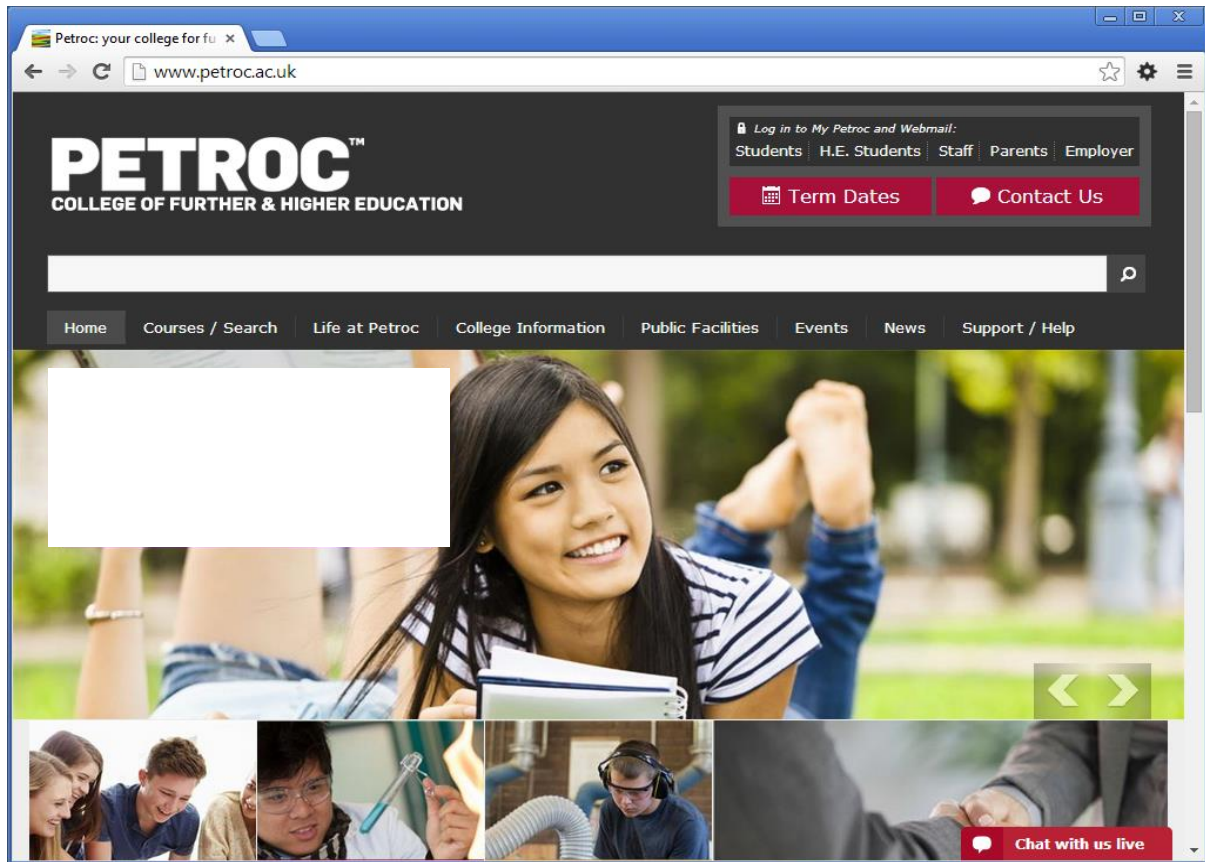


Entering GCSE Results via My Petroc

User Guide

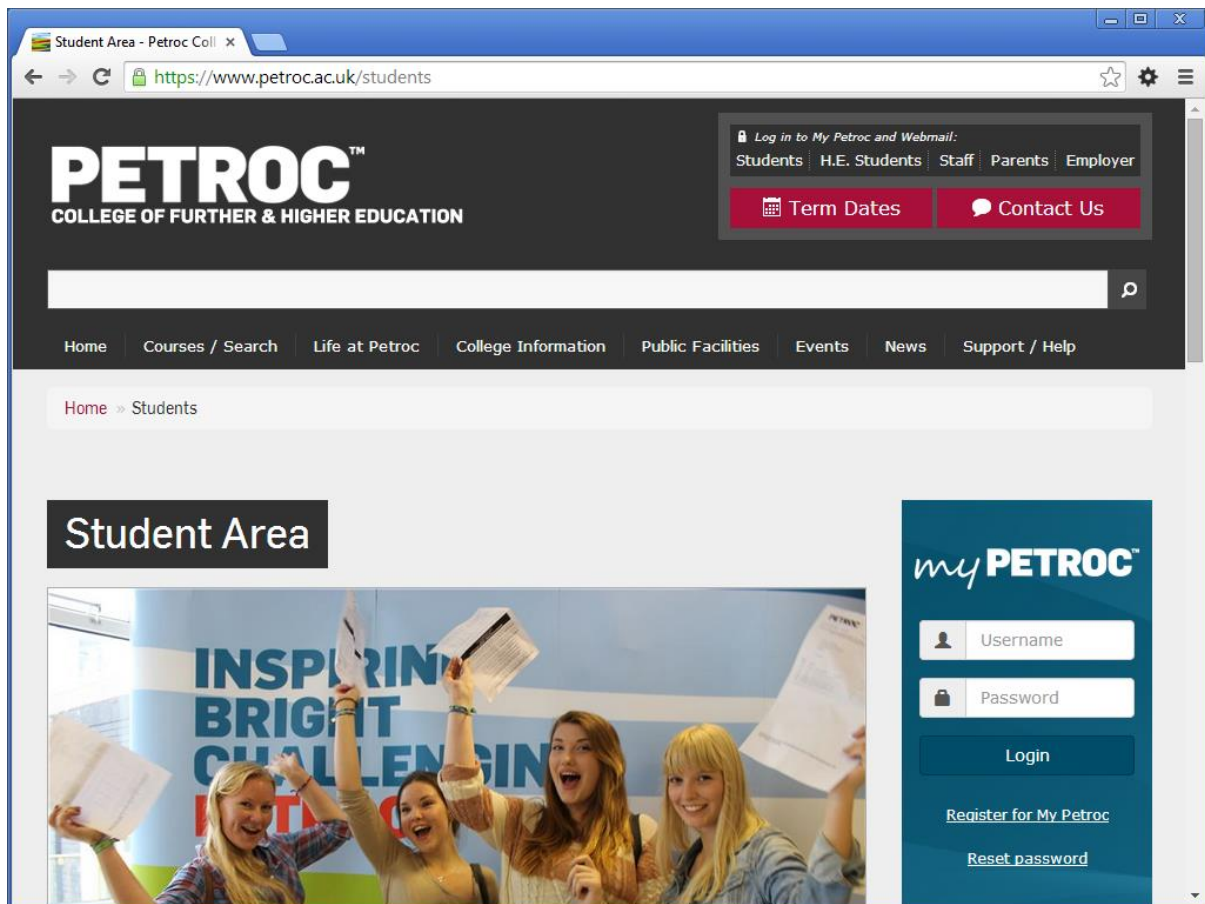
Step 1 – Go to our web site

Please visit our website www.petroc.ac.uk – click on the ‘Students’ link in the top right hand corner.



Step 2 – Login to My Petroc

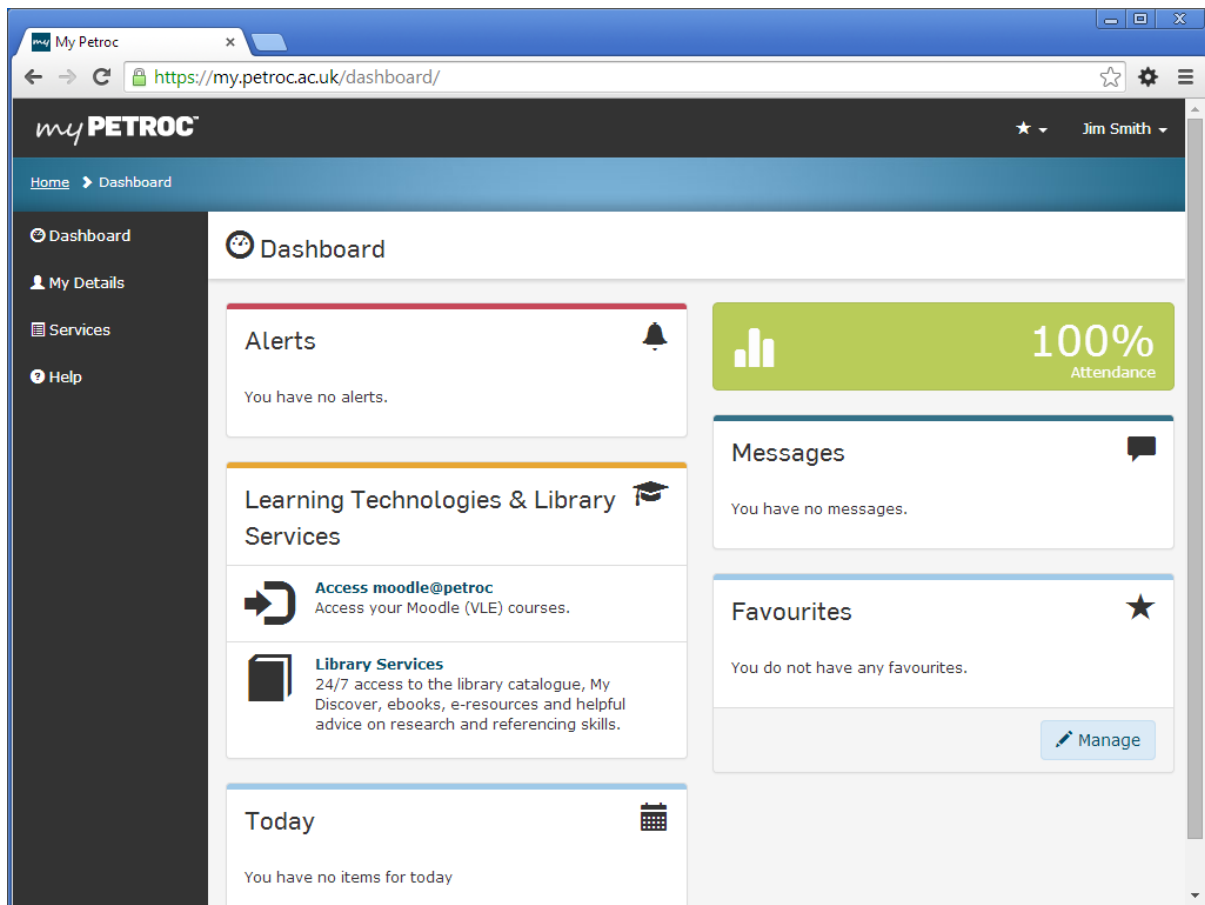
Log in to My Petroc using your ID Number and password.



The screenshot shows a web browser window with the address bar displaying <https://www.petroc.ac.uk/students>. The page features the Petroc College logo (PETROC™ COLLEGE OF FURTHER & HIGHER EDUCATION) on the left. On the right, there is a navigation menu with links for "Students", "H.E. Students", "Staff", "Parents", and "Employer", along with buttons for "Term Dates" and "Contact Us". Below the logo is a search bar. A horizontal navigation bar contains links for "Home", "Courses / Search", "Life at Petroc", "College Information", "Public Facilities", "Events", "News", and "Support / Help". The main content area has a breadcrumb trail "Home » Students" and a "Student Area" heading. A large banner image shows four young women celebrating, with text that reads "INSPIRING BRIGHT CHALLENGING". To the right of the banner is a "my PETROC™" login box with fields for "Username" and "Password", a "Login" button, and links for "Register for My Petroc" and "Reset password".

Step 3 – My Details

Once logged in to My Petroc (<https://my.petroc.ac.uk>) click on 'My Details'.



Step 4 – Go to GCSE Results

Click on 'GCSE Results'.

The screenshot shows the 'myPETROC' website interface. The browser address bar displays the URL: <https://my.petroc.ac.uk/portal/210984650/details>. The user is logged in as 'Jim Smith'. The left-hand navigation menu includes the following items: Learner Details, Attendance, Reviews, Track Applications, Payments, Report An Absence, **GCSE Results**, Timetable, Courses & Modules, College/UCAS References, Progression, Individual Learner Plan, and My Career Map. The main content area is titled 'Learner Details' and is divided into three sections:

- Details:** A table containing personal information for Jim Smith.
- Contacts:** A table listing contact information for the Personal Tutor (Joe Bloggs) and Emergency Contact (Mr Test Test).
- Tutors:** A table listing assigned tutors.

Details	
Photo	
Name	Jim Smith
ID	123456789
Address	OLD STICKLEPATH HILL BARNSTAPLE DEVON EX31 2BQ
Gender	Male
DOB	01/01/1991
Phone	01234567890
Mobile	07777123456

Contacts	
Personal Tutor	Joe Bloggs
Email	joe.bloggs@petroc.ac.uk
Emergency Co...	Mr Test Test (0123456789)
Corresponde...	

Tutors		
Tutor Type	Tutor	Tutor Email
Personal Tutor	Joe Bloggs	joe.bloggs@petroc.ac.uk

Step 5 – GCSE Results

From here you can add new GCSE results by clicking on the 'Add Qualification' link. Also if the results have yet to be confirmed by the tutor you can edit them by clicking on the 'Edit' link next the relevant qualification.

Please note that once the tutor has confirmed the results you will no longer be allowed to edit them.

The screenshot shows the myPETROC portal interface. The browser address bar displays <https://my.petroc.ac.uk/portal/210984650/attainment>. The user is logged in as Jim Smith. The navigation menu on the left includes: Learner Details, Attendance, Reviews, Track Applications, Payments, Report An Absence, GCSE Results, Timetable, Courses & Modules, College/UCAS, References, Progression, Individual Learner Plan, My Career Map, and Off Site Activities. The main content area is titled 'GCSE Results' and contains three sections:

- Prior Attainment** table:

Field	Value
Feeder School	BRAUNTON COMMUNITY COLLEGE
Primary School	CAEN COMMUNITY PRIMARY SCHOOL
Average GCSE...	6.25 points
Prior Attainm...	Full level 3

- Initial Assessments** table:

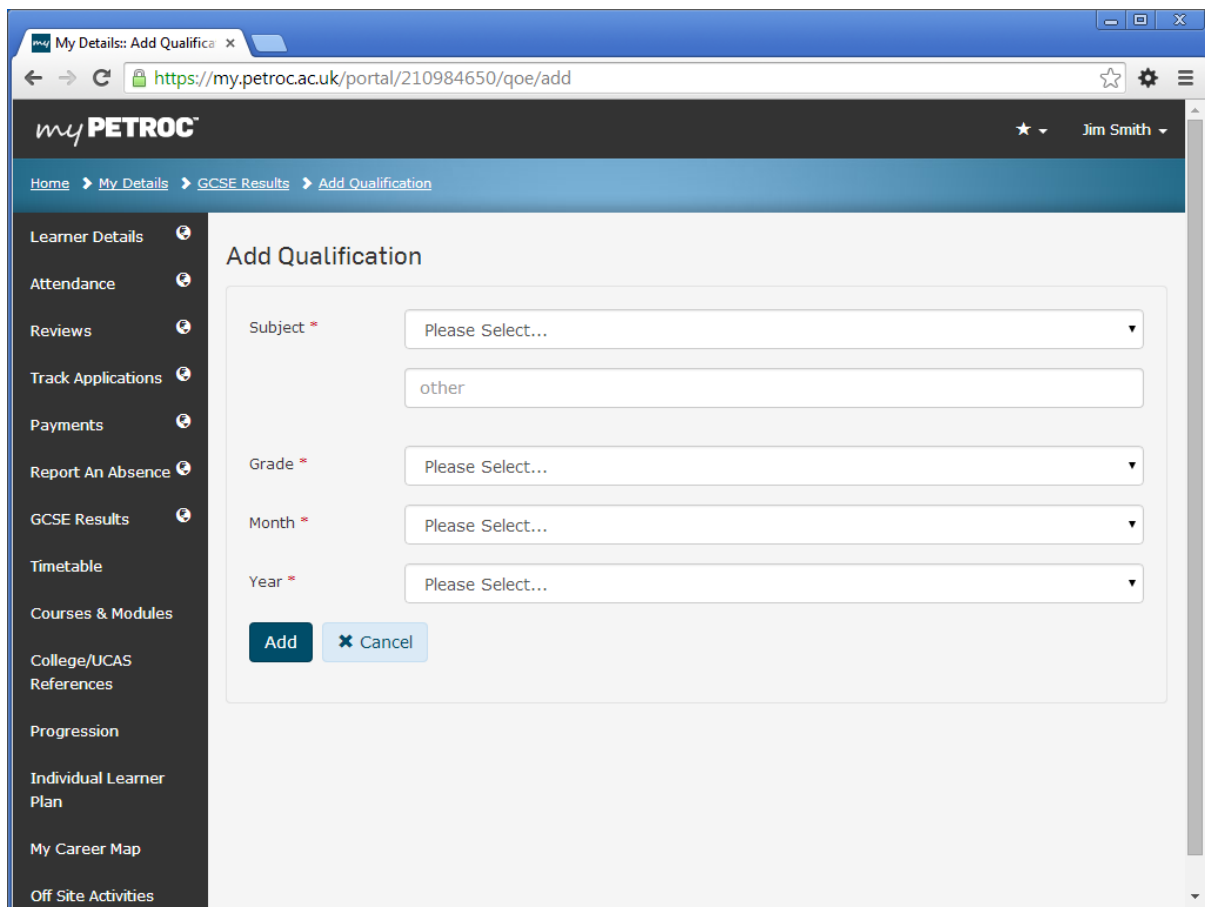
Subject	Assessment Date	Result
English	25/03/2013	You are working towards Level 2.
Mathematics	25/03/2013	You are working mainly at Level 2.

- Qualifications on Entry** table with an '+ Add Qualification' button:

Subject	Grade	Assessment Date	Edit
GCSE ADDITIONAL SCIENCE	A	Jun 2009	🔒
GCSE D&T RESISTANT MATERIALS	A	Jun 2009	🔒
GCSE ENGLISH LANGUAGE	B	Jun 2009	🔒
GCSE GEOGRAPHY	C	Jun 2009	🔒
GCSE MATHEMATICS	B	Jun 2009	🔒
GCSE MEDIA STUDIES	B	Jun 2009	🔒

Step 6 – Adding qualification

When adding or editing a qualification you will need to enter the subject name, grade and when the qualification was achieved.



The screenshot shows a web browser window with the URL <https://my.petroc.ac.uk/portal/210984650/qoe/add>. The page title is "My Details: Add Qualifica" and the user is logged in as "Jim Smith". The breadcrumb trail is "Home > My Details > GCSE Results > Add Qualification".

The main content area is titled "Add Qualification" and contains the following form fields:

- Subject ***: A dropdown menu with "Please Select..." as the current selection.
- Other**: A text input field containing the word "other".
- Grade ***: A dropdown menu with "Please Select..." as the current selection.
- Month ***: A dropdown menu with "Please Select..." as the current selection.
- Year ***: A dropdown menu with "Please Select..." as the current selection.

At the bottom of the form are two buttons: "Add" (a dark blue button) and "Cancel" (a light blue button with an 'x' icon).

The left sidebar contains a navigation menu with the following items:

- Learner Details
- Attendance
- Reviews
- Track Applications
- Payments
- Report An Absence
- GCSE Results
- Timetable
- Courses & Modules
- College/UCAS References
- Progression
- Individual Learner Plan
- My Career Map
- Off Site Activities