

3. How to create courses in myBTEC, or search for courses you already have.

Step-by-step process

How to create a course

In each subject, you need to have claimed the **Course Leader** role or higher to create a course.

Step 1 – Select '**Courses**', then click '**Create a course**'.



Step 2– Choose from your centre’s qualifications in the subjects in which you have the **Course Leader or Lead IV** role by selecting subject, type and size.

A course is created for a specific qualification title so it is not possible to combine learners on different sizes or pathway titles in one course.

Create a course - Step 1: Select qualification

The screenshot shows a progress bar at the top with five steps: 1. Select qualification (highlighted in orange), 2. Select units, 3. Add assignments, 4. Add people, and 5. Confirm course. Below the progress bar, the 'Select subject' section has a dropdown menu with 'Business' selected. The 'Select qualification suite' section has a dropdown menu with 'BTEC Firsts 2012 (NQF)' selected. To the right, a 'Your course' summary panel shows: Subject (Business), Suite (BTEC Firsts 2012 (NQF)), Pathway (Please select a subject pathway), Size (Select a subject pathway first), and Dates and name (Select a qualification size first).

Step 3– Select a **start date** and a **finish date**. Don’t worry, myBTEC prevents you from going past the qualification end date. Then add your **course name**. Most users create a course for each group of learners, it is also possible to create a course for a year-group if it is not too large.

The screenshot shows the 'Select qualification size' section with a dropdown menu for 'Size' and 'Certificate (240 GLH)' selected. Below this is the 'Select course dates and draft course name' section. It includes 'Course start:' (16/08/2019) and 'Course end:' (17/08/2019) fields. A note states: 'The course start date should be before the qualification end date: 31 Dec 2024' and 'The course finish date must be before the certification end date: 31 Dec 2026'. The 'Draft course name:' section has a text input field with the placeholder 'Add a course name here that identifies the group of learners'. To the right, the 'Your course' summary panel is updated to show: Subject (Business), Suite (BTEC Firsts 2012 (NQF)), Pathway (Business), Size (Certificate (240 GLH)), and Dates and name (16/08/2019 TO 17/08/2019). A 'View qualification specification' link is also present. At the bottom, there are 'Cancel' and 'Save and continue' buttons.

Step 4– Click **save and continue**. Your draft course has now been saved.

Step 5– On screen 2, myBTEC automatically adds all the mandatory units to your course. Choose from the optional units that you want to add to your course.

Mandatory units

Unit name	Size	Assessment
Unit 1: Enterprise in the Business World Preview	30	Internal
Unit 2: Finance for Business Preview	30	External
Unit 9: Principles of Marketing Preview	30	External

Optional units

Optional specialist units

Unit name	Size	Assessment
Unit 3: Promoting a Brand Preview	30	Internal
Unit 4: Principles of Customer Service Preview	30	Internal
Unit 5: Sales and Personal Selling Preview	30	Internal
Unit 6: Introducing Retail Business Preview	30	Internal

Select units

150 / 240 GLH (min.)

Mandatory units ^

Unit 1: Enterprise in th... 30 GLH

Unit 2: Finance for Busi... 30 GLH

Unit 9: Principles of Ma... 30 GLH

*** Optional units**

Optional specialist units Units selected: 2

myBTEC knows all of the rules of combination, barred combinations and any other requirements of every qualification. It also knows any Meeting Local Needs arrangements that your centre has. When all requirements are met the **'Save and continue'** button becomes active.

[Preview](#)

Unit 28: Principles of Procurement and Supply Preview	60	Internal
Unit 29: Implementing Procurement and Supply in Business Preview	60	Internal
Unit 30: Corporate Social Responsibility Preview	30	Internal
Unit 31: Managing Personal Finances Preview	30	Internal
Unit 32: Sustainability in the Business Workplace Preview	30	Internal

* This unit is part of a barred combination. Selecting this unit will block other unit(s) from being selected.

Back

Select units

300 / 240 GLH (min.)

Mandatory units ^

Unit 1: Enterprise in th... 30 GLH

Unit 2: Finance for Busi... 30 GLH

Unit 9: Principles of Ma... 30 GLH

Mandatory units

Optional specialist units Units selected: 6

Save and continue

Step 6 – On screen 3, choose from all the assignments in myBTEC that target the units that you have added to your course. These assignment briefs have been either created by you and your colleagues or they are Pearson Authorised Assignment Briefs.

Add assignments

Add as many or as few existing assignments to your course as you wish.

You will have the opportunity to add more, remove, or create new assignments once the course has been confirmed.

Course learning aims covered

4/25

Don't worry! You can add more assignments, remove, or create new assignments once the course has been confirmed.

Assignment name	Units covered	Unit learning aims covered	Course added to	Date created	Created by
Developing and Promoting My Brand - Copy Preview	Unit 3 or 4 - Promoting a Bran...	1/2	myBTEC guidance vids course	09/21/2017	Ramya A
iuwetyy vtriuuwe Preview	Unit 5 - Sales and Personal Se...	1/2	delete me onboarding	01/22/2018	Ramya A
Hunt query test Preview	Unit 6 - Introducing Retail Bu...	1/2	delete me onboarding	04/23/2018	Ramya A

Back
> Skip
Save and continue

Step 7 – On screen 4, choose from lists of your colleagues in this subject for each role in your course. BTEC cannot be assessed single handed you will need at least one other person to Internally Verify your assignments and assessment. myBTEC has automatically added you, your Lead IV and your BTEC QN.

Add staff

Select the staff members who will perform a role in your course.

All staff available for selection have had their roles approved by your centre's BTEC Quality Nominee and Lead IV for the sub...

You can add or remove staff members...

Read only

View and

Assessor

Create and mark

Internal Verifier

Verify

Course Leader

Create new

Lead Internal Verifier

Have complete control over your subject

Course team

- Course Leader**
- InternalVerifier_New_Tester_In
- Assessor and Internal Verifier**
- Peter Nino
- QN and EO Demo
- UserTwo Twoo
- Assessor only**
- Cosmina Tone
- Other colleagues involved (read

Add Assessor and Internal Verifier

These Internal Verifiers have access to all the same actions as the Assessors, plus they can be sent assignments or marking to verify.

- UserSeventeen, Seventeenn
- UserSix, Sixx
- UserSixteen, Sixteenn
- UserTen, Tenn
- UserThirteen, Thirteenn
- UserThree, Threee
- Usertwelve, Twelvee
- UserTwenty, Twentyy

Cancel
Add

Step 8– Lower down screen 4, choose from all the learners that are registered on this qualification at your centre. If the learners have not yet been registered then don't worry, you can add them later. Click [Skip](#) or [Save and continue](#).

Add learners

Select the learners who will take the course.

All learners available for selection have been registered for this BTEC qualification.

You can add or remove learners later.

3 *There are currently 3 learners registered for this qualification at your centre.*

[+ Add learners](#) [Remove learner\(s\)](#)

Select	Name	Surname	ULN	Registration Number	Registration Date
No learners have been added to this course yet. Click on 'Add learner(s)' above to add learners to this course.					

Back
Save and continue

Step 9– On screen 5, see confirmation of all the aspects of the course that you have created. You can edit your course, [Delete course](#) or [Confirm course](#).

Create a course - Step 5: Confirm course

1. Select qualification

2. Select units

3. Add assignments

4. Add people

5. Confirm course

Demo course in Business sector

BUSINESS
BTEC Firsts 2012 (NQF)
 Pearson BTEC Level 1/Level 2 First Certificate in Business

Course start: 16 Aug, 2019
Course end: 17 Aug, 2019

[View qualification specification](#)

Your course is ready to confirm

- Course dates
- Units added
- Assignments added
- Staff added
- I'll add learners later

Units Edit now? Return to Step 2

Unit name	Size	Assessment
Unit 1: Enterprise in the Business World Preview	30	Internal
Unit 2: Finance for Business	30	External

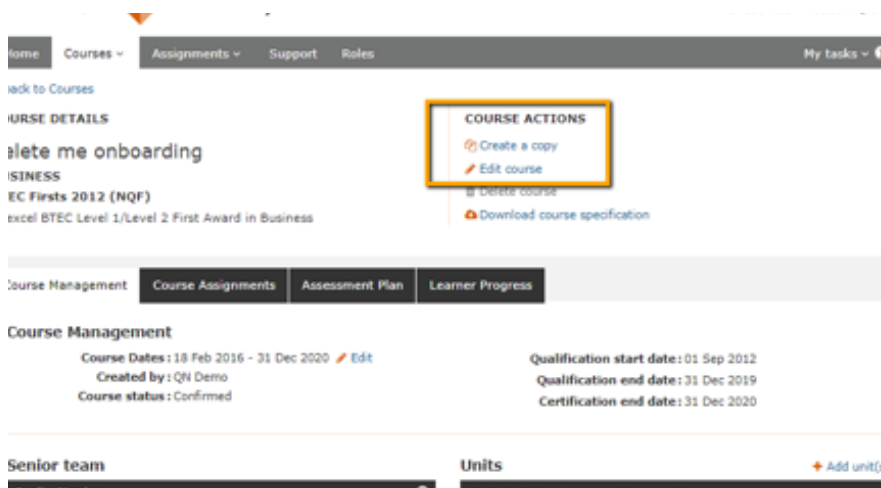
Back
Delete course
Confirm course

How to copy a course for another group

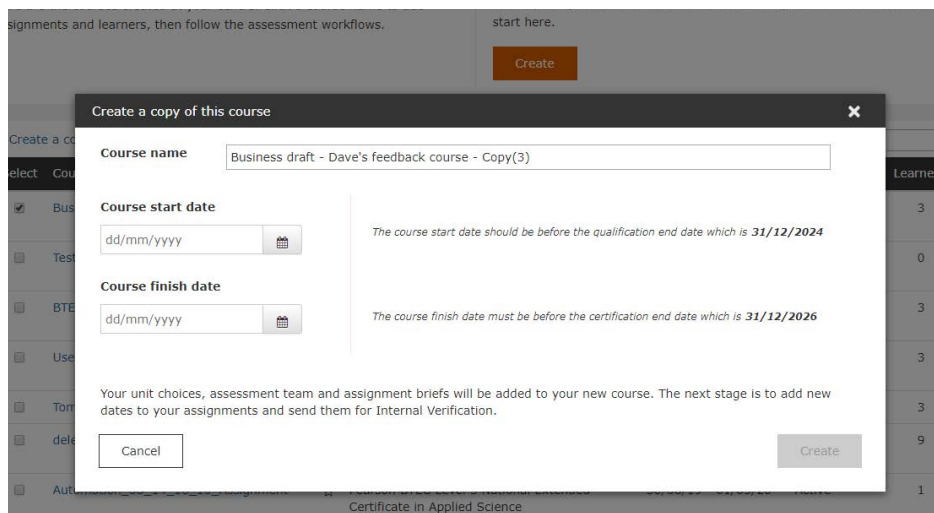
myBTEC users tell us this simple function can save at least 1 day of admin time compared to course planning without using myBTEC.

Step 1 – Go into a course **or** go to **Manage Courses** and Select the course that you want to recreate.

Step 2 – Click **Create a copy**



Step 3 – On the pop-up, edit your course name and enter the start and finish dates.



Step 4 – Click **Create**. myBTEC has created a new course with all of your unit choices, assessment team and assignment briefs. The next stage is to plan new dates for each assignment which will create your assessment plan automatically.

Step 5 – Add your learners when they are registered, myBTEC will then be able to create everything you need to mark, IV and track too.

Previous steps

1. How to find your way around
2. How to claim a role

Next Steps

4. How to create an assignment
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