Updating Actual Destination data for LR

Information Services Created by: Barbara Lawrence

Edited by: Barbara Lawrence

Date: 02-11-17 Version: 4

Introduction

This document gives an overview of how to update Actual Destination data for LR in Qube.

Updating Actual Destinations

Actual Destinations can be updated via Qube (<u>http://redqube.harlow-college.ac.uk/index.php</u>). By default Heads of Academies and AAMs have access to update Actual Destinations but access can be granted to others on request.

NB a student may be enrolled on several courses – however you only need to enter the destination data once for each student. The data will then appear against the student in his / her other courses.

- 1. Log in to Qube as usual.
- 2. At the bottom of the front page you will see the block below. Click on Add Actual Destinations.

Add Actual Destinations Destinations Help Guide	

3. Select the Year, then Team, then Course / Class code from the dropdown lists.

Qube	- the	Harlow	College	VLE

Actual Destinations

Year: Please choose Team: Please choose Tease: Please choose T

4. Once you have chosen your Course you can select the Destination for each learner. You can also add extra information for certain choices. You **must** click the Update button for each learner you enter data for.

	Qube - the Harlow College VLE										
	Destinations										
A	Academy: SIXTH FORM Team: SIXTH FORM Class: A2 LEVEL ART FT (DA2RT111/I/SDA1)										
I	PSN	Student Name	Mobile	Current Destination	Destination						
	11138685	ABAZI GENIT	07808526847		Please choose						
	11155756	DIMECH ANGELLE	07538739003		Please choose Update	~					

FAQ

- Q. I can't see the link to Add Actual Destinations, how do I get it?
- A. If you do not have access, email Barbara Lawrence and she will provide the access rights. If you are not an AAM then they must request it on your behalf.

Updating Actual Destination data for LR

Information Services Created by: Barbara Lawrence

Edited by: Barbara Lawrence

Date: 02-11-17 Version: 4

Q. How long does it take for updates to take effect?

A. Once you hit the update button in Qube, the update is effective immediately.