PROJECT Q
Project Qualifications manager

The complete student
management system, making
project qualifications easy.

Renewal Guide

1) Course Archive

Once your course has been completed, you can archive the course. Archiving the course disables student access and places the Production Logs into a read only mode. Logs are not removed; they can be accessed by any supervisor at any time – this is particularly useful for CPD.

Don't archive the course if you still have active students. You can keep multiple courses/cohorts running at the same time.

Click **Course Management** from the **Coordinator** menu, click **Edit** next to the course you wish to archive and click the **Archive Course** button, type the word **ARCHIVE** into the box and click **Archive**.

2) New Course

Click on **Course Management** from the **Coordinator**. Click on **Create New Course** select the course/board you are following for this academic year, select the name of the coordinator for this course and enter a friendly title to help you differentiate this course from your previous course such as 'EPQ 2016-2017'. Click **Create New Course** to complete.

If students are self-registering for a new course, remember to give them the new registration code. Click **Edit** next to your course and click the **Student Self Register** button for instructions and the unique codes required.