

Trinity College London

Centre Portal Guidelines

Music and Drama

Navigation and Home

- Centre Details
- Managing Organisations
- Managing Contacts
- Creating an Order
- Individual Enrolment
- Mass Enrolment
- Diploma Enrolment
- Group Enrolment
- Written Exam Enrolment
- Re-opening Orders
- Enrolment Details
- Invoices
- Examiner Visits
- Timetables
- Material Printing

Trinity Online Centre portal web address:

www.trinitycollege.co.uk/portal

NB: If you have a touchscreen enabled device please disable before logging in.

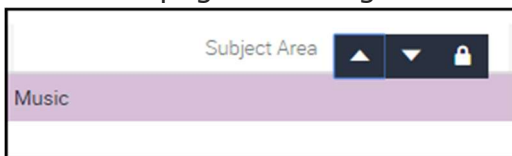
Overview

This guide provides general information about how to navigate the Centre Portal from the Home page.

Video: <https://www.youtube.com/watch?v=VKP15aq1wHk>

Column Headers

It is possible to resize columns in lists by hovering the mouse over the line between columns headers until a <-||-> cursor appears. Then click and drag left or right to reduce or increase the size of that column. It is also possible to drag and drop column headers to change the order of columns in lists, for example the 'My Enrolments' list on the Home page. Clicking on a column header will display the three icons below:



The arrow icons will sort the contents of the list ascending or descending. The padlock icon will lock the order and contents of all columns to the left so that they can no longer be changed or be dragged and dropped into a new order.

Scroll Bars

At the bottom of lists you will find arrows, as per the below:



The double arrow (>>) navigates to the next record in a list. The end arrow (>|) navigates to the next page of records. Note that due to corruption in some browsers there is no longer a vertical scroll bar on most lists on the portal.

Icons

You will see the following icons at the top right of most lists in the portal:



These icons are, in order:

- The + icon is the New button and will create a new record
- The bin icon is active when shown in red, and will Delete the current record
- The magnifying glass allows you to Search for a specific record
- The cog icon allows access to an advanced Options menu
- 1-8 of 9+ indicates which record in the current set is active
- The two arrows allow you to expand the size of the active list

The Home Page



When logging in you will always be taken to the Home page. From here clicking on various tabs or links will allow management of enrolments and sessions. There will be a Help link at the top right which gives access to this guide.

Centre Details provides information and ability to edit/add contact details for your centre. For more details on the use of this tab please read the 'Centre Details' guide: www.trinitycollege.com/CentreDetails

Candidates & Contacts is where all details for candidates, applicants and centre staff are held. For more information on the use of this tab please read 'Managing Contacts': www.trinitycollege.com/ManagingContacts

Bookings provides details about forecasts submitted and associated booking (order) information. (This functionality is not currently used within the UK and Ireland.)

Replacement Certificate Requests provides details about requests made for replacement certificates. (This functionality is not currently used within the UK and Ireland.)

Enrolments provides detailed information on your exam enrolments.

Exam Sessions allows you to timetable candidates and generate exam materials. Once an examiner has been allocated by Trinity you will also be able to find further details including access to their biography.

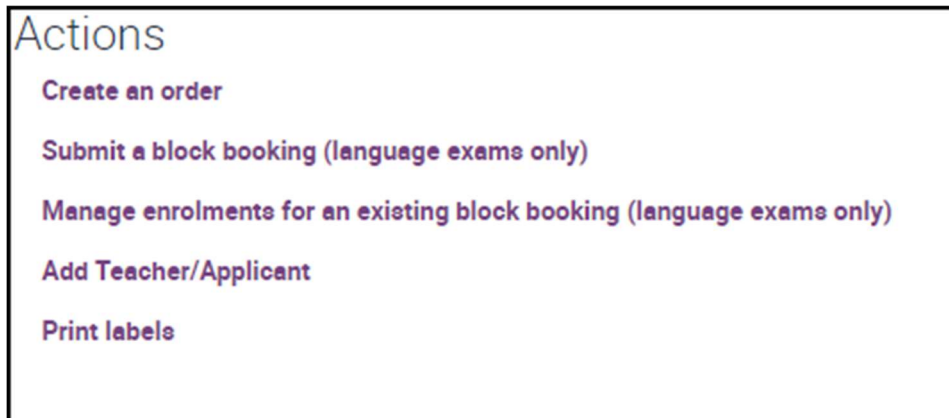
My Recent Enrolments

My Recent Enrolments provides links to the last 5 orders that you have most recently accessed. If you do not see an order you expect to see then use the My Orders Quick Link to view all your orders.

My Enrolments						
Order	Status	Subject Area	Exam Date	Centre Number	Centre	
1-829450331	Open	Music	25/12/2018 00:00:00	13172	Trinity College London Test	

Actions

Provides links to the most used enrolment areas of the centre portal.



Create an order This has now been removed, please follow one of the the guides below to create a new order

www.trinitycollege.com/CreateAnOrder

www.trinitycollege.com/CreateADigitalOrder

Add Teacher/Applicant takes you through to the 'Candidates & Contacts' tab in which you can add new applicants before enrolling candidates and check if they have already been created previously. For further information on how to add new applicants please read the 'Managing Contacts' guide:

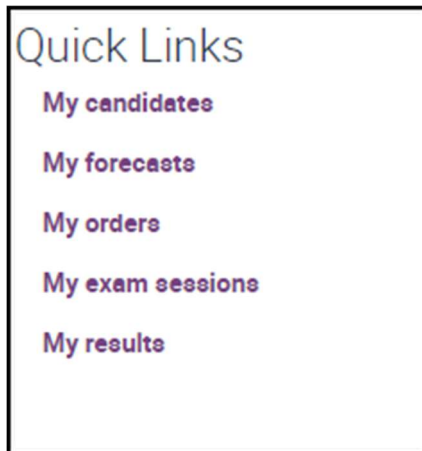
www.trinitycollege.com/ManagingContacts

Print labels takes you through to your already pre-stored documents containing address labels. For details of how to create address labels please read the guide 'Managing Contacts':

www.trinitycollege.com/ManagingContacts

Quick Links

Provides quick links to information stored within the centre portal.



My candidates will take you directly to all of your candidates enrolled on portal. Here you can update some details for candidates and search for candidates already enrolled.

My Forecasts is not used for Music, Rock & Pop or Drama exams in the UK and Ireland.

My orders will take you directly through to the 'Enrolments' tab containing all of your orders.

My exam sessions short cuts directly to timetabling, exam materials, examiner biographies and examiner visits for all of your orders. Please read the 'Examiner Visits' and 'Timetabling' guides for more information:

www.trinitycollege.com/ExaminerVisits

www.trinitycollege.com/Timetables

My results allows you to search for results by candidate.