

Trinity College London

Centre Portal Guidelines

Music and Drama

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Trinity Online Centre portal web address:

www.trinitycollege.co.uk/portal

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

Before you Enrol

You should create your Order first, see:

www.trinitycollege.com/CreateADigitalOrder

Enrolling Candidates

There are two ways to input solo enrolments: By entering candidates one by one directly into Trinity Online, or by using the mass enrolment spreadsheet, which enables you to collate information that you can then cut and paste directly into the mass enrolment page on Trinity Online. Both options are available from the 'Enrol Candidates' tab within your order. For information on individual enrolment see:

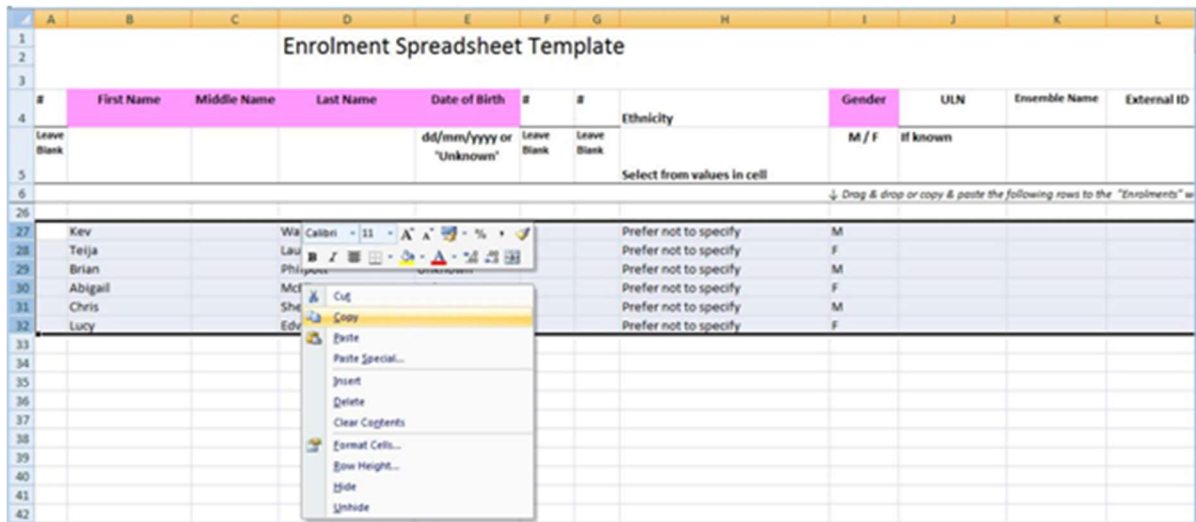
www.trinitycollege.com/IndividualDigitalEnrolmentsCJandRP

Spreadsheet Enrolment

Download the spreadsheet from the Enrol Candidates tab, see below. There are separate versions of the spreadsheet for different types of exam, make sure you choose the correct one. We advise you to download a new spreadsheet for each examination session in case changes have been made to the spreadsheet. Open and save the spreadsheet to your files. All columns highlighted in Pink are mandatory and all columns highlighted in blue are optional. The final two pages of this guide detail further information on each column if further guidance is needed.

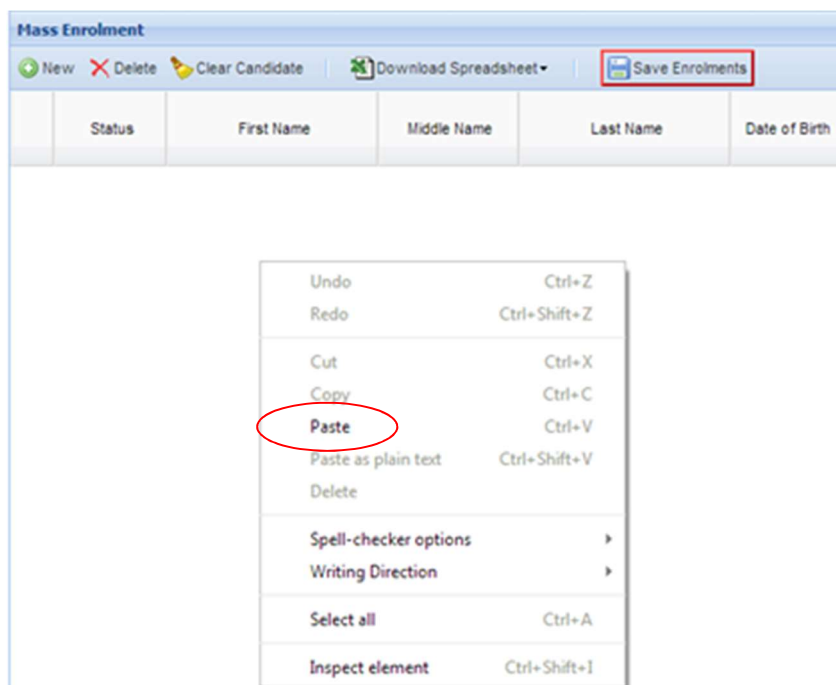
The screenshot shows the 'Mass Enrolment' interface in Trinity Online. At the top, there are navigation tabs: 'Enrol Candidates', 'Enrolment Details', 'Attachments', 'Examiner Visits', and 'Written'. Below these, the 'Mass Enrolment' section is active. It features a toolbar with icons for 'New', 'Delete', 'Clear Candidate', 'Download Spreadsheet', and 'Save Enrolments'. The 'Download Spreadsheet' dropdown menu is open, displaying a list of exam types: Music, Drama, International ESOL, International ESOL SELT, GESE China, GESE India, Arts Award Ex/Br/SI/Gd, Arts Award Discover, Rock & Pop, Trinity Stars, UK ESOL, PPAD, and TESOL TYLEC. The 'Save Enrolments' button is highlighted with a red box. Below the toolbar, a table is visible with columns for 'Status', 'First Name', 'Name', and 'Date of Birth'.

Once all information is recorded on the spreadsheet highlight ALL columns (including column A) and all the rows needed as below.



Do NOT click on the 'New' button on the Trinity Online screen when using the spreadsheet.

The next step depends on which browser programme you are using. In most browsers you can simply right click and copy as shown above, then in Trinity Online right click on the blank enrolment area and paste as shown below.



In some browsers such as Safari it is necessary instead to drag and drop the information from the spreadsheet to Trinity Online. This is achieved by selecting the area as above, then moving the cursor to the very edge of the selected area until the cursor changes. Then drag the selection to the enrolment area.

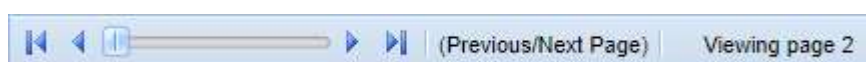
If you run a large centre then we suggest that you copy and then save around fifty candidates at a time rather than hundreds at once. Though the system has been tested with up to a thousand candidates at a time it is much easier to deal with any errors if enrolling smaller numbers at a time.

Depending on how many candidates you are enrolling and how busy the system is there may be a short delay before the data appears in Trinity Online. If there are any errors or missing data it will be highlighted in red as shown below. If this happens then you can correct the data directly in the system without having to go back to the spreadsheet.

Status	First Name	Middle Name	Last Name	Date of Birth	Existing Candida...	Candidate Number	Ethnicity	Gender	ULN	Ensemble Name	Exfer... ID	Exam Suite	Product	Product Code	Minimum Age Verifica...	Teacher Adviser	Teacher on Cert
1	Kev		Ward	Unknown	?			M				Brass	Baritone Grade 1	01BTN			

A common error is choosing an incorrect product for an Examination Suite. Click on the red area to see a drop-down list of exams, and you can make the correction by choosing the right item from the list.

The candidates enrolled are broken into 'pages' of fifty candidates at a time to stop the system slowing down. These pages can be clicked through using the arrow buttons at the bottom of the screen.



Please always remember to click 'Save Enrolments' once all the red sections are amended or else you will lose whatever is on the screen.

After you click on Save Enrolments a box will pop up to tell you your data has been saved. The enrolments then show on screen with a padlock symbol next to the information to indicate that these are saved. Trinity Online will create Candidate Numbers when the enrolments are saved. At this point you can exit the system without any risk of losing the information and you can continue to add candidates into the order at a later stage.

At this point candidates may be freely deleted or added to your order.

Existing Candidates

If a candidate has taken an exam with Trinity before you may have a candidate Number for them. This may be entered in column G on the spreadsheet. This is the only reason ever to type anything in a column titled 'Leave Blank'. When you have copied and pasted your information into Trinity Online you can click on the question mark and then down arrow in the 'Existing Candidate?' column and the system will retrieve the candidate's details. In the absence of a candidate Number you can enter an existing candidate's name and date of birth, in which case the system will attempt to match these details against existing records when you click the question mark.

It is important to do this to avoid creating duplicate data, and also very important to do this if the candidate has a re-entry permit or voucher to use.

Diploma Enrolment

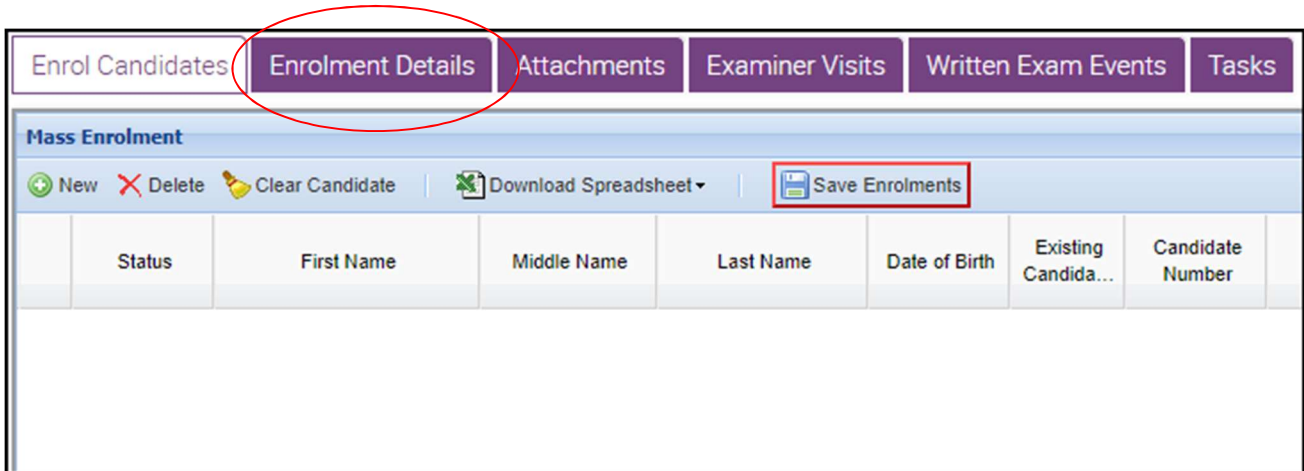
Diploma exam enrolment works slightly differently from most exams, for more information please see the separate guide:

www.trinitycollege.com/DiplomaEnrolments

After Enrolment

When you have enrolled candidates and saved you may select the 'Enrolment Details' tab to see your order with pricing information included. See the separate guides below for information on what you can do on this tab:

www.trinitycollege.com/UpdateOrderDetails



The screenshot shows a web application interface with a top navigation bar containing tabs: 'Enrol Candidates', 'Enrolment Details' (circled in red), 'Attachments', 'Examiner Visits', 'Written Exam Events', and 'Tasks'. Below the navigation bar is a 'Mass Enrolment' section with a toolbar containing buttons: 'New', 'Delete', 'Clear Candidate', 'Download Spreadsheet', and 'Save Enrolments' (highlighted with a red box). Below the toolbar is a table with the following columns: 'Status', 'First Name', 'Middle Name', 'Last Name', 'Date of Birth', 'Existing Candida...', and 'Candidate Number'. The table is currently empty.

After enrolment is complete, and once any re-entry permits or discounts have been applied, you can then Submit the order using the button near the top of the screen.

If you run a public centre for Trinity you will be able to Invoice and Process the order yourself from the Enrol Candidates tab.

This is now the end of the process and login details will be received within a week.

Spreadsheet Columns in Detail

Mandatory columns are highlighted in **pink**.

First, Middle and Last Names: These columns are self explanatory; please enter the candidates' names. If the candidate does not have a middle name please leave blank.

Date of birth: Please make sure the date of birth is entered in DD/MM/YYYY format, any variation will produce an error. If the date of birth is not known you can leave blank. Some exams have a maximum or minimum age limit, and in this case the date of birth must be included.

Gender: Please choose M or F option.

Exam Suite, Product and Instrument/Subject: Please note this is a different entry method from face to face exams.

- **Exam Suite:** It is best to think of this as the overarching type of exam, Classical and Jazz or Rock and Pop.
- **Product:** Please enter the grade of the exam from the drop-down list. These will be called for instance 'Classical and Jazz Grade 3 (Digital)' or 'Rock and Pop Grade 4 (Digital)'. The Mass enrolment spreadsheet is also used for enrolling for face to face exams and so you will need to scroll to the correct point in the list.
- **Instrument/Subject:** Please select the instrument being taken.

Optional columns are highlighted in **blue**.

Applicant: Entering an applicant name can assist in keeping track of who entered each candidate for their exam, and will enable the generation of an address labels file when exam materials are generated. For applicants only the first and last name will appear on the drop-down list; any titles, middle names or post-nominal qualifications will be omitted. These extra details may be entered on the Candidates & Contacts screen but will not appear in the drop-down list to save space on the screen. Applicants will need to be added to your centre to be recognised, see the separate guide for how to do this:

www.trinitycollege.com/ManagingContacts

School: Please enter the school name for the candidate here.

School on Cert.: Use the drop down to select Y for the school to appear on the certificate, or N if the school is not to be shown on the certificate.

Venue: This is not needed to digital exams

Other columns.

Some columns are titled '**Leave blank**'. Leave these columns blank. Do not delete these columns, and do not hide these columns.

Ethnicity: This is not mandatory and may be left blank.

ULN (Unique Learner Number): This is not mandatory, therefore please leave blank if you do not have the information.

Ensemble Name: Only used for Pair and Group exams. See the separate guide on groups for further information:

www.trinitycollege.com/EnrollingGroups

Minimum Age Verif.: If the exam requires a minimum age then the age of the candidate should be confirmed and a capital Y included in this column to confirm they are old enough. For exams where there is no minimum age this is not relevant, so leave blank.

External ID: If you wish to include your own reference number then you may do so here.

First Language: This information is required for some exam types, but not for others. Consult your syllabus for further information. Music, Rock & Pop and Drama exams never require this information.