

Getting started with Project Q

Project Q is the market-leading Project qualifications management platform, designed to simplify the administration of Project qualifications. It's now free to AQA customers.

Project Q:

- delivers real-time interaction of learners' EPQ progress
- keeps the information required for the submission assessment evidence all in one place
- reflects the production log and allows supervisors to lock sections when complete, removing the risk of learners completing the log retrospectively
- has a course resource section for coordinators and supervisors to share files and resources, useful for Taught Skills materials
- has features such as a journal and files area which can be useful to learners to show the development of their project
- can help raise engagement, retention and achievement.

Signing up

- Visit projectq.co/orders-and-renewals and select the AQA order form.
- Send your completed form to accounts@projectq.co
- Account set up is fast (usually the following working day) and coordinator login details will be emailed to the teacher contact you've provided.

Creating a course

- To create a new course, from the Coordinator menu, click 'course management'.
- Click on 'Create new course'.
- In the pop-up box, select the specification, course coordinator and add a course name.
- Click 'Create new course' to create the course.

Creating users

Add supervisors

- Click 'User accounts' from the Coordinator menu and then click 'Add new supervisor/coordinator'.
- Add the supervisor's details and save. The display name will be the learner-known name, eg Mr Smith.
- An email will be sent to the supervisor with a temporary password. (If not received, check the junk mail folder.)

Learners – self-register

- It's recommended that learners register and enrol themselves on the course – they'll need the course reference and course code.
- The course reference and course code can be found in the Coordinator menu. Click on 'Course management' and then 'Edit' next to the course.
- Clicking on the 'Student self-register' button provides the necessary codes to be shared with the class.

Learners – add manually

- Use the same method as adding supervisors (above), but click 'Add new student' from the User account screen.

Linking learners to supervisors

Learners can complete their work without being attached to a supervisor.

To link a learner with a supervisor:

- Click on 'Course management' from the Coordinator menu and edit the course.
- Click the 'Students and supervisors' tab.
- Click the 'Add/link student' button at the top of the screen, or the 'Link' button next to a learner.
- Learners can be unlinked from a supervisor and reassigned to another at any time during the course.

Timeline

The timeline feature automatically shows when you've added events. This is a useful tool to display the course milestones on the welcome screen of both the learner and supervisor.

To edit the timeline:

- Click on the 'Course management' link from the Coordinator menu.
- Click on the 'Timeline' tab to view, add, edit or delete entries.

Useful information

[Sign up](#) for free (AQA customers). Once your account has been created, you'll receive a welcome email.

View the [supervisor overview video](#).

View the [coordinator overview video](#).

The [introductory PowerPoint](#) can be used to provide your learners with an understanding of the platform.

Find out more about Project Q at aqa.org.uk/epq