

WordXML+ Extraction and Transformation Tool

User Guide

Software Version Release 1.3.3.
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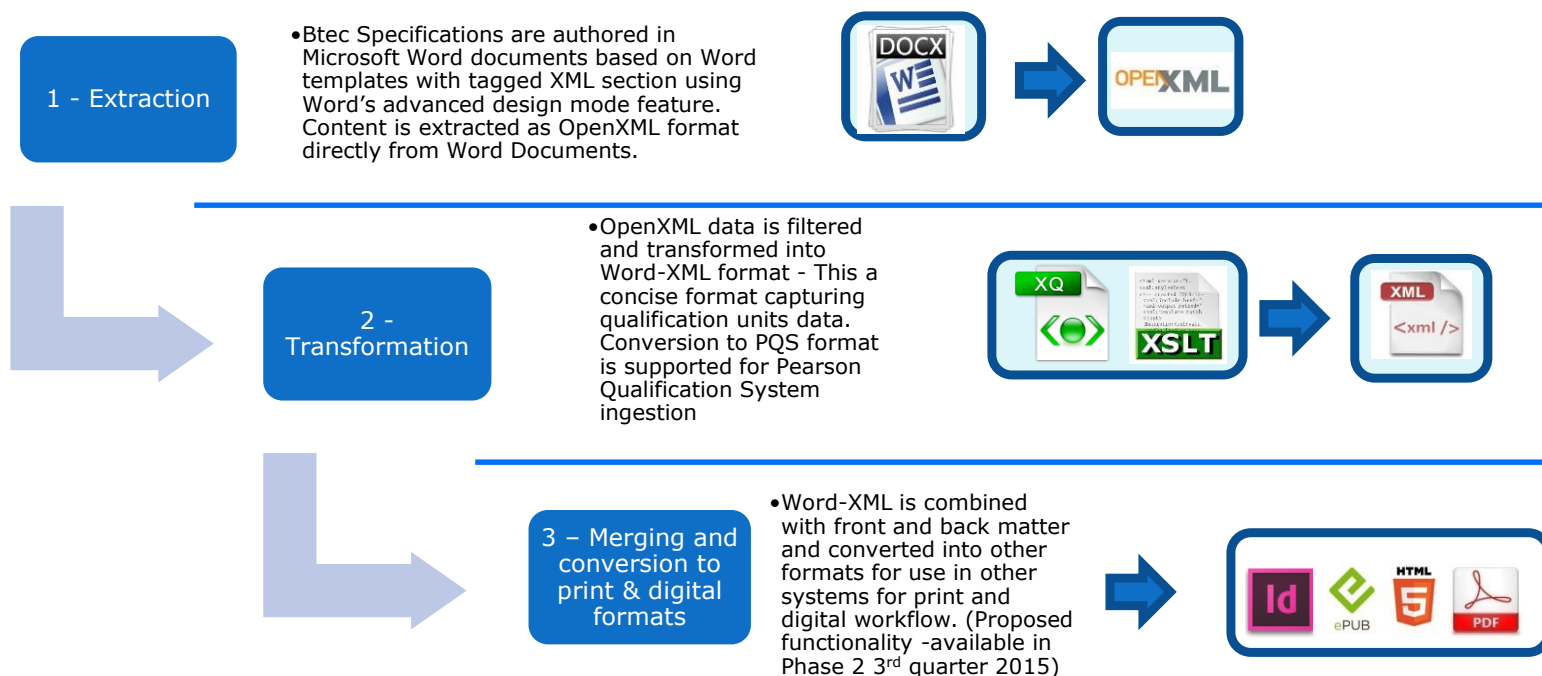
Introduction

WordXML+ is a Cloud software application which enables Pearson Qualification developers and writers to extract Btec Nationals and Btec Level 2 specification data authored in Microsoft Word documents as XML which is then ingested into the MyBTEC product. The application is built on the open source DocX4J library and executes Xslt and Xquery scripts to generate IQS formatted XML required for the Pearson Edexcel course accreditation system (PQS).

What it does

This application replaces the manual outsourced process handled by Aptara to convert Btec specification MS Word documents into IQS XML. In absence of a long term strategic system this application is an interim solution to address this need for automated and bulk extraction, which represent a significant cost saving to Pearson Qualification department.

How Word-XML+ Works



Understanding the Word-XML format

In the Transformation stage the default rules (as supplied in the Xquery and XSLT scripts, configured in the application settings page) parse the extracted OpenXML to pick out the sections and Meta data illustrated below.

Unit title
The title reflects the content of the unit. It informs both you and the learner what the learner can do.

Unit G1: Volunteering in the community

Level: 1 and 2
Unit type: **Optional generic**
Guided learning hours: **30**
Assessment type: **Internal**

Unit introduction
This section shows if the unit is a core unit, specialist or generic. It also shows the benefits of volunteering to the community. This unit will help you to understand the voluntary organisation and within your set disadvantages of being a volunteer and the organisations of volunteers. Volunteers can be shops, help in anti chat, reg... the Sal... While y... opport... At the... have skills that can be used in roles or situations - this will help to give you an idea of the career you might like to follow, or which course you would like to do next.

Unit type
This section shows if the unit is a core unit, specialist or generic. It also shows the benefits of volunteering to the community. This unit will help you to understand the voluntary organisation and within your set disadvantages of being a volunteer and the organisations of volunteers. Volunteers can be shops, help in anti chat, reg... the Sal... While y... opport... At the... have skills that can be used in roles or situations - this will help to give you an idea of the career you might like to follow, or which course you would like to do next.

Assessment type
Units are either internally or externally assessed. Your centre designs and assesses the internal assessments. Edexcel sets and marks the external assessments.

Unit introduction
The unit introduction is addressed to the learner and gives the learner a snapshot of the purpose of the unit. At the... have skills that can be used in roles or situations - this will help to give you an idea of the career you might like to follow, or which course you would like to do next.

Learning aims
In this unit you will:
A. explore the importance of volunteering
B. investigate volunteering opportunities
C. explore the role of the volunteer in the local community.

Learning aims
The learning aims are statements indicating the scope of learning for the unit. They provide a holistic overview of the unit when considered alongside the unit content.

Learning aims and unit content

Unit content
The unit content gives the basis for the teaching, learning and assessment for each learning aim. Topic headings are given, where appropriate.
Content covers:
• knowledge, including definition of breadth and depth
• skills, including definition of qualities or contexts
• applications or activities, through which knowledge and/or skills are evidenced.
Content should normally be treated as compulsory for teaching the unit. Definition of content sometimes includes examples prefixed with 'e.g.'. These are provided as examples and centres may use all or some of these, or bring in additional material, as relevant.

What new Learning and community
Topic A.1 Be...
Reasons why...
• give some...
• gain exper...
• support a...
• have an in...
• to meet ne...
• to meet ne...

Assessment criteria

| Level 1 | Level 2 Pass | Level 2 Merit |
|--|---|---------------------------|
| Learning aim A: explore the importance of volunteering in the local community | | |
| 1A.1 Identify reasons why... | 2A.P1 Explain reasons why... | 2A.M1 Assess the... |
| Assessment criteria The assessment criteria determine the minimum standard required by the learner to achieve the relevant grade. The learner must provide sufficient and valid evidence to achieve the grade. | | |
| 1A.2 Outline organ... volunteers... | | users of u... volunteers |
| Learning aim B: investigate volunteering opportunities and organisations in the local | | |
| 1B.3 Identify the aims of two organisations where... | 2B.P3 Describe the aims of two different... | 2B.M3 Compare contrast... |

Metadata

Section > Paragraph

Section

Section > Table

Section > Table

```
<unit>
<uan>H/123/1234</uan>
<unitnumber>44</unitnumber>
<unittitle>Manufacturing Secondary
Machining Processes</unittitle>
<level>3</level>
<unittype>Optional</unittype>
<glhvalue>60</glhvalue>
```

```
<section title="Unit introduction" style="UnitAhead">
CONTENT PARAGRAPH as text
</section>
```

```
<section title="Learning aims" style="UnitAhead">
CONTENT as LearningObjective Nodes
</section>
```

```
<section title="Learning aims and unit content"
style="UnitAhead">CONTENT as TABLE
</section>
```

```
<section title="Assessment criteria" style="UnitAhead">
CONTENT as TABLE
</section>
```

Continued....

Understanding the Word-XML format (Continued...)

In the Transformation stage the default rules (as supplied in the Xquery and XSLT scripts, configured in the application settings page) parse the extracted OpenXML to pick out the sections and Meta data illustrated below.

Teacher guidance

Prerequisite
Learners may need to be confident in their understanding of the content before they can take on this unit.

Resources

No special resources are required for this unit. However, your centre must make sure that any requirements are in place when it seeks approval from Edexcel to offer the qualification.

Assessment guidance

This unit is assessed internally by your centre. You should ensure that you use a variety of assessment methods to engage and motivate learners. Assessment guidance – gives examples of the quality of work needed to differentiate the standard of work submitted. It also offers suggestions for creative and innovative ways in which learners can produce evidence to meet the criteria. The guidance highlights approaches and strategies for developing appropriate evidence.

Suggested assignment outlines

The table below shows a programme of suggested assignments that cover the pass, merit and distinction and it is recommended that centres either write their own assignments or adapt any assignments we provide and resources.

| Criteria covered | Assignment title | Scenario | Assessment |
|--|-------------------------------|---|---|
| 1A.1, 1A.2, 1B.3, 1B.4 or 2A.P1, 2A.P2 2B.P3, 2B.P4 2A.M1, 2A.M2, 2B.M3, 2B.M4, 2A.D1, 2B.D2 | Volunteering Local Council | You've seen a number of charity shops in your area and thought it might be fun to see if you need to carry out some work. | The evidence provides evidence of your work and an assessment of your work. |
| 1C.5, 1C.6 or 2C.P5, 2C.P6 2C.M5, 2C.D3 | Being a Volunteer | Having volunteered, it is time to reflect on what you have learnt about yourself and the sector you worked in. | Witness statements of evidence of your work or tutor feedback. |

8 Internal assessment

Language of assessment

Assessment of the internal and external units for this qualification will be available in English. All learner work must be in English.

A learner taking the qualification may be assessed in British or Irish Sign Language where it is permitted for the purpose of reasonable adjustment.

Guidance on internal assessment

The purpose of assessment is to ensure that effective learning has taken place to give learners the opportunity to:

- achieve the learning aims within the units
- satisfy the assessment criteria.

All the assignments created by your centre must be written against the level 2 criteria and be reliable and fit for purpose. The assessments must reflect all the assessment criteria within the unit.

The units include guidance on appropriate assessment methodology. A central feature of vocational assessment is that it can be:

- current, i.e. it reflects the most recent developments and issues
- local, i.e. it reflects the employment context of your centre
- flexible, reflecting learner needs, i.e. at a time and in a way that matches the learner's requirements, so that they can demonstrate achievement.

Your centre should use the assessment guidance within units, along with the available resources and guidance, to develop appropriate assignments. It is acceptable to use and adapt resources to meet learner needs and the local employment context.

You should make sure that assessment tasks and activities enable learners to produce valid, sufficient and appropriate evidence that relates directly to the specified criteria within the context of the learning aim and content. Your centre should plan to include a range of 'fit for purpose' approaches in line with the vocational nature of the qualification. Learners can produce evidence in a variety of different forms, including:

- written reports, graphs, posters
- projects, project plans
- performance-observation records
- time-constrained practical assessments
- audio-visual recordings of portfolio, sketchbook, a working logbook etc
- presentations.

Section >
Section >
Paragraph or
TABLE

Section >
Section >
Paragraph

```
<section title="Teacher guidance" style="UnitAhead" >
```

```
<section title="Resources" style="UnitBhead">  
CONTENT as PARAGRAPGH Nodes  
</section>
```

```
<section title="Assessment Guidance"  
style="UnitBhead">  
CONTENT as PARAGRAPGH Nodes  
</section>
```

```
<section title="Resources" style="UnitBhead">  
CONTENT as PARAGRAPGH Nodes  
</section>
```

```
<section title=" Suggested Outline Assignments"  
style="UnitAhead">  
CONTENT as TABLE  
</section>
```

```
</section>
```

```
<section title="Teacher guidance" style="UnitAhead" >
```

```
<section title="Assessment criteria" style="UnitAhead">  
CONTENT as PARAGRAPGH Nodes  
</section>
```

```
<section title="Assessment criteria" style="UnitAhead">  
CONTENT as PARAGRAPGH Nodes  
</section>
```

```
</section>
```

```
</unit>
```

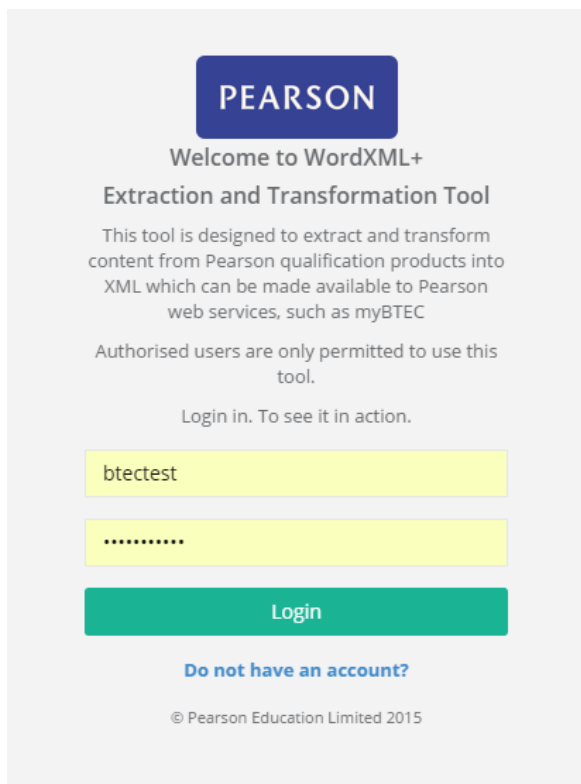
Getting started with Word-XML+

1 Login to the application

The application is host on the cloud:

<http://wordxmltool.elasticbeanstalk.com/public/login.html>

- Sign up for a login account if you don't already have an account setup.
- Once approved by your Qualification Development Team leader, sign in.
- For Administrator – see the section guide on User Management.



The screenshot shows the login page for WordXML+. At the top is the PEARSON logo in a blue box. Below it, the text reads "Welcome to WordXML+", "Extraction and Transformation Tool", and a description of the tool's purpose. It also states that only authorized users can use the tool. There are input fields for "btectest" and a masked password ".....". A green "Login" button is at the bottom, along with a link "Do not have an account?" and a copyright notice "© Pearson Education Limited 2015".

PEARSON

Welcome to WordXML+

Extraction and Transformation Tool

This tool is designed to extract and transform content from Pearson qualification products into XML which can be made available to Pearson web services, such as myBTEC

Authorised users are only permitted to use this tool.

Login in. To see it in action.

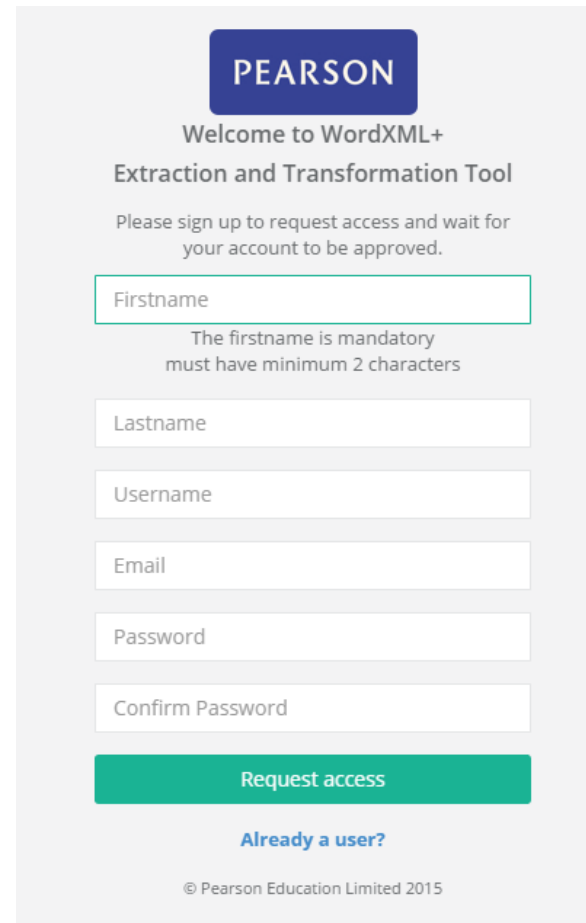
btectest

.....

Login

[Do not have an account?](#)

© Pearson Education Limited 2015



The screenshot shows the registration page for WordXML+. It features the PEARSON logo and the same header text as the login page. Below the header, it asks the user to sign up to request access. There are input fields for "Firstname", "Lastname", "Username", "Email", "Password", and "Confirm Password". A note indicates that the firstname is mandatory and must have a minimum of 2 characters. A green "Request access" button is at the bottom, along with a link "Already a user?" and a copyright notice "© Pearson Education Limited 2015".

PEARSON

Welcome to WordXML+

Extraction and Transformation Tool

Please sign up to request access and wait for your account to be approved.

Firstname

The firstname is mandatory
must have minimum 2 characters

Lastname

Username

Email

Password

Confirm Password

Request access

[Already a user?](#)

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Getting started with Word-XML+

2 Dashboard

Upon login, this is the main page showing:

- New unread documents that have been recently transformed and status.
- Transformed Word-XML documents.
- Summary statistics of transformed documents.

Left Hand Navigation is the common way to use the application:

- Dashboard – this page
- Upload file – upload and perform Word to XML file transformation
- Downloads – completed transform documents are listed here
- Settings – add Word document validation and xml tag filter rules
- User Management – Administrators can manage users here.

PEARSON

Welcome to Btec Transformations WordXML+ btestest4 btestest4 Logout

Welcome
Home / Dashboard

New Documents New

1
Unread documents

Archived Documents Available

10
Total documents

Alerts Failures

0
Failed transforms

Search for a keyword Search

New documents

btestest - BtecUser BtecTest 2015-09-11 17:29:54
✓ Completion with: 100%
Qan: | Unit number: 2 | Unit Title: Developing a Marketing Campaign | Author(s): lober_h;winser_p - [Click to view details](#)
Last updated - 2015-09-11 17:29:54

Archived Documents

Technology in Sport and Exercise Science
060815 Sport Technology SQ feedback 31.07.15 (1) Clean Version.docx
Created: 2015-09-18 16:42:09

Manufacturing Secondary Machining Processes
Unit 44_FBC.docx
Created: 2015-09-11 19:21:23

Technology in Sport and Exercise Science
060815 Sport Technology SQ feedback 31.07.15 (1) Clean Version.docx
Created: 2015-09-11 19:18:58

Pattern Development Methods and Techniques
030815 Pattern Developments Methods and Techniques.docx
Created: 2015-09-11 19:18:55

Big Data
150218 Big Data.docx
Created: 2015-09-11 19:17:18

Astronomy and Space Science
230715 U16 - Astronomy and Space Science - Pre-

Developing a Marketing Campaign
20150806 Unit 2 Developing a Marketing Campaign.docx

Business Decision Making
20150806 Unit6 Business Decision Making.docx
Created: 2015-09-11 17:29:43

How to extract and transform your Btec Units using the Word-XML+ Tool

3 - Upload your Microsoft Word documents

- Before uploading your Word documents – finalise your content by accepting all changes and turn change-tracking in Word.
- Click on 'Upload file' tab in the left hand navigation to go to the file upload wizard.
- Drag and drop your files onto the page or click on 'Add files' and add them to the list.
- Click on 'Upload ALL' or 'Upload' to upload the files to the server. Wait until the progress bars have completed.

Perform a document transformation

This wizard will guide you through the steps to upload, extract and transform content from Microsoft Word BTEC Specification documents into XML.

Upload and Transform

Follow these steps to upload your BTEC Specification Word documents here and begin transforming your documents to XML:

1. Drag and drop Word documents file on to this page or choose a Word document by clicking on **Add files...**
2. Upload the document either by clicking on **Upload** or **Upload All** for multiple documents.
3. Then select Template type or tick checkbox ☐ Use same template for all: if all Word document uses the same Word template
4. Start transform by clicking on **Transform** or **Transform All** for multiple documents.
5. The alert status will indicate process status. Once complete goto the Dashboard or Downloads

+ Add files... **Upload All**

20150806 Unit 2 Developing a Marketing Campaign.docx

171.31 KB

Upload **Cancel**

OpenXML Filename:

20150806_Unit_2_Developing_a_Marketing_Campaign.xml

PQS XML Filename:

20150806_Unit_2_Developing_a_Marketing_Campaign-pqs.xml

230715 U16 - Astronomy and Space Science - Pre-Panel.docx

158.40 KB

Upload **Cancel**

OpenXML Filename:

230715_U16_Astronomy_and_Space_Science_Pre_Panel.xml

PQS XML Filename:

230715_U16_Astronomy_and_Space_Science_Pre_Panel-pqs.xml

How to extract and transform your Btec Units using the Word-XML+ Tool

4 – Select Template Type

- When file is uploaded is the 'Transform' button will be enabled.
- Select the Template type for all the documents and enter UAN number and XML document filename.
- Click on 'Transform ALL' or 'Transform' to upload the files to the server. The status message will appear when the document has transformed and the document will be cleared from the list.


Upload and Transform

Follow these steps to upload your BTEC Specification Word documents here and begin transforming your documents to XML:

1. Drag and drop Word documents file on to this page or choose a Word document by clicking on [Add files...](#)
2. Upload the document either by clicking on [Upload](#) or [Upload All](#) for multiple documents.
3. Then select Template type or tick checkbox ☐ Use same template for all: if all Word document uses the same Word template
4. Start transform by clicking on [Transform](#) or [Transform All](#) for multiple documents.
5. The alert status will indicate process status. Once complete goto the Dashboard or Downloads

[+ Add files...](#) [Upload All](#) [Cancel](#)

☒ Use same template for all:

EXTERNAL UNIT 

[Transform All](#)

-- Select template --
INTERNAL UNIT
EXTERNAL UNIT


[Transform](#) [Delete](#)

20150806 Unit 2 Developing a Marketing Campaign.docx 171.31 KB

OpenXML Filename:

PQS XML Filename:

Select Template:*

EXTERNAL UNIT 


[Transform](#) [Delete](#)

230715 U16 - Astronomy and Space Science - Pre-Panel.docx 158.40 KB

OpenXML Filename:

PQS XML Filename:

Select Template:*

EXTERNAL UNIT 


[Transform](#) [Delete](#)

20150806 Unit6 Business Decision Making.docx 152.92 KB




OpenXML Filename:

PQS XML Filename:

Select Template:*

EXTERNAL UNIT 

[Transform](#) [Delete](#)



How to extract and transform your Btec Units using the Word-XML+ Tool

5 – Starting transformations

- Each valid work document will be processed sequentially.
- The process will come to a halt if there are errors. For failed documents, click 'Delete' and upload the correct Word document again.
- Failed transformations will display with an error message. This could be due to either :-
 - Change tracking is present in document
 - Incorrect template type selected or document template has been modified.
 - Word file is corrupt or is not Word Docx format.
- Check and correct the Word document and upload and transform again.

Upload and Transform

Follow these steps to upload your BTEC Specification Word documents here and begin transforming your documents to XML:
1. Drag and drop Word documents file on to this page or choose a Word document by clicking on [Add files...](#)
2. Upload the document either by clicking on [Upload](#) or [Upload All](#) for multiple documents.
3. Then select Template type or tick checkbox ☐ Use same template for all, if all Word document uses the same Word template
4. Start transform by clicking on [Transform](#) or [Transform All](#) for multiple documents.
5. The alert status will indicate process status. Once complete goto the Dashboard or Downloads

[+ Add files...](#) [Upload All](#) [Cancel](#)

☒ Use same template for all:

EXTERNAL UNIT

[Transform All](#)

20150806 Unit 2 Developing a Marketing Campaign.docx

171.31 KB

[Transform](#) [Delete](#)

OpenXML Filename:


20150806 Unit_2_Developing_a_Marketing_Campaign.xml

PQS XML Filename:

20150806 Unit_2_Developing_a_Marketing_Campaign-pqs.xml

Select Template:*

EXTERNAL UNIT

Please wait processing ...

230715 U16 - Astronomy and Space Science - Pre-Panel.docx

158.40 KB

[Transform](#) [Delete](#)

OpenXML Filename:

230715_U16_Astronomy_and_Space_Science_Pre_Panel.xml

PQS XML Filename:

230715_U16_Astronomy_and_Space_Science_Pre_Panel-pqs.xml

Select Template:*

EXTERNAL UNIT

How to extract and transform your Btec Units using the Word-XML+ Tool

6 – Viewing new transformed documents

- Click on the 'Dashboard' tab in the navigation to view the resulting transformed document.
- For failed documents, go to the 'Downloads' tab and delete the selected document. Then go to the upload correct Word document again.
- Recently transformed document will appear here, click on the link to view details of the transform. Once you view the document its status will change to 'READ' and will show up in the Archived documents.

Welcome

Home / Dashboard

The screenshot displays the Word-XML+ Tool Dashboard. At the top, there are three summary cards: 'New Documents' with 4 unread documents, 'Archived Documents' with 5 total documents, and 'Alerts' with 2 failed transforms. Below these is the 'New documents' section, which includes a filter (All, Today, Week, Month), a search bar, and a 'Go!' button. A list of documents follows, with the second entry highlighted by a red rectangle and a blue arrow pointing to it. This entry is titled 'btestest - MyFirst2 MyLast2' and shows a 'Transform failed with: 0%' status. The 'Archived Documents' section at the bottom shows a grid of five document thumbnails, each with a title and creation date.

| Document Title | Status | Completion | Unit Title | Author(s) | Click to view details |
|-----------------------------|---------------------------|------------|--------------|-----------------|---------------------------------------|
| btestest - MyFirst2 MyLast2 | Transform failed with: 0% | 0% | 3D Modelling | lober_hwinser_p | Click to view details |
| btestest - MyFirst2 MyLast2 | Transform failed with: 0% | 0% | 3D Modelling | lober_hwinser_p | Click to view details |
| btestest - MyFirst2 MyLast2 | Transform failed with: 0% | 0% | 3D Modelling | lober_hwinser_p | Click to view details |
| btestest - MyFirst2 MyLast2 | Transform failed with: 0% | 0% | 3D Modelling | lober_hwinser_p | Click to view details |
| btestest - MyFirst2 MyLast2 | Transform failed with: 0% | 0% | 3D Modelling | lober_hwinser_p | Click to view details |

| Document Title | Status | Completion | Unit Title | Author(s) | Click to view details |
|-----------------------------|---------------------------|------------|--------------|-----------------|---------------------------------------|
| btestest - MyFirst2 MyLast2 | Transform failed with: 0% | 0% | 3D Modelling | lober_hwinser_p | Click to view details |
| btestest - MyFirst2 MyLast2 | Transform failed with: 0% | 0% | 3D Modelling | lober_hwinser_p | Click to view details |
| btestest - MyFirst2 MyLast2 | Transform failed with: 0% | 0% | 3D Modelling | lober_hwinser_p | Click to view details |
| btestest - MyFirst2 MyLast2 | Transform failed with: 0% | 0% | 3D Modelling | lober_hwinser_p | Click to view details |
| btestest - MyFirst2 MyLast2 | Transform failed with: 0% | 0% | 3D Modelling | lober_hwinser_p | Click to view details |

How to extract and transform your Btec Units using the Word-XML+ Tool

7 – Download XML documents

- Click on 'Downloads' tab in the navigation to go to the list of XML file downloads.
- Successfully transformed document will have their UAN, Unit No, Title listed here.
- Document's details such as UAN, Unit No, Unit Title and Author can be updated by clicking on 'Edit'.
- Multiple documents can be deleted from the system by selecting the checkbox and clicking on 'Delete Selected'

Download as

- Indesign XML format (proposed - available 3rd quarter 2015)
- PQS-XML format
- Word-XML format
- Original Word Doc

Preview as HTML

* Delete selected Selected document: 20150806 Unit 2 Developing a Marketing Campaign.docx [Transform ID:12]

| # | QAN | UNIT # | TITLE: | FILE: | CREATED | DOWNLOAD | VIEW |
|-------------------------------------|-----|------------|--|--|---------------------|----------|------|
| <input checked="" type="checkbox"/> | 12 | 2 | Developing a Marketing Campaign | 20150806 Unit 2 Developing a Marketing Campaign.docx | 2015-10-06 17:14:49 | | |
| <input type="checkbox"/> | 13 | 16 | Astronomy and Space Science | 230715 U16 - Astronomy and Space Science - Pre-Panel.docx | 2015-10-06 17:15:02 | | |
| <input type="checkbox"/> | 14 | H/100/1234 | 6 Business Decision Making | 20150806 Unit6 Business Decision Making.docx | 2015-10-06 17:15:03 | | |
| <input type="checkbox"/> | 11 | | 14 Technology in Sport and Exercise Science | 060815 Sport Technology SQ feedback 31.07.15 (1) Clean Versio... | 2015-09-18 16:42:35 | | |
| <input type="checkbox"/> | 10 | H/123/1234 | 44 Manufacturing Secondary Machining Processes | Unit 44_FBC.docx | 2015-09-11 19:21:41 | | |
| <input type="checkbox"/> | 9 | | 14 Technology in Sport and Exercise Science | 060815 Sport Technology SQ feedback 31.07.15 (1) Clean Versio... | 2015-09-11 19:29:35 | | |
| <input type="checkbox"/> | 7 | | 34 Pattern Development Methods and Techniques | 030815 Pattern Developments Methods and Techniques.docx | 2015-09-11 19:28:57 | | |
| <input type="checkbox"/> | 6 | F/026/2015 | 99 Big Data | 150218 Big Data.docx | 2015-09-11 19:17:40 | | |

Total Items: 13 Page Size: 25 1

Tabs below shows:-

- Transformation details – the XML filename can be changed and will be downloaded as specified. The UAN number can be entered. All changes are automatically saved.
- List of available downloads – will list all the formats. The XML document will instantly generate upon download.
- Last Activity – this maintain an audit trail of edits, reviews, comments made to the XML content via the editor (available 3rd quarter 2015)

Document Detail File: 20150806 Unit 2 Developing a Marketing Campaign.docx [Transform ID:12]

Details Downloads Last activity

UAN No:

Unit number:

Unit Title:

Author:

Unit Template Type:

Created: 2015-10-06 17:15:52

Created by: bnoctst4

Transformation Status: Completion with: 100%

Transformation warnings: Missing UAN number in Word Document properties

Open XML Filename:

PQS XML Filename:

Indesign XML Filename:

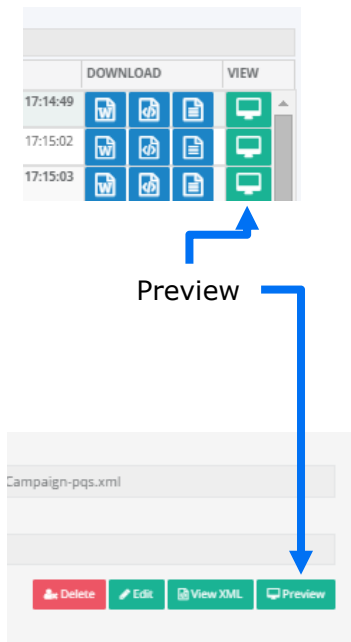
Delete Edit View XML Preview

Preview as XML Preview as HTML

How to extract and transform your Btec Units using the Word-XML+ Tool

8 – Preview as XML and HTML

- On 'Downloads' page in the 'Details' tab and list is the 'Preview' button. This will open a page to display a HTML rendered preview and an XML preview of the document.



The screenshot displays the Pearson Btec Transformations WordXML+ interface. The main content area shows the 'Unit content preview KEY: Word STYLE | Word XML TAG' for 'Unit 2 - Developing a Marketing Campaign'. The unit details include Unit No: 2, Title: Developing a Marketing Campaign, Level: 3, Unit Type: External, Guided Learning Hours: 90, Assessment Type: 3, UAN: 101, and Author: Iobler, Hwinser, p.

The 'Unit introduction' section provides an overview of the unit, stating that marketing is a dynamic field central to the success of any business. It outlines the unit's purpose: to explore different stages of the process that a business goes through when developing its campaign and develop your own campaign for a given product/service.

The 'Unitinbrief' section states that in this unit learners will gain skills relating to and an understanding of how a marketing campaign is developed.

The 'Summaryof assessment' section details the assessment conditions, including supervised conditions, a maximum of 3 hours, and the availability of the assessment in January and May/June each year.

The 'Essentialcontent' section outlines the essential content for the unit, including the development of a successful marketing campaign in context.

The 'Gradedescriptors' section provides a list of descriptors for the unit, including 'Distinctiongradedescriptor' and 'Meritgradedescriptor'.

The interface also includes a sidebar with navigation options like 'Dashboard', 'Upload file', 'Downloads', 'Settings', and 'User Management'. The bottom right corner shows a list of files with columns for 'CREATED', 'DOWNLOAD', and 'VIEW'.

How to extract and transform your Btec Units using the Word-XML+ Tool

9 – Settings page - Define Specification Unit templates

- Click on 'Settings' tab in the navigation to go to the setting pages.
- Word-XML tool needs to know what XML tagged content is expect in the Word document. This populates the dropdown list for Template type in the Upload file page.
- To add a template click on 'Add new template' or 'Edit'. Add the Sections that you would like to validate on and extract to the Word-XML output file. Here's what the Template field means :-
 - Section name – define a name for this content rule.
 - Filter type – state what type of section this is.
 - Filter text – search for a text i.e Title
 - Filter style – search for Word formatting style i.e UnitAhead, UnitBHead
 - Verify in Word – validates this field in Word document.
 - Print XML field – if none are select then all the XML tagged content will be output to the Word-XML file.

PEARSON

Welcome to Btec Transformations WordXML+ | Btec Test | Logout

Settings

Home / Manage / Settings

Configure Word Document Template

Enter details about the Microsoft Word BTEC Specification document templates used to create the Unit. This will be used to identify sections of content and filter out content for the XML transformations.

Template

Record created successfully!

| ID | Template Name | Description | Revision | Action |
|----|------------------|----------------|----------|---|
| 1 | BTEC NATIONALS A | Btec Nationals | 1.0 | Delete Edit |
| 2 | BTEC L2 | Btec Level 2 | 1 | Delete Edit |

[Add new template](#)

Edit template

Template configuration

Configure word document template properties:

The template selected is BTEC NATIONALS.

Template ID: 1

Template Name: BTEC NATIONALS

Description: Btec Nationals

Revision: 1.0

Template Transformation Scripts and Schemas

Configure the file path to the OpenXML transform script and output validation schemas:

XSD Schema file (Validates output): Unit.xsd

XSLT Transform stylesheet (Transforms XML document): wordxml_unit.xsl

Xquery document query (Queries section XML data sets): wordxml_unit2_table.xquery

Filters for Meta data, Sections, Tables and Paragraph

| Section Name | Filter type | Filter text | Filter style | Verify in Word | Print XML field | Action |
|------------------------|----------------|-------------|--------------|-------------------------------------|-------------------------------------|------------------------|
| uan | Meta data | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Delete |
| unitnumber | Paragraph tex | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Delete |
| unittitle | Paragraph tex | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Delete |
| author | Meta data | | | <input type="checkbox"/> | <input type="checkbox"/> | Delete |
| All with UnitAhead | Section title | | UnitAhead | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Delete |
| All with UnitBHead | Section title | | UnitBHead | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Delete |
| Unit introduction | Section conter | | UnitAhead | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Delete |
| Learning aims and unit | Section conter | | UnitAhead | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Delete |
| Outline Programme of | Section conter | | UnitAhead | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Delete |
| Assessment criteria | Section conter | | UnitAhead | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Delete |
| Teacher guidance | Section title | | UnitAhead | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Delete |

[Close](#) [Save changes](#)

How to extract and transform your Btec Units using the Word-XML+ Tool

10 – User Management – for users with Admin Role only

- Click on 'User Management' tab in the navigation to go to the user management pages.
- New users are created from the sign-up link on the login page.
- The new user account will need to be approved by the Qualification Development Team leader and assigned a Role. This can be either Admin, Editor, Author or Viewer only.
- Once assigned a role the user can login. The login account is different from the Pearson cloud login. This is so that temporary accounts for freelancers and temporary staff can be created quickly.
- Each user account will maintain an audit trail which is recorded in the Cloud server logs for monitoring the applications and identifying causes of system errors.

The screenshot shows the 'User Management (Administrators Only)' page. The left sidebar contains navigation links: Dashboard, Upload file, Downloads, Settings, and User Management. The main content area has a header with 'Welcome to Btec Transformations WordXML+', a user profile 'MyFirst2 MyLast2', and a 'Logout' link. Below the header, there's a 'Create New User' button (highlighted with a blue arrow) and a search bar. The main section is titled 'User Management' and contains instructions: 'Create, Modify and Delete users using the controls below. Upon creating a user, a login account will be created and the user will be granted access rights according to their assigned role. This page is only visible for system administrators. Notify users when their login accounts have been created.' A green success message 'Record created successfully!' is displayed. Below this, there are two user cards. The first card shows a user with ID '1', username 'btectest', and role 'ADMIN'. The second card shows a user with ID 'Btec', last name 'Test', email 'test@email.com', and role 'ADMIN'. Both cards have 'Delete' and 'Edit' buttons. A blue arrow points to the 'Edit' button on the second user card.