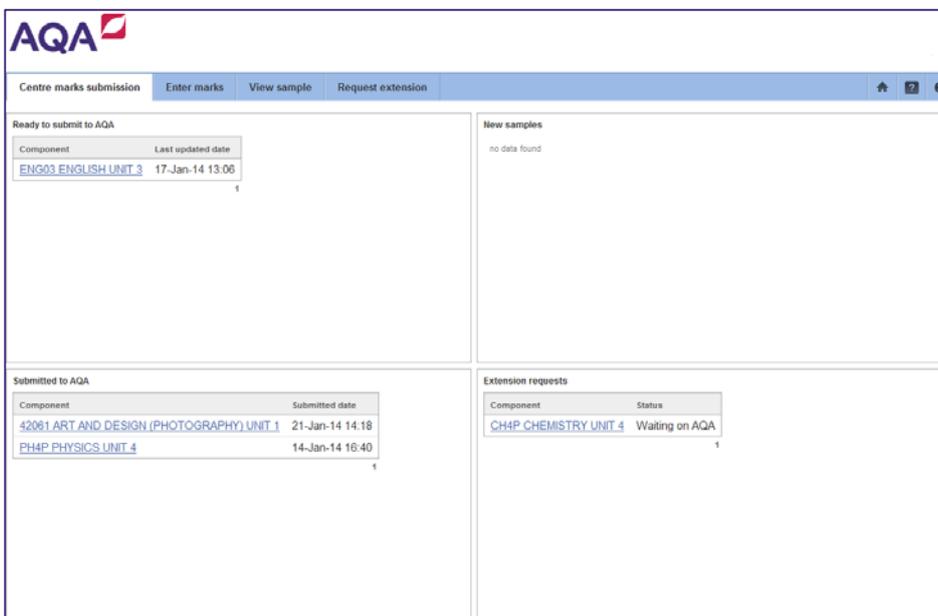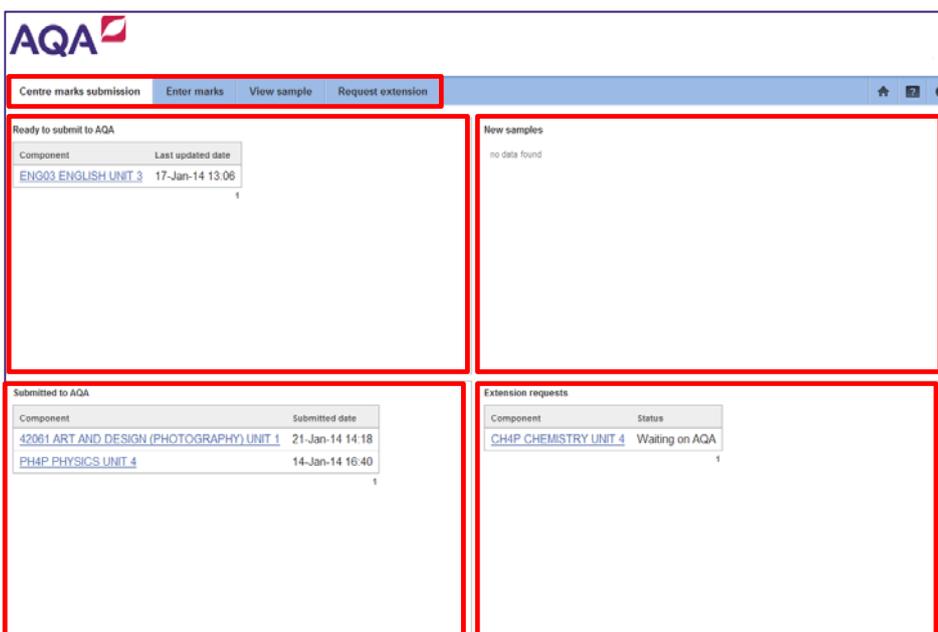# Navigating the dashboard

A quick reference guide to e-Subs: Centre Marks Submission (CMS)

The following document is designed to guide users in schools and colleges around the main dashboard for the e-Subs: Centre Marks Submission (CMS) system.

Once logged in, you will be greeted by the main centre marks submission **dashboard**. The dashboard is the main page that gives you an overview of the various tasks associated with the submission of coursework marks, controlled assessment marks and grades.

Once here, you can navigate within any of the **four quadrants** and **tabs along the top blue row** in accordance to the task you choose to undertake.

The centre marks submission tab is used to monitor information relating to the submission status of components, sample availability and also keeps a track on the status of extension requests.

Clicking on any of the components in the dashboard will take you directly to the relevant screen.

The **top left** quadrant displays components where marks have been input and are '**ready to submit to AQA**'.

The **bottom left** quadrant contains the components that you have '**submitted to AQA**'.

The **top right** quadrant displays components where those candidates selected as part of a '**new sample**' are available.
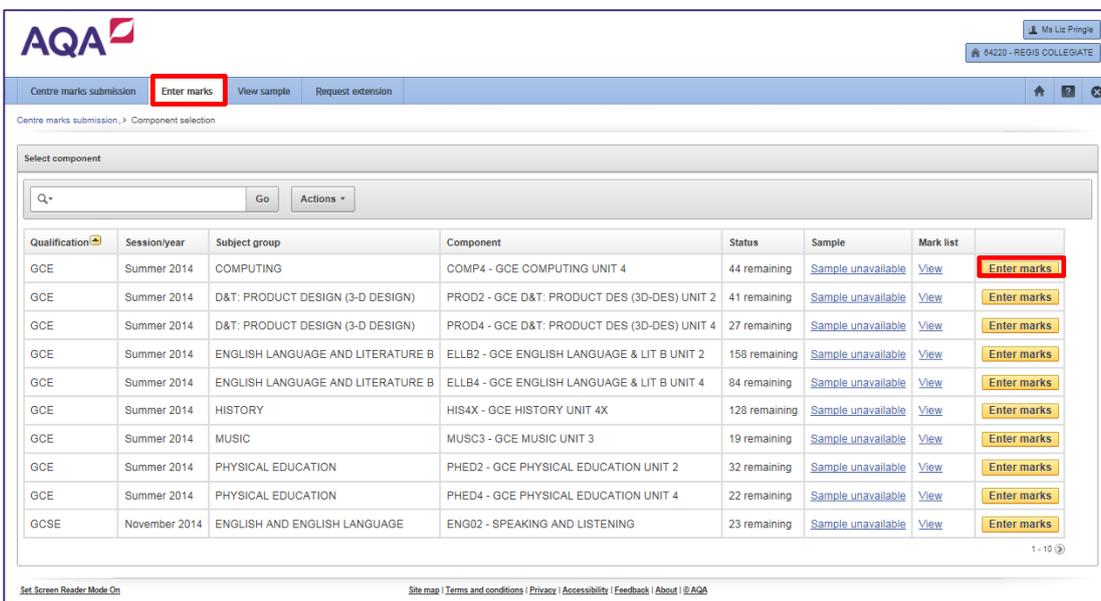

The **bottom right** quadrant shows those components containing candidates with '**extension requests**'.
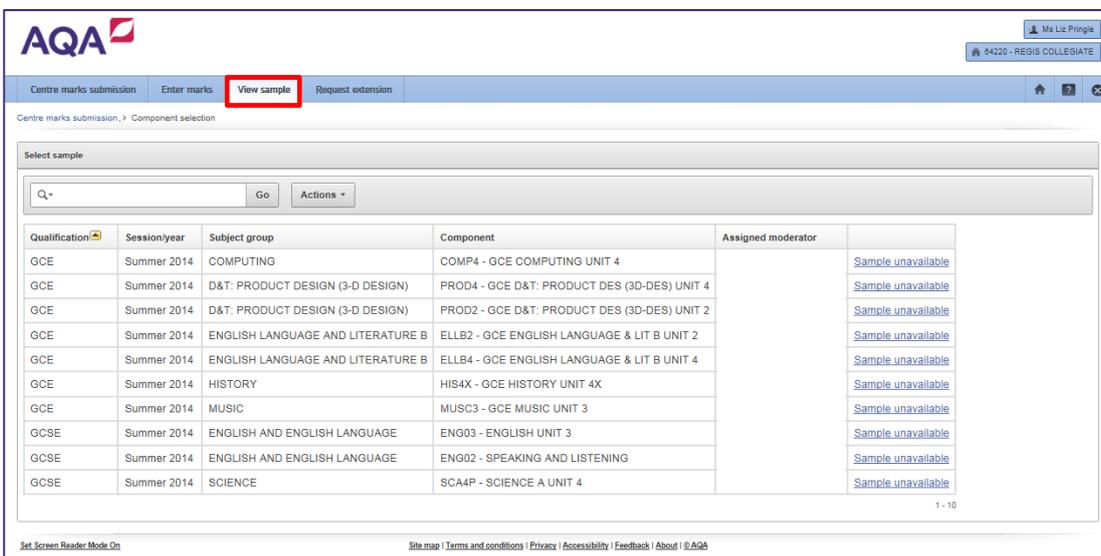
You can also navigate to the other **tabs along the top blue row** in accordance to the task you choose to undertake.
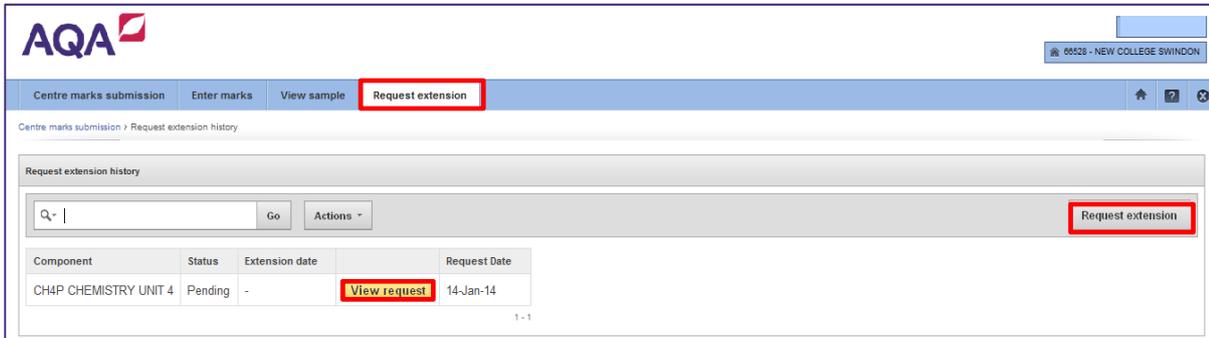

'Enter marks' will take you to the screen below which is where you can start entering your marks for your full list of entered candidates within each of your listed components.

As well as the **dashboard**, you can access your samples via the **'View sample'** tab. This will show whether or not your sample is available to select.

The **'Request extension'** tab will only show if you have permission to apply for an extension. In this screen you can request an extension and also view those that have already been submitted.

Further support

If you do not have access to e-AQA, you will need to contact Customer Services on:
0800 197 7162 (or +44 203 671 8010 from outside the UK) or email eos@aqa.org.uk.

For further training, please refer to the e-Learning modules – *e-Subs: Centre Marks Submission (CMS).*