



POSTGRADUATE COLLECTION TOOL

SUPPORT GUIDE

VERSION 3.0

UCAS

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1. INTRODUCTION

In the collection tool you can add and manage postgraduate courses for direct application. The data feeds into our search tool which prospective applicants and advisers use to search for courses.

This guide has been created to help you get started with updating your postgraduate courses on the collection tool.

Should you have any queries please contact the Data Collection Team at coursesdata@ucas.ac.uk, or call us on 01242 544864.

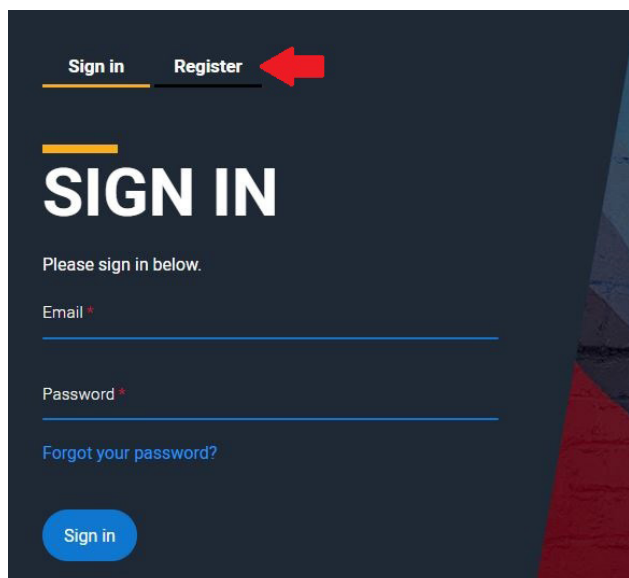
A photograph showing three people in a modern office environment. On the left, a woman with dark hair tied back, wearing a black turtleneck, looks down at a laptop. In the center, a woman with long blonde hair, wearing a floral patterned top, leans over the laptop and smiles. On the right, a man with dark curly hair, wearing a maroon shirt, is seated at the desk, looking at the laptop. The background features large windows with a view of green trees.

2. ACCESSING THE COLLECTION TOOL

To access the collection tool, you will need to be set up as a user by a colleague who has user management permissions (see section 3). Once set up, you will need to click 'Sign in', in top right-hand corner of the UCAS website (ucas.com).



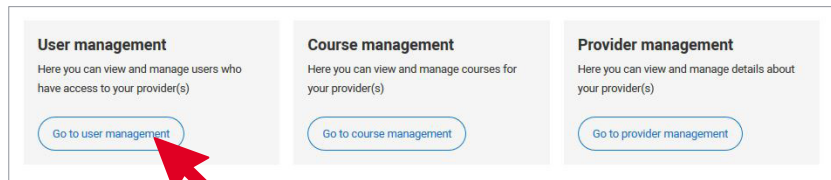
If you've already registered, enter your details and click 'Sign in'. If you haven't yet registered, please click 'Register' and follow the instructions.



Once signed in, you will see your personalised dashboard. What appears will depend on the permissions you have been assigned by a colleague with the required user management permissions.

3. USER MANAGEMENT

To give colleagues access to the collection tool, select 'Go to user management' from your dashboard.

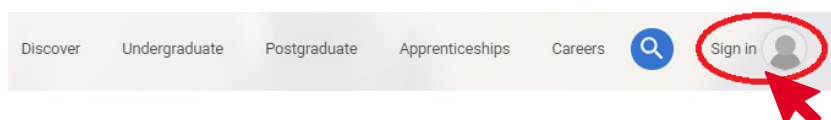


On the 'User management' screen, click 'Add user' enter the relevant email address, assign permissions from the following screenshot and click 'Add user' again.

The screenshot shows the 'Add user' form. At the top, there is a text input field for 'Email address'. Below it, there are four columns of checkboxes for permissions: 'User management', 'Application management', 'Course management', and 'Provider management'. A red arrow points to the 'Add user' button at the bottom left.

Category	Permission	Checkbox
User management	Manage users at this provider	<input type="checkbox"/>
Application management	Manage postgraduate applications to this provider	<input type="checkbox"/>
	View postgraduate applications to this provider	<input type="checkbox"/>
	Manage undergraduate applications to this provider	<input type="checkbox"/>
Course management	Manage undergraduate courses at this provider	<input type="checkbox"/>
	Manage postgraduate courses at this provider	<input type="checkbox"/>
	Manage conservatoires courses at this provider	<input type="checkbox"/>
Provider management	Manage this provider's details	<input type="checkbox"/>

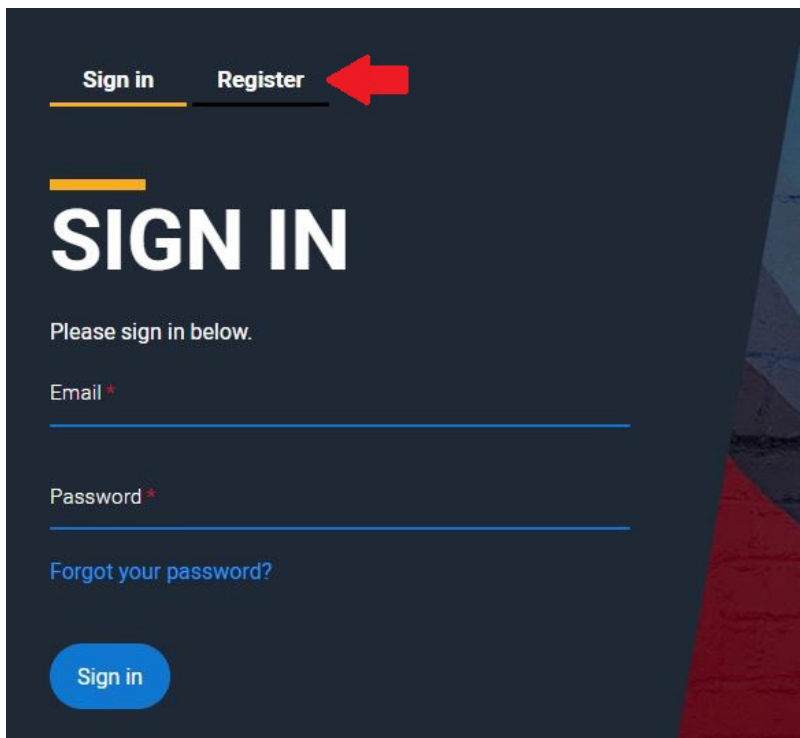
This will not generate an email to the new user. Instruct the new user to go to www.ucas.com and click 'Sign in' in the top-right of the screen in order to register.





Click 'Register here' and follow the instructions to create sign in details. An automated email will be sent to the new user containing a link to 'Activate account'. Clicking this link will complete the registration process.

Once registered, return to the sign in page, enter the email address you registered with and your password, and click 'Sign in'.



4. PROVIDER MANAGEMENT

To access your overarching provider information, click the 'Provider management' option on the collection tool dashboard.

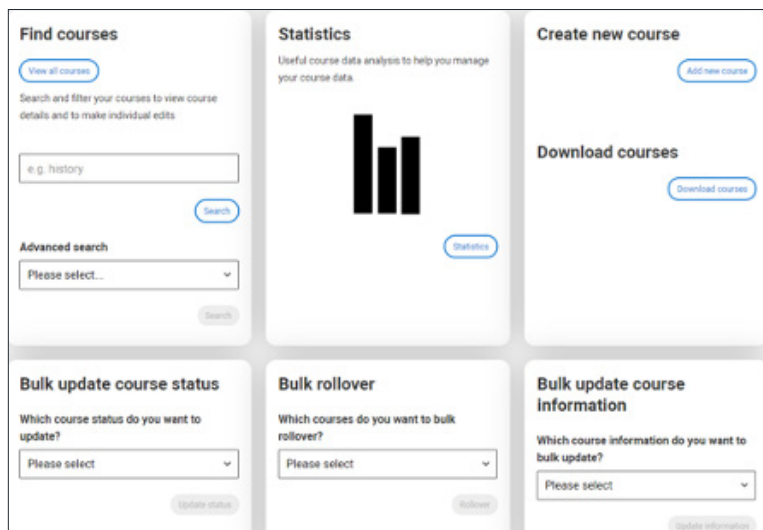
User management Here you can view and manage users who have access to your provider(s) Go to user management	Course management Here you can view and manage courses for your provider(s) Go to course management	Provider management Here you can view and manage details about your provider(s) Go to provider management
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The first screen shows your main provider details. To amend this information, e.g, your logo, address or website, please email coursesdata@ucas.ac.uk.



5. COURSE MANAGEMENT

Clicking the Course management tile on your dashboard will take you to the 'courses home page'. This page contains useful functionality such as bulk management, course downloading, statistics, and advanced searching:



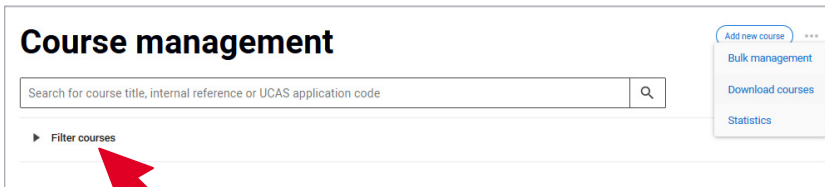
5a. Course management page

The Course management page is your starting point for accessing and amending course and vacancy information. From here, you can find courses, create a new course, and make updates in bulk.

The 'Find courses' field, at the top left of the page, can be used to search for a course title. Alternatively, click 'View all courses' to see your entire list. This will find all unarchived courses you have, across intakes.

- ▶ Bulk management – for updating the status or information of several courses, or rolling over course information from one intake year to another.
- ▶ Download courses – for producing and downloading a CSV report of your course information across several pre-set options.
- ▶ Statistics – a quick and easy way to assess and check the status of courses. Graphs are provided across schemes and intakes to show options, such as number of courses, and published or unpublished.

Course management



Search for course title, internal reference or UCAS application code

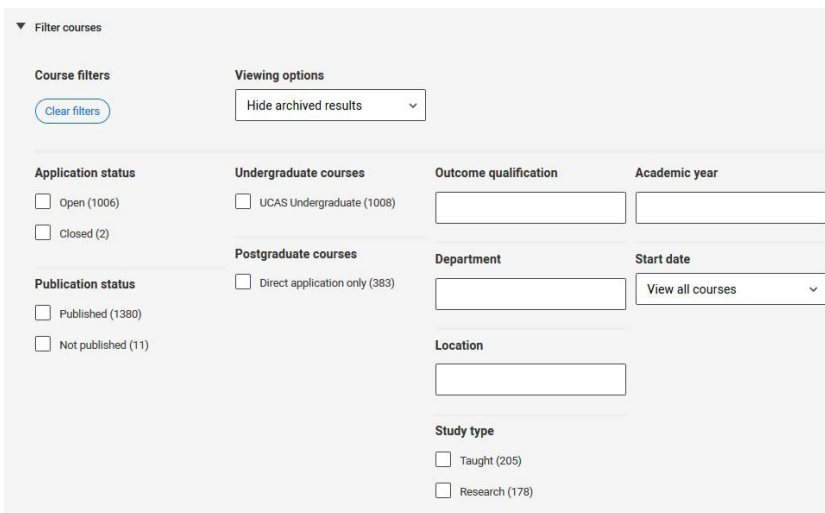
Filter courses

Add new course Bulk management Download courses Statistics

To access your course list, click the 'View all courses' button. From here, you can view the status of your courses in various formats.

By default, archived courses are hidden from view. If you would like to view your archived courses, click the 'Filter courses' option below the search field. Select the drop-down menu below 'View options', and choose 'Show archived results'.

Other filters are available, including academic year, outcome qualification, scheme, and open/published statuses. These filters will affect the course list that displays below the filter courses option.



Filter courses

Course filters

Clear filters

Viewing options

Hide archived results

Application status

Open (1006)

Closed (2)

Publication status

Published (1380)

Not published (11)

Undergraduate courses

UCAS Undergraduate (1008)

Postgraduate courses

Direct application only (383)

Outcome qualification

Department

Location

Start date

View all courses

Study type

Taught (205)

Research (178)

Colours indicating the course level appear on the left of the course list – purple for postgraduate, and red for undergraduate. The black triangle by a course title allows you to display some of the course option information without having to click into the course itself.

Found 64 results for University of UCAS ↻

COLLAPSE ALL

▶ Accounting and Zoology (Research) (2 options)	Postgraduate	2020-21	View
▶ Advanced Biomedical Engineering (Taught) (1 option)	Postgraduate	2018-19	View
▼ Baking in the Victorian Era (Taught) (1 option)	Postgraduate	2018-19	View
MA		1 option available	
1 Year	Full-time	05/2019	Cheltenham Campus
Published			
▶ Biology with Xylophone Studies (Research) (1 option)	Postgraduate	2018-19	View

If you see multiple rows for a single course, this means it is currently unarchived in multiple intakes.

The intake that the course is attached to is displayed next to the course information.

To view the full course information, click the 'View' button.

To return to the 'Course management' page, click 'Back to course list' on the top left of the screen. Similarly, clicking 'Back to my dashboard' on the 'Course management' page will take you back to the dashboard.'

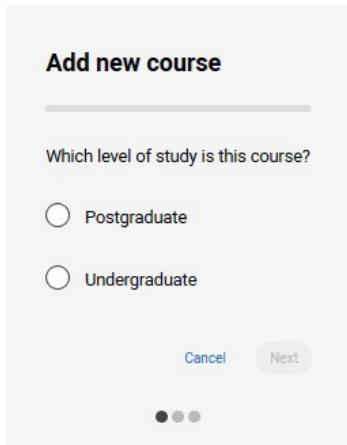


5b. Create a new postgraduate

level course

On the 'courses home page', click the 'Add new course' button in the top right-hand corner.

Choose the relevant level of study:



Add new course

Which level of study is this course?

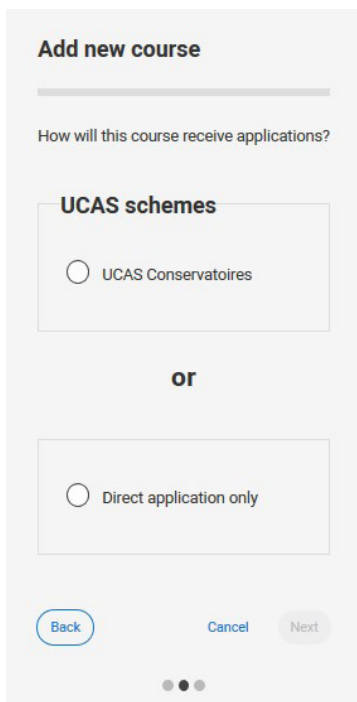
Postgraduate

Undergraduate

[Cancel](#) [Next](#)

● ● ●

Click 'Next'.



Add new course

How will this course receive applications?

UCAS schemes

UCAS Conservatoires

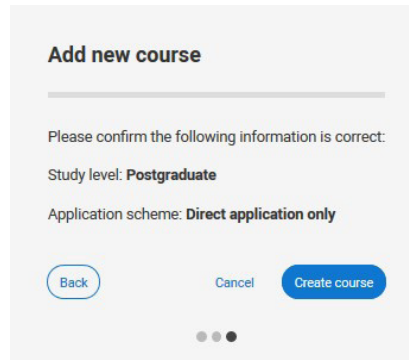
or

Direct application only

[Back](#) [Cancel](#) [Next](#)

● ● ●

A confirmation message will display. If you are happy to proceed, click 'Create course':



Add new course

Please confirm the following information is correct:

Study level: **Postgraduate**

Application scheme: **Direct application only**

[Back](#) [Cancel](#) [Create course](#)

● ● ●

You can now create your course.

You need to select which academic year the course will be running in, e.g. 2023-2024, 2024-2025. An academic year runs from August until July.

Save	Cancel
Provider name	
Aberystwyth University	
Study level	
Postgraduate	
Application scheme	
Direct application only	
Academic year *	
<input type="text"/>	
Save	Cancel

You must complete all mandatory data fields before you can save the course profile.

Course title – this can be a maximum of 150 characters, and needs to accurately reflect the content of the course. Do not include any information that is listed elsewhere in the course profile, such as qualification outcome, study mode, etc.

Study type – from the drop-down menu, specify whether this is a taught or research course. You may find guidance on providing information to prospective students from the Office for Students, HWFCW and the Scottish Funding Council useful.

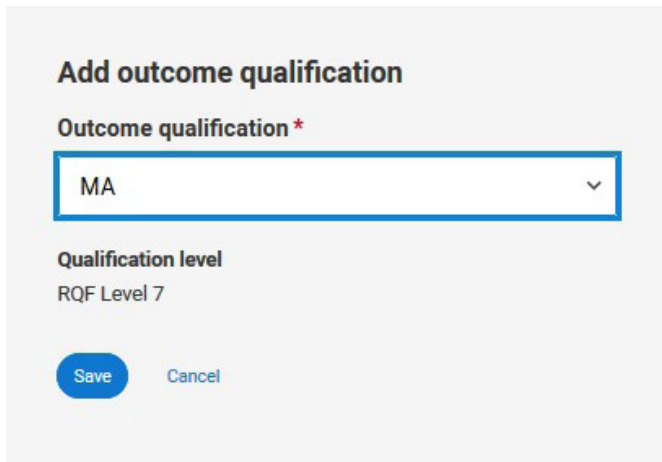
Summary – use this field to inform potential applicants what to expect if they choose this course. Cover content and any information that you feel an applicant would want to know.

Department – select the department from a drop-down list, which will reflect your master list of department titles, as listed in the Provider management section.

Search subjects – a pre-populated list of words an applicant might use as search terms when looking for courses. You need to make at least one selection, although you may choose as many you like. Terms should be chosen which reflect the exact content of the course, or to provide alternative names for topics.

5c. Add outcome qualifications

Once you have created your course profile and clicked the 'Save' button, you need to add an outcome qualification. Click the 'Add outcome qualification' button and select from the 'Outcome qualification' drop-down list. Click 'Save' to confirm your selection. You can have as many outcome qualifications listed under a course profile as are required.



Add outcome qualification

Outcome qualification *

MA

Qualification level

RQF Level 7

Save Cancel

There are no mandatory elements in the outcome qualification section. However, we recommend that you complete the assessment methods, modules, and provider course URL sections to give potential applicants as much information about your course as possible.

Fee information can be entered in the outcome qualification section of a course profile, and these can be used as a default for all related course options, or you can add fee information individually to each course option. Alternatively, you can copy fee information from templates which can be set up in the Provider management section of the collection tool.



5d. Course options

The third and final section of a complete course listing is the 'Course option'. Here you provide details about the specific intake, such as start date and location.

Click the 'Add course option' button, and populate the following mandatory fields:

Study mode – the attendance type for the course, e.g. full time, sandwich, or distance learning.

Blended learning (full-time) and 'Blended learning (part-time)' are included in the 'study mode' menu. These enable providers to correctly list the growing number of courses that are studied remotely but require some attendance.

Start date – if the course has a specific start date, enter the day, month, and year or, if applicable, just the month and year. For courses that have no specified start date, you can tick the 'start at any time' option.

Location – this is the place of study. You can select the location from a drop-down list which will reflect your master list of locations, held in the Provider management section.

Duration – you can either select a specified duration, or enter a range, e.g. two–four years'

Entry requirements – use this free text field to detail any specific entry requirements.

Subject to validation – here you can flag a course that is still subject to approval and is visible in Search.

English language requirements – Add any English language requirements to help international students see if they meet the required standard. For each listed test you can add the required score / result, and additional information.

Fees – we request that you add fees if you have this information available. See section 5c. for more information.

5e. Publishing courses

The default status of your newly created course option will be 'Not published' therefore it will not display on Search until updated. To set its status to published, go to the 'Bulk actions' drop-down menu directly above the first course option you have in your list. Select 'Publication status', and click 'Go'.

The following Published / Not published radio buttons below will be displayed. Make your selection and click the 'Save' button. It will only take a few seconds for your course to appear in the UCAS search tool.

Study mode Distance learning	Start date 09/2022	Location Main Site	Internal reference No data provided
Duration 2 Years			
Publication status	Subject to validation Using default		
<input checked="" type="radio"/> Published			
<input type="radio"/> Not published			

5f. Course statuses and their outcomes

There are various statuses you can assign to a course in the collection tool. Our search tool and external course listing sites we share information with, are all impacted by changes to collection tool statuses. Below is a table showing the statuses and their outcomes.

Collection tool flag	Outcome	Note
Publish status	Adds or removes the course from the search tool and external course listing sites.	Timings vary between systems and our partner sites. Our search tool updates straightaway, however, our partner sites may take longer.
Archive status	Unpublishes and closes the course.	This should be used if the provider is no longer running the course.

5g. Editing a course

Once a course is created, it can still be edited to make updates. There are some exceptions, however, such as the following course option fields: study mode, start date, location, and duration.

Please note, there will be an 'Edit' button for each separate section of a course profile. Therefore, you will need to click the relevant 'Edit' button for the section you want to update. When in edit mode, all other 'Edit' buttons on a course profile will be inaccessible, until you either click 'Cancel' or 'Save'.

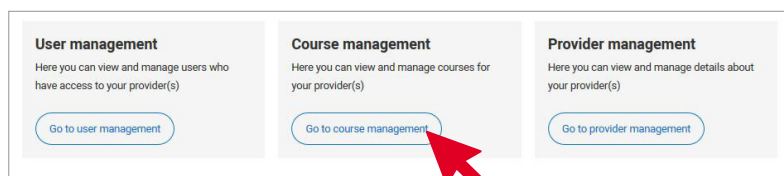




6. ROLL OVER COURSE OPTIONS TO A NEW YEAR

We request that all providers roll over their course list from one year to the next and make any required updates so that the search tool is populated with accurate course information. Please be aware, if you do not roll over your courses to the following intake, applicants will be unable to search for your courses for that year.'

To roll over courses in bulk on the collection tool you'll need to select 'Course management' from your dashboard.



From the 'courses homepage', locate the 'Bulk rollover' tile and select 'Postgraduate' from the drop-down, then 'Rollover'.

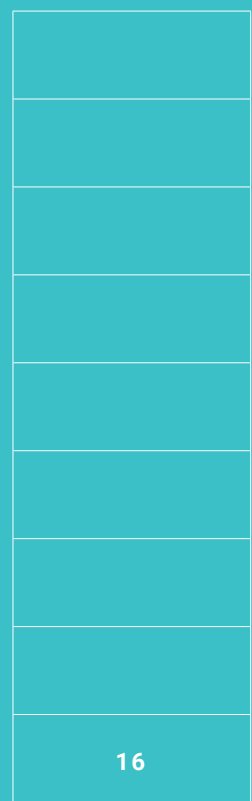
On the next screen, select the year you are copying from (your source year) in the drop-down menu. Click the 'Next' button at the top right of the page.

Search for the appropriate course(s) and click the tick box to the left of the course title. Alternatively, use the 'Select all' button to tick all courses across all pages.

Use the filters below the search field to narrow down the results, e.g. intake year or publish status. Once you've chosen all the courses you want to roll over, click 'Review' at the top right of the page.

If you have a specific day chosen for the start date in the source year, you'll be asked to enter the start day for the following year.

At this stage, you'll be shown all the courses you selected in the course list.





Double check your selected courses, to make sure you have chosen the correct options to roll over, as this process cannot be undone.

When you're happy with your selection, click 'Create course options' at the top right of the page.

You should see a confirmation window showing all the copied courses.

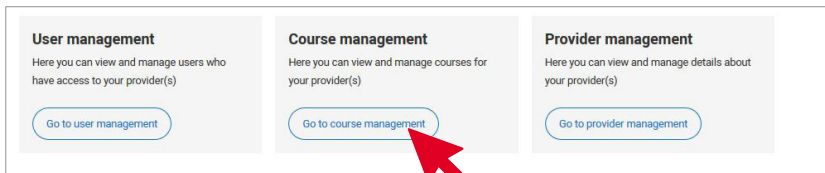
If there were any issues with the transfer, you'll be given details here.

Once finished, you'll be returned to the Course management page.

Please note that courses are rolled over with the status of 'Not published'. Follow the steps found in Section 4.e to set these courses to 'Published'. You can either do this through the bulk management section, or click into each course and amend the option directly.

7. BULK UPDATING COURSE INFORMATION

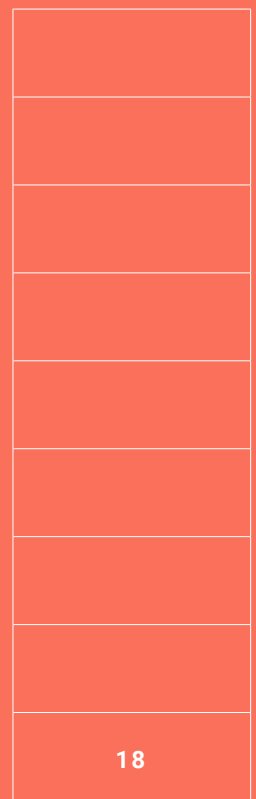
To change course statuses, or information in bulk, select 'Go to Course management' from your dashboard.



From the 'courses home page', locate the 'Bulk update course information' tile and from the drop-down select the field you are making changes to, and then 'Update information'.

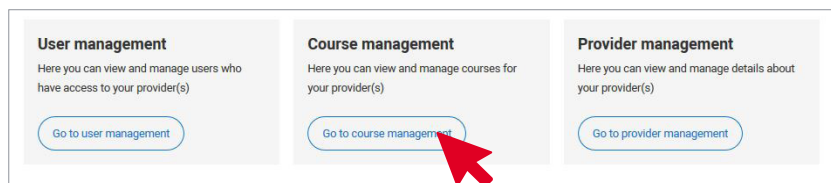
Depending on the option you have selected, you'll be presented with a further selection on the next page. For example, selecting to bulk update 'Fees', you will be asked to select a fee template from Provider management, or selecting to update 'Additional requirements' you will be asked to select the requirement(s) you want to bulk update i.e. auditions, interviews etc.

Once you have selected the fields you're updating click 'Next' in the top right of the page, you'll be presented will all of the courses which are available to bulk update.

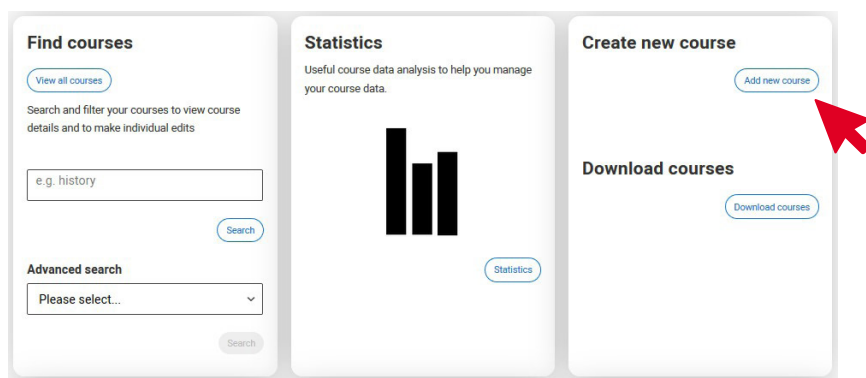


8. REPORTING

The collection tool has the functionality to assist you with your Course management. To access the range of reports available, select 'Go to Course management' from your dashboard.



On the Course management page you'll see three dots '...' from here, click the three dots in the right corner to reveal a menu.'



Once selected, a pop-up window will display, showing all the available options for you to run reports against. Course data reports available for download include: courses, fees, and English language requirements.

Once you've selected the tick box for the reports you require, click 'Next' in the lower right of the screen. Your report will then be generated as a CSV file, and a download button will be displayed.

Click 'Download', and you will be asked where you would like this information to be downloaded.'

CUSTOMER SUPPORT

The Data Collection Team is available by email and telephone to assist you with courses data and provider queries:

T: **01242 544 864**

E: **coursesdata@ucas.ac.uk**

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