

UCAS

# GETTING YOUR COURSES READY IN CLEARING PLUS



## USER SET UP:

You can access Clearing Plus through your provider dashboard.

- ▶ Staff will need to have the relevant access permissions set up for the provider section of the dashboard.
- ▶ We'll roll over any existing permissions from 2022.
- ▶ Your Primary Correspondent is able to manage your own staff access.

The screenshot displays the UCAS Providers dashboard. At the top, there is a navigation bar with tabs for UCAS, Providers (selected), Advisers, Agents, Applicants, and My courses. Below the navigation bar, the main content area is titled "Provider tools" and contains a grid of nine tool cards, each with a title, a brief description, and a "Go to" button.

Tool Name	Description	Action Button
<b>Application management</b>	Here you can view and manage applications to your course(s)	Go to application management
<b>User management</b>	Here you can view and manage users who have access to your provider(s)	Go to user management
<b>Course management</b>	Here you can view and manage courses for your provider(s)	Go to course management
<b>Provider management</b>	Here you can view and manage details about your provider(s)	Go to provider management
<b>UG Tracker</b>	Here you can view and create reports about your UG applications and decisions	Go to Undergraduate Tracker
<b>PG Tracker</b>	Here you can view and create reports about your PG applications and decisions	Go to Postgraduate Tracker
<b>UCAS Media</b>	Here you can see all the products that your organisation can purchase	Go to UCAS Media
<b>Clearing Plus Applications</b>	Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod	Manage students
<b>Clearing Plus Courses</b>	Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod	Manage courses

## SETTING CRITERIA:

We've taken a cut of all your 2023 courses (except those which are archived) and imported them all into Clearing Plus with the default status of being closed for Clearing Plus. Any new 2023 courses you add to the Collection Tool, or any changes you make to existing courses, will be imported in almost real-time (there may be a delay of one or two minutes).

**For courses to be included in Clearing Plus, you must actively select these courses in Clearing Plus.** Once a course is in Clearing Plus, setting course criteria will allow you to target your courses to the types of applicants you want. If you don't update the default options, your courses won't be targeted and will be seen by all students using Clearing Plus.

To select courses and set criteria from your provider dashboard, select the 'Clearing Plus courses' tile.

From here you can choose the courses you want to make available in Clearing Plus.

You can add your specific matching criteria by clicking into each course to 'Add and set course criteria' or by using the bulk management functionality.

You can add course matching criteria for both specific qualifications and grades achieved and for measures of disadvantage:

**Qualification criteria: matching students who have achieved specific grades or specific qualifications:** A level, Access to HE, International Baccalaureate (IB), Welsh Baccalaureate, Highers, and a range of BTECs).

To set up qualification criteria, tick the qualification and set the grade, subject and number of qualifications students need to have achieved. You can leave the grade and subject fields blank if you want to indicate a qualification level without specifying a particular subject or any specific level. **Please note if you apply a minimum entry requirement your course will not show to anyone who does not meet it.**

**Measures of disadvantage: matching students from specific POLAR and/or SIMD.** To set criteria relating to measures of disadvantage, simply remove the ticks of the POLAR or SIMD profiles you don't want to match to.

A detailed step-by-step guide to setting criteria is included in the [online Clearing Plus module](#) (you need to be logged in to [ucas.com](https://ucas.com) to access this).

## INTERESTED APPLICANTS:

From 5 July, when Clearing opens, applicants will be able to share their interest in your courses (if they match your pre-set criteria). Please note, applicants who match to specific qualification and grade criteria will **only appear** once applicants have received their results in August.

Your list of interested applicants (their name, contact information and PID) is accessible from the 'Clearing Plus applicants' tile on your dashboard. The list is displayed in time-stamp order from when the applicant expresses an interest, with the most recent at the top of the list.

If you have an enhanced profile for Clearing Plus, an email will also be triggered to the applicant after they have expressed an interest in your course through clearing plus.

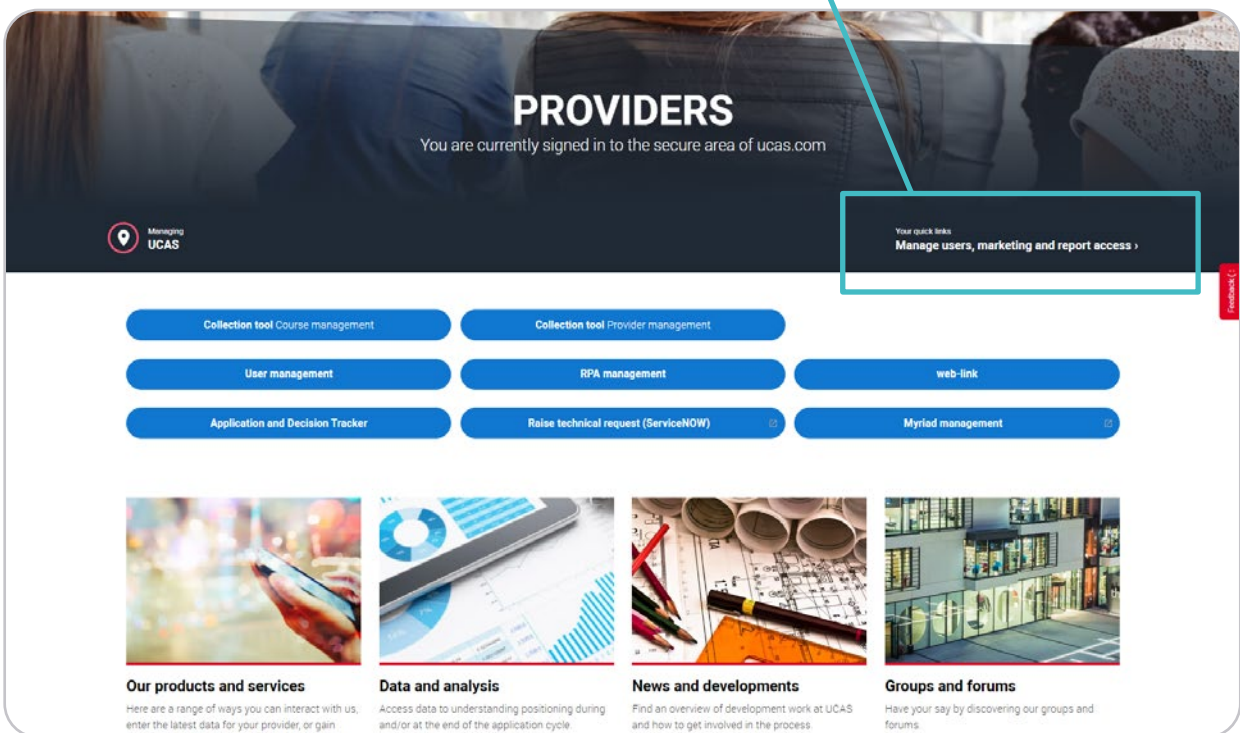
**[More information about this email](#)**

# REPORTING:

Your Clearing Plus Report will be available for you to view from 6 July and will include information about:

- ▶ the number of applicants interested and placed on your courses,
- ▶ detailed breakdown of numbers by learner declared domicile, and
- ▶ detailed breakdown of numbers by courses.

To access your Clearing Plus report, you need to log into the provider area of the UCAS website: on the home screen you should see a **'Your quick links'** header which will guide you to a different set of tabs.



Click on the **'Reports'** tab and from here you will be able to access your Clearing Plus report.

