

Course manager

Quick reference guide

This is a quick reference document giving examples of what information is required to complete a course description for UCAS Progress Search

UCAS
Progress



Please note that fields marked with an asterisk (*) must be completed in order to save and make the course visible to learners looking on Search.

Key information	
Course title *	<p>Example: English Literature A level</p> <p>Format: Free text box This should be descriptive enough to provide learners with information about the course and to assist them in deciding whether it is what they are looking for.</p>
Academic year	<p>Example: 2012</p> <p>Format: Drop-down list This should display the academic year that the course will be available in. Only one option can be chosen from the list of 2009, 2010, 2011, 2012, 2013, 2014.</p>
Start date *	<p>Example: Next September</p> <p>Format: Radio button This should be used to indicate when the course is due to start. Your options are Next January, Throughout the year, Next September and Unknown. Only one start date can be entered. This information will pull through into the filters to assist learners in refining their search results.</p>
Courses for *	<p>Example: Year 11+ eg A levels or equivalent</p> <p>Format: Radio button This is to indicate the age range for which the course is suitable. The age range forms part of the first selection criteria that a learner is asked to define. The options are Year 9 or Year 11+.</p>
Visible	<p>Example: <input checked="" type="checkbox"/></p> <p>Format: Tick box This will indicate whether you wish the course to be visible or not. If the box is not ticked, then the course will not return in a learner's search results.</p>
Course venue *	<p>Example: City Campus</p> <p>Format: Drop-down list This list of course venues would be pre-populated before the course is added. Multiple venues can be chosen. If the venue you require does not appear in the list, create a new venue through the Provider tab.</p>
Course type*	<p>Example: A level</p> <p>Format: Radio button This is a representation of the type of course you are adding. Choose one from the list displayed: Baccalaureate, Diploma, GCSE/IGCSE, Other general qualification, Foundation Learning programme, Apprenticeship, Pre-higher education course, A level and BTEC. This information will pull through into the filters to assist learners in refining their search results.</p>
Course description*	<p>Example: If you are interested in the way characters and situations are written and inspired and in discussing these ideas at length then this course may be for you. You should enjoy reading and discussing the meanings behind novels, as well as exploring literature in different ways.</p> <p>Format: Free text box This section is intended to describe what the course will be like. Try to make this section as informative and inspiring as possible.</p>

Additional information	
Course contact	<p>Example: Mrs Smith</p> <p>The contact will be chosen from a pre-entered list of contacts. If the contact you require does not appear in the list, create a new contact through the Provider tab.</p>
Course code	<p>Example: 51025</p> <p>Format: Free text box This is your internal course code.</p>
Duration	<p>Example: 1 year</p> <p>Format: Free text box This is a free text box and should specify the length of time the learner will be on the course.</p>
Website	<p>Example: www.ucasprogress.com</p> <p>This should be a link to your provider website - either to the course details page or the homepage.</p>
Number of planned places	<p>Example: 12</p> <p>Format: Free text box This should provide a learner with an idea of the number of places that may be available.</p>
YouTube video ID	<p>Example: IYTpBpCCfrt</p> <p>Format: Free text box Enter the YouTube video ID of the video that you wish to embed.</p>
Extended Information	
Course content	<p>Example: You will study a range of novels, poems and plays from different periods. In the first year you will be expected to choose from a set list at least four texts to study including one by Shakespeare.</p> <p>Format: Free text box This section can be used to describe the course in more depth You could include module descriptions or syllabus structure.</p>
Entry requirements	<p>Example: Students are expected to have at least five GCSEs grade A* - C, including English literature. Students may be expected to attend an interview or open day before being offered a place.</p> <p>Format: Free text box This section can be used to highlight whether there are any specific entry requirements for the course.</p>

Extended Information

<p>Assessment</p>	<p>Example: Assessment for this course will be a mixture of coursework and examinations.</p> <p>Format: Free text box Providers can outline what assessment structure is in place for the course.</p>
<p>Financial information</p>	<p>Example: You will be required to purchase text books for this course and there will be five field trips a year.</p> <p>Format: Free text box Providers can outline what costs will be incurred by the learner. This could include purchasing specialist equipment or text books. Providers can also use this section to outline cost benefits, or detail any financial incentives to the course.</p>
<p>Future opportunities</p>	<p>Example: In the future you will be able to progress onto a number of degree courses or further education opportunities.</p> <p>Format: Free text box Providers can use this section to explain where a learner can go next, and what opportunities are available after the course has finished. This could include either employment opportunities or further learning.</p>
<p>Further information</p>	<p>Example: If you need further information about this course please contact our admissions office.</p> <p>Format: Free text box Providers can use this section to explain where learners can go to for extra help.</p>

UCAS Progress Support Team

The Support Team is available to support clients with technical enquiries and system requests relating to existing UCAS Progress products and services.

The Support Team can be contacted on 08714 682 568 Option 1, or at ucasprogresssupport@ucas.ac.uk.



Follow us on Twitter
twitter.com/ucasprogress



Find us on Facebook
facebook.com/ucasprogress

UCAS Progress Training and Implementation Team

The Training and Implementation Team is on-hand to support clients and users with product implementation and training, either by telephone or in face-to-face sessions. In addition to our core programmes, they can devise and deliver programmes to meet your specific requirements.

The Training and Implementation Team can be contacted on 08714 682 568 Option 2, or at ucasprogresstraining@ucas.ac.uk.

UCAS Progress
08714 682 568 ucasprogress@ucas.ac.uk