

UCAS Teacher Training digital copy form user guide and additional information



May 2014
V3

Introduction

After the end of the 2014 cycle we will no longer be printing copy forms on your behalf. However, you are now able to view and, if required, print copy forms locally.

It works like this: at the end of each day, during the application period, we will collate every application made, create pdf versions of each one, and then upload them to web-link where you can download and print them, as required.

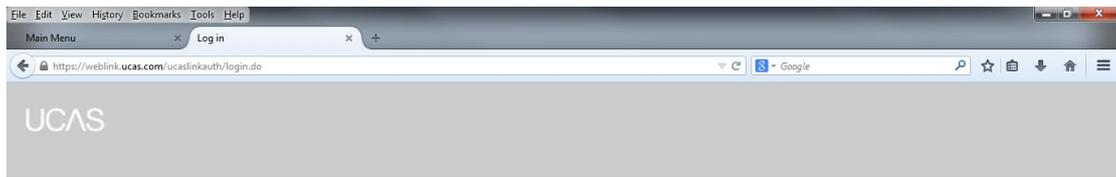
This guide explains the following:

1. How to access and print pdfs of copy forms
2. How to switch off the requirement for UCAS to print your copy forms
3. How to flag each training programme to show whether you want access to digital copy forms
4. FAQs

1. How to access and print pdfs of copy forms

Step 1

Log in to UCAS web-link using your usual user name and password.



Log in

Please enter your web-link username and password below to log in.

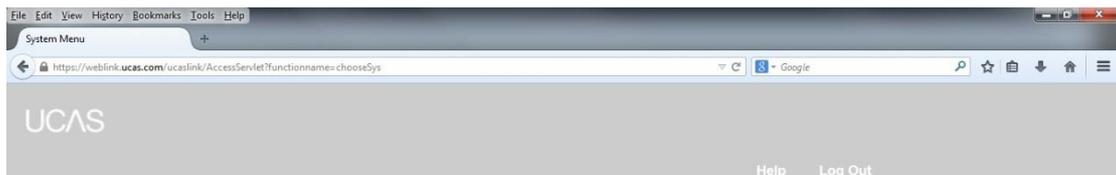
Username:

Password:

Version 1.2.0

Step 2

Select the application system you want to access (UCAS or UTT).



System Menu

Please select the required Application System:

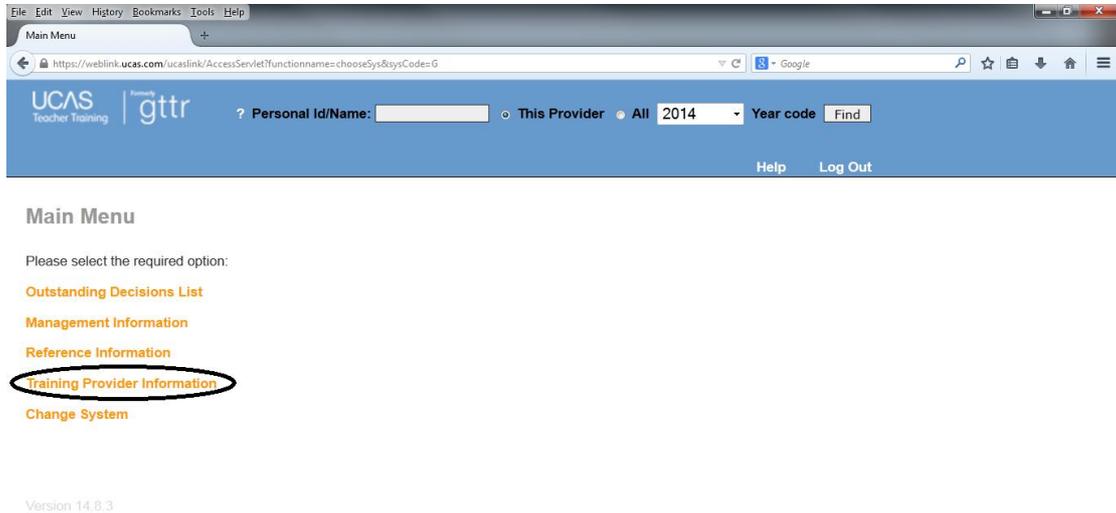
UCAS

UCAS Teacher Training

Version 14.8.3

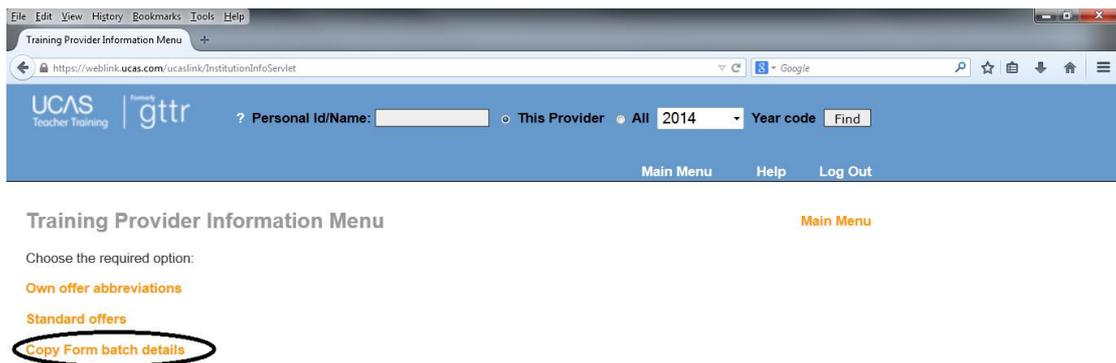
Step 3

Select the option 'Training Provider Information' from the menu.



Step 4

Select 'Copy Form batch details' from menu.



Step 5

You will see the list of the digital copy forms.

Step 6

You can download files containing individual PDFs by choose the 'Individual PDFs' link.

If you want to download a single PDF, with all copy forms in a single file, choose 'PDF for Printing'.



Copy Form Batch Details

[Main Menu](#) --> [Training Provider Information Menu](#)

The tables below detail the production of copy application forms for your institution. The batch date indicates the production date of the copy forms; we would normally expect you to receive the forms within 3 working days of production. If you have not received the forms within this period please contact 01242 544626.

UCAS Teacher Training

Batch No	Individual PDFs	PDF for Printing	Batch Date	Number of Forms
5206	PDFs for 5206	PDF for 5206	29-05-2014	1
5204	PDFs for 5204	PDF for 5204	28-05-2014	1
5202	PDFs for 5202	PDF for 5202	27-05-2014	1
5200	PDFs for 5200	PDF for 5200	26-05-2014	3
5198	PDFs for 5198	PDF for 5198	22-05-2014	1
5196	PDFs for 5196	PDF for 5196	21-05-2014	1
5192	PDFs for 5192	PDF for 5192	19-05-2014	3
5190	PDFs for 5190	PDF for 5190	16-05-2014	2
5188	PDFs for 5188	PDF for 5188	15-05-2014	4
5182	PDFs for 5182	PDF for 5182	12-05-2014	3

UCAS

Batch No	Individual PDFs	PDF for Printing	Batch Date	Number of Forms
5205	PDFs for 5205	PDF for 5205	29-05-2014	12
5203	PDFs for 5203	PDF for 5203	28-05-2014	9
5201	PDFs for 5201	PDF for 5201	27-05-2014	13
5199	PDFs for 5199	PDF for 5199	26-05-2014	22
5197	PDFs for 5197	PDF for 5197	22-05-2014	10
5195	PDFs for 5195	PDF for 5195	21-05-2014	20
5193	PDFs for 5193	PDF for 5193	20-05-2014	11
5191	PDFs for 5191	PDF for 5191	19-05-2014	22
5189	PDFs for 5189	PDF for 5189	16-05-2014	14
5187	PDFs for 5187	PDF for 5187	15-05-2014	13

Step 7

If you choose 'PDF for Printing' you will get a simple PDF which you can save.

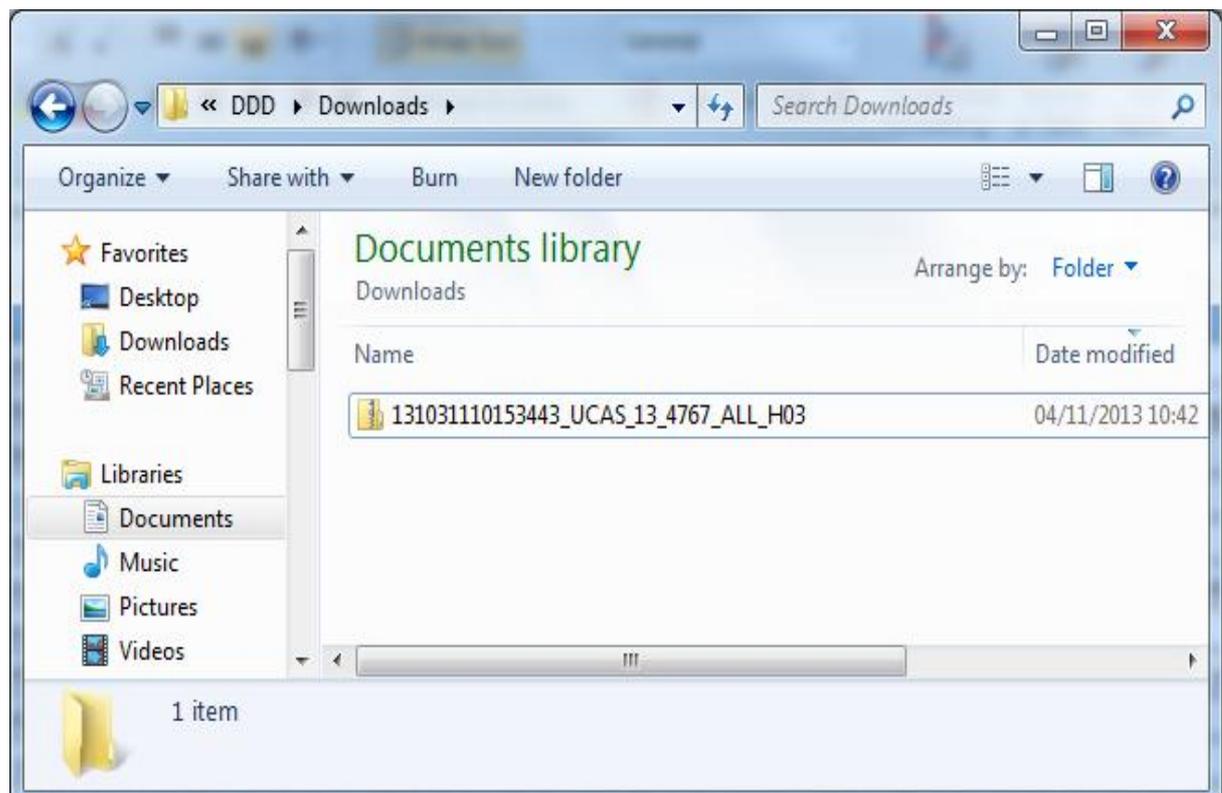
If you choose the 'Individual PDFs' option follow steps 8 to 12.

Step 8

- Download the zip file and 'Save' the file.
- To **view** the files, open the folder you saved them to and double click on the zip file.
- You will then see a list of the applicant forms. You can only view the files in this way.

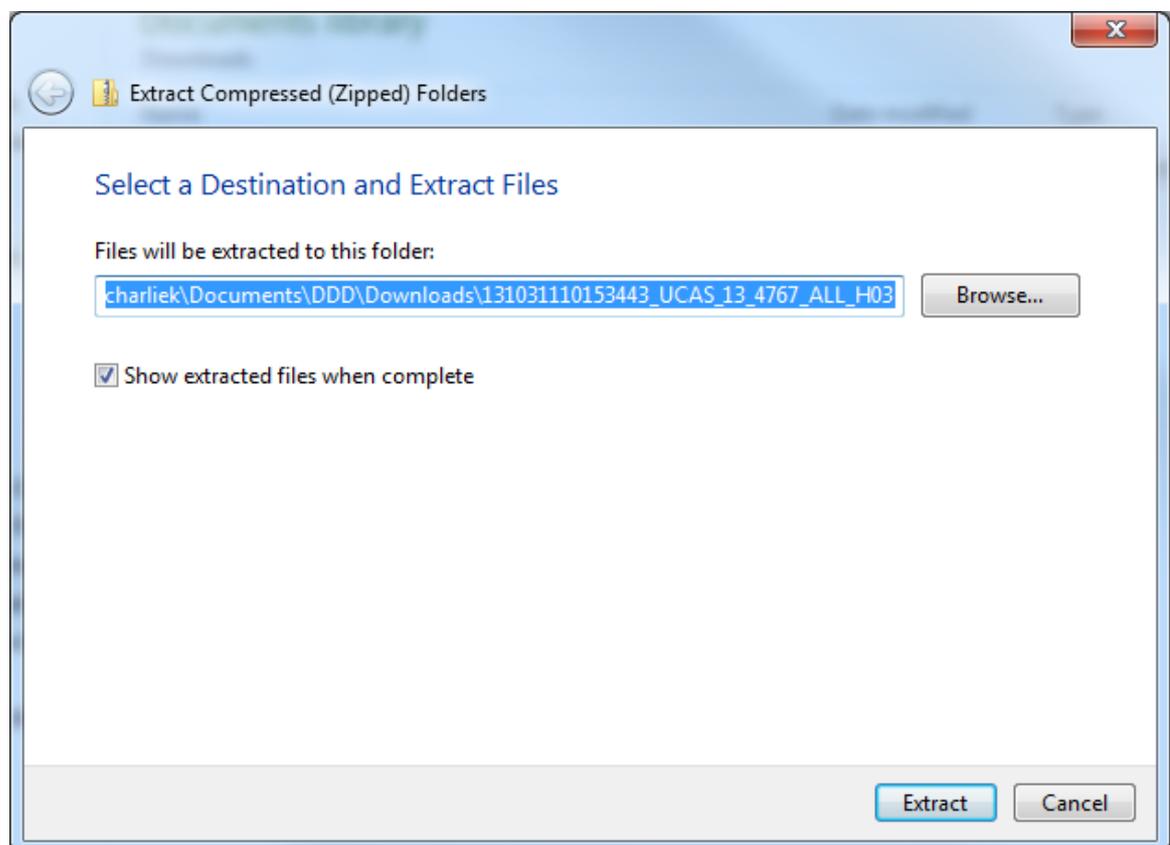
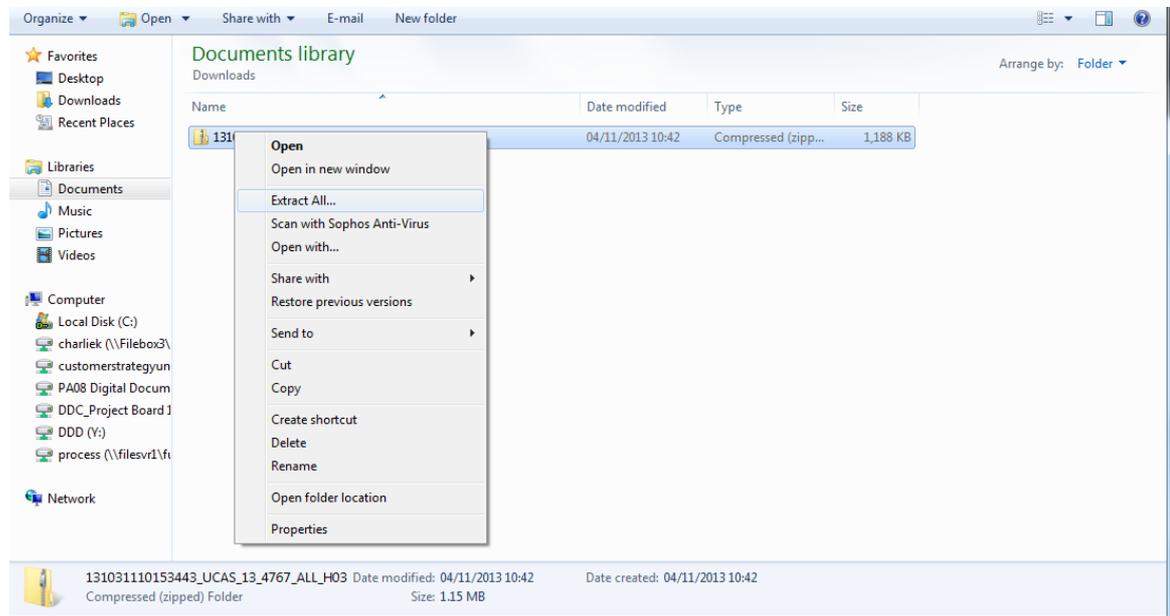
Step 9

- To **print** the individual files you have saved, open the folder you saved the files to.



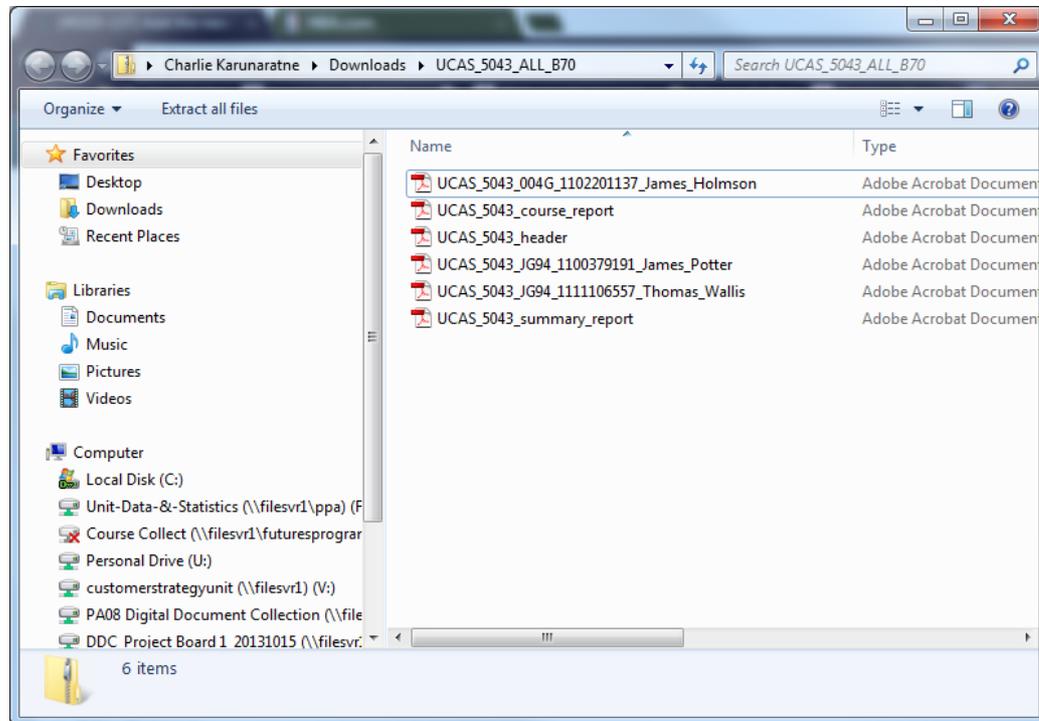
Step 10

Right click on the zip file and select 'Extract All' from the dialogue box.



Step 11

Choose 'Browse' and you will see a list of files to print.



Step 12

Right click on the files you want and select 'Print' from the menu.

Notes

If you are using Windows 7, 8 or Vista you can only print 15 copies at a time. This is a safety mechanism introduced by Microsoft. If you want to print all the copies choose the 'PDF for Printing' option.

- Naming convention of the PDFs (see previous screen print).

Scheme

Batch number

Training programme code

Person ID

First name

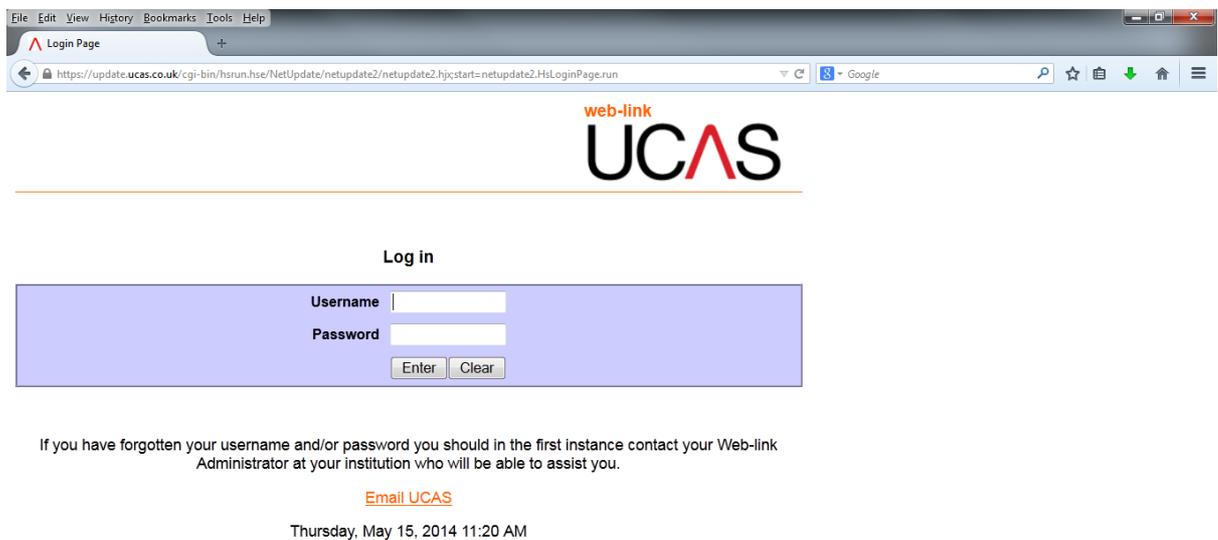
Last name

2. How to switch off the requirement for UCAS to print your copy forms

Please note that if you are a member of the UTT scheme and not the UCAS scheme the steps below are sufficient to stop receiving hard copy forms from UCAS.

Step 1

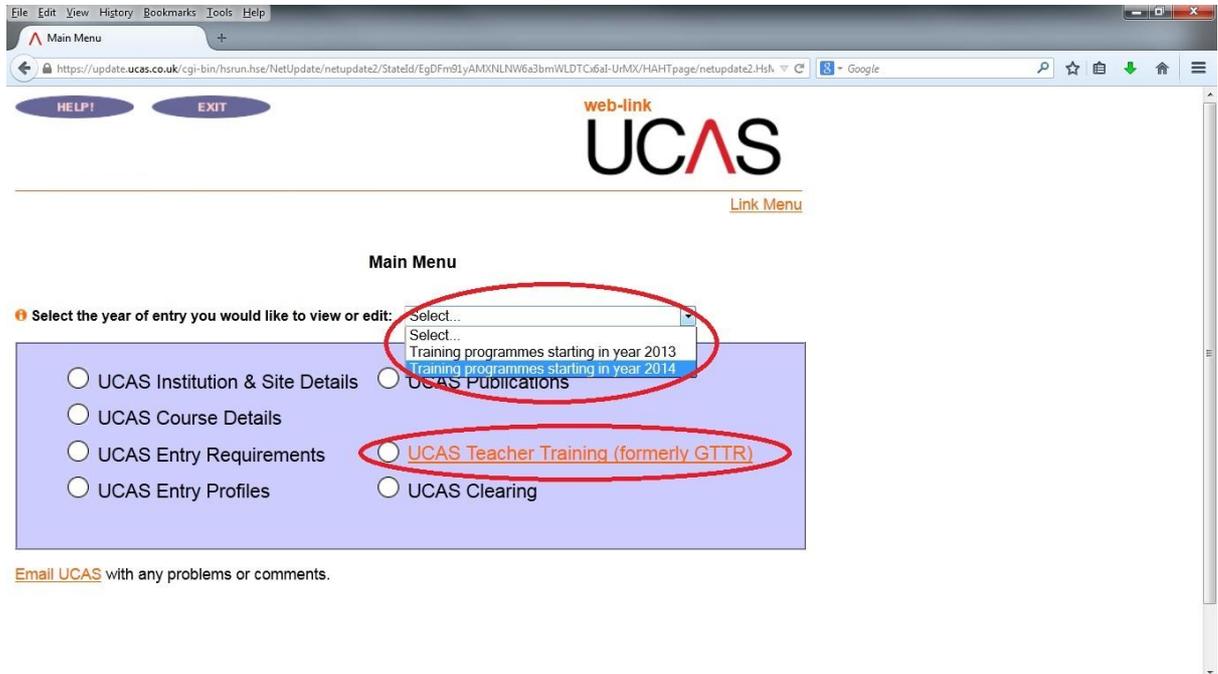
Log in to UCAS web-link Institution data using your usual user name and password



The screenshot shows a web browser window with the address bar displaying the URL: <https://update.ucas.co.uk/cgi-bin/hsrun/NetUpdate/netupdate2/netupdate2.hjcstart=netupdate2.HsLoginPage.run>. The page title is "Login Page". The UCAS logo is prominently displayed at the top center, with "web-link" written in orange above "UCAS" in black. Below the logo, the text "Log in" is centered. A light blue rectangular box contains the login form, which includes a "Username" label and input field, a "Password" label and input field, and two buttons labeled "Enter" and "Clear". Below the form, a message reads: "If you have forgotten your username and/or password you should in the first instance contact your Web-link Administrator at your institution who will be able to assist you." Below this message is a link labeled "Email UCAS" in orange. At the bottom of the page, the date and time "Thursday, May 15, 2014 11:20 AM" are displayed.

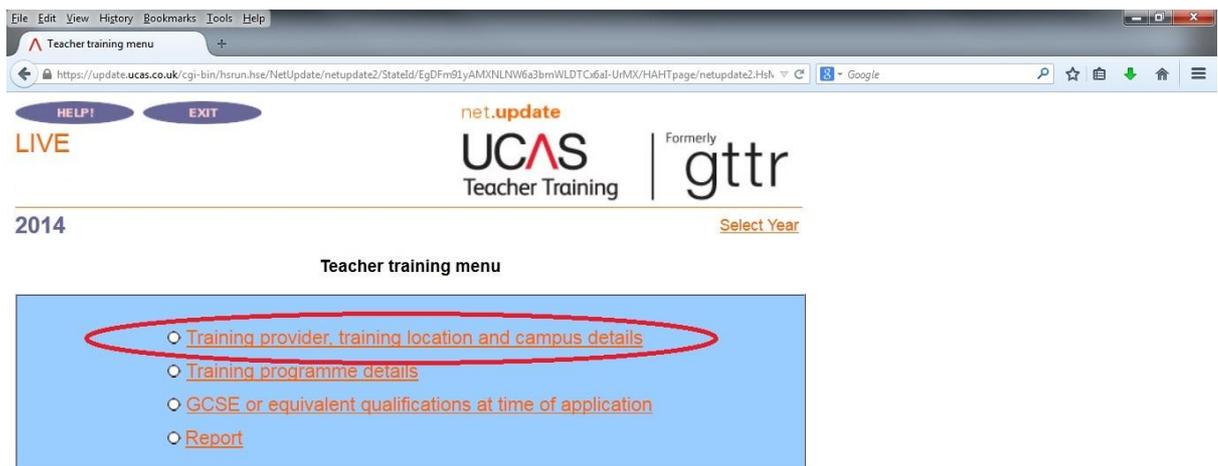
Step 2

Select the year from the drop down and click on UCAS Teacher Training (formerly GTTR)



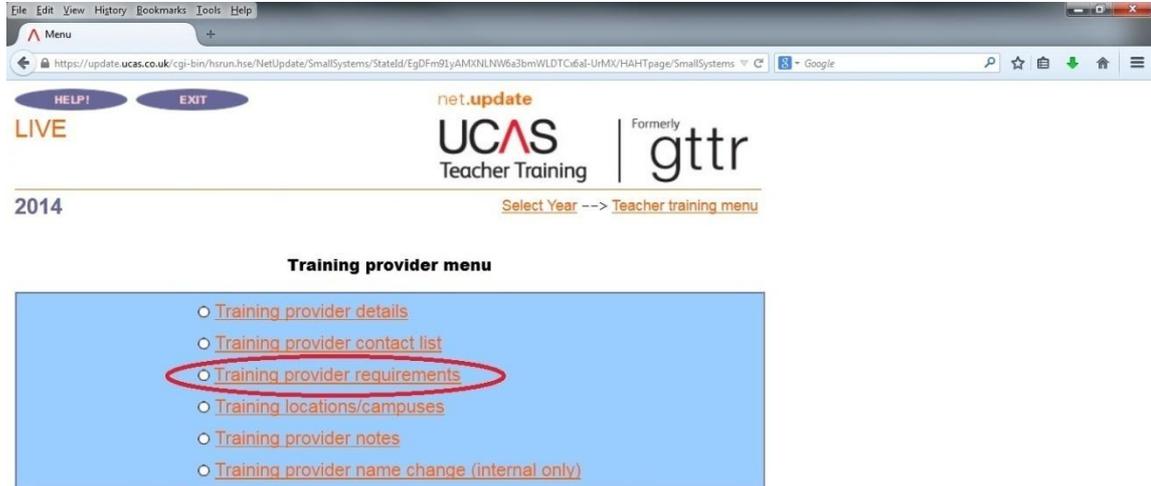
Step 3

Click on Training provider, training location and campus details



Step 4

Click on Training provider requirements



The screenshot shows the net.update UCAS Teacher Training website. The page is for the year 2014. A "Training provider menu" is displayed, listing several options. The option "Training provider requirements" is circled in red.

net.update
UCAS Teacher Training | Formerly gttr

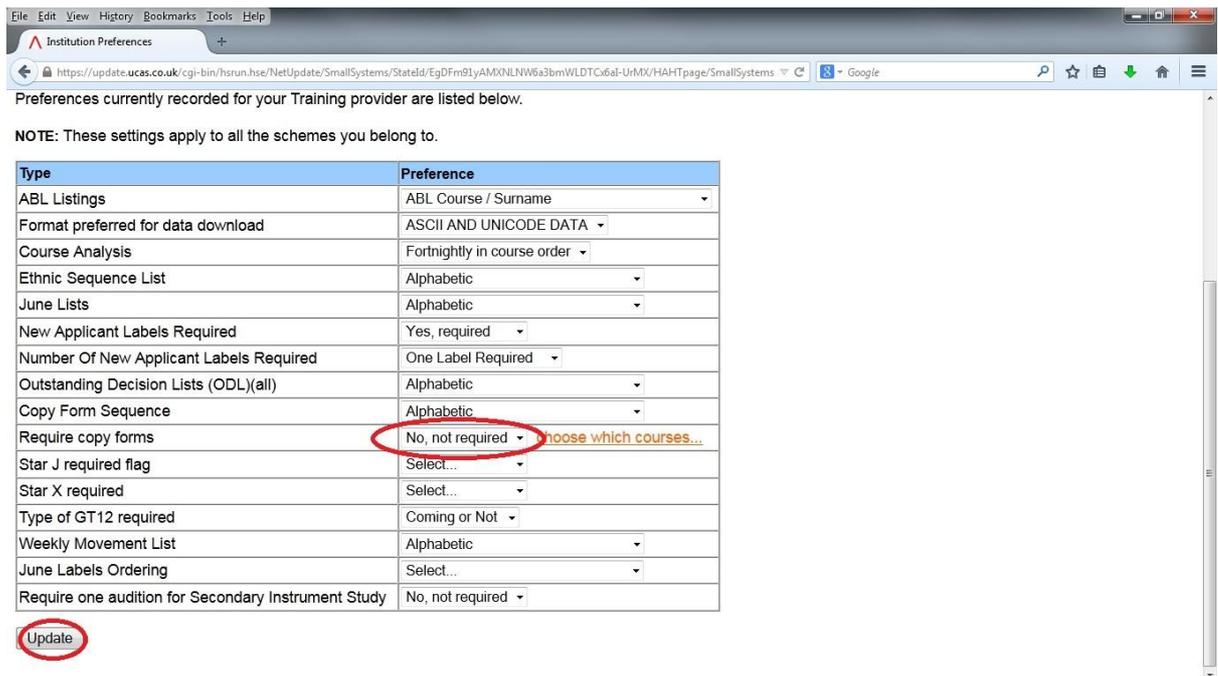
2014 [Select Year](#) --> [Teacher training menu](#)

Training provider menu

- [Training provider details](#)
- [Training provider contact list](#)
- [Training provider requirements](#)
- [Training locations/campuses](#)
- [Training provider notes](#)
- [Training provider name change \(internal only\)](#)

Step 5

Scroll down to the Require Copy Forms, select the option "No, not required" and click on Update.



The screenshot shows the "Institution Preferences" page. A table lists various preferences. The "Require copy forms" row is circled in red, and the "Update" button at the bottom left is also circled in red.

Preferences currently recorded for your Training provider are listed below.

NOTE: These settings apply to all the schemes you belong to.

Type	Preference
ABL Listings	ABL Course / Surname
Format preferred for data download	ASCII AND UNICODE DATA
Course Analysis	Fortnightly in course order
Ethnic Sequence List	Alphabetic
June Lists	Alphabetic
New Applicant Labels Required	Yes, required
Number Of New Applicant Labels Required	One Label Required
Outstanding Decision Lists (ODL)(all)	Alphabetic
Copy Form Sequence	Alphabetic
Require copy forms	No, not required Choose which courses...
Star J required flag	Select...
Star X required	Select...
Type of GT12 required	Coming or Not
Weekly Movement List	Alphabetic
June Labels Ordering	Select...
Require one audition for Secondary Instrument Study	No, not required

[Update](#)

3. How to flag each training programme to show whether you want access to digital copy forms

Following the transition to DDD digital copy forms for individual training programmes will be controlled by selecting either yes or no for each training programme. If a programme has been set to receive no copy forms then DDD will not generate the pdfs of applications to this programme so this should only be done if you do not want to see digital copy forms for applications to particular training programmes.

Step 1

Log in to UCAS web-link Institution data using your usual user name and password

File Edit View History Bookmarks Tools Help

Login Page

https://update.ucas.co.uk/cgi-bin/hsrun.hse/NetUpdate/netupdate2/netupdate2.hjcstart=netupdate2.HslLoginPage.run

web-link
UCAS

Log in

Username

Password

Enter Clear

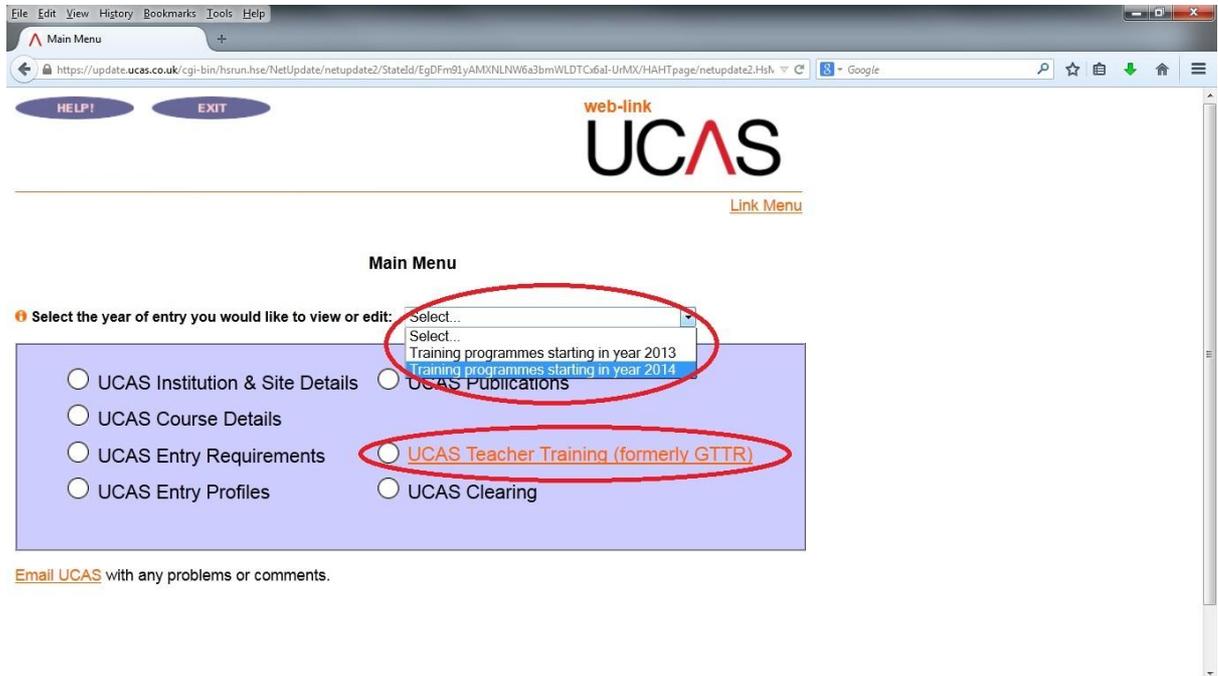
If you have forgotten your username and/or password you should in the first instance contact your Web-link Administrator at your institution who will be able to assist you.

[Email UCAS](#)

Thursday, May 15, 2014 11:20 AM

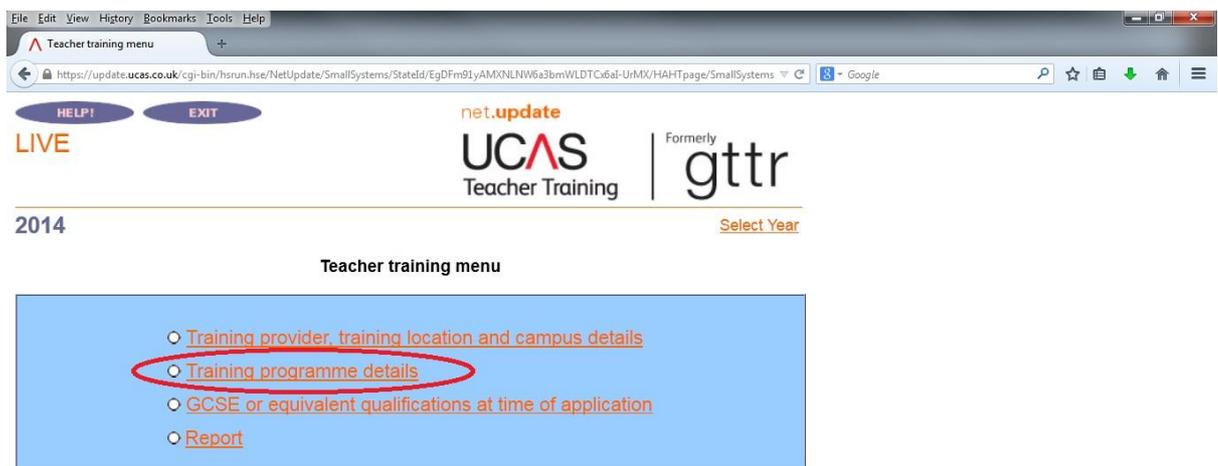
Step 2

Select the year from the drop down and click on UCAS Teacher Training (formerly GTTR)



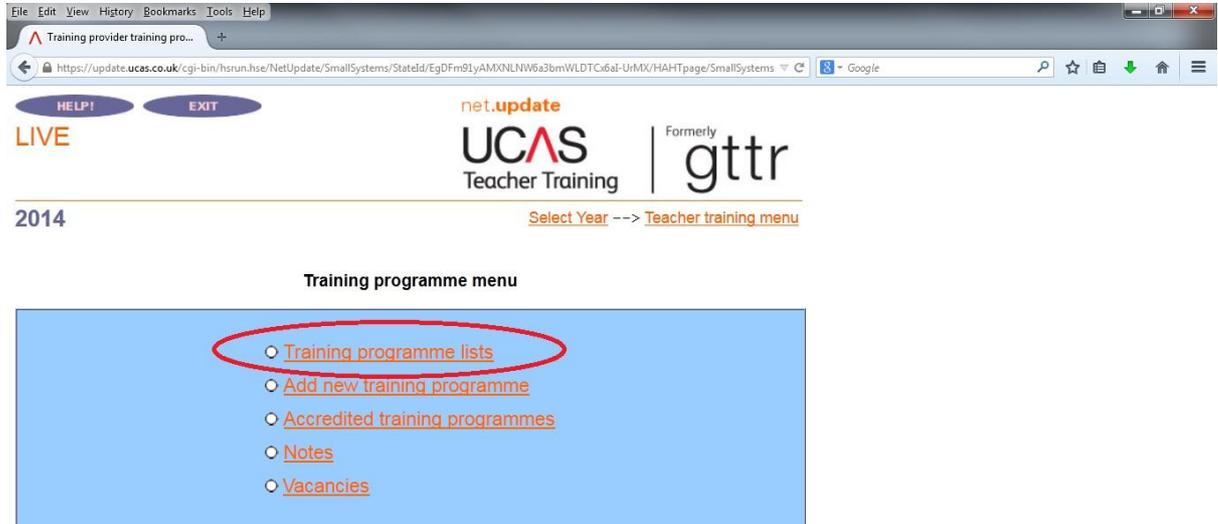
Step 3

Click on Training programme details



Step 4

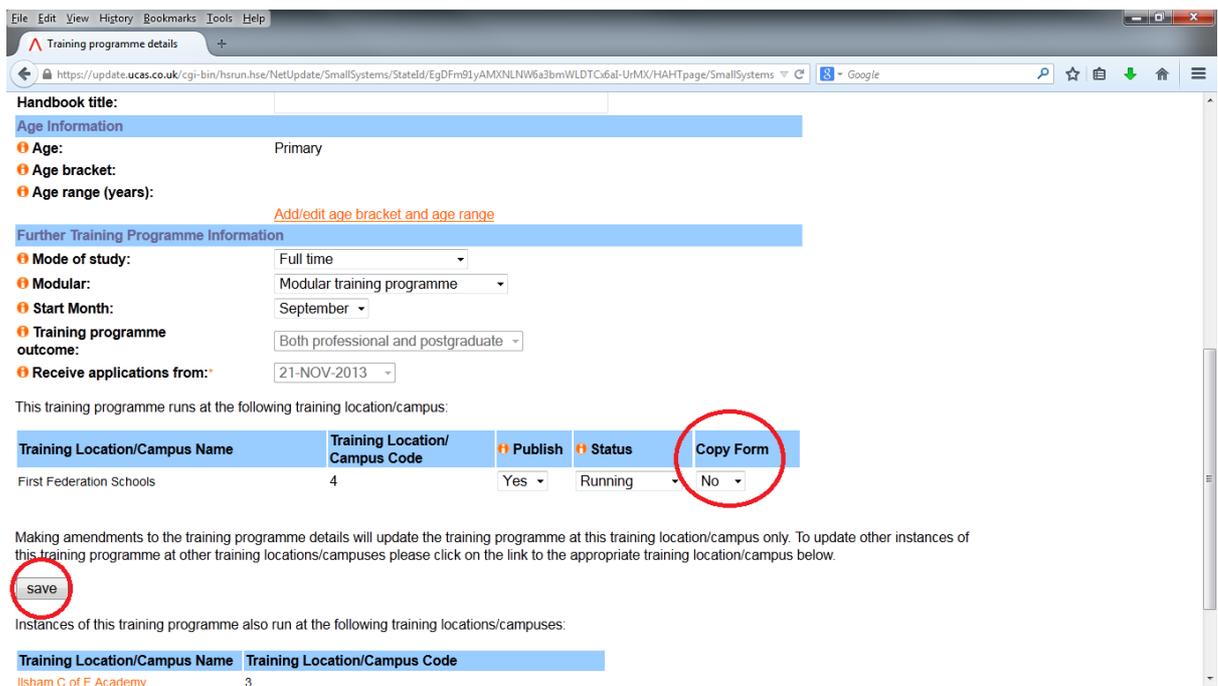
Click on Training programme lists and then select each training programme in turn.



The screenshot shows the net.update UCAS Teacher Training website. The page title is "Training provider training pro...". The URL is "https://update.ucas.co.uk/cgi-bin/hsrun.hse/NetUpdate/SmallSystems/StatEd/EgDFm91yAMXNLNW6a3bmWLDTCx6al-UrMX/HAHTpage/SmallSystems". The page features a "LIVE" banner, "HELP!" and "EXIT" buttons, and the "net.update UCAS Teacher Training" logo. Below the logo, there is a "2014" year selector and a "Select Year --> Teacher training menu" link. The main content area is titled "Training programme menu" and contains a list of links: "Training programme lists", "Add new training programme", "Accredited training programmes", "Notes", and "Vacancies". The "Training programme lists" link is circled in red.

Step 5

After clicking into each training programme and change the copy form drop down to "No" and click on save.



The screenshot shows the "Training programme details" page. The page title is "Training programme details". The URL is "https://update.ucas.co.uk/cgi-bin/hsrun.hse/NetUpdate/SmallSystems/StatEd/EgDFm91yAMXNLNW6a3bmWLDTCx6al-UrMX/HAHTpage/SmallSystems". The page contains several sections: "Handbook title:", "Age Information" (Age: Primary, Age bracket: , Age range (years):), "Further Training Programme Information" (Mode of study: Full time, Modular: Modular training programme, Start Month: September, Training programme outcome: Both professional and postgraduate, Receive applications from: 21-NOV-2013), and a table of training locations/campuses. The table has columns for "Training Location/Campus Name", "Training Location/Campus Code", "Publish", "Status", and "Copy Form". The "Copy Form" dropdown menu is circled in red and set to "No". Below the table, there is a "save" button circled in red. The text below the table states: "Making amendments to the training programme details will update the training programme at this training location/campus only. To update other instances of this training programme at other training locations/campuses please click on the link to the appropriate training location/campus below." Below this text, there is another table with columns for "Training Location/Campus Name" and "Training Location/Campus Code", showing "Ilsham C of F Academy" with code "3".

4. FAQs

Will the digital copy forms differ from the ones you currently send to us?

No they are exactly the same. You can decide whether to view or print them as individual items or as a whole batch. The header sheets and reports are also included in the pdf.

Can I access older copy forms electronically?

No, we are not converting previous copy forms into PDFs, so older forms will not be available as part of the digital copy form facility.

Can I use the existing print and pdf views from the applicant overview screen in web-link?

Yes you can. The print form options for ASCII and Unicode printing along with the PDF versions are still available from the print links on the Applicant overview in web-link. They are generated separately from the digital copy forms and will be available regardless of your copy form settings at provider and/or training programme level.

How can I open and view downloaded files?

To download your digital copy files, go to the institution data/institution level section in web-link and switch off the requirement for copy forms.

To view them you need to be able to open PDFs. The most popular way of doing this is to use Adobe Reader which is available to download free of charge from the Adobe website.

What size will the digital copy forms be when printed?

The size will be determined by your printer settings, which you can change as required.

How long will the digital copy forms be kept on the UCAS system?

25 months.

Can electronic notes be made on the digital copy forms?

To do this you will need to have access to a PDF Editor programme on your PC, laptop or device you are using to access the digital forms.

Are new log in details required for DDD?

No, use your existing web-link user name and password.

What is a zip file?

It is a method of grouping (batching) multiple files and compressing them so they take up less storage space.

How big will the files be?

The average file size (for each PDF copy form) is 65KB, so the total space will depend on the number of copy forms you receive. Ask your IT team if you are unsure about where to save your digital copy forms, and to make sure there is enough space to accommodate the files on your system.