

How to change the vacancy status of a course in the collection tool

To set a course as having no vacancies

1. Find and click on the course in course management.
2. Scroll down to the course options section.
3. Click 'edit' against the course option you would like to change.
4. Scroll down to the 'vacancy management' section.
5. Select the 'no vacancies' radio button for each domicile.
6. Click 'save'.

To set courses as having no vacancies in bulk

1. In course management, click on the menu (three dots), and then 'bulk management'.
2. Select 'edit course status' from the first drop-down menu.
3. Select 'vacancy status' from the next drop-down menu.
4. Select 'UCAS Undergraduate scheme' from the next drop-down menu (if applicable), and click 'next'.
5. Select the 'no vacancies' radio button for each domicile, and click 'next'.
6. Click the 'select all' button, or tick the boxes next to the courses.
7. Click 'review' and then 'update courses'.

To close a course for applications

1. Find and click on the course in course management,
2. Scroll down to the course options section.
3. In the 'bulk actions' menu, select 'application status' and then 'go'.
4. Select 'closed' for each course option.
5. Click 'save'.

To close courses for applications in bulk

1. In course management, click on the menu (three dots), and then 'bulk management'.
2. Select 'edit course status' from the first drop-down menu.
3. Select 'application status' from the next drop-down menu, and click 'next'.
4. Select 'close to applications' and click 'next'.
5. Click the 'select all' button, or tick the boxes next to the courses.
6. Click 'review' and then 'close to applications'.

- If you close all vacancy statuses for a course option, the application status will automatically close.
- Likewise, if you just close the application status, all vacancy statuses for that course option will automatically close.
- If you reopen the application status, it will open all vacancy statuses for that course option.