

Course manager manual

Introduction to Search

Helping you support young people as they progress through their learning and enabling them to achieve positive outcomes.

UCAS
Progress



COURSE MANAGER MANUAL

UCAS Progress works with education providers and local authorities to support young people aged 13 to 19 as they make choices about their learning pathways. UCAS Progress spans academic courses through to vocational courses and training opportunities. It is for all learners irrespective of destination.

There are two components – Search and Apply – available at www.ucasprogress.com.

Search. With Search young people can research learning opportunities irrespective of local boundaries. Search's localised start points offer searching and map views based on location and distance the learner is willing to travel.

Apply. A single online application system, Apply enables young people to apply for learning opportunities, either within or outside their current provider. Teachers and advisers have a simple and efficient means of managing applications and admissions, plus reporting to support tracking, analysis and provision planning.

This manual is part of a series of role-based manuals and guides designed to help you get the most out of using UCAS Progress.

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1.0 INTRODUCTION TO UCAS PROGRESS SEARCH

1.1 What is Search?

UCAS Progress Search is an online directory through which learners can find courses and learning opportunities available in their area. Your local network of IAG advisers, your council representatives or your local authority promote this resource to learners.

1.2 What is a Course Manager?

In this context a Course Manager is the person with responsibility for updating and managing the course provision for an individual provider or group of providers.

With Course Manager permissions you can:

- view courses at the provider/providers you manage
- create courses at the provider/providers you manage
- edit courses at the provider/providers you manage
- control visibility of courses at the provider/providers you manage
- delete courses at the provider/providers you manage
- set venues at the provider/providers you manage
- link to the list of the provider/providers contacts.

As a Course Manager you have responsibility for maintaining your own institution details and the details of your provision, ensuring they are up-to-date and provide learners with enough information to make informed choices.

Based on the permissions of your role you have a view of either one or multiple courses and providers and will be able to carry out the same activities/actions with each.

1.3 What is the purpose of the administration area?

The administration area provides tools to manage the provision information and the details of your institution including venues and contact information. This manual will provide information on how to use the administration area and the individual functions.

1.4 How will you receive your login details?

All user accounts will be set up either by your local authority representative or by a dedicated user manager within your provider.

Your username will be set up as your email address in the first instance and to verify your account you will receive a system generated verification email from UCAS Progress.

Within the email you will be requested to click the verification hyperlink and will be prompted to choose a password. Ensure that you choose a memorable password to allow successful repeat access to your account.

To change your username or password, see section 3.

2.0 LOGGING IN AND OUT

2.1 Login in

From the UCAS Progress homepage go to the top right-hand corner and enter your username and password. This will take you to your own individual administration site homepage.

2.2 Resetting your password

If you have forgotten your password there is a 'Forgotten password?' link underneath the log in boxes.

2.3 Logging out

When you are ready to finish your session you can log off by clicking the 'Log off' button at the top right-hand corner of the screen.



3.0 MANAGING YOUR ACCOUNT

3.1. Accessing your account

Click 'Account' on the UCAS Progress administration homepage. From here you can edit your personal details, username and password.

3.2 Editing your personal details

In this section you can change your first name, last name, email address and telephone number. When you have finished the updates click 'Save'. Keep your personal details up to date so that we can contact you if your log in details need to be reset.

3.3 Editing your username

In this section you can change your username to something more memorable. The username must be between six and 256 characters and may contain letters, numbers or a few select characters (i.e. @.-_). When you have finished your updates click 'Save'.

When you change your username you will be logged out of the site. You will need to log back in with your new username to continue using the site.

3.4 Editing your password

To change your password select the 'Password' tab and enter your current password, then your new password, and then confirm your new password. Your password must be between six and 20 characters and contain at least one letter and one symbol or a number. When you have finished your updates click 'Save'.

4.0 COURSE MANAGER DASHBOARD

Your dashboard enables you to have an overview of your role and highlights areas you may want to have a look at. For example as a course manager you can see all of your courses and be able to look at specific areas by clicking the red hyperlinks such as:- hidden courses, courses with missing information, courses with no qualifications etc.

From here you will be able to see the number of courses associated with you as a provider.

Course manager

As a course manager you can create, edit and delete your courses. You are also able to create and manage your venues and contacts to build engaging and informative course descriptions.

These counts display the number of courses at a venue level (eg if a course is delivered at three venues this will be counted three times on the dashboard).

Courses

Hidden courses

Courses with no venues

Courses with missing key information

Courses with missing additional information

Courses with no contact information

Courses with no qualifications

Courses with missing extended information

From here you will be able to identify what aspects of courses may need working on, to ensure that courses are displayed in the correct way and can be found by learners.

5.0 MANAGING YOUR PROVISION

5.1 Adding a new course

- To add a new course follow the steps below:-
- a. Select the 'Providers' link on your administration homepage.
 - b. You will then see a list of possible providers that you are able to view and edit. This list is based on the permissions you have been allocated.
 - c. Select the provider that you wish to add new courses for from the list of providers. Click on the 'Courses' link to display a list of courses already added.
 - d. Click 'Create course'. A blank template will be displayed.
 - e. When entering the course details, you must ensure that all mandatory fields are completed before saving. (An asterisk * denotes a mandatory field.)



Key information

- Course title*:**
Enter the title of the course on offer.
- Academic year:**
This will default to the current academic year. Choose from the drop down list if this is different.
- Start date*:**
There are several options to choose from, which include 'January', 'Throughout the year', 'September' and 'Unknown'.
- Courses for*:**
There are two choices, either 'Year 9 courses' or 'Year 11 +'. This is important as a classification for the course, and is one of the main criteria that a learner has to choose in order to start the search.
- Visible:**
If you tick this box, the course will appear in search results.
- Course venue*:**
Select the location or multiple locations where the course is to be delivered. If the venue does not appear in the list then follow the 'Adding a venue' section of this document, 5.6.
- Course type:**
Select the course type from the list displayed.
- Course description*:**
This is a free text field to be used to describe the course the young person is looking at.



Additional information

Course contact:

Choose a contact for the course from the drop down list provided. If the contact is not in the list, then refer to the 'Adding contacts' section of this document, 5.8.

Course code:

This is a free text box to be used for the internal course code used by your institution.

Duration:

Enter the duration of the course. For example: 1 year.

Website:

Enter the URL of the course to direct the learner to a specific part of your website related to this course.

Number of planned places:

This can be used to provide the young person with information on the number of places potentially available.

YouTube video:

Enter your unique ID for a YouTube video. You can find the ID in the URL . (For more information on how to add a YouTube video see the 'Adding a Youtube link' section of this document, section 5.10.)

Extended information

Course content:

Enter information about the learning content of the course. This could include module listings, extra information and activities to assist with the course.

Entry requirements:

Enter the information about the course entry requirements, for example grade requirements or subject requirements.

Assessment:

This section can include the method of assessment used.

Financial information:

This section should include information around financial incentives and also any financial outlay for the learner.

Future opportunities:

What can the learner do next? This section can include information about further education opportunities and also career pathways.

Further information:

Give details of where more information about this course or where further help can be found.

- f. Once all the information has been completed, choose to either 'Save' or 'Create course and add another'. If you choose to 'Save' the course there will be a message to confirm it has been saved. If you choose 'Create course and add another' then the course will be saved and you will be returned to the blank template.

5.2 Adding and removing an accredited qualification

To add or remove an accredited qualification follow the steps below:-

- a. Once you have saved the course, you will be returned to the top of the page where you will now be presented with options to add accredited and non-accredited qualifications to the course details.

- b. To add accredited qualifications select the 'Add and remove qualifications' link.

- c. You will be presented with a new activity box.

- d. You can either search using the title and qualification number (QN) if known, or alternatively search for the qualification using awarding body, subject category and level.

- e. Once you have searched for a course and returned results, locate the course using the scroll bar to the right of the page.

- f. Once you locate the course, click 'Add', this will highlight the course to enable you to see which qualification has been added to the course.

- g. The qualifications will also appear in the 'Qualifications assigned to course' area of the 'Add qualification' section.

- h. If you wish to add another qualification, repeat steps a – f.

- i. These qualifications will automatically save as you add them. To close the pop up box, click the cross at the top right of the box.

If you have added a qualification by accident, locate the qualification in the list and click the 'Remove' button at the end of the row. This will remove the qualification from the course listing.

5.3 Adding and removing a non-accredited qualification

To add or remove non-accredited qualifications follow the steps below:-

- a. Once you have saved the course, you will be returned to the top of the page where you will be presented with options to add accredited and non-accredited qualifications to the course details.
- b. To add non-accredited qualifications select the 'Add and remove non-accredited qualifications' link.
- c. You will be presented with a new activity box.
- d. Fill in the qualification name.
- e. Choose the 'Subject Category' from the drop-down list, and then choose the level of the course from the drop-down options.
- f. Click 'Add' to add the qualification to the course.
- g. This will add the qualification to the bottom of the box.
- h. Continue this process until you have added all non accredited qualifications to the course.
- i. If you have added a qualification by accident, locate the qualification from the list and click the 'Remove' button at the end of the row. This will remove the qualification from the course listing.



5.4 Editing a course

To edit a course follow the steps below:-

- a. Select the 'Providers' link on your administration homepage.
- b. You will then be shown a list of possible providers that you are able to view and edit. This list is based on the permissions you have been allocated.
- c. From the list of providers locate the provider for which you wish to add a new course. Click on the 'Courses' link which will display a list of courses already added.
- d. Locate the course you are looking for using the 'Search' box at the top left of the screen, or scroll down the list of courses listed alphabetically.
- e. Once you have found the course, click on the red link to open up the course details.
- f. Edit the details required, and then click 'Save'.



5.5 Deleting a course

To delete a course follow the steps below:-

- a. Select the 'Providers' link on your administration homepage.
- b. You will then be shown a list of possible providers that you are able to view and edit. This list is based on the permissions you have been allocated.
- c. From the list of providers locate the provider for which you wish to delete courses, Click on the 'Courses' link, which will display a list of courses already added.
- d. Locate the course you are looking for using the 'Search' box at the top left of the screen, or scroll down the list of courses listed alphabetically.
- e. Once you have found the course you wish to delete, click the 'Delete' button at the end of the row.
- f. You will then be presented with a confirmation page.



5.6 Adding a venue

To add a venue where a course is being delivered follow the steps below:-

- a. Select the 'Providers' link on your administration homepage.
- b. You will then be shown a list of possible providers that you are able to view and edit. This list is based on the permissions you have been allocated.
- c. Click the 'Venues' link to open a page of venues associated with your provider.
- d. Click the 'Create venue' button to open the venue form.
- e. When adding a venue you must ensure that all mandatory fields are completed before saving. (An asterisk * denotes a mandatory field.)

Key information

Venue name:

This can be the name of the building or the name it is known as locally.

Areas:

Select the area level and then enter the name of the area using the text box. For example state 'local authority' as the area, and enter 'Cheltenham' in the text box - as that is the location of the venue.

Building name/number:

Street:

Locality:

Town*:

Postcode*:

This field is required and must be a full UK postcode including the space, eg GL52 3LZ



Additional information

Telephone:

Enter the telephone number learners or parents should call.

Telephone type:

Select from the drop down menu.

Website:

Enter here the main website URL for the venue.

Email:

Enter the address for email enquiries, this can be either for a specific individual or a generic email address, for example: admissions@test.ac.uk.

Information about this venue:

This section can be used to give information about the facilities, eg free parking, crèche.

- f. Once all mandatory fields have been added you can click either 'Save' or 'Create venue and add another'. 'Save' will provide you with confirmation that the venue has been saved. Selecting 'Create venue and add another' will save the venue and provide you with another template to populate.

5.7 Editing a venue

To edit a venue follow the steps below:-

- Select the 'Providers' link on your homepage. You will then be shown a list of providers that you are able to view and edit. This list is based on the permissions you have been allocated.
- Click the 'Venues' link to open a page of venues associated with your provider.
- Click on the name of the venue that you wish to edit.
- You will be presented with a pre-populated template for you to edit.
- You are able to edit all information within the template before saving. You must ensure that all mandatory fields are completed before clicking 'Save'.



5.8 Adding contacts

You have the ability to add contacts to your provider that can then be added against courses so learners have a named contact they can get in touch with if they have any queries about the course. To add a contact follow the steps below:-

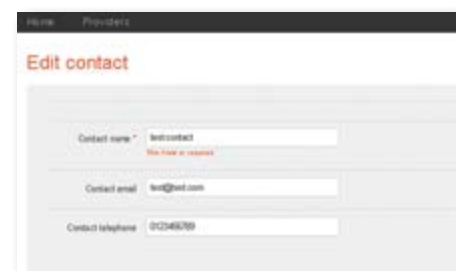
- Select the 'Providers' link on your administration homepage. You will then be shown a list of possible providers that you are able to view and edit. This list is based on the permissions you have been allocated.
- Click the 'Contacts' link to open a page of contacts already associated with your provider.
- Click 'Create Contact' to display a short template. Contact name*: (* denotes a mandatory field) Contact email: Contact telephone:
- Once all mandatory fields (*) have been completed you can click either 'Save' or 'Create contact and add another'. 'Save' will provide you with confirmation that the contact has been saved. Selecting 'Create contact and add another' will save the contact and provide you with another template to populate.



5.9 Editing contacts

To edit a contact follow the steps below:-

- Select the 'Providers' link on your administration homepage.
- You will then be shown a list of possible providers that you are able to view and edit. This list is based on the permissions you have been allocated.
- Click the 'Contacts' link to open a page of contacts already associated with your provider.



- Locate the contact that you wish to edit and click the contact name.
- You will be presented with a pre-populated template for you to edit. You are able to edit all information within the template before saving. You must ensure that all mandatory fields (*) are completed before clicking 'Save'.

5.10 Adding a YouTube link

To add a YouTube link follow the steps below:-

- From the YouTube website locate the video that you wish to add to your description.
- Locate the unique ID for the video clip contained in the URL – for example: www.youtube.com/watch?v=IYTpBpCCdvg. The code highlighted in red is the unique ID for the video clip.
- Copy and paste this code into the designated box on the additional information section of the provider details.

5.11 Bulk activities

Making courses visible

You can use this function to make all new courses visible in one click. Access this function through the courses link on the administration homepage. This button will only be available if there are courses that are not yet visible. If all are marked as visible, the 'make all visible' button will not appear.

6.0 Introduction to Import/Export

The import function can be used to import new courses to your offer and re-import courses where changes have been made.

You are able to use the import/export tool to delete, amend or add new courses.

6.1 Exporting

6.1.1 Exporting your current course offer to an Excel spreadsheet

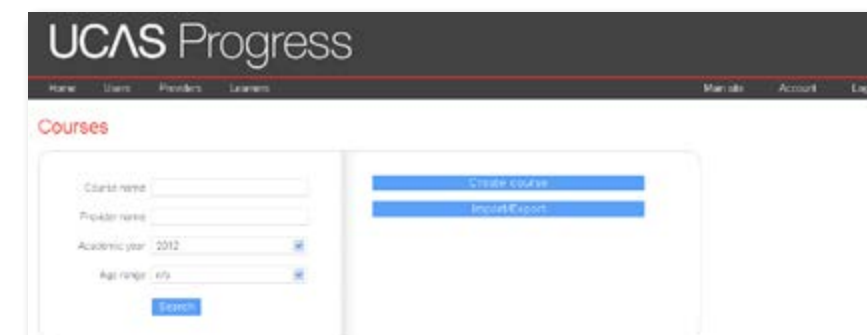
This will enable you to view your current courses in a spreadsheet format. You are then able to modify courses and add new courses to the spreadsheet either to re-import the data into the next academic year or to update the current year's provision.

Please note that exports can take up to an hour to process.

- Select the 'Courses' link on your administration homepage and click the 'Import/Export' button on the course management page.
- You will then have the option to choose to export or import courses. The import/export function will default to 'Export'.
- There are a number of choices that you will need to make on this page before exporting your provision:
 - Select the report format. This will default to Microsoft Excel.
 - Select the start date of the courses that you wish to download. You have a choice of 'Next September', 'Next January', 'Throughout the year' or 'Unknown'.

Please note: you are only able to export one start date at a time.

- Select the academic year that would like to export from the drop-down list. The default will always be the year you are currently displaying your courses in.



- d. Once you have made your selection click 'Export'. The export will show as a request in a list format and will outline key information such as the name of the person making the request; date and time of request; academic year requested; and start date requested.

- e. Once the processed document is ready to download, an email will be sent to the person who requested the export to let them know it is ready to download.
- f. To access the successful export document follow steps 6.1.1, a and b. A date and time of when it was processed will be recorded. In the last column there will also be an option to download the spreadsheet once it has been processed.

Please note: the export request and downloadable spreadsheet is accessible only by the person who made the request and cannot be accessed by anybody else.

6.1.2 Glossary of terms for the course template

Once you have exported information from UCAS Progress, you are able to update or amend course information, and delete and add courses. If you are planning to make any changes to the spreadsheet including creating a new course, amends to the information already on the sheet or re-import information which you have previously exported from UCAS Progress, you will need to ensure that you enter a 'Y' in one of the columns listed below. Failure to include a 'Y' response within one of these columns will result in no action being taken with the course(s) when the data is imported into UCAS Progress.

Column headings

All column headings with an asterisk * indicate that this field is mandatory. An error will be returned if a valid entry is not included.

- **Delete course? (Column A):** By adding a 'Y' to this column it will inform the system that this course needs to be deleted and no longer appear in searches. To ensure the course is deleted from UCAS Progress Search, you will need to make sure the UCAS Course reference is not deleted from the spreadsheet.
- **New course? (Column B):** Adding a 'Y' to this column will inform the system that this is a new course to be added to your available provision. There should be no entry in the UCAS Course Reference column.
- **Update course? (Column C):** By adding a 'Y' into this column, any amendments made to information included within these rows will be reflected in the courses once they are uploaded. To ensure the correct course is updated in UCAS Progress Search, you will need to make sure the UCAS Course reference is not deleted before re-importing.
- **UCAS Course reference:** A course reference is automatically allocated to each course added to UCAS Progress. This unique identifier will appear in the export of courses and will need to be left in the spreadsheet when re-importing the data back into Search.
- **Course title:*** The title of the course on offer.
- **Academic year: *** Add the academic year in which the course starts and with which it should be associated, enter '2014', '2015' or '2016'.
- **Start date: *** Add the start date of the course; enter 'January', 'September', 'Allyear' or 'Unknown'.
- **Courses for: *** Enter the age range that the course is aimed at; enter '1416' or '1619'.
- **Visible: *** Indicates whether the course should be visible on UCAS Progress Search. Enter either 'Yes' or 'No' in this column.
- **Venues: *** This is the delivery location or campus of the course. To import these courses successfully into UCAS Progress Search, the venue name needs to match **exactly** with the venue name added in UCAS Progress. Multiple venues can be added by inserting multiple venues in one line with a pipe delimiter '|' between each venue. This should only be used if the course offered at each venue is exactly the same.
- **Course type: *** Enter 'Baccalaureate', 'Diploma', 'GCSE', 'OtherGeneral', 'Foundation Study Program', 'Apprenticeship', 'PreHigherEd', 'ALevel' or 'BTEC'. Add only one course type per course entry.
- **Course description: *** This should be a full description of the course to ensure it is as appealing and informative as possible for learners. This description can be copied from a Word document; however any formatting will be lost unless HTML format is used. This cell can contain HTML formatting. See 6.2.4 and 6.2.5 for examples using HTML formatting.

- **Qualification numbers:** The qualification number(s) or learning aim reference(s) of the course. This can be taken from LARA (Learning Aims Reference Application). Multiple qualifications can be added by using a pipe delimiter '|'.
- **Course contact:** The main contact for the course. This will need to match exactly with the contact added in UCAS Progress. If the contact name does not exactly match the contact within UCAS Progress, this will prevent the course from being imported.
- **Course code:** Add your internal course reference code here.
- **Duration:** Add an indication of how long the course will be, for example, 1 year, 18 months
- **Website:** A URL link to take users to the course details, perhaps within your own website.
- **Number of planned places:** This should provide an indication of the number of places available on the course.
- **YouTube video ID:** Enter here a YouTube video ID to attach a video to the course, for example 8S6JB1V8.
- **Course content:** Include any information on the content of the course. This could include topics that will be covered, associated field trips and more detailed information on the structure of learning. This cell can contain HTML.
- **Entry requirements:** Add in the entry requirements for the course and any pre-requisites. This cell can contain HTML. (See 6.2.4 and 6.2.5 for more information on how to use HTML within this field.)
- **Assessment:** Enter information on how the course is assessed, for example, course work or exams. This cell can contain HTML.
- **Financial information:** Add in any financial information about the course. This could include whether there are any charges associated with the course, as well as financial assistance and benefits of the course. This cell can contain HTML.
- **Future opportunities:** State here what a learner can do after the course, perhaps including further learning opportunities as well as career opportunities. This cell can contain HTML.
- **Further information:** Include any further information you wish to add regarding the course. This cell can contain HTML.

6.2.1 Importing new courses into Search

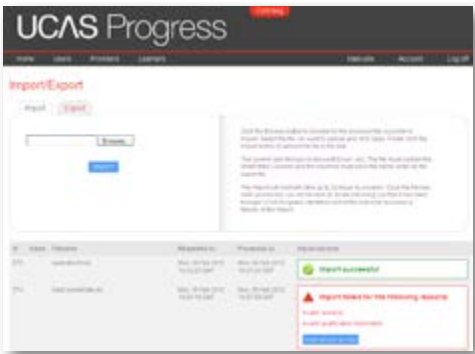
Imports are normally completed within 24 hours. Once the file has been processed you will be sent an email informing you that it has been through the UCAS Progress validation process, and the outcome (success or failure) of the import.

- a. Once you have added courses into the import template you will need to ensure the spreadsheet is saved in Microsoft Excel format(.xls).
- b. Select the 'Courses' link on your administration homepage and click the 'Import/Export' button on the course management page.
- c. You then have the option of exporting or importing courses. Click on the 'Import' tab.
- d. Click the 'Browse' button to browse for the file you wish to import. Select the file you want to import and click 'Open'. The file must contain all the sheets from the original export and the columns must be in the same order as the export file.
- e. Click the 'Import' button to upload your courses into Search.
- f. If the import has not been successful, you will receive an email directing you to UCAS Progress. You will receive details of which errors have occurred, and on which rows. You will then need to rectify any problems and repeat steps b – e.
- g. Once you have received a message indicating that the courses have been successfully imported into UCAS Progress, you will be able to view them in list format via the Courses tab.

6.2.2 Importing edited data using an exported spreadsheet

- a. Once you have downloaded your spreadsheet and made your changes, you will need to ensure that the spreadsheet is saved in Microsoft Excel (.xls) format before you import the spreadsheet.
- b. Select the 'Courses' link on your administration homepage and click the 'Import/Export' button on the course management page.
- c. You then have the option to export or import courses, click on 'Import' tab.
- d. Click the 'Browse' button to browse for the provision file you wish like to import. Select the file you want to import and click 'Open'. You need to ensure your courses are saved in Microsoft Excel (.xls) in order to meet the import requirements. The file must also contain all the sheets and the columns must be in the same order as the export file, with the UCAS course reference still in the specified column.
- e. Click the 'Import' button to upload your courses into Search.
- f. If the import has not been successful you will receive an email directing you to UCAS Progress, where you will receive details of which errors have occurred, and on which rows. You will then need to rectify the problem(s) and repeat steps b – e.
- g. Once you have received a message to indicate that the courses have been successfully imported into UCAS Progress, you will be able to view them in list format via the 'Courses' tab.

Please note: the export request and downloadable spreadsheet is accessible only by the person who made the request and cannot be accessed by anybody else



6.2.3 Deleting courses using the exported spreadsheet

- a. Once you have downloaded your spreadsheet and chosen which courses you wish to delete, you will need to ensure that the spreadsheet is saved in Microsoft Excel (.xls) format before you import the spreadsheet.
- b. Select the 'Courses' link on your administration homepage and click the 'Import/Export' button on the course management page.
- c. You then have the option to export or import courses, click on the 'Import' button.
- d. Click the 'Browse' button to browse for the file you wish to import. Select the file you want to import and click 'Open'. The file must contain all the sheets and the columns must be in the same order as the export file.
- e. Click the 'Import' button to upload your courses into Search.
- f. If the import has not been successful, you will receive an email directing you to UCAS Progress, where you will receive details of which errors have occurred, and on which rows. You will then need to rectify any problems and repeat steps b – e.
- g. Once you have received a message indicating that the courses have been successfully deleted from UCAS Progress, they will no longer be visible on UCAS Progress Search.

6.2.4 Valid HTML elements

Some basic HTML can be entered into the cells on the spreadsheet. Below is a list of the basic HTML elements you can use:

- Paragraphs - Adding a `<p>` at the start and a `</p>` at the end will allow you to format paragraphs in your entries
- Line breaks - Adding a `
` will create a line break (ie start a new line without spaces in-between lines, this would be suitable for addresses etc)
- Bold text - Adding a `` at the start of the text that you wish to be bold and a `` at the end will create the text in bold
- Italics text - Adding a `<i>` at the start of the text that you wish to be italic and a `</i>` at the end will create the text in italics
- Numbering - Adding a `` at the start of the section you wish to contain numbered items and a `` at the end of the section. You can add `` at the start of each numbered item, followed by a `` at the end of each numbered item. You can add `` and `` multiple times to create multiple numbers. Remember to finish the section with ``
- Bullet points - Adding a `` at the start of the section you wish to contain bullets and a `` at the end of the section. You can add `` at the start of each bullet followed by a `` at the end of each bullet. You can add `` and `` multiple times to create multiple bullet points. Remember to finish your section with ``
- Blockquotes - Adding a `<blockquote>` to indent the right and left margins and a `</blockquote>` at the end to finish the blockquote
- Hyperlink - Adding a `` and the text you want displayed here`` will add a hyperlink to your entry

Please note that all other HTML elements added to UCAS Progress will be removed when displaying your course entries.

6.2.5 HTML example

Below is an example of what course information would need to look like in HTML for it to be successfully imported with formatting.

Who is the course for?

This course is for students who are interested in developing their creative skills using a range of different mediums.

What will I do on the course?

You will learn a range of artistic techniques producing a varied and exciting portfolio. Courses will be assessed using coursework and exams.

- Visits to galleries
- Drawing and painting
- Textiles
- Printing
- Design

Entry Requirements

You will need:

- 5 GCSEs at grade C or above, *including English, maths and art*

What could I do next?

Studying A level Art will open up the opportunity to progress on to foundation and degree courses and a range of careers including:

- Animator
- Fashion designer
- Art therapist
- Architect
- Interior designer

The previous text would need to look like this to ensure formatting is carried across:

```
<p><b>Who is the course for?</b></p>
<p>This course is for students who are interested in developing their creative skills using a
range of different mediums.</p>
<p><b>What will I do on the course?</b></p>
<p>You will learn a range of artistic techniques producing a varied and exciting portfolio.
Courses will be assessed using coursework and exams.</p>
<ul>
<li>Visits to galleries</li>
<li>Drawing and painting</li>
<li>Textiles</li>
<li>Printing</li>
<li>Design</li>
</ul>
<p><b>Entry Requirements</b></p>
<p><b>You will need:</b></p>
<ul><li>5 GCSEs at grade C or above, <i>including English, maths and art</i></li></ul>
<p><b>What could I do next?</b></p>
<p>Studying A level Art will open up the opportunity to progress on to foundation and degree
courses and a range of careers including:</p>
<ul>
<li>Animator</li>
<li>Fashion designer</li>
<li>Art therapist</li>
<li>Architect</li>
<li>Interior designer</li>
</ul>
```


7.0 COURSE REPORT

As a Course Manager you have access to an Application Report. This report enables you to view all applications received into you as a provider in a report. From this report you will be able to identify the number of learners at each application status and will also be able to get an indicator of the number of learners who have applied for each of your listed course.

Reports are published on a weekly basis, and every Monday will they are updated with any changes that have been made in the previous week.

To locate and export the courses follow the steps below:

- a. Click on the 'Reports' link at the top of your homepage.
- b. You will be presented with a list of reports that you have access to view and download based on your permission roles.
- c. Locate the courses report and click the 'Download' button.



- d. You will then be asked whether you wish to 'Open with' or 'Save file'
- e. Clicking 'Open with' will automatically open the file using WinZip and will enable you to access the excel file. If you choose to 'Save file', you will be asked to choose the location where you would like to store the file.
- f. If you choose to 'Open with', the file will open in an Excel format.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Provider	Provider	Course	Course	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count
2	Gloucestershire	Art and Design	5015	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	Gloucestershire	Biology	5015	5	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	Gloucestershire	Maths	5015	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	Gloucestershire	Chemistry & level	5015	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	Gloucestershire	Travel and Tourism	5015	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	Gloucestershire	Sport Science	5015	21	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	Gloucestershire	Performing arts	5015	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	Gloucestershire	Drama	5015	5	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	Gloucestershire	Business Studies	5015	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	Gloucestershire	Music	5015	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	Gloucestershire	History	5015	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

- g. The report will include:
 - a. Information Sheet
 - b. Course Report

8.0 LINKING TO THE MAIN SITE

Along the top bar there is a 'Main site' link, this takes you back to the UCAS Progress homepage.

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.

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.



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