



UCAS Progress – Adding Provider Details and Course Information

Log on to UCAS Progress Search

www.ucasprogress.com

User Roles

- Learner
 - Searches for courses
- User Manager
 - Manages users
- Provider Manager
 - Manages the provider
- Course Manager
 - Manages the courses

Purpose and accessing the administration area

- Navigate to www.ucasprogress.com
- URL can be accessed securely from any location via unique log in details
- Provides functions for maintaining your provider information, updating course, adding on users or learners
- Role based access
- Real time updates of any changes you make
- Ability to control all information from one access point
- Log-in with the details provided to access your Administration Homepage and dashboard functionality

The Administration Area

UCAS Progress

Cymraeg

[Home](#) [Users](#) [Providers](#) [Courses](#) [Learners](#)

[Main site](#) [Account](#) [Log off](#)

User manager

As a user manager you can administer your users.

Users 127

Users awaiting activation 2
Users have been set up but have not yet activated their accounts.

User activity - 15/03/2013 10:37

Provider manager

As a provider manager within UCAS Progress you can manage the details of your provider or providers.

Details [Edit](#)

You have missing additional information.
Additional information supplements provider entries within the search.

Venues [View](#)

You have venues with missing additional information.
Additional information gives potential applicants venue contact details.

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 92

Hidden courses 0
Hidden courses will not appear within the search.

Courses with no venues 0
Courses with no venues will not appear within the search.

Courses with missing key information 0
Key information ensures courses appear correctly within the search.

Courses with missing additional information 91
Additional information supplements course entries within the search.

Courses with no contact information 12
Contacts will give potential applicants more ways to contact.

Courses with no qualifications 83
Adding qualifications (accredited or non-accredited) will ensure courses appear correctly within the search.

Courses with missing extended information 90
Extended information will give further helpful details to potential applicants.

Learner manager

As a learner manager you can oversee and administer the learners that are assigned to you. This includes adding and editing learners as well as resetting passwords and unlocking learners.

Learners 322

Never logged in 92

Locked out 1

With incomplete profiles 202

Awaiting profile approval 2

Learners awaiting qualifications 3

Learners awaiting references 75

Learners with applications 87

Learners with no applications 170

Learners with no offers 252

Editing your provider details

The Administration Homepage – Edit details

Provider manager

As a provider manager within UCAS Progress you can manage the details of your provider or providers.

[Details](#) [Edit](#)

[Venues](#) [View](#)

[You have venues with no postcodes.](#) [View](#)
Venues with no postcodes will not appear within the search.

[You have venues with missing address details.](#) [View](#)

[You have venues with missing additional information.](#) [View](#)
Additional information gives potential applicants venue contact details.

Edit details page

- Ensure all mandatory fields are completed
- Provide as much information as possible to enable learners to make informed choices

Provider

Key information

Name *
This field is required

UKPRN *
This field is required and must be a number between 10000000 and 99999999
Enter your UK Provider Reference Number (UKPRN). This can be found at the UK Register of Learning Providers website
www.ukrlo.gov.uk

Provider types * This field is required
Select the category or categories that best describe your provider from the list below

School
 Sixth form
 Special school
 Other
 Academy
 Free school
 Training provider
 Independent school
 College

Area(s) * This field is required
Select the area level and then enter the name of the area using the text box

Nation
 Region
 Sub-region
 Local authority

Visible
Check the box if you wish to appear in searches

Edit details page

- Add your Ofsted link
- Enhance your details with a YouTube Video

Additional information

Ofsted
Enter your Unique Reference Number (URN) to allow learners to link through to your latest inspection reports. The URN can be found at the Ofsted website www.ofsted.gov.uk/inspection-reports/find-inspection-report#search1

Website
Enter the website URL of the provider

Email address
Enter the primary email address of the provider

YouTube video ID
Enter your unique ID for a YouTube video. You can find the ID in the URL

Edit details page

- Add as much information as possible to ensure learners find out enough about your provider.
- Copy and paste information that you already have available
- Use the functions available to add bullet points and change the font.
- Sections include: Welcome Text, About us, Facilities available, Learner Support and

The screenshot displays a web editor interface titled "Extended information". It contains three distinct text editing areas, each with a rich text toolbar at the top. The first section, "Welcome text", contains the text: "Welcome to Stroud College of Further Education. Open Evenings 5.30pm - 8pm. Admission by ticket. Please contact the Sixth Form Administrators to obtain a ticket." The second section, "About us", contains: "RRS is the joint Sixth Form, United in Excellence, between Ricards Lodge High and Rullish School." The third section, "Facilities available", contains: "Both sites have purpose built Sixth Form buildings and the site at Ricards Lodge includes a Dance & Drama studio." Each text area is enclosed in a light gray border with a scroll bar on the right side.

Venues

- As a Provider manager you have the ability to Add, Edit and Delete venues
- Venues must be added to the provider details in order for the Course Manager to add the courses
- Venues have previously been called campuses or delivery locations.
- A Provider is able to have multiple associated venues.

Venues

- From this page you are able to Create a venue, Edit an existing venue or delete a venue

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Home Providers Main site Account Log off

Venues

Create Venue

Venue	Email	PostTown	Postcode	Name	More Actions
Training will be provided through a local college				Remit Training	Edit Delete

Venues

- When Editing or adding a venue, you will be presented with the same template to complete.
- Ensure all mandatory fields are completed before saving

Create venue

The screenshot shows a web form titled "Create venue" with the following sections and fields:

- Key information**
 - Venue name * (Text input, required)
 - Area(s) * (Text input, required) with radio button options: Nation, Region, Sub-region, Local authority.
 - Building name/number (Text input)
 - Street (Text input)
 - Locality (Text input)
 - Town * (Text input, required)
 - Postcode * (Text input, required) with a note: "This field is required and must be a full UK postcode including the space, eg GL62 3LZ"
- Additional information**
 - Telephone number (Text input) with a note: "Enter a valid UK telephone number with no spaces, eg 01242222444"
 - Telephone type (Dropdown menu, currently set to "Home")
 - Website (Text input) with a note: "Enter your main venue website. You do not need to add http:// at the start"
 - Email address (Text input)
- Information about this venue**
 - A rich text editor area with a toolbar containing icons for undo, redo, bold, italic, link, unlink, list, and source.

At the bottom right of the form, there are two buttons: "Save" and "Create venue and add another".

Contacts

- A Provider Manager and Course Manager has the ability to Add, Edit and Delete contacts
- Contacts need to be added for each provider
- There may be multiple contacts or one contact for the whole provider and courses
- Contacts are important for adding courses

Adding and editing a contact

The screenshot shows a web application interface. At the top, there is a dark navigation bar with links for 'Home', 'Providers', 'Main site', and 'Acc'. Below this, the word 'Contacts' is displayed in red. A light gray rounded rectangle contains a blue button labeled 'Create Contact'. Below this is a table with three columns: 'Contact name', 'Contact email', and 'Contact telephone'. The first row of the table contains the text 'test contact' under the 'Contact name' column. To the right of this row are two blue buttons labeled 'Edit' and 'Delete'.

- You are able to carry out all functions from this one page, you can create contact, edit existing contacts and delete contacts.

Uploading a logo

- A provider manager has the ability to add a new logo and edit the existing one
- The logo size needs to be 192 x 192 pixels and saved in either JPEG, GIF, or PNG files

Uploading a logo

Upload a new logo

Click the Browse button to browse for the logo file you'd like to upload. Select the file you want to upload and click Open. Finally click the Upload button to save the logo to the site.

Valid file types are PNG, JPEG and GIF files. The logo can have a maximum width and height of 192 pixels.

C:\Documents and Settings\ [Browse...]

Upload

Adding a new course

Adding a new course

UCAS Progress

Home Providers Courses Main site Account Log o

Courses

Academic year
Age Range

Title	Area	Name	Visible	More Actions
ABC Level 1 Certificate in Motor Vehicle Studies	Wakefield	Wakefield College	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Accountancy Apprenticeship Level 2 and Level 3	Wakefield	Wakefield College	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

Adding a new course

- Ensure that all mandatory information is completed
- Create a title that is informative

Create course

Key information

Title
This field is required
Enter the title of the course on offer

Academic year

Start date * This field is required

- Next January
- Throughout the year
- Next September
- Unknown

Courses for * This field is required

- Year 9s eg GCSEs or equivalent
- For those who are looking at what to study after Year 11

Visible
Check the box if you wish the course to appear in searches

Adding a new course

- Ensure there is a venue attached to the provider
- Ensure there is a contact related to the provider
- The information is divided into 3 sections, Key information, Additional Information and Extended

information

The screenshot displays a form for adding a new course, divided into three sections:

- Course venues ***: A required field with a red asterisk. Below it, a sub-header reads "Select the location or locations where this course can be delivered". There are four checkboxes with corresponding labels: Gloucestershire, Ryburn Valley High School, Sowerby Bridge High School, and Stroud College of Further Education.
- Course type ***: A required field with a red asterisk. It contains a list of radio button options: Apprenticeship, BTEC, A level (AS/A2), GCSE/GCSE, Baccalaureate, Other general qualification, Foundation learning programme, Diploma, and Pre-higher education course.
- Description**: A required field with a red asterisk. It features a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, and source. The editor area is currently blank.

Adding a new course

- Additional Extended information fields
- Entry Requirements
- Assessment
- Financial information
- Future Opportunities
- Further Information

Additional information

Course contact

Course code
Enter your internal code for this course

Duration
Enter the duration of the course

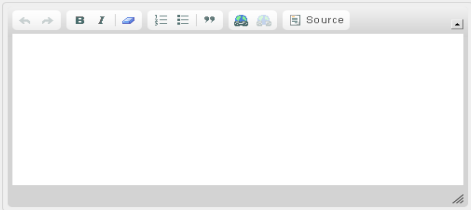
Website
Enter the website URL of the course

Number of planned places

Flickr embed code
Enter your Flickr photostream embed html. You can find the embed html by following these steps: > view your slideshow > select share > grab the embed html

YouTube video ID
Enter your unique ID for a YouTube video. You can find the ID in the URL

Extended information

Course content 

Adding a new course- accredited qualifications

The screenshot shows the UCAS Progress interface with a modal dialog box titled "Add and remove qualifications". The background shows the "Edit Course" page with a sidebar containing "Key information" and "Add and remove qualifications" link. The dialog box contains the following elements:

- Add qualification** (Section Header)
- Search for a qualification using Title or QN - Begin typing, fields will autocomplete.** (Instruction)
- Title** (Text input field)
- QN** (Text input field)
- Or use a combination of the following fields to find qualifications** (Section Header)
- Awarding Body** (Text input field)
- Subject category** (Dropdown menu with "Select a subject category..." text)
- Level** (Dropdown menu with "Select a qualification level..." text)
- Qualifications assigned to course** (Section Header)

Adding a new course – accredited qualifications

Add and remove qualifications

Add qualification

Or use a combination of the following fields to find qualifications

Awarding Body

Subject category

Level

QN	Title	Level	Subject category	Awarding Body	Actions
00100680	HNC in Public Administration	N/A	Public Services	Edexcel Ltd	Add
00241023	HND in Forensic Science and Law	N/A	Public Services	Edexcel Ltd	Add
00241022	HNC in Forensic Science and Law	N/A	Public Services	Edexcel Ltd	Add
00204774	HNC in Public Services	N/A	Public	Edexcel Ltd	Add

Adding a new course- non accredited qualifications

The screenshot shows the UCAS Progress 'Edit Course' interface. A modal window titled 'Add and remove non-accredited qualifications' is open, displaying a form to add a new non-accredited qualification. The form includes the following fields:

- Qualification Name:** A text input field.
- Subject category:** A dropdown menu currently set to 'Undefined'.
- Level:** A dropdown menu currently set to 'Unaccredited'.
- Add:** A blue button to submit the form.

In the background, the 'Edit Course' page is visible, showing a 'Key information' section with the following details:

- Course title:** 'Art' (with a red error message: 'This field is required. Enter the title of the course').
- Academic year:** '2011' (dropdown menu).
- Start date:** 'Next January' (radio button selected).

Course details – edit courses

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Home Providers Courses Main site Account Log out

Courses

Course name

Provider name

Academic year

Age Range

Title	Area	Name	Visible	More Actions
ABC Level 1 Certificate in Motor Vehicle Studies	Wakefield	Wakefield College	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Accountancy Apprenticeship Level 2 and Level 3	Wakefield	Wakefield College	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

Course details – edit courses

Edit course

Key information

[Add and remove qualifications](#)

[Add and remove non-accredited qualifications](#)

Title This field is required
Enter the title of the course on offer

Academic year

Start date * This field is required

- Next January
- Throughout the year
- Next September
- Unknown

Courses for * This field is required

- Year 9s eg GCSEs or equivalent
- For those who are looking at what to study after Year 11

Visible Check the box if you wish the course to appear in searches

Course venues * This field is required
Select the location or locations where this course can be delivered

- Gloucestershire
- Ryburn Valley High School
- Sowerby Bridge High School
- Stroud College of Further Education

Course type * This field is required

- Apprenticeship
- BTEC
- A level (AS/A2)
- GCSE/GCSE
- Baccalaureate
- Other general qualification
- Foundation learning programme
- Diploma
- Pre-higher education course

Exporting and Importing courses

Courses page

Courses

Course name

Provider name

Academic year

Age range

[Create course](#) [Import/Export](#) [Make all visible](#)

Title	Area	Name	Visible	More actions
Care Advanced Apprenticeship	Wakefield	A and R Training Services Ltd	<input type="checkbox"/>	Delete
Care Apprenticeship	Wakefield	A and R Training Services Ltd	<input type="checkbox"/>	Delete
Childcare Advanced Apprenticeship	Wakefield	A and R Training Services Ltd	<input type="checkbox"/>	Delete
Childcare Apprenticeship	Wakefield	A and R Training Services Ltd	<input type="checkbox"/>	Delete
Customer Service Advanced Apprenticeship	Wakefield	A and R Training Services Ltd	<input type="checkbox"/>	Delete
Customer Service Apprenticeship	Wakefield	A and R Training Services Ltd	<input type="checkbox"/>	Delete
Foundation Learning (Flex Partnership)	Wakefield	A and R Training Services Ltd	<input checked="" type="checkbox"/>	Delete
Retail Advanced Apprenticeship	Wakefield	A and R Training Services Ltd	<input type="checkbox"/>	Delete

Import/Export

Import/Export

[Import](#) [Export](#)

Select report format:

Select start date:

Select academic year:

[Export](#)

Please select the format, start date and academic year of the provision you wish to export.

The export will normally take up to an hour to process. Once the file is ready to download you will be sent an email notifying you.

Name	Requested on	Academic year	Start date	Processed on	Download
A and R Training Services Ltd	Fri, 14 Oct 2011 09:27:42 GMT	2012	Unknown	Fri, 14 Oct 2011 09:30:03 GMT	Download
A and R Training Services Ltd	Wed, 12 Oct 2011 10:13:49 GMT	2012	Next September	Wed, 12 Oct 2011 10:45:29 GMT	Download

Import/Export - errors

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Home Users Providers Learners Main site Account Log off

Import/Export

Import Export

Click the Browse button to browse for the provision file you'd like to import. Select the file you want to upload and click Open. Finally click the Import button to upload the file to the site.

The current valid file type is Microsoft Excel (.xls). The file must contain the sheet titled Courses and the columns must be in the same order as the export file.

The import will normally take up to an hour to process. Once the file has been processed you will be sent an email informing you that it has been through validation and of the outcome (success or failure) of the import.

Name	Requested on	Processed on	Import outcome
A and R Training Services Ltd	Wed, 12 Oct 2011 17:12:40 GMT	Wed, 12 Oct 2011 18:15:04 GMT	<div style="border: 1px solid red; padding: 5px;"><p>▲ Import failed for the following reasons:</p><p>Excel File In Incorrect Format</p></div>

User Management

User list

UCAS Progress

Home Users Providers Main site Account

Users

Search: [Search](#) [Create user](#)

Last name	First name	Email	Locked Out	Approved		
course	multiple	multiple@course.com	<input type="checkbox"/>	True	Reset password	Delete
course	single	single@course.com	<input type="checkbox"/>	True	Reset password	Delete
DTestSurname	DtestName	d_KTest@ucas.ac.uk	<input type="checkbox"/>	False	Reset password	Delete
gdfgd	ga	sadf@asd.com	<input type="checkbox"/>	False	Reset password	Delete
learner	multiple	multiple@learner.com	<input type="checkbox"/>	True	Reset password	Delete
learner	single	single@learner.com	<input type="checkbox"/>	True	Reset password	Delete
provider	multiple	multiple@provider.com	<input type="checkbox"/>	True	Reset password	Delete
provider	single	single@provider.com	<input type="checkbox"/>	True	Reset password	Delete
region	multiple	multiple@region.com	<input type="checkbox"/>	False	Reset password	Delete
taylor	abby	a_west-taylor@ucas.ac.uk	<input type="checkbox"/>	False	Reset password	Delete
Thatcher	Kelly	k_thatcher99@ucas.ac.uk	<input type="checkbox"/>	False	Reset password	Delete
user	multiple	multiple@user.com	<input type="checkbox"/>	True	Reset password	Delete
user	single	single@user.com	<input type="checkbox"/>	True	Reset password	
wakefield	LA	la@wakefield.com	<input type="checkbox"/>	True	Reset password	Delete

Create new user



Create user

Key information

Email address
This field is required

First name
This field is required

Last name
This field is required

Area(s) * This field is required
Select the area level and then enter the name of the area using the text box

Nation
 Region
 Sub-region
 Local authority

Provider
This field is required
Start entering the name of the provider and select it from the suggestion list

Role(s) * This field is required

Application manager
 Course manager
 Learner manager
 Provider manager
 User manager

Additional information

Telephone number
Enter a valid UK telephone number with no spaces, eg 01242222444

Reports

- Provider managers and Course managers have the ability to download weekly reports about their provider and courses.
- These can be accessed from the dashboard of your home page.

Reports – Courses and Provider Report

- These reports will be available for Learner managers from March until October of each academic year.
- They will be published weekly.

UCAS Progress

Home Users Providers Courses Learners Applications Reports Main site Account Log off

Reports

These reports are designed to support you in fulfilling your role using UCAS Progress products.

- Each week a report will be provided to you by UCAS Progress.
- The report will contain the latest information and it will be cumulatively updated week-on-week and throughout the academic year.
- UCAS Progress will only provide you with the latest information – you will not be able to access previous weeks' reports or data. It is therefore very important to note that you should consider retaining weekly copies of the report so that you can refer back to them as and when needed.
- If you decide to retain copies of reports/data these should be saved and stored securely outside of UCAS Progress systems. The data contained within these reports includes personal and personal sensitive data which may only be retained, stored and processed/shared in line with data protection regulations. To assist, we have set out appropriate guidelines in the covering information and associated reporting resources.

Report	Date created	Last downloaded	New report
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Log on to training site

- **training.ucasprogress.com/search**
- Username: collegeuser32@stroud.com
- Password: password1