

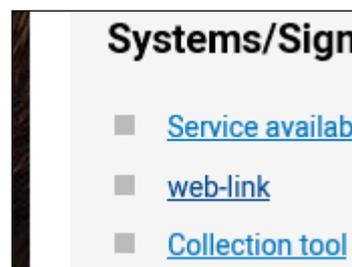
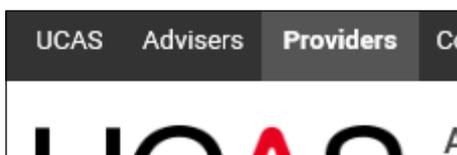
Adding Entry Requirements



In the UCAS Collection Tool

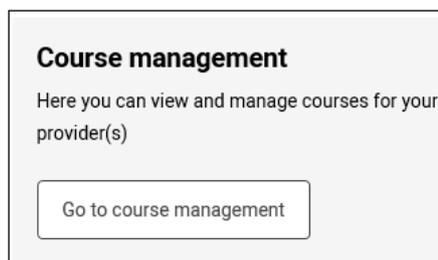
The **UCAS Collection Tool** is a (web-based) tool that allows us to publish, unpublish and update course and institution information that will then be made available on the main www.UCAS.com website and used in their **Search** tool for applicants. The Collection Tool covers all UG (2018 entry onwards), PGT and PGR courses (2017 onwards).

1. Go to www.UCAS.com
2. From the top row of tabs, click **Providers**, then on the next screen that comes to view choose **Collection Tool** from the Systems/Sign in section on the right.

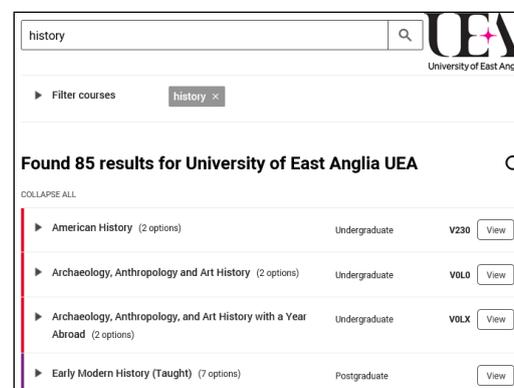
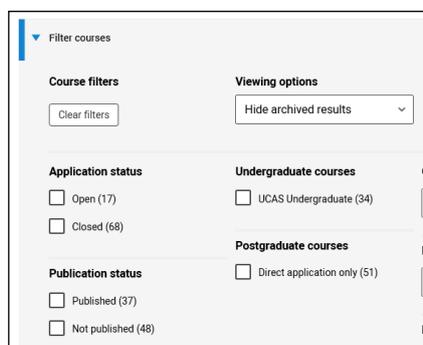


3. Sign in using your email and password. It is important to be aware that if you haven't signed up specifically for the Collection Tool, you must do that here and email the arm.dataandsystems@uea.ac.uk team so your account can be activated.

4. Select to **Go to course management**



5. Then use filters/search bar to find the course to update.

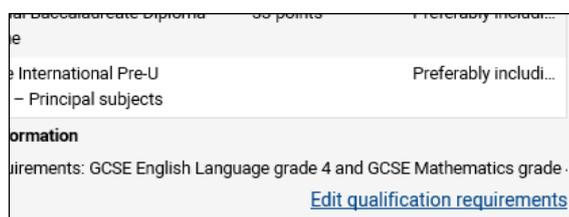
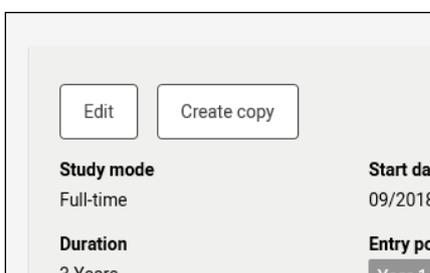


Adding Entry Requirements



In the UCAS Collection Tool

- When you find the course to update, click the **View** button to the right of the listing. This action opens the course page. Scroll down to the bottom of the page where you will see the outcome qualification. Click the **arrow triangle** to open the details and scroll down to **Course options**.
- Click the **Edit** button to the left of this section and then click the link to **Edit qualification requirements**.



- Complete the relevant sections and then click **Done** at the bottom. When this screen closes, click **Save** in the Course options section.

Now that you have one course record updated, you may now copy this stored information to other courses by using the following additional steps:

- After step 8, the **Bulk copy: Qualification requirements** option will then appear in the **Bulk actions** dropdown. Select this option and click **Go**.
- Click the **Copy to courses** button by the relevant Course option. You will then be able to select courses (tick the boxes on the left) and/or use the filters on the **Bulk course management** page.
- Once you've ticked the courses you'd like entry requirements to be copied to, click the grey **Review** button in the top right corner of the page. You are shown both the qualification requirements you are copying and the course options you're copying to. If you are happy with your selections, click **Continue**, and then **Update courses**.

