## Adding Fees Information

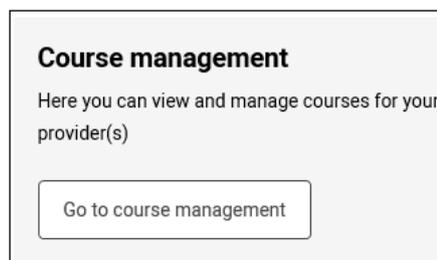**UCAS**

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.
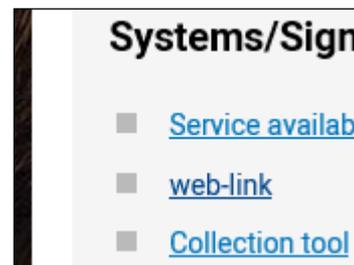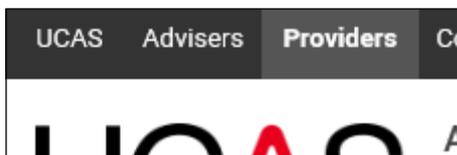

3. Sign in using your email and password. It is important to be aware that if you haven't signed up specifically for the Collection Tool, you must do that here and email the arm.dataandsystems@uea.ac.uk team so your account can be activated.

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

> **Course management**
>
> Here you can view and manage courses for your provider(s)
>
> Go to course management

5. Then use filters/search bar to find the course to update.
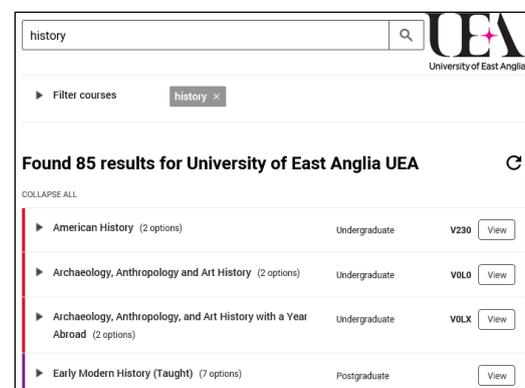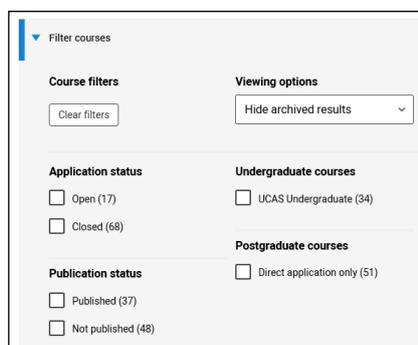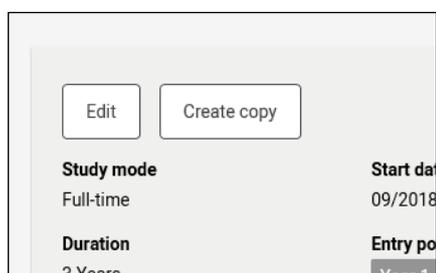
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In the UCAS Collection Tool

UCAS

6. 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**.

    ▶ Bache

7. Click the **Edit** button to the left of the relevant course option and then scroll down to the **Fees** section.

Edit	Create copy

    Study mode   **Start dat**
    Full-time   09/2018

   **Duration**   **Entry po**
    3 Years   Year 1

8. Complete the Fees section as appropriate (note you can use the **Add fee** button to add a new fee if you need to) and then click **Save** at the bottom.

It is also possible to click to **Copy fees from template**. The fees templates are set up by the Data and Systems Team.

Further, if you'd like to update multiple courses with the same fee information, you can use the alternative steps 5-9 below.

5. Click the **three dots** found to the right of the Add new course button and select **Bulk Management**.

Add new course	...

    Bulk management

    Download courses

    Statistics

    Add new course ...
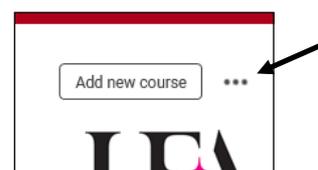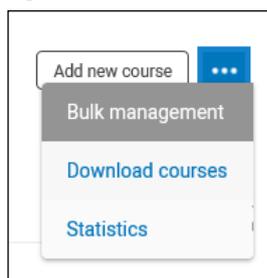
6. Select to **Edit course information**, and then **Fees**, in answer to the two questions, and click **Next**.

    Which bulk action should be applied?

    Edit course information

    Which course information should be updated?

    Fees

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7.   Select from the drop-down the fee template you would like to apply. The details will be shown below the drop-down when you have selected a template. Click **Next.**

8.   You will then be able to select the course options (tick the boxes on the left) and/or use the filters on the **Bulk course management** page.

9.   Tick all the courses you would like to have the fees from the template selected in step 7, and click the grey **Review** button in the top right corner of the page. You are shown both the fee template you are using and the course options you selected. If you are happy with your selections, click **Continue**, and then **Update courses**.