

## Updating Marketing Text

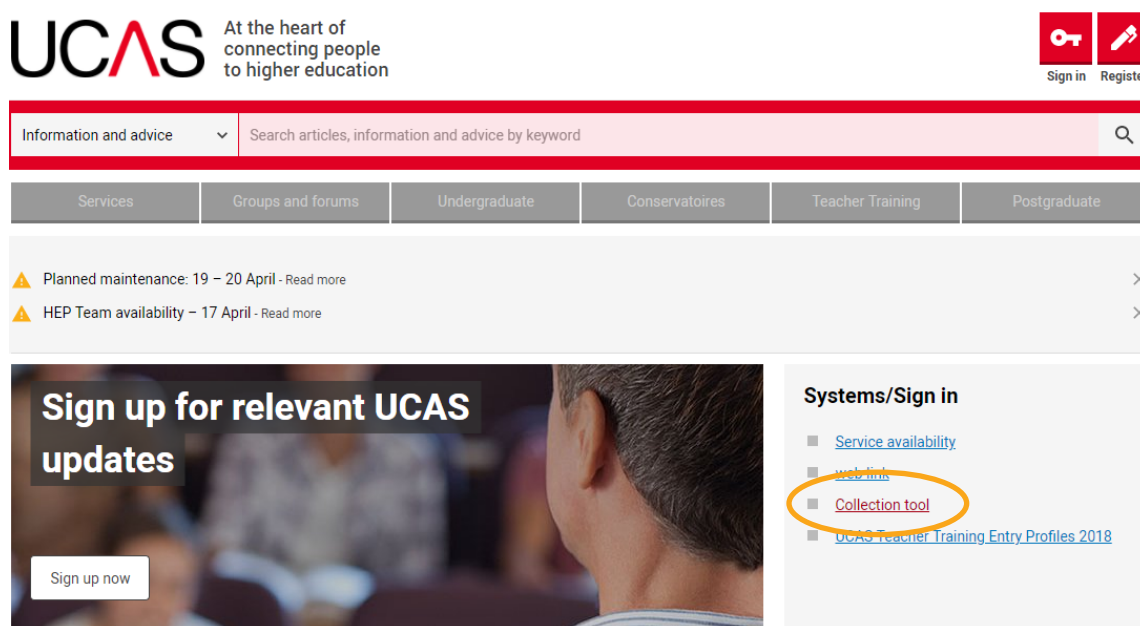


### Navigating to UCAS Collection Tool

The **UCAS Collection Tool** is a (web-based) tool that allow us to publish, unpublish and update course and institution information that will then be made available on the main [UCAS.com](https://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).

To update the Marketing text navigate to [UCAS.com](https://ucas.com) then, from the top row of tabs, click **Providers**, and on the next screen that comes to view choose **Collection Tool** from the Systems/Sign-in section on the right.

Sign in using your appointed UEA e-mail address and password then select **Go to Course Management** from the Dashboard screen to access the course details.



★ It is important to be aware that if you haven't signed up specifically for the Collection Tool then you must e-mail the Data and Systems Team on [arm.dataandsystems@uea.ac.uk](mailto:arm.dataandsystems@uea.ac.uk) so your account can be activated. If however you have not got any provider login for UCAS at all then you will firstly need to register from the sign-in page before contacting us.

## Updating Marketing Text



### Editing Marketing Text in the Collection Tool

Once you are logged into the Collection Tool you can use the filters/search bar to find the course you want to update. You can expand the course name by clicking the arrows on the left to show all available options to apply for at UEA. **NB** This will also indicate whether the options are currently published or unpublished.

When you first find the course click the **View** button to the right of the listing. This action opens the course page.

## Course management

Add new course ...



Filter courses

p300 x

### Found 2 results for University of East Anglia UEA



COLLAPSE ALL

▼ Media Studies (2 options)	Undergraduate	P300	View	
▼ Bachelor of Arts (with Honours) - BA (Hons)		2 options available		
3 Years	Full-time	09/2018	Main Site	Published
3 Years	Full-time	09/2019	Main Site	Not published

On the page click **Edit** then update the required information in the **Course information Summary** box and click **Save** at the top or bottom of the page when all the changes have been made. The text is now updated.

## Media Studies

University of East Anglia UEA

Undergraduate

UCAS Undergraduate

### Course information

In this degree you'll work with leading scholars and creative practitioners to explore a global range of media industries and texts. You'll master the current debates in the discipline, whilst developing the skills to produce your own media content.

You'll explore histories and theories of media, covering a diverse range of audio-visual, print and digital communications, and examining their social and aesthetic significance. Meanwhile in your creative practice work you'll have the opportunity to gain skills in filmmaking, magazine publishing, radio and podcast production, creating



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from the Data and Systems Team

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