

Post-16 Courses Database: Quick guide to updating your course data

Contents

1. Introduction	2
Sources of further information.....	2
2. Logging in	2
Log in directly to the Course Directory Provider Portal.....	2
Log in via Secure Access.....	2
3. Task Wizard.....	4
4. Managing your Courses using the Task Wizard	5
Add Course.....	6
Upload Courses	6
View Courses.....	7
Venue Information.....	7
Add Venue.....	7
View Venues.....	8
5. Managing your main Provider Details using the Task Wizard	8
Manage My Organisation (available for Superusers only).....	8
Provider Overview	8
6. Accessing your previous course data.....	9
Venue details.....	10
Course details.....	10
Column titles and required information	10
Opportunity details.....	11
7. Uploading your amended CSV file	12
Validation.....	12
8. Updating courses manually.....	14
Courses home page.....	14
Adding a new course.....	14
Viewing and editing information	16
Status	16
Saving your changes.....	17

1. Introduction

This summary guide is intended to be used by Providers who have uploaded course information to the Portal previously and need to update it for the next academic year.

Sources of further information

If you encounter any problems or require more in-depth instruction on any aspect of data upload, please refer to the full [helpguide](#). You can also contact the support team at dfc.support@coursedirectoryproviderportal.org.uk or by phone on 08448115028.

2. Logging in

There are two main ways to submit data:

Log in directly to the Course Directory Provider Portal

ESFA or EFA-funded providers who do not have a Secure Access account (or who cannot see a log-in to the Portal via their Secure Access account) can submit course information direct to the Course Directory Provider Portal.

Provider Portal Open Data Help Log in ▾



Education & Skills
Funding Agency

Welcome to the Course Directory Provider Portal

The Course Directory Provider Portal is provided by the Skills Funding Agency for providers to view and update their Course Directory information. The Course Directory stores both 16-18 and 19+ English provisions. The data uploaded to the Portal can be viewed on the National Careers Service web site.

[Log in using a Portal Account](#) [Log in with DfE Secure Access](#)

Not sure which login method to use?

DfE Secure Access
If you are a Secure Access user click on the button labelled "Log in with DfE Secure Access". This will take you to the Secure Access site where you can log in and access the Provider Portal. In Secure Access the Provider Portal will be called "Post-16 Portal". Clicking on the link for the Post-16 Portal will take you to your Portal homepage.

Portal Account
If you are a SFA or an EFA provider not using Secure Access click on the button labelled "Log in using a Portal Account". Enter your email address and password to be taken to your Portal homepage.

If you do not have either a DfE Secure Access or a Course Directory Provider Portal account, you can email dfc.support@coursedirectoryproviderportal.org.uk and request an account to be set up.

Log in via Secure Access

EFA-funded providers who have DfE Secure Access accounts can access the database by entering their username and password and selecting the 'Post-16 Course Portal' option.

Welcome to Secure access

Need help?



Visit the Secure access help page

Allowing registered users access to the Department for Education's systems. Access to systems are granted on an individual basis and therefore some systems may not be visible.

Your applications

Post 16 Course Portal

Post 16 Course Portal

If you cannot see an application (system) that you believe you should have access to, or do not have the correct permissions within the application you are accessing, please contact the Secure Access Service Desk by completing our online service request form, by clicking [here](#).

If you have a Secure Access account but cannot see the Post-16 Portal option when you have logged in, this may have something to do with your account permissions. Please log-in using the [Course Directory Provider Portal](#) log-in page.

3. Task Wizard

A new Task Wizard has been added to the portal and it will be the first thing you see when you log in to the portal, as shown below:

We've listed out some common tasks to get you started. If you'd prefer to navigate around the system, please close this box.

Apprenticeship

Only complete this if you have applied to be, or already are, on the RoATP.

	MANAGE APPRENTICESHIPS Add or edit a Framework or Standard		DELIVERY LOCATIONS Add or edit a location where you deliver apprenticeships
---	--	---	---

Courses

Only complete this if you have an ESFA contract to deliver FE or post-16 courses.

	MANAGE COURSES Add or edit courses and opportunities		VENUE INFORMATION Add or edit venues where you deliver courses
--	--	--	--

Main provider details

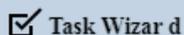
	MANAGE MY ORGANISATION Edit your provider details		PROVIDER OVERVIEW View your provider dashboard
---	---	---	--

[I'm ok thanks, close this window](#)

If you are confident in using the portal and do not want to view the Task Wizard, click **close**, or the **I'm ok thanks, close this window** button, as illustrated in the Task Wizard example above.

This page will then appear:

X
close



This icon will display in the top navigation if you'd like to return to this screen in the future.

Should we show this **Task Wizard** next time you login?

YES

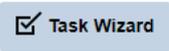
Please show this window again.

NO

Don't show it again
I know where to find it.

If you don't want to see the Task Wizard every time you log in click **NO**, however if needed you can always retrieve it in the top right-hand corner of your Portal screen as below:

Last activity: 09/02/2018	Traffic light status: ● Green	Data quality score: ● Good (90.6%)	SFA / DfE	Pending Bulk Upload
Last provision update: 09/02/2018		Out of date courses: 0	Courses with expired learning aims: 0	
All Courses up to Date				



If you do want to see the Task Wizard every time you log in click **YES**, the Task Wizard will disappear for the current time you are logged in to the Portal, but next time you log in it will appear as the first thing you see.

4. Managing your Courses using the Task Wizard

Let's explore the Task Wizard to see what shortcuts it has. Specific instructions on how to complete each function will be described later in the document.

If you would like to view, add, edit or remove any Courses you have on the Portal, click the **Manage Courses** button:

Courses

Only complete this if you have an ESFA contract to deliver FE or post-16 courses.

 <p>MANAGE COURSES Add or edit courses and opportunities</p>	 <p>VENUE INFORMATION Add or edit venues where you deliver courses</p>
--	--

This will then take you to the following page:

How would you like to enter the course information?

X
close

**ADD COURSE**
Manually add a new course

**UPLOAD COURSES**
Bulk upload multiple courses

**VIEW COURSES**
View and edit your existing courses

[< back to previous screen](#)

Add Course

If you would like to add an individual course or small number of courses manually, click the **Add Course** button, this will then take you to the normal process for adding a new course. For specific and exact instructions on how to do the function please see later in the document.

Upload Courses

If you would like to add multiple Courses through a bulk upload function, click the **Upload Courses** button.

This will then take you to the following page:

Bulk Upload Course Data

Bulk upload allows you to upload all your provision in a single file. If you've not bulk uploaded before, please [click here](#) to read the detailed instructions.

The table below has a summary of your current provision.

Offered for	Courses	Opportunities
Gall Test Provider	70	70

[Download Current Provision as CSV](#)

Warning: The following will NOT be included in the downloaded csv file:

1. Any courses/venues/opportunities with a validationStage of 'Archived' or 'Pending'.
2. Any invalid courses/opportunities which you uploaded are not published on the site.

These will be lost if you then Bulk Upload the file.

Upload a new file

Click Browse and select your bulk upload file. Click upload.

No file chosen

I understand this replaces all existing data for each group of courses offered by a single organisation/provider.

To begin your Bulk Upload, if you need to prepare a file, you can click on **Download Current Provision as CSV**. This will open a CSV Comma Delimited excel file which shows all your current Course data. You can then edit this data and re-upload it to the Portal using the **Upload a new file** section. For more information on completing a Bulk Upload of your Courses, see the Course Bulk Upload section/s

underneath the Help tab on the Portal.

If you have already prepared your Bulk Upload file you can upload this on the **Upload a new file** section of this page.

View Courses

If you would like to view the current Courses that you have on the Portal, click the **View Courses** button. This will then take you to a page which contains all your Courses in a table format.

From here you can then add course/s using the orange buttons as seen below:

Buttons: Add Course, Upload Courses, Archive Selected, Unarchive Selected, Copy, CSV, Excel, Print, Show / hide columns

10 records per page Search: Search

Status	Course Details	Last Update	Date Status	LAR Status	Actions	
Live	Maths Generic code to identify ILR programme aims Other	15/05/2017	OK	OK	Edit	<input type="checkbox"/>
Live	Senior Paint Technician Automotive Technician Accreditation (ATA)	05/10/2016	OK	OK	Edit	<input type="checkbox"/>

Venue Information

If you would like to view, add, edit or remove any Venues you have on the Portal, click the **Venue Information** button.

Courses

Only complete this if you have an ESFA contract to deliver FE or post-16 courses.



MANAGE COURSES
Add or edit courses and opportunities



VENUE INFORMATION
Add or edit venues where you deliver courses

It will then take you to the following screen:

How would you like to manage your course venues? close



ADD VENUE
Add a new course venue



VIEW VENUES
View and edit your existing course venues

[< back to previous screen](#)

Add Venue

If you would like to add a new Venue to the Portal to link with your Courses, click the **Add Venue** button.

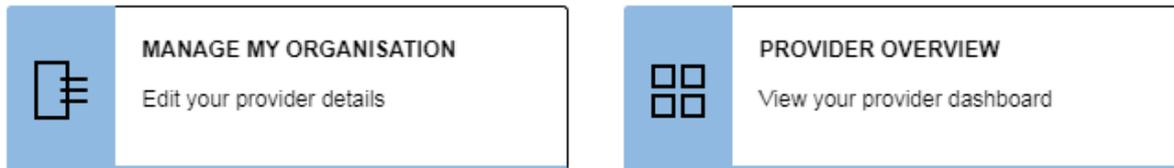
View Venues

If you would like to view the current Venues that you have on the Portal, click the **View Venues** button.

5. Managing your main Provider Details using the Task Wizard

Here you can view and edit the main Provider Details for your organisation such as your address, telephone number, and website (**please note that only provider superusers will be able to use the Manage my Organisation button**).

Main provider details



Manage My Organisation (available for Superusers only)

This button will take you to the Provider Details tab, where you can edit details for your organisation, such as your address, telephone number, and website.

Provider Overview

This button will take you to your Provider Dashboard, which provides you with a summary of all the important information regarding the quality of the data you have inputted. Please note that this section only reports on data from your Courses tab.

6. Accessing your previous course data

If you don't use the Task Wizard short cut then you can access your previous course records by clicking on the **Bulk Upload** tab in the Navigation bar on the Home Page and then **Course data** and then **Upload a file** as shown below:

Provider Portal [Back to Search] Open Data Help katie.morris@tribalgroup.com (Helpdesk) -

Last activity: 09/03/2018 Traffic light status: Green Data quality score: Poor (29.7%) DfE
Last provision update: 08/03/2018 Out of date courses: 2 Courses with expired learning aims: 0

Education & Skills Funding Agency Task Wizard

Home Provider Details Venues Apprenticeships Courses Bulk Upload Manage Users Reports Organisations Help

DFE TEST PROVIDER

Course data Upload a file
Apprenticeship data View previous upload status

This is a site alert message which will appear on the provider dashboard when populated in site content.

Quality Scoring		
Data Quality Score	Poor (29.7%)	(help)
Course Summaries	Poor (0.0%)	(help)
Learning Aims / QAN	Poor (0.0%)	(help)
Unique Summaries	Poor (0.0%)	(help)
Start Dates	Poor (11.1%)	(help)

Update Quality Scoring How to improve your data quality

If you need further help, please contact the Course Directory Support Team on 0844 811 5073 or support@coursedirectoryproviderportal.org.uk

Recent Activity	
Next update due	31/10/2018
Last updated (date)	08/03/2018
Last updated (user)	Katie Morris
Last log in (date)	10/06/2015
Last log in (user)	DfE Test Super User
Date provider added to portal	28/04/2015
Linked Parent Organisation	TESTING CHANGES
My users	View my users

Then click on the **Download Current Provision as CSV** button as shown below:

Download Current Provision as CSV

This will download a CSV file which contains all courses that are currently live on the portal.

Venue details

Rows 1 – 3 show your organisation name and main address.

Below this, under the heading **Venues** you will see a list of locations where you deliver EFA funded post-16 learning.

Check that these details are correct and add, amend or delete to update your information.

Important: To avoid errors when uploading your file, please use the same format in each field as has been used previously.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Providers											
2	PROVIDER_NAME	PROVIDER_ADDRESS_1	ADMIN_ADDRESS_1	ADMIN_ADDRESS_2	ADMIN_TOWN	ADMIN_POSTCODE	ADMIN_EMAIL	ADMIN_PHONE	ADMIN_FAX			
3	Malorees School		Hardwick Road		London	SW1 4NT						
4	Venues											
5	VENUE_ID*	PROVIDER_ID	VENUE_NAME*	ADDRESS_1*	ADDRESS_2	TOWN*	COUNTY	POSTCODE*	EMAIL	WEBSITE	PHONE	FAX
6	3406936		Malorees School	Hardwick Road		London		SW1 4NT				

Course details

Below your list of venues, you will see a list of **Courses** which your organisation offers.

Check that these details are correct and add, amend or delete to update your information.

	A	B	C	D	E	F	G	H	I	J	K	L
7	Courses											
8	COURSE_ID*	LAD_ID	PROVIDER_COURSE_TITLE*	SUMMARY*	PROVIDER_COURSE_ID	URL*	BOOKING_ENTRY_REQUIREMENTS	ASSESSMENT_METHOD	EQUIPMENT_REQUIRED	QUALIFICATION_TITLE	QUALIFICATION_LEVEL	AVAILABILITY
9	54197257		Art & Design (Graphics)	Contact provider for more information as this may not be up to date	4	GSCE Grade A* to C				QT13	GCE A level	
10	54197258		Art & Design (Photography)	Contact provider for more information as this may not be up to date	4	GSCE Grade A* to C				QT13	GCE A level	
11	54197259		Biology	Contact provider for more information as this may not be up to date	4	GSCE Grade A* to C				QT13	GCE A level	
12	54197260		Business Studies:Single	Contact provider for more information as this may not be up to date	4	GSCE Grade A* to C				QT13	GCE A level	
13	54197261		Chemistry	Contact provider for more information as this may not be up to date	4	GSCE Grade A* to C				QT13	GCE A level	
14	54197262		Drama & Theatre Studies	Contact provider for more information as this may not be up to date	4	GSCE Grade A* to C				QT13	GCE A level	
15	54197263		Economics	Contact provider for more information as this may not be up to date	4	GSCE Grade A* to C				QT13	GCE A level	
16	54197264		English Language	Contact provider for more information as this may not be up to date	4	GSCE Grade A* to C				QT13	GCE A level	
17	54197265		English Language & Literature	Contact provider for more information as this may not be up to date	4	GSCE Grade A* to C				QT13	GCE A level	
18	54197266		English Literature	Contact provider for more information as this may not be up to date	4	GSCE Grade A* to C				QT13	GCE A level	
19	54197267		Film Studies	Contact provider for more information as this may not be up to date	4	GSCE Grade A* to C				QT13	GCE A level	
20	54197268		French	Contact provider for more information as this may not be up to date	4	GSCE Grade A* to C				QT13	GCE A level	

Column titles and required information

Columns marked with a * are mandatory and your file will not upload in to the portal if these are left blank.

Definitions of each of the column headings and information on how to complete each field, please see the Provider Data Standards.

Opportunity details

Below your list of your courses, you will see a list of **Opportunities** which your organisation offers. An opportunity indicates the opportunity a learner must attend a specific course at a specific venue and a specific time, date or cohort.

Check that these details are correct and add, amend or delete to update your information.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
71	54197255		Sports Studies	Contact provider for more information as this may not be a GCSE Grade A* to C							QT11	1st4sport Level 3 Certif LV3			
72	Opportunities														
73	COURSE_ID*	VENUE_ID/ REGION_NAME	PROVIDER_OP PORTUNITY_ID*	STUDY_MODE*	ATTENDANCE_ MODE*	ATTENDAN CE_PAT TERN*	DURATIO N*	DURATION_ UNITS*	DURATIO N_DESCR IPTION*	START_ DATE*	END_ DATE *	START_DAT E_DESCRIP TION*	TIMETAB LE	PRICE*	PRICE_DE SCRIPTIO NS IOI
74	54197257	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
75	54197258	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
76	54197259	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
77	54197260	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
78	54197261	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
79	54197262	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
80	54197263	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
81	54197264	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
82	54197265	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
83	54197266	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
84	54197267	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
85	54197268	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
86	54197269	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
87	54197270	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
88	54197271	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
89	54197272	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
90	54197273	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
91	54197274	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
92	54197275	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
93	54197276	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
94	54197277	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
95	54197278	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	
96	54197279	3406936		SM1	AM1	AP1	2	DU7				Sep-15		0	

Columns marked with a * are mandatory and your file will not upload in to the portal if these are left blank.

7. Uploading your amended CSV file

Go back into the **Bulkupload** screen where you originally downloaded the record. Click the **Choose file** button and select the base record file which you have saved in a local folder.

Check the tick box to confirm that this upload replaces any previous information uploaded. Finally, click the Upload button.

Provider Portal [Back to Search] Open Data Help katie.morris@tribalgrou.com (Helpdesk) ▾

Last activity: Never Traffic light status: ● Red Data quality score: ● Poor (0%) DfE Task Wizard

Education & Skills Funding Agency

Home Provider Details Venues ▾ Apprenticeships ▾ Courses ▾ Bulk Upload ▾ Manage Users ▾ Reports ▾ Organisations ▾ Help

Bulk Upload Course Data

Bulk upload allows you to upload all your provision in a single file. If you've not bulk uploaded before, please click here to read the detailed instructions.

The table below has a summary of your current provision.

Offered for	Courses	Opportunities
API Test Provider 1	0	0

[Download Current Provision as CSV](#)

Warning: The following will NOT be included in the downloaded csv file:

1. Any courses/venues/opportunities with a validationStage of 'Archived' or 'Pending'.
2. Any invalid courses/opportunities which you uploaded are not published on the site.

These will be lost if you then Bulk Upload the file.

Upload a new file

Click Browse and select your bulk upload file. Click upload.

[Choose File](#) No file chosen

I understand this replaces all existing data for each group of courses offered by a single organisation/provider.

[Upload](#)

Validation

A pop-up box will show that your file is being processed. To view the progress of your file, click on the View Upload Status link as shown below.

Provider Portal [Back to Search] Open Data Help katie.morris@tribalgrou.com (Helpdesk) ▾

Last activity: Never Traffic light status: ● Red Data quality score: ● Poor (0%) DfE Pending Bulk Upload Task Wizard

Education & Skills Funding Agency

Home Provider Details Venues ▾ Apprenticeships ▾ Courses ▾ Bulk Upload ▾ Manage Users ▾ Reports ▾ Organisations ▾ Help

Your file has uploaded and is being processed. You will receive an email when the file has finished processing.

[View Upload Status](#)

This will take you to a page as shown below (you can also access this page by going to the Bulk Upload tab on the Navigation bar and choosing View previous upload status).

It may take a few moments for your file to be verified. When it is verified, you will see your status change to Published.

If your status changes to Failed Validation at stage... this indicates that no data will be published because of errors in the file. You can view these errors by clicking on the link to the relevant file and then the green error summary button as shown below.

Provider Portal [Back to Search] Open Data Help katie.morris@tribalgrou.com (Helpdesk) ▾

Last activity: Never Traffic light status: ● Red Data quality score: ● Poor (0%) DfE

Education & Skills Funding Agency Task Wizard

Home Provider Details Venues ▾ Apprenticeships ▾ Courses ▾ Bulk Upload ▾ Manage Users ▾ Reports ▾ Organisations ▾ Help

Latest Course Files Uploaded

10 records per page Print Show / hide columns Search Search

Uploaded date ▾	File Name ▾	Status ▾	User Name ▾	Download ▾
08/03/2018 13:58	Earling.csv	Failed Validation at Stage 3 of 4	Katie Morris	Available

Uploaded date File Name Status User Name Download

Provider Portal [Back to Search] Open Data Help katie.morris@tribalgrou.com (Helpdesk) ▾

Last activity: Never Traffic light status: ● Red Data quality score: ● Poor (0%) DfE

Education & Skills Funding Agency Task Wizard

Home Provider Details Venues ▾ Apprenticeships ▾ Courses ▾ Bulk Upload ▾ Manage Users ▾ Reports ▾ Organisations ▾ Help

Upload summary

File Name	Earling.csv
User Name	Katie Morris
Date uploaded	08/03/2018 13:58
Stage	Failed Validation at Stage 3 of 4

Providers: 1 error, 0 warnings, 0 notices

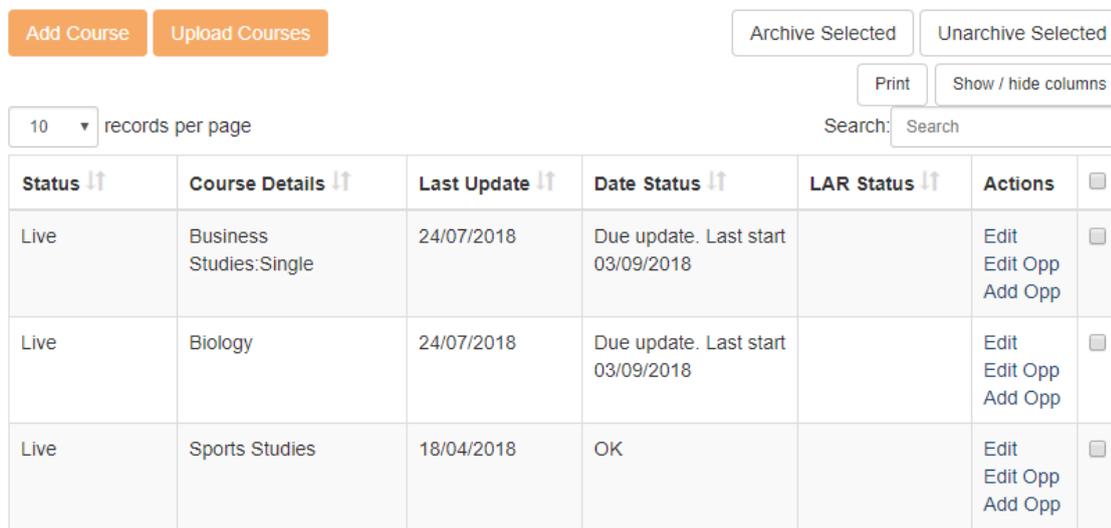
The errors will be shown broken down into Provider, Venue, Course and Opportunity errors and, where possible, a line number is given. The errors will need to be rectified in the file saved locally to your computer, or you will be asked to confirm that you are happy to publish only the valid opportunities and discard the invalid ones. N.B. Discarding the invalid ones means that those courses/opportunities will not be published.

Once you have corrected the errors you will need to upload your file again in the Bulk Upload screen. Don't forget to click the Publish Courses button on your Home Page in order to release your published file on to the National Careers Service website.

8. Updating courses manually

Courses home page

The home page gives you a list of courses currently on the Portal. On the left hand side, you will find a Course/Opportunity finder that will allow you to search on your own data using a number of filters.



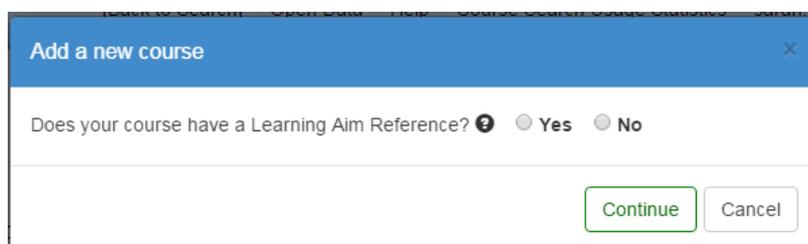
The screenshot shows the 'Courses home page' interface. At the top, there are two orange buttons: 'Add Course' and 'Upload Courses'. To the right, there are buttons for 'Archive Selected' and 'Unarchive Selected'. Below these are 'Print' and 'Show / hide columns' buttons. A search bar is present with the text 'Search: Search'. A dropdown menu shows '10 records per page'. The main content is a table with the following columns: Status, Course Details, Last Update, Date Status, LAR Status, Actions, and a checkbox. The table contains three rows of course data.

Status	Course Details	Last Update	Date Status	LAR Status	Actions	
Live	Business Studies:Single	24/07/2018	Due update. Last start 03/09/2018		Edit Edit Opp Add Opp	<input type="checkbox"/>
Live	Biology	24/07/2018	Due update. Last start 03/09/2018		Edit Edit Opp Add Opp	<input type="checkbox"/>
Live	Sports Studies	18/04/2018	OK		Edit Edit Opp Add Opp	<input type="checkbox"/>

To amend a current course, you need to click on the edit link next to the relevant course.

Adding a new course

To add a new course, click on 'Add a new course' option from the navigation panel or press the orange **Add Course** button



The screenshot shows a dialog box titled 'Add a new course'. It contains a question: 'Does your course have a Learning Aim Reference?' with a help icon. There are two radio buttons: 'Yes' and 'No'. At the bottom right, there are two buttons: 'Continue' and 'Cancel'.

You will be asked if your course has a Learning Aim Reference/QAN code, if it does you will need to provide the reference number.

Please note: The Learning Aim Reference/QAN code box links to the database in real time; this can slow the process down. Please be patient when waiting for results.

If you have a valid Learning Aim Reference/QAN code the Portal will auto-complete most of the mandatory fields.

If you do not have a Learning Aim Reference/QAN code or it doesn't have Qualification information available, you will need to complete all of the mandatory fields yourself.

Please note: When updating via bulk upload, if you don't provide a Learning Aim Reference, you will need to supply Provider course title, and qualification type as minimum information for help on qualification type codes please refer to the Data Standards or the Quick Guide – Bulk Upload Codes.

If you don't know the Learning Aim Reference/QAN code, you can search for them on The Hub.
Add New Course

Fields marked * are required.

Add Learning Aim Reference

Provider Course Title * 

Provider Course Id * 

Summary * 

Qualification Type *  Please Select

Qualification Title * 

Qualification Level *  Please Select

URL * 

Entry Requirements * 

Subject Classification 1 * 

Once you have filled in all required data click on **Create and Add Opportunity** button, you will be taken to the opportunity page.

[Create and Add Opportunity](#)

You will need to complete all of the mandatory fields, if you have the required information for the non-mandatory fields then please add this as well, it will make it easier for prospective students.

For further information on the individual fields, either hover over the question mark or refer to the Data Standards.

There is the option to Create but courses will remain in Pending without a valid Opportunity, and will not show on the NCS website.

Viewing and editing information

The summary table has the following columns: Status, Course details, Last update and Edit option.

To edit information, click on the **Edit** link. You can go directly to the attached opportunities by clicking **Edit Opp** or you can take a short cut to add a new opportunity to the course by clicking on the **Add Opp link**.

Status	Course Details	Last Update	Date Status	LAR Status	Actions
Live	testing account course 6	08/03/2018	OK	OK	Edit
Live	DfE COURSE 10	18/08/2015	Out of date. Last start 12/01/2016	OK	Edit Edit Opp Add Opp
Live	DfE COURSE 1	18/08/2015	Out of date. Last start 01/10/2015	OK	Edit Edit Opp Add Opp

Status

The status appears to the left of each row in the summary table.

You have 1 pending course(s). Pending courses are not published to the National Course Search Service. To move a course from the Pending status you must add an opportunity.

Status	Course Details	Last Update	Date Status	LAR Status	Actions
Archived	DfE COURSE 1	08/03/2018	OK	OK	Edit
Pending	DfE COURSE 10	08/03/2018	OK	OK	Edit
Live	testing account course 6	08/03/2018	OK	OK	Edit

Live - This status indicates that this course, opportunity or venue is live and searchable by users on the public facing website.

Archived - This status is useful if you have decided to withdraw a course for a short period but will be running in the near future.

Pending - This status is shown against a course when it doesn't have a live Opportunity attached. An Opportunity needs to be added to make the Course live.

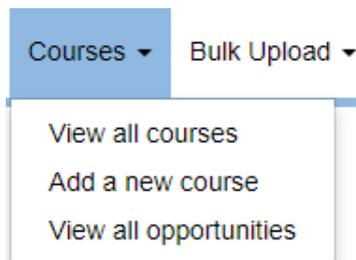
Please note: Records with pending data **will not** be copied over to the live website.

Saving your changes

When you fill out a form, your changes will not be saved automatically so you will need to click the Create button OR the Save button.

Advance start dates

There is now the option to advance multiple start dates for courses. Click on Courses then View all opportunities



At the side of each course there is a tick box

Start Date(s) ↑↓		<input type="checkbox"/>
16/01/2019	Edit Duplicate Edit Course	<input type="checkbox"/>
26/09/2018	Edit Duplicate Edit Course	<input type="checkbox"/>
23/01/2019	Edit Duplicate	<input type="checkbox"/>

Tick each of the courses that you wish to advance start dates then click Advance Selected



Within this pop up you can advance the course start date

Advance Start Dates



Advance Start Date for 3 opportunities.

Fields marked * are required.

New start date * 

New end date * 

Create or Update? *

If you are updating existing opportunities, choose 'update existing opportunity.'