Getting your Course Online

Suzy Shipman & Joseph Smith

Contents

Introduction

If a new course has been introduced, there are some steps the course will need to go through in order to get the course displayed on our course system at http://courses.aber.ac.uk/.

1. Scheme Approval
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4. Import into courses.aber.ac.uk
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On completion of these steps, the course will visible and searchable on courses.aber.ac.uk. Staff should be aware that the fact that approval has been given to a scheme proposal will not automatically mean that the scheme is displayed on the web. This document explains the process, the sources of information used and how courses.aber.ac.uk is linked to other data sources.

1. Scheme Approval

All new or restructured courses need to go through the Scheme Approval process. Full details are available here: https://www.aber.ac.uk/en/academic-quality-records-office/quality-handbook/development/scheme-approval/.

Once the course has been approved, AQRO send an action to Admissions with the basic course details. The details include course title (English & Welsh), qualification type, honours type, duration, year of first intake, JACS subject codes, and entry requirements.   In addition to the basic course details, AStRA also requires the name/email of the course co-ordinator to be entered.

2. UCAS (Undergraduate courses only)
Admissions set up the new course on UCAS and requests a UCAS course code. Once the course is approved by UCAS and the course code has been generated, Admissions move to step 3 (below).

3. AStRA
Admissions set up the basic course outline in AStRA.

In order for the course to be imported into courses.aber.ac.uk, the 'web-search' flag must be marked as Y for the relevant year when the course will become available. This shows that the course is ready to be marketed.

In order for the programme structure to be displayed on the study schemes database, the department will need to input the details of core and option modules etc. into AStRA. If there are any new modules in the programme, these will need to be created on AStRA by the department and linked to the scheme. **Otherwise the content of the programme will not be displayed. It is vital under consumer law that accurate information is provided and maintained so that applicants are not misled about the course.**

It is intended that applicants land on the course search pages which will display the structure of the course for the next academic year. The study schemes database will display the current structure and the next year's structure and will include courses which are not available for entry because current students need to be able to access this information.

4. Import into courses.aber.ac.uk

There is a regular import into the courses.aber.ac.uk system which pulls in any course from AStRA which has the 'web-search' flag set to Y for the currently marketed year.

We market '*this year*' until the end of Clearing when we switch over to '*next year*'. If your course is not due to start being available until '*next year*' it will not get imported into courses.aber.ac.uk until we have switched over.

New courses will not be displayed in courses.aber.ac.uk until the next step has been completed and content has been added. The import pulls in the basic information about the course, but marketing text is required to make it live.

5. Addition of Content to Course Page

In order to complete the process, text will need to be added to the course within the courses.aber.ac.uk system. The following text will need to be provided to the Online Content Manager, Joseph Smith:

- Undergraduate Courses
  - o Summary*
  - o Overview
  - o Employability
  - o Teaching, Learning & Assessment
  - o Student Views
- Postgraduate Courses
  - o Summary*
  - o Key Facts
  - o Overview
  - o Employability
  - o How to Apply
  - o Student Views

*Minimum required to allow the course to be displayed on courses.aber.ac.uk.

The text must be sent to Joseph Smith the Online Content Manager, so that he can check it is suitable for use on courses.aber.ac.uk. If appropriate, Joseph will upload the content to courses.aber.ac.uk / UCAS.com

What to Include in Course Content

Scheme structure information (modules in the scheme, cores, options, electives etc.) is inputted into AStRA by departments and is pulled into courses.aber.ac.uk. Viewers can access module information by clicking on each module code.

Module details are also inputted into AStRA by departments.

Undergraduate Courses

Summary (SEO)

No more than 100 words

- This paragraph should sound snappy, appealing and clear as possible.
- What the course is about
- You need to give the reader a teaser to temp the prospective student to read the rest of the profile.
- You should include unique course features, and how it is relevant for the 21st century student

Overview

This block will contain a maximum of 10 bullet points providing more detail about the course. You should include:

- Course features
- Departmental USPs
- Why Aberystwyth?
- Opportunities (Study abroad, work placements, fieldwork etc.)

Avoid specific date information if possible.

Employability

Use the following sub-headings

- **Career Prospects:** A bullet point list of the types of careers that students may be able to enter with this degree (no more than 7 examples).
- **Transferable skills:** A bullet point list of the skills that students gain from studying this degree and how they are relevant in the work place.

Teaching & Learning

This section needs to be as clear as possible for the reader.

Please use the following sub-headings:

1. What will I learn?
2. How will I be taught?

Please answer the following sub-headings in this manner:

What will I learn?

In the first year you may;

- Explore 20th Century German Literature
- Uncover language, identity and culture across the European nations

And continue in this manner for the 2nd, 3rd, 4th/5th year of study.

How will I be taught?

In a bullet point list, outline the teaching and assessment methods.

Student Views

Please provide any student testimonials that you may have for the course. If you don't have any, don't worry we can publish the course without testimonials.

The content used on courses.aber.ac.uk will be condensed into a 4,000-character document for ucas.com. Once this has been created, the Online content Manager will email the course co-ordinator for official approval before it goes live on ucas.com.

Postgraduate Taught Courses

Summary

No more than 120 words.

Make this as snappy, appealing and clear as possible. It should act as a teaser with an aim to tempt prospective students to read the rest of the profile. Include any unique selling points that make your course or your department special. Avoid date specific information if possible.

More information

You should include the following headings:

- Duration (how long is the course, are there multiple routes?)
- Assessment (summary of assessment methods)
- Entry Requirements (including link to comparability page)
- English Language Requirements (including link to English Language requirements page)
- Course Fees (non-specific – linking through to the fees pages)
- Funding (non-specific – linking through to the funding calculator pages)
- More Information (if required, e.g. link to candidates' guide)

Overview

Provide more detail about the course. What is it all about? Why study this course at Aberystwyth? Here you can include some more detail as to why a student should consider studying in your Department/Institute at Aberystwyth.

Employability

You may wish to use the following sub-headings

- **This degree will suit you:** provide detail about the reasons students may choose this course.
- **Employability:** provide detail of how this course aims to improve students' employability
- **Key Skills and Competencies:** Please list the skills that students will gain from studying this course, including study Skills, Self-Motivation and Discipline, and Transferable Skills.

How to Apply

Include the standard statement of how to apply: "Postgraduate applicants can submit their application either online or offline. Please see our How to Apply page for further information", with a link to the How to Apply page.

Specific details for further information can then be added, e.g. the course coordinator's contact details.

Student Views

Optionally you may wish to include some quotes from students who have completed this course.

Frequently Asked Questions

Why is my course not displaying on courses.aber.ac.uk?

This could be for a number of reasons. Check if your course has completed all the steps above. Has your course been formally approved? If this only happened recently, check with the Online Content Manager for a progress update. If your course has been added to AStRA but is not yet showing up on courses.aber.ac.uk, has the web-search flag been set correctly? Check with the Online Content Manager if you think this might be the problem. If everything in steps 1-4 is complete but the course is not showing up it will be because there is no course content. Have you sent the text to the Online Content Manager?

Why is a course visible on the study schemes database when we have withdrawn it for new applicants?

The study schemes database will show details of any courses currently running so that students on these courses can access scheme information. Flags are set on AStRA to prevent withdrawn courses appearing on courses.aber.ac.uk. The schemes database is open to all but applicants are directed to courses.aber.ac.uk.

Why are programme details not visible or inaccurate?

Departments must input and maintain details of modules and structures of schemes to show core and option modules etc. This is not done by central services. Departments must ensure this information is accurate and up to date.

Why are amendments made to scheme structures not being displayed?

Remember that there is a current year and a future year with an annual rollover of modules, and amendments must be made in the correct year. Sometimes amendments are entered in the wrong year or not made prior to the rollover and thus do not appear where expected. Departments should check the schemes details regularly and be aware that module changes impact on scheme structures.