OUTBOUND

Four groups of prospective students to contact

1. Pre-registered for clearing

L:\Shared Data\Clearing\Clearing2020\Outbound

2. Clearing Plus (UCAS)

L:\Shared Data\Clearing\Clearing2020\Clearing Plus Guidelines

3. Enquired through clearing but not yet referred.

4. Declined but not yet placed

Staff should work their way through all categories. Once number 1 has been completed these won't be added to. 2, 3 & 4 should be checked daily and new enquiries/applicants contacted.

Might be best to open the links in chrome

Training:

https://bolton.zoom.us/rec/share/4pNcDYzv2WdIUqf_xn3NA6EsLLbGT6a8hHIXrKBZxEyaw3iVDgnkz GqNs83OW_vD

Password: g@3Jv+89

1. Pre-registered for clearing

These students have pre-registered for clearing on our website, so when we call them back on A Level results day they should have their grades and we will be able to talk through their options.

You can find the spreadsheet here: L:\Shared Data\Clearing\Clearing2020\Outbound the enquirers are arranged by school and they have specified the course they are interested in. This database will not be updated as the pre-registration closes at 5pm on 12th August so we can download the data for you to contact on Results day.

If they are still interested please take them through clearing online and then we can record them on our system access here <u>evision.bolton.ac.uk</u> and click on the clearing tab.

2. Clearing Plus (UCAS)

L:\Shared Data\Clearing\Clearing2020\Clearing Plus Guidelines

Clearing Plus is new service for 2020 offered by UCAS. It matches applicants eligible for Clearing with University of Bolton courses. A student can select 'see matches' to bring up all the universities that match their criteria. If they choose to 'enquire' their details are added to a database for universities to contact them by phone or email to offer them places on their courses.

Please take the time to read the Clearing Plus Guidelines via the link above. Access to the online database is via a link in the guideline document.

Contact Details for Help / Queries:

- Email Laura Carruthers <u>L.Carruthers@bolton.ac.uk</u>
- Email Sarah-Jane Keating <u>s.keating@bolton.ac.uk</u>
- Email Jo Kelly j.kelly@bolton.ac.uk
- Email Liz Holt <u>e.holt@bolton.ac.uk</u>

3. Enquired through clearing but not yet referred

These are students who have rang the clearing hotline but not yet referred themselves to us. These are good leads as they have already expressed an interest in us.

To start go to the staff area of the website (<u>https://www.bolton.ac.uk/staff-area/</u>) and click on Management Information



Once you have gone through then click on the link sign next to AoA – Clearing offered but not yet referred – or click the Navigation clearing

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ଡ	Applications Dashboard	Current applications by month, location, appren as at the equivalent of t a breakdown by country drill-through to a list of	offer and acceptance status for each school, subject area and c ticeships, study level, study mode, home, EU and overseas. Prov oday's date in previous years. Additional views for conversion ra o f domicile, nationality and agent) and for students' admitting applicants.	ourse with vides year ates, intern college /	filters fo on year o national s school. C	r entry compariso tudents (\ Option to	ons with			
୍ଦ	Student Profile	Overview of various det	Overview of various details for a specific student where the student ID is known							
୍ଦ	ASH - SEARCH	Application Support Hu	Application Support Hub							
୍ଦ	Student Profile - Name search	Overview of various det	ails for a specific student (if you do not know the student ID)							
ଡ	UNIPULSE	University Core Metrics and KPIs for admissions & enrolments including conversion rate, attendance, non-continuation, module results, pass rates, proportion of good honours results, student satisfaction and employment rates. KPIs can be analysed by HECoS subject area, academic group, course location, level, mode of attendance, course title and course code with demographic comparisons and drill-through to student details.								
ବ୍ଧ 🖌	AoA - Clearing - Offered but NOT Referred	Shows students from UG themselves through UC	CAS clearing with recommended actions to make them an offer AS as an applicant to University of Bolton.	but who l	nave yet t	o refer				
Ø	Clearing Dashboard	Clearing application nur subject area, study locat	nbers compared with previous years and with filter options by f ion, entry month and applicant category (EU, home or overseas	ull time / ;).	part time	, school,				
@	Interview Availability	Open day bookings								
ନ	AoA - Navigation Clearing	Navigation menu provid	ling specialised management views for Clearing.							
୍ଦ	New Applicants	Details of applications r	eceived since a specified date.							

Or use this link:

http://reports.bolton.ac.uk/Docs/Pages/Report.aspx?ItemPath=/Reporting%20General/Anal ysis%20of%20Applications/Clearing/AoA%20-%20Navigation%20Clearing

lome > Report	ing General > Ar	alysis of Applica	ations > Clea	aring > AoA	- Navigation	Clearing		
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Cleari	ing Po	ortal						Of Bolton
Clearing	Not Yet P	laced Pen	nding Ex	xpected	Phones	Firm	Confirmation	Applicant Support Hub (ASI
Clearing Screen	Clearing Application	Clearing offe	er made referred	Referr FIRM ac	ed and ceptance			Recruiting Courses

This will bring up a yellow bar, then click on the 'clearing offer made but not yet referred'

From here you will need to populate the three blank drop downs

Study Location?	All	Subject Area?
Recommended Action(s) to show	×	where the Last Recommended Action is

Recommended Action(s) to shoe – Please select 'Pass to admissions - Accept full time'

Then select your subject area from the drop down

Where the Last Recommended Action is – Please select 'Submit'

Then click – View report on the far right of the screen.

From here you will see the relevant students and their contact details.

Please record your interactions in the usual way usually a red button. Conversion log

4. Declined but not yet placed

These students have previously applied to us and declined our offer but have still not chosen an alternative university so may be able to be persuaded back to us,

To start go to the staff area of the website (<u>https://www.bolton.ac.uk/staff-area/</u>) and click on Management Information

Staff Area



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	The follow Click on th Click on th	ing reports have been selected according to your role. he link icon at the left to open the report. he search button to find further reports.	Student Recruitment, ViewStudentsDetails	
	Click link to open	Report Name	Description	Popularity •
	ଡ	Applications Dashboard	Current applications by offer and acceptance status for each school, subject area and course with filters for entry month, location, apprenticeships, study level, study mode, home, EU and overseas. Provides year on year comparisons as at the equivalent of today's date in previous years. Additional views for conversion rates, international students (with a breakdown by country of domicile, nationality and agent) and for students' admitting college / school. Option to drill-through to a list of applicants.	
	Q	Student Profile	Overview of various details for a specific student where the student ID is known	
	P	ASH - SEARCH	Application Support Hub	
	୍ଦ	Student Profile - Name search	Overview of various details for a specific student (if you do not know the student ID)	
	୍ଦ	UNIPULSE	University Core Metrics and KPIs for admissions & enrolments including conversion rate, attendance, non-continuation, module results, pass rates, proportion of good honours results, student satisfaction and employment rates. KPIs can be analysed by HECoS subject area, academic group, course location, level, mode of attendance, course title and course code with demographic comparisons and drill-through to student details.	
	୍ଦ	Clearing Dashboard	Clearing application numbers compared with previous years and with filter options by full time / part time, school, subject area, study location, entry month and applicant category (EU, home or overseas).	
	୍ଦ	Interview Availability	Open day bookings	
	୍ଦ	AoA - Expected - Clearing Overview	Report providing a breakdown of clearing application numbers by academic group.	
	P	New Applicants	Details of applications received since a specified date.	
	୍ ତ୍ 🗡	AoA - Navigation Clearing	Navigation menu providing specialised management views for Clearing.	

Once you have gone through then click on the link sign next to AoA – Navigation clearing

Or use this link:

http://reports.bolton.ac.uk/Docs/Pages/Report.aspx?ItemPath=/Reporting%20General/Anal ysis%20of%20Applications/Clearing/AoA%20-%20Navigation%20Clearing

From here click on the: 'Not Yet Placed'

Home > Reporting General > Analysis of Applications > Clearing > AoA - Navigation Clearing Main Menu										
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Clearing	Not Yet Placed	Pending	Expected	Phones	Firm	Confirmation	Applicant Support Hub (ASH)			

From here click on the: 'Declined but not yet placed'

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This will then generate a report form to complete, please select your academic group from the drop down. Then click on 'view report'

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Home > Reporting Gen	eral > Analysis of Applications > AoA - Contacts			lome My S	ubscriptions Help
Academic Year	2020/21	Entry Month?			View Report
Attendance mode?	ALL	Subject Area?	Accountancy, Art and Design, B		
Academic Group?	· · · · · · · · · · · · · · · · · · ·	Study Level?	All		
Course In Use?	All	Applicant type	EU NATIONAL, EXT APPS, HOMI		
Study Location?	University of Bolton	Applicants College	All		
Decision Group	Decline	Applicant Status	A		
Admissions Tutor	All	Course Code?	All V		
Acceptance Status?	All	Agent?	AC EDU, ACADEMIX, AECC, AKJ		
Country of Domicile ?	Afghanistan, Africa Not otherwi	CLEARING	All		
Placed	Unplaced V				

You can also choose September as an entry month or just leave as 'All' and home students from applicant type, can leave them as 'All' too.

This will then generate a list of students and their contacts to contact.

Please record your interactions in the usual way usually a red button. Conversion log