

# 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\\_xn3NA6EsLLbGT6a8hHIXrKBZxEyaw3iVDgnkzGqNs83OW\\_vD](https://bolton.zoom.us/rec/share/4pNcDYzv2WdIUqf_xn3NA6EsLLbGT6a8hHIXrKBZxEyaw3iVDgnkzGqNs83OW_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 12<sup>th</sup> 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 [evision.bolton.ac.uk](https://evision.bolton.ac.uk) 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 [L.Carruthers@bolton.ac.uk](mailto:L.Carruthers@bolton.ac.uk)
- Email Sarah-Jane Keating [s.keating@bolton.ac.uk](mailto:s.keating@bolton.ac.uk)
- Email Jo Kelly [j.kelly@bolton.ac.uk](mailto:j.kelly@bolton.ac.uk)
- Email Liz Holt [e.holt@bolton.ac.uk](mailto:e.holt@bolton.ac.uk)

### 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 (<https://www.bolton.ac.uk/staff-area/>) and click on Management Information

#### Staff Area



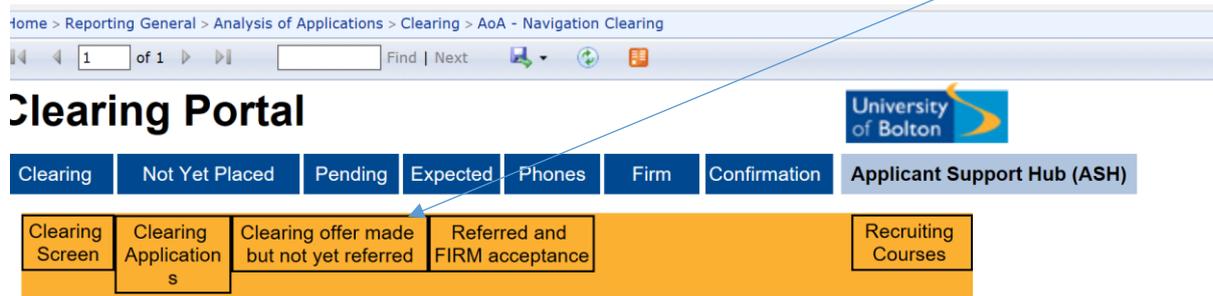
Once you have gone through then click on the link sign next to AoA – Clearing offered but not yet referred – or click the Navigation clearing

Report Name	Description
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.
Student Profile	Overview of various details for a specific student where the student ID is known
ASH - SEARCH	Application Support Hub
Student Profile - Name search	Overview of various details for a specific student (if you do not know the student ID)
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.
AoA - Clearing - Offered but NOT Referred	Shows students from UCAS clearing with recommended actions to make them an offer but who have yet to refer themselves through UCAS as an applicant to University of Bolton.
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).
Interview Availability	Open day bookings
AoA - Navigation Clearing	Navigation menu providing specialised management views for Clearing.
New Applicants	Details of applications received since a specified date.

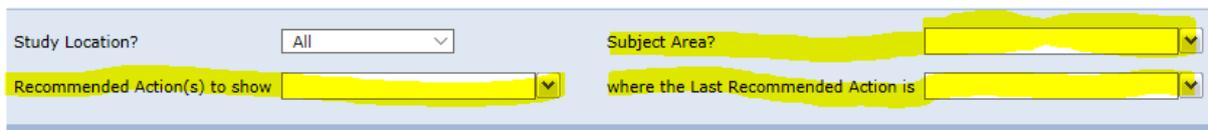
Or use this link:

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

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



Recommended Action(s) to show – 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 (<https://www.bolton.ac.uk/staff-area/>) and click on Management Information

### Staff Area



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

Click link to open	Report Name	Description	Popularity
	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.	
	Student Profile	Overview of various details for a specific student where the student ID is known	
	ASH - SEARCH	Application Support Hub	
	Student Profile - Name search	Overview of various details for a specific student (if you do not know the student ID)	
	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.	
	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).	
	Interview Availability	Open day bookings	
	AoA - Expected - Clearing Overview	Report providing a breakdown of clearing application numbers by academic group.	
	New Applicants	Details of applications received since a specified date.	
	AoA - Navigation Clearing	Navigation menu providing specialised management views for Clearing.	

Or use this link:

<http://reports.bolton.ac.uk/Docs/Pages/Report.aspx?ItemPath=/Reporting%20General/Analysis%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

1 of 1

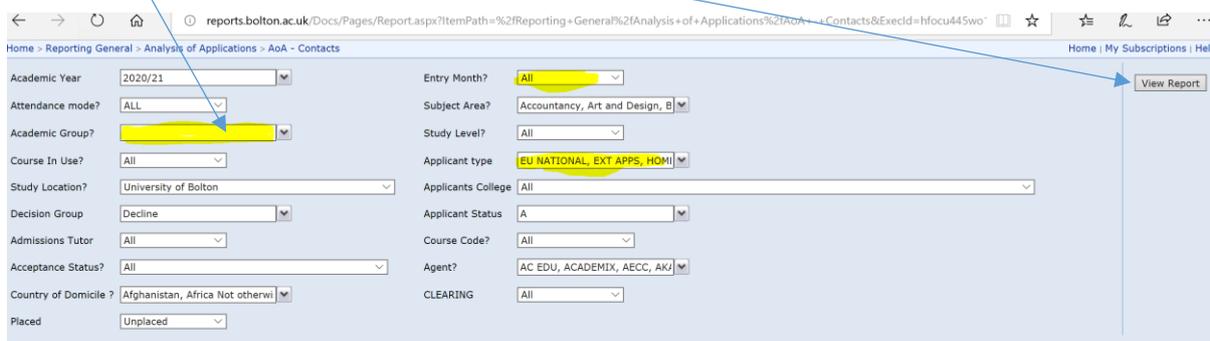
Find | Next

Clearing	<b>Not Yet Placed</b>	Pending	Expected	Phones	Firm	Confirmation	Applicant Support Hub (ASH)
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From here click on the: 'Declined but not yet placed'



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



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