OxCORT Check List
Tutorial Office - Start Of Term Checklist

Start of Term ___________ 20__

This document is designed to allow you to tick off processes you need to follow on OxCORT at the start of each term. For detailed information on how to carry out these processes please refer to the OxCORT manual for Tutorial Office users.

☐ **Arrange Tutorials**
  If this is not carried out by a different role in your College, use this screen to record which Tutorials will be happening this term.

☐ **Point Edit User Accounts / Authorise Tutors**
  If any new members of staff have joined your College you will need to authorise them to use OxCORT.

☐ **Point Edit Student Records**
  If any students have been assigned a different Organising or Personal Tutor you will need to amend the student record here.

Please refer to the Tutorial Office Manual for further details about the tasks mentioned in this document. http://www.oxcort.ox.ac.uk/documents.html