OxCORT
Oxford Colleges On-line Reports for Tutorials

Organising or Personal Tutor Role
Version 4.4

BSP Training Team
Business Services and Projects
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1. Introduction To This manual

This manual is aimed at the Organising or Personal Tutor role within OxCORT and covers all the functionality available within that role.

OxCORT is a system that allows Tutorial and Revision Class reports to be created, written, read and processed for payment.

Some of the functionality in OxCORT is available to more than one role. This is to allow you to reflect your own College’s processes when using the system, for example, reports may be approved by the Organising Tutor, Senior Tutor or the Tutorial Office role. When a function is available to other roles, it will be indicated in the introduction to the section.

Screens shown in this manual are taken from the OxCORT Training database which contains fictional Colleges, Users and Students.

The section headings of this manual are the same as the main menu options shown for your role.

Pre-requisites

This manual assumes a basic knowledge of using a computer, keyboard and mouse and basic web browser knowledge.

Objectives

This manual is designed primarily as a reference guide to allow the user with a Tutorial Office role in OxCORT to use all the available functionality.

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<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📝</td>
<td>Indicates additional useful information.</td>
</tr>
<tr>
<td>🚨</td>
<td>Indicates an important piece of information, take particular care to read the information in these boxes.</td>
</tr>
<tr>
<td>Bold Text</td>
<td>Indicates menu names and window titles.</td>
</tr>
<tr>
<td>[F4]</td>
<td>Keys on your keyboard are indicated in <strong>bold text</strong> enclosed in square brackets [ ].</td>
</tr>
<tr>
<td>File &gt; Open</td>
<td>Moves through a navigation path are indicated with a &gt;. In this case you would click on the <strong>File</strong> menu, then select <strong>Open</strong></td>
</tr>
</tbody>
</table>
2. Introduction To OxCORT

OxCORT (Oxford Colleges On-line Reports for Tutorials) is a system that allows Tutorial and Revision Class reports for undergraduate (also M Jur and BCL) students to be created, written, read and processed for payment.

The system is designed to be flexible to allow Colleges to follow their preferred processes as closely as possible, for example a College may choose whether or not to allow someone with the Organising Tutor role to approve a report for payment. Some functions are available to several roles, again allowing flexibility, for example Tutorial Office, Senior Tutors and Organising Tutors may all arrange tutorials allowing each College to decide which role is the most appropriate to perform this function.

Roles in OxCORT

OxCORT is designed to reflect the fact that many people in the University have several roles. There are seven roles that can be assigned in OxCORT and you may be assigned more than one role in OxCORT to reflect your roles within the University. Users with several roles will be asked to select one upon logging into OxCORT. Roles may be switched at any time by selecting from the main menu.

The roles in OxCORT are as follows:

**OxCORT Management Committee role**
The OxCORT Management Committee (OMC) role is available to those Senior Tutors who have been nominated by the Senior Tutors Committee to manage the OxCORT project.

This role allows the user to upload the Register of Payments. The OMC are also responsible for assigning others the Course Director role in OxCORT and authorising the Pay My Department payment method. The OMC role also allows the user to create reports on OxCORT usage.

**Course Director role**
The Course Director role in OxCORT is available to those in Departments who have responsibility for organising teaching on behalf of Colleges.
This role allows the user to arrange tutorials for students who are studying a Programme of Study that matches those assigned to the Course Director. Course Directors may also assign the Tutor role to others in OxCORT.

A Course Director may view a report only if the relevant College has allowed it. The College may allow a Course Director two levels of access to a report. Level one allows them to see the report header only, level two allows them to see the whole report (provided the OMC has allowed this when creating the role).

**Tutor role**
The Tutor role is not College specific, therefore a user only needs to be assigned this role once.

The Tutor role allows the user to write and submit for payment Tutorial and Revision Class reports on any student in any College.

Through OxCORT, the Tutor can also maintain their payment details and view payment claims.

**Student role**
The student role is automatically assigned to any current undergraduate M Jur or BCL student in the university.

A student may view the heading of a report written about them as soon as it is created and may view the full report once it has been released to them by an appropriate role within their College.

**College roles**
These roles are College specific. If you require these roles at more than one College, each College Tutorial Office user will need to assign you the relevant role at their College.

**Tutorial Office role**
Within their own College, this role allows the user to perform all the functions available to all other ‘College’ roles. They may also perform extra administrative functions, run statistical reports, and administer payments within OxCORT.

The Tutorial Office role is able to assign all College roles within their own College.

**Senior Tutor role**
Within their own College, this role allows the user to arrange tutorials, view and approve (for payment) Tutorial and Revision Class reports and run statistical reports.

The Senior Tutor role is able to assign the Tutor role to others.

**Organising or Personal Tutor role**
*The Organising or Personal Tutor role is often referred to simply as the Organising Tutor role.*

The organising tutor role will be given to all those who might organise tutorials for a student in college and would need to see the reports for that student. The personal tutor role allows for filtering of reports for end-of-term report reading for those with that personal tutoring responsibility for specific students (which are likely to be a smaller group than those for whom a Tutor might be an organising tutor).
Within their own College, this role allows the user to arrange tutorials and view and approve (for payment) Tutorial and Revision Class reports on students assigned to them by the Tutorial Office.

The Organising Tutor role may assign the Tutor role to others.

**Main menu for Organising or Personal Tutor**

<table>
<thead>
<tr>
<th>Report Counts</th>
<th>Not-Started</th>
<th>Created</th>
<th>Submitted</th>
<th>Approved</th>
<th>Released</th>
<th>Processed</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Menu
- Click on one of the links below:
  - View or process tutorial reports
  - View tutorial arrangements
  - Authorise Tutors
  - Search for people
  - Set personal preferences
  - Change your email address
  - Change role
  - Logout of OxCORT

**Report counts**

Across the top of the menu screen you will see report counts. These show the total number of reports (that are relevant to you) in each state (see below for further information on report states). Clicking on the number shown will retrieve all reports that match that state.

**View or process Tutorial reports**

This menu option will take you to the Report Search and Select screen and allow you to search for, view, edit and perform various tasks against both Tutorial and Revision Class reports.

**View tutorial arrangements**

A report style screen which shows the Organising and Personal Tutors assigned to each student. Any reports created for a student (but not yet processed for payment) will also be listed here.

**Arrange tutorials**

This screen will allow you to record tutorial arrangements and create a blank Tutorial report for the Tutor to complete on OxCORT.

**Authorise Tutors**

This menu option allows you to give a Tutor access to the OxCORT system.

**Search for people**

This menu option allows you to search for people and view information about them (for example to look up their user name).

**Set Personal Preferences**

Allows you to decide whether OxCORT should inform you of newly submitted reports.

**Change your email address**

This screen allows you to change the default email address for your account in OxCORT.
Change role

This option allows you to switch to a different role in OxCORT.

Overview of Tutorial reports

Overview of Revision Class reports
Overview of payments

At the start of each academic year

[Diagram showing the process]

Each term

- Tutorial and Revision Class reports are created, edited, submitted and approved.
- Tutorial Office
  - Validate Tutor Teaching Data
  - Receive changes/updates approved by Academic
- Tutorial Office
  - Calculate Payments and Teaching Hours
  - Receive changes/updates from Academic
- Tutorial Office
  - Manage Tutor Payment Data
  - Export as csv file for accounts
- Tutorial Office
  - List Payments Due from Other Colleges
- Tutorial Office
  - Reports
  - First payment and tax summaries and payslips
- Accounts Payroll
  - Pays all money owing to Tutors, Colleges and Departments
Report states

- Report is created using the Arrange Tutorials function
  - Report Status is Not Edited
    - Report is edited by the Tutor
    - Report is created by the Tutor
      - Report Status is Created
        - Report is completed and submitted by the Tutor
          - Report Status is Submitted
            - Can the report be returned to the Tutor for amendment?
              - Yes
                - Can the report be corrected by the Tutorial Office?
                  - Yes
                    - Report status is updated by Organising Tutor, Senior Tutor or Tutorial Office to Approved
                      - Report is verified. Are the payment details correct?
                          - Yes
                            - Report status is updated by Tutorial Office to Processed
                              - Tutorial Office calculate payments and split in order to produce an export file for accounts
                                - Report Status is Completed
                          - No
                            - Payment decision is undone or payment details are manually corrected
                      - No
                        - Report is checked. Can the report be approved?
                          - Yes
                            - Report status is updated by Organising Tutor, Senior Tutor or Tutorial Office to Approved
                          - No
                            - Decision undone
Reports can be in various ‘states’. These states reflect the stage at which the report has reached. These states are reflected in the Report Count shown above the main menu. The seven possible states are:

**Not Edited**  Reports that have been created (by Tutorial Office, Senior Tutor, Organising Tutor or Course Director), but have not yet been edited by the Tutor. These reports can be deleted by Tutorial Office users, Senior Tutors, Organising Tutors or Course Directors as well as the Tutor.

**Created**  Reports that have either been created or edited by the Tutor. These reports can be deleted by the Tutor or Tutorial Office roles.

**Submitted**  Reports that have been submitted by the Tutor for payment. These reports can have the payment information edited by the Tutorial Office user, if necessary, but cannot be deleted by any role.

**Approved**  Reports that have been approved for payment (reports in this state cannot be edited or deleted by any role).

**Refused**  Reports that have been refused for payment (reports in this state cannot be edited or deleted by any role).

**Processed**  Reports that have been processed for payment by the Tutorial Office role (reports in this state cannot be edited or deleted by any role).

**Completed**  Reports where payment data has been generated by the Tutorial Office role (reports in this state cannot be edited or deleted by any role).
3. How To Access OxCORT

OxCORT can be accessed from any computer, anywhere in the world.

In order to access OxCORT you will need to have been issued with a WebAuth account (this is the Oxford University Single Sign-On system, for further information see: http://www.oucs.ox.ac.uk/webauth/). Your Webauth username will take the form of four characters followed by four numbers e.g. ‘abcd1234’. If you have not been issued a WebAuth username and password you will need to contact OUCS (Oxford University Computing Service), for further information about this visit http://www.ict.ox.ac.uk/oxford/username/.

You will also need to have been set up with at least one role in OxCORT, this should be done by a Tutorial Office user in your College.

After 1 hours of inactivity, you will be automatically logged out of OxCORT. When using a public or shared computer it is important that you log out of the system correctly, see the section headed Log Out Of OxCORT on page 41.

To log into OxCORT

1. Open your web browser (internet explorer, firefox or similar).
2. Enter the address www.oxcort.ox.ac.uk.
3. You will be see the OxCORT website. The OxCORT website is used to inform you of important news and information relating to OxCORT.
4. Click the button to enter the OxCORT live system.
5. Unless you are already signed in to the Single Sign On system, you will be taken to the University of Oxford Single Sign On screen.
6. Enter your WebAuth username and password and click the button.
How To Access OxCORT

7. You will be shown the **University of Oxford Single Sign-On Confirmation** screen. Click the [Continue to www.oxcort.ox.ac.uk](http://www.oxcort.ox.ac.uk) button.

**Selecting a role**

Once you have accessed OxCORT you will be taken to the **Welcome** screen. As a Tutorial Office user, you will automatically receive the roles of Tutorial Office and Organising or Personal Tutor.

1. You will be asked to select a role.
2. Click the link, **Organising or Personal Tutor at [your college]**.
3. You will be taken to the main menu for the Organising or Personal Tutor role.

For further information see page 7.

**To change the font**

OxCORT will display in the browser’s default font.

To change this you will need to go into the **Options** (usually on the browser’s **Tools** menu) and change the font.

Internet Explorer has a **Fonts** button on the **General** tab.

Firefox has a font option on the **Content** tab.
4. Change Your Email Address

This functionality allows you to change your email address. The email address you enter here will be used to contact you about OxCORT. It will also be the email address displayed as the sender of any email you send using the OxCORT email facility.

⚠️ Leaving the email address field blank on this screen will cause errors to occur when you are using OxCORT.

To change your email address

1. Select [Change your email address] from the main menu.
2. The Change Email Address screen will display.

   ![Change Email Address](image)

3. Delete the email address showing currently and enter your preferred email address.
4. Click the [Save] button.
5. You will be returned to the main menu.
5. Set Personal Preferences

This functionality allows you to decide whether you would like to receive an email, once a day, informing you of any newly submitted reports.

To set your personal preferences

1. Select **Set personal preferences** from the main menu.
2. The Configuration of Personal Preferences screen will be displayed.
3. If you would like to receive a daily email informing you of newly submitted reports, click to place a tick in the **Please send me email reminders** field.
   
   To stop receiving email reminders, click to untick the **Please send me email reminders** field.

4. Click the **Save Changes** button.
5. You will be returned to the main menu.
6. Search For People

This screen allows you to search for and view information about students and staff. For example, this screen can be useful when looking for the username of a person.

This screen can be accessed both from the main menu and via a button on any screen where you need to enter a person’s username.

To search for people from the main menu

1. Click the [Search for people] link on the main menu.
2. You will be taken to the Search for People screen.
3. Complete the search fields as required.
4. Click the [Search] button.
5. The search results will display.
6. If your search has produced more than 20 matches only the first 20 will be displayed. To display the next 20, click the [Next page] button.

To search for people using the Search For People button

1. Click the [Search for people] button.
2. Follow steps 2 through to 6 in the To Search for People From the Main Menu section above.
3. To select a person, click the [Use] button to the left of their name.
7. Authorise Tutors

In order to access OxCORT, Tutors need to be authorised to use the Tutor role within OxCORT. The process of authorising a Tutor will set a default expiry date of one year from the date of authorisation. However, the expiry date can be manually changed at any time during the year. The Tutor role may also be removed at any time.

Tutors will receive an automated email 7 days before their Tutor role is due to expire advising them to contact their Tutorial Office if they require an extension to the role.

In order to access OxCORT, Tutors will require a WebAuth account. Members of Oxford University staff should receive this automatically upon commencement of their position. External Tutors will require a ‘Virtual Card’ (a WebAuth account for non-staff members). See the Further Help & Information section on page 47 for detail of how to apply for a virtual card.

The Tutor role is not College specific, therefore a Tutor who is writing reports for more than one College only needs to be authorised once by one College to be allowed to write reports for all relevant Colleges.

The following roles can authorise Tutors to use OxCORT:

- Tutorial Office
- Senior Tutors
- Organising Tutors
- Course Directors

To authorise Tutors

1. Select **Authorise Tutors** from the main menu.
2. You will be taken to the **Authorise Tutor** page.
3. Enter the Username of the Tutor.
4. Click the **Add** button.

If you do not know the username of the Tutor, click the search button and follow the instructions in the Set Personal Preferences.

This functionality allows you decide whether you would like to receive an email, once a day, informing you of any newly submitted reports.
To set your personal preferences

5. Select [Set personal preferences] from the main menu.

6. The Configuration of Personal Preferences screen will be displayed.

7. If you would like to receive a daily email informing you of newly submitted reports, click to place a tick in the [Please send me email reminders] field.

To stop receiving email reminders, click to untick the [Please send me email reminders] field.

8. Click the [Save Changes] button.

9. You will be returned to the main menu.
Search For People section on page 17.

10. The full name of the Tutor will display. If they have previously been authorised a reminder of the expiry date will also be displayed.

11. To authorise (or re-authorise) a Tutor, click the [Authorise] button.

12. A confirmation screen will be displayed for a few seconds before you are taken back to the Authorise Tutor screen.

**To amend an expiry date or remove a Tutor role**

1. Select [Authorise Tutors] from the main menu.
2. You will be taken to the Authorise Tutor page.
3. Enter the Username of the Tutor.
4. Click the [Show] button.

   If you do not know the username of the Tutor, click the button and follow the instructions in the Set Personal Preferences.

This functionality allows you decide whether you would like to receive an email, once a day, informing you of any newly submitted reports.

**To set your personal preferences**

13. Select [Set personal preferences] from the main menu.
14. The Configuration of Personal Preferences screen will be displayed.
15. If you would like to receive a daily email informing you of newly submitted reports, click to place a tick in the field.
To stop receiving email reminders, click to untick the "Please send me email reminders" field.

16. Click the "Save Changes" button.

17. You will be returned to the main menu.
Search For People section on page 17.

5. The full name of the Tutor will display. If they have previously been authorised a reminder of the expiry date will also be displayed.

![Authorise Tutor](image)

6. Enter a new expiry date into the Expiry date field and click the Authorise button.

![Authorise Tutor](image)

If the Tutor role is to be removed, enter a past date into the Expiry date field before clicking on Authorise.

A confirmation screen will be displayed for a few seconds before you are taken back to the Authorise Tutor screen.
8. Arrange Tutorials

The Arrange Tutorials function allows you to enter tutorial arrangements for students at your College. You would normally carry out this task at the start of each term. A blank tutorial report form will then be created in OxCORT for Tutors to complete during the term and submit (normally in 7th week).

The Arrange Tutorials function can be accessed by the following College roles:

- Tutorial Office
- Senior Tutors
- Organising Tutors
- Course Directors can also arrange tutorials.
  Tutors may also create their own tutorial report forms.

To arrange Tutorials

1. Select Arrange Tutorials from the main menu.
2. You will be taken to the Arrange Tutorials screen.
3. Enter the username of the Tutor for who you wish to arrange tutorials (you can create reports for yourself by entering your own username here).
4. Click the Show button.

   If you do not know the username of the Tutor, click the button and follow the instructions on page 19.

5. The full name of the Tutor will display, along with reminder of how long they are authorised to use the Tutor role within OxCORT (see the Authorise Tutors section on page 21).
6. From the list of undergraduate students assigned to you by the Tutorial Office (shown below the Tutor’s name), select the students for whom the Tutorials are being arranged by clicking in the field to the left of their name to place a tick.

At the bottom of the screen are buttons which will: Select All students, Deselect All students or Reverse [the] Selection you have made (this will tick those currently unticked and untick those currently ticked). You may find these useful if you need to select a large number of students from the list.

7. When all the appropriate students have a tick next to their name, scroll to the bottom of the screen.

8. Ensure the correct Term and Year are displayed (use the drop down to select the correct Term and Year if necessary).

9. The Subject and Category of the Tutor will be displayed (as entered by the Tutor on their Payment Details screen). Change these if necessary.

10. Enter the topic of the tutorials into the Topic field, for example “Imperial Britain 1815-1982”. The topic can be amended by the Tutor later if necessary.

11. If you wish OxCORT to send an email to the Tutor to let them know you have arranged their Tutorials on OxCORT, leave the tick in the field. (If you do not wish to send an email, untick this field).

12. Click the button.

13. You will be taken to the Create Reports – Confirmation screen.
14. Check that the details show are correct and click the button.

*If you did not choose to send an email to the Tutor you have now finished the Arrange Tutorials process.*

**Emailing the Tutor using OxCORT**

1. If you chose to send the Tutor an email, you will be taken to the **Send Emails** screen.

2. Use the fields at the top of the screen to select recipients of the email.

3. You may edit the subject and the main text of the email if you wish.

4. Click the **Send email** button to have OxCORT send the email on your behalf.

It will appear to the recipient of the email as though the email has been sent from your email address, see the Change Your Email Address section on page 15 for further details.

**Emailing the Tutor using your own email client**

1. If you chose to send the Tutor an email on the Arrange Tutorials screen, you will be taken to the **Send Emails** screen.

2. If you would prefer to use your own email client (rather than have OxCORT send the email on your behalf), scroll to the bottom of the **Send**
Emails screen. There you will find a section entitled Email Addresses, this section contains the email addresses of all people associated with the report.

Email Addresses

Below is a complete list of the email addresses of the Tutor, Organising Tutors, Personal Tutors and student associated with the reports you have selected. If your email client is configured, you can click on a heading to compose an email to one of these groups of people. Alternatively, you can copy the addresses and paste them into your email client or into a file.

Tutors: Harry Austrey <harry@email.com>
College: North office <tutorials@north.ox.ac.uk>

Organising Tutors:

Personal Tutors:

Students: James Cifuentes <james@email.com>, Joseph Kempala <joseph@email.com>, Samuel Doha <samuel@email.com>

Each email link is shown in blue with an underline e.g. [Tutors]. To the right of this the email address of the person/people is shown.

3. Click the appropriate link, and a new email will open in your email client, with the address of the recipient show in the To: field.

4. Copy and paste any further recipients from OxCORT to your email client and compose and send the email in the usual way.
9. View Tutorial Arrangements

The View Tutorial Arrangements screen allows you to view which Organising and Personal Tutors have been assigned to a student. It also allows you to see if a report has been created between a Tutor and the student and the topic of this report.

To view tutorial arrangements

1. Select [View Tutorial arrangements] from the main menu.
2. The Tutorial Arrangements screen will display.

3. The tutorial arrangements are sorted into the following order:
   Term........................................Future through to previous
   Programme of Study.................................Alphabetical
   Year of Study......................................Starting with year 1
   Student........................................Alphabetical by surname

4. Under each student name will be listed:
   Any Organising Tutors assigned to that student
   Any Personal Tutors assigned to that student
   If any Tutorial reports have been created, the Topic and Tutor will display (if these are shown in grey, the report has a status of Not Edited)

5. Clicking on the student’s name will take you to the Search and Select screen with a list of reports relating to the student displayed.

6. Previous terms will display with students who have unsubmitted reports created about them. This is to allow you clearly identify any reports which have not yet been submitted.
10. View Or Process Tutorial Reports

The View or Process Tutorial Reports screen allows you to search for, select and perform various functions on both Tutorial and Revision Class reports.

From this screen you can select reports to:

- View
- Print
- Delete
- Email those connected with the report
- Export data
- Approve or refuse for payment
- Release to students
- Return to the Tutor for correction

To search for reports

1. Select [View or process tutorial reports] from the main menu.
2. The Report Search and Selection screen will display.

3. Complete the search fields as appropriate (see below).
4. Click the Search for Reports button.
5. A list of matching reports will show in the **Report Summaries** area of the screen.

If you have performed a previous search, click the **Clear search options** button first to clear previous search options.

**Search fields**

The **People** section of the search allows you to search for the following:

<table>
<thead>
<tr>
<th>People</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>username</td>
</tr>
<tr>
<td>Tutor</td>
<td>username</td>
</tr>
<tr>
<td>Organising Tutor or Personal Tutor</td>
<td>my title is Organising Tutor or Personal Tutor</td>
</tr>
</tbody>
</table>

**Student** – To find reports for a particular student, enter the *Surname* of the student in the first field or enter their *username* in the *Username* field.

**Tutor** – To find reports written by particular Tutor, enter the *Surname* of the Tutor in the first field or enter their *username* in the *Username* field.

**Organising Tutor or Personal Tutor** – To find only those reports where you are the Organising Tutor, or only those where you are the Personal Tutor, select the relevant options from the drop down.

The **Subject** section of the search allows you to search for the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme of Study</td>
<td>Search for PoS Code</td>
</tr>
<tr>
<td>Subject</td>
<td>select from the drop down</td>
</tr>
<tr>
<td>Topic</td>
<td></td>
</tr>
<tr>
<td>Year of Study</td>
<td></td>
</tr>
</tbody>
</table>

**Programme of Study** – To search for reports relating to students studying a particular Programme of Study either enter the relevant *Programme of Study Code* into the field or click the **Search for PoS** button to search for programme codes by name.

**Subject** – select from the drop down a Subject to search for.

**Topic** – To search for reports relating to a particular topic enter one or all the words from the topic into this field. If you do not know the exact wording of the topic then only enter one word from the topic (as soon as more than one word is entered into this field OxCORT assumes you only want to find reports which *exactly* match this wording).

**Year of Study** – To find reports relating to students in a particular year of study, select the relevant year from the drop down.
The **Report Data** section of the search allows you to search for the following:

### Report Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report Type</strong></td>
<td>To find only Tutorial or only Revision Class reports select the relevant report type from this drop down.</td>
</tr>
<tr>
<td><strong>Term</strong></td>
<td>This field will default to the current term and year, to change to a different term or year or to retrieve reports from any term or year, select the relevant option from the drop downs.</td>
</tr>
<tr>
<td><strong>Estimate of Term’s Work</strong></td>
<td>To retrieve only those Tutorial reports which have been marked with a particular estimate of the term’s work, select the relevant mark from the drop down. This option is not available when searching for Revision Class reports.</td>
</tr>
<tr>
<td><strong>Senior Tutor Flag</strong></td>
<td>To retrieve those reports which have been flagged for the attention of the Senior Tutor, tick this field.</td>
</tr>
<tr>
<td><strong>Missed Tutorials</strong></td>
<td>To retrieve those reports where a figure has been enter to indicate the student missed some of the Tutorials during the term, tick this field.</td>
</tr>
<tr>
<td><strong>Collections</strong></td>
<td>To retrieve reports where the Collection marks are at a particular status, select the relevant option from the drop down field. You can select from the following options: No Collections Marked, Collection Marks Not Yet Known, Collection Marks Known But Not Final, Collection Marks Finalised.</td>
</tr>
<tr>
<td><strong>XRNLI</strong></td>
<td>Each report has a report number which begins XRNLI, followed by the year, followed by the unique number. If you know the XRNLI number for the report you wish to retrieve entering it here will return an exact match. The number must be entered in the following format: XRNLI-yyyy-num&gt; where yyyy enter the year, where num enter the number. You must include the – markers as shown.</td>
</tr>
</tbody>
</table>

The **Report State** section of the search allows you to search for the following:

### Report State

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State</strong></td>
<td>To retrieve reports which have reached a particular status select the relevant option from the drop down. You can also search on status using the <strong>Report Count</strong> shown above the main menu.</td>
</tr>
<tr>
<td><strong>Student Access</strong></td>
<td>To search for only reports which have or have not been released to the student, select the relevant option from the drop down.</td>
</tr>
</tbody>
</table>
Submitted Date – To search for reports submitted between two particular dates, enter the dates in these fields. You may need to change the Term search fields to Any Term and Any Year if the term shown does not match the dates you have entered.

Academic Flag – To search for reports where the Senior Tutor has set or cleared the academic flag, select the appropriate option from the drop down.

To view or edit a report
1. Select View or process tutorial reports from the main menu.
2. The Report Search and Selection screen will display.
3. Search for the reports as described in the Search for Reports section above.
4. Scroll down to the Report Summaries section of the screen to see the search results.

5. To open an individual report click on the name of the student. 
   or
   To open multiple reports, tick the field to the left of the student name on all the reports you wish to open and click the View or process button in the Actions section at the bottom of the screen.
6. The Report Viewing and Processing screen will be displayed.

You can sort the search results by clicking on the column headings, for example to sort the results by Report Type, click the ReportType column heading.
View Or Process Tutorial Reports

7. If you have made any changes, scroll to the bottom of the screen and click the **Save Changes** button.

⚠️ If you exit the screen without clicking the **Save Changes** button any changes you have made will be lost.

8. The confirmation screen will be displayed.
9. Check that the details are correct and click the **Yes - Make Changes** button.
10. You will be returned to the **Report Search and Select** screen.

**Deleting a report**

⚠️ You may only delete reports which have not yet been edited by the Tutor.

1. Select [View or process tutorial reports] from the main menu.
2. The **Report Search and Selection** screen will display.
3. Search for the reports as described in the **Search for Reports** section above.
4. Tick the field to the left of the student name on all the reports you wish to delete and click the **Delete** button in the **Actions** section at the bottom of the screen.
5. The confirmation screen will be displayed.
6. Click the **Yes - Make Changes** button
7. You will be returned to the **Report Search and Selection** screen.

⚠️ The action of deleting a report is irreversible.

**To display reports as a PDF file for printing**

To make reports easier to print you have the option to display them as a PDF file.

1. Select [View or process tutorial reports] from the main menu.
2. The **Report Search and Selection** screen will display.
3. Search for the reports as described in the **Search for Reports** section above.
4. Tick the field to the left of the student name on all the reports you wish to display as a PDF file and click the DisplayPDF button in the Actions section at the bottom of the screen.

5. A new window will open with the report displayed as a PDF file. From here you can print the file, by selecting File > Print.

6. When you have finished, close the new window containing the PDF file.

7. You will be returned to OxCORT.

8. Click the Back to report summaries link.

9. You will be returned to the Report Search and Select screen.

To send an email using OxCORT

You can send an email to people associated with a report using either OxCORT’s built in email facility or your own email client. The following instructions relate to sending an email using the OxCORT facility.

1. Select View or process tutorial reports from the main menu.

2. The Report Search and Selection screen will display.

3. Search for the reports as described in the Search for Reports section above.

4. Tick the field to the left of the student name on all the reports that contain the people you wish to email and click the Email button in the Actions section at the bottom of the screen.

5. You will be taken to the email screen.
6. Use the fields at the top of the screen to select recipients of the email, for example to email the student/s of the report/s you selected, place a tick in the To: field under Students.

7. Enter the subject and the main text of the email.

8. Click the Send email button to have OxCORT send the email on your behalf.

It will appear to the recipient of the email as though the email has been sent from your email address, see the Change Your Email Address section on page 15 for further details.

To send an email using your own email client

You can send an email to people associated with a report using either OxCORT’s built in email facility or your own email client (for example Microsoft Outlook). The following instructions relate to sending an email using your own email client.

1. Follow the instructions numbered 1 through to 5 in the section above entitled To send an email using OxCORT.

2. At the bottom of the Email screen you will see a section titled Email Addresses.

Each email link is shown in blue with an underline e.g. Tutors. To the right of this the email address of the person/people is shown.
3. Click the appropriate link, and a new email will open in your email client, with the address of the recipient show in the To: field. For example, if you clicked on the Students link in the picture above, you would see the email addresses for Edward Andover and Joshua Abthorpe in the To: field.

4. Copy and paste the email address of any further recipients from OxCORT to your email client and compose and send the email in the usual way.

You can also email from a report whilst viewing it by clicking on any of the information in the header that is shown in blue with an underline.

**To export data from reports**

You can export data from selected reports to a .csv file.

1. Select [View or process tutorial reports](#) from the main menu.
2. The Report Search and Selection screen will display.
3. Search for the reports as described in the Search for Reports section above.
4. Tick the field to the left of the student name on all the reports that contain data you wish to export and click the **Export data** button in the Actions section at the bottom of the screen.
5. You will be taken to the Export Report Data screen.
View Or Process Tutorial Reports

6. Tick the fields to indicate the data that you would like to include in the export.
7. Click the Export selected fields button.
8. The File Download dialog box will appear, click the option to Save the file.
9. The File Save dialog box will open. Browse to the location where you would like to save the file and enter your preferred file name and save the file.
10. The file can now be opened using Microsoft Excel and the data manipulated as required.

To approve reports for payment
You can mark submitted reports as approved for payment, this will change the status of the report from Submitted to Approved.

Other roles that can mark reports as approved are:
   Organising Tutor or Personal Tutor
   Tutorial Office

1. Select View or process tutorial reports from the main menu.
2. The Report Search and Selection screen will display.
3. Search for the reports as described in the Search for Reports section above.
4. Tick the field to the left of the student name on all the reports that you wish to approve for payment and click the Approve report & hours button in the Actions section at the bottom of the screen.
5. The Confirmation screen will display.

You have selected 1 report to be approved.
Reports marked as 'Approved can be processed for payment. A decision to approve report & hours can only be reversed by the Senior Tutor or the Tutorial Office.

Do you wish to proceed? If so, then save the changes. If not, click 'No - Do NOT make changes.' in order to return to the report summary page.

| Approve reports | Yes - Make changes | No - Do NOT make changes |

6. Click the Yes - Make changes button.
7. You will be returned to the Search and Select screen.

You can also approve a report whilst viewing it by clicking on the No approval decision drop down and selecting Approve Report and Hours. You must then scroll to the bottom of the screen and click the Save Changes button.
To refuse reports for payment

You can mark submitted reports as refused for payment, this will change the status of the report from **Submitted** to **Refused**.

Other roles that can mark reports as refused are:

- Organising Tutor or Personal Tutor
- Tutorial Office

⚠️ Only refuse a report for payment if you have no other option, reports that have been incorrectly completed should be returned to the Tutor for correction. A refused report cannot be edited and a Tutor will need to create the report again from scratch.

1. Select [View or process tutorial reports](#) from the main menu.
2. The **Report Search and Selection** screen will display.
3. Search for the reports as described in the **Search for Reports** section above.
4. Tick the field to the left of the student name on all the reports that you wish to refuse for payment and click the **Refuse report** button in the **Actions** section at the bottom of the screen.
5. The **Confirmation** screen will display.

![Refuse payment](image)

You have selected 1 report to refuse for payment.

A Tutor will not be paid for any report marked as 'refused'. A decision to refuse payment can only be reversed by the Senior Tutor or the Tutorial Office.

Do you wish to proceed? If so, then save the changes. If not, click 'No - Do NOT make changes' in order to return to the report summary page.

- Yes - Make changes
- No - Do NOT make changes

6. Click the **Yes - Make changes** button.
7. You will be returned to the **Search and Select** screen.

⚠️ You can also refuse a report whilst viewing it by clicking on the [No approval decision](#) drop down and selecting **Refuse Report** you must then scroll to the bottom of the screen and click the **Save Changes** button.

To release a report to the student

Once a report has been submitted, you can release the report for the student to read online. Every student has automatic access to OxCORT but they can only see the report header until the report is released.

⚠️ The decision to release a report to a student is irreversible.

Other roles that can release the report to the student are:

- Organising Tutor
View Or Process Tutorial Reports

Tutorial Office

1. Select [View or process tutorial reports] from the main menu.
2. The Report Search and Selection screen will display.
3. Search for the reports as described in the Search for Reports section above.
4. Tick the field to the left of the student name on all the reports that you wish to release to the students and click the [Release to student] button in the Actions section at the bottom of the screen.
5. The Confirmation screen will display.

<table>
<thead>
<tr>
<th>Release reports to students</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have selected 1 report to release for viewing by students.</td>
</tr>
<tr>
<td>A report marked as released will become visible to the student about whom it is written.</td>
</tr>
<tr>
<td>Do you wish to proceed? If so, then save the changes. If not, click ‘No - Do NOT make changes’ in order to return to the report summary page.</td>
</tr>
</tbody>
</table>

6. Click the [Yes - Make changes] button.
7. You will be returned to the Search and Select screen.

You can also release a report whilst viewing it by clicking on the [The student may read this report] field to add a tick to the box you must then scroll to the bottom of the screen and click the [Save Changes] button.

To return a report to the Tutor for correction

If a submitted report is incorrect, you can return it to the Tutor for correction. This will change the status of the report from Submitted to Created.

Other roles that can return the report to the Tutor are:

- Organising Tutor
- Tutorial Office

1. Select [View or process tutorial reports] from the main menu.
2. The Report Search and Selection screen will display.
3. Search for the reports as described in the Search for Reports section above.
4. Tick the field to the left of the student name on all the reports that you wish to return to the Tutor and click the [Return to Tutor] button in the Actions section at the bottom of the screen.
5. The Confirmation screen will display.
6. Click the **Yes - Make changes** button.

7. You will be returned to the **Search and Select** screen.

8. Send an email to the Tutor and (if appropriate) the Organising Tutor to notify them that the report has been returned and reasons behind this.

You can also return a report whilst viewing it by clicking on the **This report should be returned** field to add a tick to the box you must then scroll to the bottom of the screen and click the **Save Changes** button. If you use this method to return a report, you may use the **Add a comment** section of the report to notify the Tutor of the reasons for returning the report. These comments will be deleted from the report when the Tutor re-submits the report. You will still need to send an email to the Tutor to notify them that the report has been returned.
11. Log Out Of OxCORT

It is important that you log out of OxCORT and Web Auth correctly, particularly if using a shared or public computer. Failure to log out of WebAuth correctly means that another person using the computer after you could potentially access the system.

⚠️ After 1 hour of inactivity, you will be automatically logged out of OxCORT.

To log out of OxCORT

1. Click **Logout** link, shown in the top right of each screen or the **Log out of OxCORT** option on the main menu.
2. You will see the **User Logged Out** screen.
3. Unless you wish to use any of the other Single Sign On applications (e.g. Weblearn), you must click the **logout of WebAuth** link.
4. You will be taken to the **University of Oxford Single Sign-On Logout** screen.

5. Close your web browser (select **File>Exit** from the browser menu). Until you close your web browser you will not be fully logged out.
12. Data Protection Act

Guidelines for Oxford Colleges Online Reporting for Tutorials (OxCORT)

As you are probably aware, most of the data held on the Oxford Colleges Online Reporting for Tutorials (OxCORT) is covered by the Data Protection Act. More detailed information is available at the following web addresses:

University Policy on Data Protection:
http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml

Regulations Relating to the use of Information Technology Facilities:
http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml

OSS Data Management Policy:
http://www.admin.ox.ac.uk/studentsystems/oxonly/techiez/s-ossusers.shtml

Further to that, here are some simple guidelines to help you to keep within the bounds of the Act.

1. Familiarise yourself with the University’s policy on Data Protection by reading the information available at the web addresses above.

2. Ensure that you are familiar, and comply with the university’s duties relating to the use of IT facilities (see link at the top of the page).

3. Adopt secure passwords, keep them secure and change them regularly.

4. Do not reveal your password to another person.

5. Do not reveal any personal data to unauthorised third parties.

6. Keep hard copies of personal data in locked drawers/filing cabinets and dispose of them securely by shredding or putting them in a confidential waste bin.

7. Keep electronic copies of personal data (reports/spreadsheets etc) in a secure directory or password protect them if held elsewhere.

8. Do not download from OxCORT onto a home computer or laptop unless as specifically authorised by your Information Custodian.

9. Log out of OxCORT or lock your workstation if leaving your desk, or have a password protected screensaver set to activate within ten minutes or less.

10. Never leave screens showing personal data as the top screen when you leave your desk at all, even if it’s just for the minute it takes you to get a printout off the printer.

11. Do not leave printouts of personal data on the printer.

12. Destroy both electronic and hard copies of personal data when they are no longer needed.

It is recommended that you audit your files at least twice a year and dispose of any material that is no longer needed.

If you have any questions about the Data Protection Act and how it affects your work, further information can be obtained from the University’s Data Protection Officer:

Website: http://www.admin.ox.ac.uk/councilsec/dp

Email: data.protection@admin.ox.ac.uk
13. **Document Information**

This document is subject to change – amendments will be apparent from a change in version numbering.

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Version Number</th>
<th>Summary of Changes</th>
<th>Changed By</th>
</tr>
</thead>
<tbody>
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</table>
14. Further Help & Information

**OxCORT Support Centre:**
Contact OxCORT Support if you are a member of staff and require assistance.
Tel: (2)84848, Fax: (2)84880
Email: OxCORT@admin.ox.ac.uk
Hours: Mon - Fri, 08:30-17:00

**WebAuth:**
Requesting a WebAuth account
http://www.ict.ox.ac.uk/oxford/username/
To get your password reset
https://webauth.ox.ac.uk/reset_password
Virtual Card for Non-University Staff
http://www.admin.ox.ac.uk/card/oxonly/virtual_access/

**Student Information and Advisory Service:**
Contact SIAS if you are a student and require assistance.
Examination Schools, 75-81 High Street, Oxford, OX1 4BG
Tel: (2)86223
Hours: Mon - Fri, 09:30-16:30

**Business Services and Projects Website:**
For further information about BSP
http://www.admin.ox.ac.uk/bsp

**Student Systems Website:**
For further information about OSS
http://www.admin.ox.ac.uk/bsp/studsys-support-centre

**BSP Training:**
For further information about the training courses we offer.
http://www.admin.ox.ac.uk/bsp/studsys-support-centre/osstraining
Email: studentssystems.training@admin.ox.ac.uk

**Student Systems Information Custodians:**
For further information about Information Custodians.
http://www.admin.ox.ac.uk/bsp/studsys-support-centre/gettingaccess/access-requests/

**Regulations Relating to the use of Information Technology Facilities:**
http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml

**University Terms Glossary:**
For a list of Oxford University terminology and their meanings.
http://www.ox.ac.uk/about_the_university/introducing_oxford/oxford_glossary/

**University Policy on Data Protection:**
http://www.admin.ox.ac.uk/dataprotection

**University's Data Protection Officer:**
http://www.admin.ox.ac.uk/dataprotection/oxonly/contacts