This quick guide is suitable for the following roles:

- Organising or Personal Tutor
- Senior Tutor
- Tutorial Office
- Course Director

This quick guide relates to the following menu options:

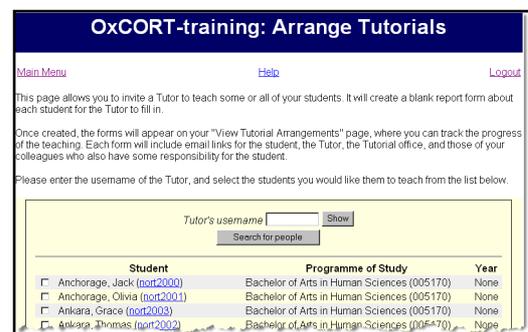- Arrange Tutorials   pg 1

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).

> ℹ️ 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.

> ℹ️ If you do not know the username of the Tutor, click the Search for people button.

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.

6. From the list of undergraduate students (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 .

> ℹ️ 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 ☑ After creating the reports, I wish to send an email to the Tutor. (If you do not wish to send an email, untick this field).

12.	Click the [Create report forms] button.

13.	You will be taken to the **Create Reports – Confirmation** screen.

14.	Check that the details show are correct and click the [Yes - create reports] 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.

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.

> ⓘ 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.

SUPPORT: If you have any problems using OxCORT, please see your Tutorial Office or email support: **oxcort@admin.ox.ac.uk**