

This quick guide is suitable for the following roles:

- Course Director

This quick guide relates to the following menu options:

- Bulk Arrange Tutorials From A File pg 1

The **Bulk Arrange Tutorials From A File** function allows you to enter tutorial arrangements for students assigned to you, by uploading a file containing the information. This file may be created by you or may be an export of a departmental system which arranges tutorials. 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).

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

- Tutorial Office
- Senior Tutors
- Organising or Personal Tutors

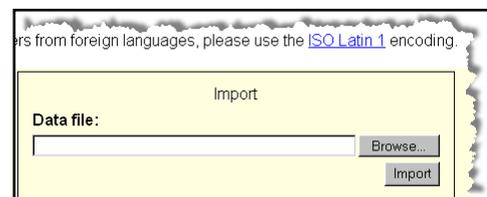


Tutors may also create their own tutorial report forms.

Bulk Arrange Tutorials From A File

To upload the file

1. Create and save your file for upload (see next section).
2. Select [Bulk arrange tutorials from a file](#) from the main menu.
3. You will be taken to the **Bulk Arrange Tutorials** screen.
4. Click the button.
5. The **Choose File** dialog box (or similar dependant upon which web browser you are using) will be displayed.
6. Find and select the .TSV (tab delimited) file for upload.
7. Click the button.
8. In OxCORT, click the button.
9. You will be taken to the **Bulk Arrange Tutorials** confirmation screen.
10. Check that the information is correct and click the button.
11. The **Task Complete** screen will be displayed.



To create the file

These instructions are to help you if you are creating the file yourself (rather than downloading it from another system).

These instructions are for creating the TSV file using Microsoft Excel. You could however use Notepad to create and edit the file if preferred.

1. Open Microsoft Excel.
2. Enter the details of the Tutorial arrangements as follows:

	A	B	C	D	E
1	nort1234	nort1371	Imperial Britain 1815	Michaelmas	2009
2	nort1236	nort1371	Imperial Britain 1815	Michaelmas	2009
3	nort1238	nort1371	Imperial Britain 1815	Michaelmas	2009
4	nort1284	nort1371	Imperial Britain 1815	Michaelmas	2009
5	nort1286	nort1370	Imperial Britain 1815	Michaelmas	2009
6	nort1288	nort1370	Imperial Britain 1815	Michaelmas	2009

- Column A** Enter the usernames of the students for who you wish to arrange the tutorials.
- Column B** Enter the username/s of the Tutor/s who will be holding the Tutorials against the relevant students.
- Column C** Enter the topic of the Tutorial.
- Column D** Enter the Term during which the Tutorials will be held (Michaelmas, Hilary or Trinity).
- Column E** Enter the Year during which the Tutorials will be held (this is the Calendar year rather than the academic year).

3. Select **File > Save As**.
4. Enter the name you wish to save the spreadsheet as e.g. "Tutorial Arrangements for MT09".
5. Click the **Save as type** drop down and select **Tab Delimited**.
6. Click the **Save** button.
7. Upload the file as described previously.

