This quick guide is suitable for the following roles:

- Tutorial Office

This quick guide relates to the following menu options:

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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.

Configure College Wide Preferences

The Configure College Wide Preferences screen allows you to control how OxCORT behaves within your College. These options are:

Releasing Reports to Students

- Senior Tutors, Organising Tutors or Personal Tutors choose when students can see reports.

  If you would like the Senior Tutors, Organising Tutors and Personal Tutors to be able to release reports to students, tick this field. If left unticked the report will be automatically released to students upon submission.

Approving Reports

- Organising Tutors may approve and refuse a report and its hours.

  If your College processes allows for Organising Tutors to approve the hours entered on a report for payment, tick this field. If left unticked only Senior Tutors and Tutorial Office roles will be able to approve or refuse a report.

Course Director Access to Report Summaries

- The OMC may authorise Course Directors to see report summary information.

  When the Course Director role is created by the OMC, they can allow the Course Director access to the information displayed in the heading of a report. If your College would like anyone with the Course Director role to see this, tick this field. If you do not wish to allow Course Directors to access any information on a report, untick this field.

Course Director Access to Full Report Text

- The OMC may authorise Course Directors to see the full text of reports.

  When the Course Director role is created by the OMC, they can allow the Course Director access to the full text of a report (including ratings and attendance). If your College would like anyone with the Course Director role to see this, tick this field. If you do not wish to allow Course Directors to access full information on a report, untick this field.
If the **Pay My Department** Payment Method has been used, the Course Director will be able to see the payment information on a report (not the academic information) regardless of the settings in this screen.

To configure OxCORT for your College

1. Select **Configure college-wide preferences** from the main menu.
2. The **Configuration of College Wide Preferences** screen will be displayed.
3. Tick or untick the options to best suit your College.
4. Click the **Save Changes** button.
5. The **Change College Wide Preferences Confirmation** screen will be displayed.
6. Check the information shown is correct and click the **Save Changes** button.
7. You will be returned to the main menu.

**Change Your Email Address**

This functionality allows you change your email address. The email address you enter in 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.
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.

**Maintain College Bank Details**

This screen allows you to enter and maintain the bank details for your College into which payments due to your College by other Colleges will be paid.

> Ensure the information in this screen is kept correct and up to date as this will be the information that other Colleges will use to make payments to your College.

To enter College bank details

1. Click the **Maintain College Bank Details** link on the main menu.
2. The **Maintain College Bank Details** screen will be displayed.
3. Enter the College bank details as follows:
Account Name: Enter the name as it is shown on the bank statement.
Account Number: Enter the number of the bank account.
Sort Code: Enter the sort code, this must include the – symbol. For example 12-34-56.
Building Society Reference: If applicable, enter the Building Society reference or Roll Number. Only complete this if the College holds their account with a Building Society. This will normally be found on a recent statement. Check with the Building Society if unsure.
Bank Name: Enter the full name of the bank here.
Branch Name: Enter the full branch name of the bank here, this will normally be shown on a bank statement.
Branch Address: Enter the address of the branch of the bank here.
Cheques payable to: Some Colleges pay by cheque enter the College name as it appears on the bank statement here.

You must complete every field except the Building Society Number field before attempting to save.

4. Click the **Save** button.
5. The confirmation screen will display.
6. Check the details carefully and click the **YES – Save data** button.
7. You will be returned to the main menu.