

This quick guide is suitable for the following roles:

- Tutor

This quick guide relates to the following menu options:

- Create Revision Class Reports pg 1

Create Revision Class Reports is then broken down into four further topics:

- To create Revision Class reports pg 1
- Editing and submitting reports pg 3
- Recording more than 3 revision classes pg 4
- Save and retrieve Revision Class report setup data pg 4

The **Create Revision Class Reports** option on the main menu will allow you to record a series of Revision Class sessions, with multiple and varied student attendance on a given topic in a separate report type.

Revision Classes are recorded three sessions at a time (classes are referred to as sessions in OxCORT). If you have held more than three sessions, you will need to copy the information used in the first three sessions to create the next three session and so on until all the sessions have been recorded.



At any point during the creation of Revision Class reports, you may save the information you have entered so far, then retrieve it later to continue creating your reports. This is to allow you to record the information throughout the term ready to submit at the end of term.



You may only submit reports in OxCORT if you have completed the **Change Payment Details** screen and have a valid email address in the **Change Your Email Address** screen. If information is missing from either of these screens, OxCORT will not allow you to submit reports for payment. The quick guide entitled **Entering Payment & Correspondence Information** will help you further with this.

To create Revision Class reports

These instructions are based on the following scenario

You have gathered your students together six times during the term to revise English Literature, you record the Revision Class setup with the topic of 'English Literature', and select three Sessions within that Class (remember you can only record three sessions at a time). You will then record which students attended which of the first three sessions. To record the next three sessions, follow the instruction in the next section.

1. Select [Create Revision Class reports](#) from the main menu.
2. You will be taken to the first of 3 setup screens.

3. Complete screen one:

- a Enter the topic of the sessions (classes) and the details of the session numbers. e.g. **English Literature (Sessions 1-3 of 6)**.
- b The **Subject** field will show the default subject as entered by you into the **Change Payment Details** screen. If you are teaching a different subject for these classes, please select the appropriate option from the drop-down.
- c The **Tutor Category** field will show the default category as entered by you into the Change Payment Details screen. If you are teaching at a College where you hold a different Category of post, please select the appropriate option from the drop-down.
- d Enter any general comments about the sessions e.g. **fire alarm interrupted session 2**.
- e Select the number of sessions (classes) held (if more than 3 sessions were held in the same topic, select **3** from the drop-down. After creating reports for the first 3 sessions, follow the instructions in the section below entitled “Recording more than 3 revision classes”).
- f Select the **Term** and **Year** during which the classes were held.
- g Select the **Payment Rate**.
- h Select your default **Payment Method** (this can be changed for individual students later).
- i Select your default **College** for the sessions (this can also be changed for individual students later).

4. To continue to the second screen click the **Next** button.



To clear the data from the fields, click the **Reset** button. At any time during the completion of these 3 setup screens, you may save the data entered so far and retrieve it another time for completion. For further information see the “Save and retrieve Revision Class report setup data” section of this document.

5. You will be taken to the second screen.

6. Complete screen two:

- a Click the drop-down and select the length of time for each session.



The duration is recorded in hours, for example 90 minutes is entered as 1.50 hours.

7. To continue to the third screen click the **Next** button.

8. You will be taken to the third screen.

9. Complete screen three:

- a Enter the WebAuth username of the student you wish to add to the attendance list (if you do not know their username, use the **Search for people** button).

- b Click the **Show Details** button. The name of the student will be displayed, check that this is correct and click the **Add to list** button.
- c Continue to add students in this way until all the students that attended one or more of these sessions have been added.

 You can quickly add all your students in one go (if they are on the same Programme of Study) by using the **Search for People** button, searching by College and Programme of Study, then selecting multiple students.

- d Select the sessions (classes) each student attended by clicking on the **Sessions Attended** boxes to add a tick.

Click the **All** button to add a tick to all the boxes.

Click the **Clear** button to remove all the ticks. Click the **Invert** button to place ticks in the boxes with no ticks and vice-versa.

Username	Name	Payment Method	My college is	Sessions Attended			
				1	2	3	
<input type="checkbox"/>	nort1284 Abthorpe, Joshua	Pay my college / stint	South	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Clear Invert
<input type="checkbox"/>	sout2224 Andover, Edward	Pay my college / stint	South	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Clear Invert
<input type="checkbox"/>	sout2248 Andover, Elizabeth	Pay my college / stint	South	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Clear Invert
<input type="checkbox"/>	nort1298 Ashton, Samuel	Pay my college / stint	South	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Clear Invert

- e There is a drop-down field to the right of each student name that will allow you to change your **Payment Method** or **College**. This will affect the report for that student only.

 If you wish to remove one or more students from the list tick the box to the left of their name (or use the **Select All** or **De-select All** buttons) and click the **Remove selected student(s)** button.

- Once you have entered information for all the students who attended the sessions, you can create the reports by clicking the **Create Reports** button at the bottom of the page.
- The **Confirmation** screen will display
- Check the information on the confirmation screen is correct and click the **Yes - create reports** button. This will create one report for each student with the status of *Created*.
- You will be taken to the **Report Search and Selection** screen where all the Revision Class reports you have just created will be displayed.
- You will now need to submit the reports.

Editing and submitting reports

The manner in which you edit and submit the reports mirrors the methods used in the creation of Tutorial Reports. You will not, however, be able to add personal comments on to individual reports.

To edit reports:

- If necessary, select [Edit or view existing tutorial reports](#) from the main menu and search for your reports.
- Click to place a tick in the box to the left of all the reports you wish to edit on the **Report Search and Selection** screen.
- Click the **Edit or view** button. All the selected reports will open in one screen allowing you to scroll down and edit each report.
- Once you have finished editing the reports, scroll to the bottom of the screen and click the **Save Changes** button.
- On the confirmation screen, check the details and click the **Yes - Save changes** button.
 - To submit the reports:

- b Click to place a tick in the box to the left of all the reports you wish to submit on the **Report Search and Selection** screen.
- c Click the button.
- d On the confirmation screen, click the button. You have now completed the process.

Recording more than 3 revision classes

If you have held more than 3 revision class sessions you will need to create the first 3 in OxCORT and then copy these to create the next 3 and so on.

These instructions are based on the scenario shown in the section above

1. Create the first 3 sessions in the manner described in the section entitled "To Create Revision Class Reports".
2. To create the next set of sessions select [Create Revision Class reports](#) from the main menu.
3. Click the button. You will be taken to the **Revision Class Setup Retrieve** screen.
4. Select the **State of Reports Created** and the correct **Term** and **Year** and click the button.
5. You will see a list of report setups that match the search criteria you entered. Click the button next to the report setup that you wish to copy.
6. You have now created a copy of the first 3 sessions. You will be taken to the first setup screen and all the information you previously entered (except attendance) will be shown. Work through the screens editing the information as appropriate. *Remember to alter the topic to show the new session numbers e.g. **English Literature (Sessions 4 - 6 of 6)**. Remember that although the sessions are numbered 1, 2 and 3 on the screen, the information you are entering are for sessions 4 onwards.*
7. Once you have edited the information, create the reports by clicking the button at the bottom of the screen. This will create another report for each student.
8. Submit the reports in the usual way.



If you have more than 6 sessions you wish to record you will need to repeat these steps until you have created all the sessions.

Save and retrieve Revision Class report setup data

At any point during the creation of Revision Class reports, you may save the information you have entered so far, then retrieve it later to continue creating your reports.

1. To save the information you have entered:
 - a Click the button at the bottom of any of the three setup screens.
2. To retrieve the setup screens you have saved:
 - a Select [Create Revision Class reports](#) from the main menu.
 - b Click the button. You will be taken to the Revision Class Setup Retrieve page.
 - c Select the **State of In Progress** and the correct **Term** and **Year** and click the button.
 - d You will see a list of report setups that match the search criteria you entered. Find the correct one and click the button.

- e You will be taken to the first of the 3 setup screens and all the information you entered up to the point of saving will be shown. Continue to enter your information in the usual way.



If you wish to delete a report setup that you have created, select the appropriate report setup on the **Revision Class Setup Retrieve** screen and click the button.