

This quick guide is suitable for the following roles:

- Student role

Topics

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OxCORT (Oxford Colleges On-line Reports for Tutorials) is a system that allows Tutors to write Tutorial and Revision Class reports for undergraduate (also M Jur and BCL) students. Your College may choose to allow you to read these reports online, in which case you will need to access OxCORT to view these reports.

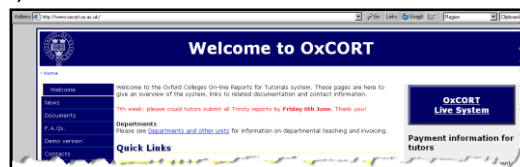
How To Access OxCORT



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 (this is the same as your Weblearn username) will take the form of four characters followed by four numbers e.g. 'abcd1234'.

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.



7. You will be shown the **University of Oxford Single Sign-On Confirmation** screen. Click the  button.

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.

Viewing Reports

You will only be able to view the full details of a report once your College has released it for you to view, up until this point you will only see the 'header' of the report.

To search for reports

1. Select [View 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 button.
5. A list of matching reports will show in the **Report Summaries** area of the screen.

The screenshot shows the 'Report Search' interface. It has two main sections: 'Details' and 'Report data'. The 'Details' section includes fields for 'Tutor' (with a 'username' field), 'Programme of Study' (a dropdown menu), 'Programme of Study code', 'Topic', and 'Year of Study' (a dropdown menu). The 'Report data' section includes 'Report Type' (a dropdown menu), 'Term' (a dropdown menu), and 'Submitted' (with 'on or after' and 'and on or before' fields). Below these fields are 'Search for Reports' and 'Reset search criteria' buttons. A message states: 'There are 4 reports matching the search criteria: teaching was done in academic year 2008/2009; teaching was done in Michaelmas term.' Below this is a 'View Details' link. At the bottom, there is a 'Report Summaries' table with columns: Tutor, Subject, ReportType, Year, Term, Hours, and Fee. The table contains two rows of data.



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

Search fields

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

This is a close-up of the 'Details' section of the search form. It contains the following fields: 'Tutor' (text input), 'username' (text input), 'Programme of Study' (dropdown menu), 'Programme of Study code' (text input), 'Topic' (text input), and 'Year of Study' (dropdown menu).

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

Programme of Study – To search for reports relating to a particular Programme of Study either select the relevant **Programme of Study** from the drop down or enter the **Programme of Study Code** into the field below.

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 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

Report Type

Term

Submitted on or after and on or before

XRNLI

Report Type – To find only Tutorial or only Revision Class reports select the relevant report type from this drop down.

Term – 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.

Submitted Date – To search for reports submitted by the Tutor 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.*

XRNLI – 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>** where **yyyy** enter the year, where **num** enter the number. You must include the two – symbols as shown.

To view a report

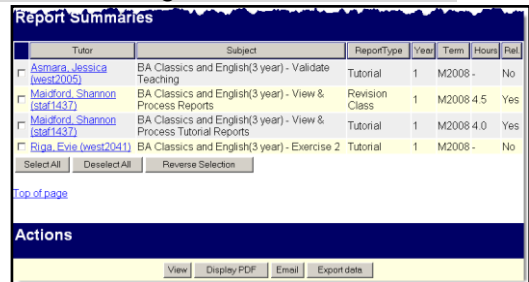
1. Select [View tutorial reports](#) from the main menu.
2. The **Report Search and Selection** screen will display.
3. Search for the reports as described in the **Search for Reports** section above.
4. Scroll down to the **Report Summaries** section of the screen to see the search results.

 You can sort the search results by clicking on the column headings, for example to sort the results by **Report Type**, click the column heading.

5. To open an individual report click on the name of the Tutor.

or

To open multiple reports, tick the field to the left of the Tutor name on all the reports you wish to open and click the button in the **Actions** section at the bottom of the screen.

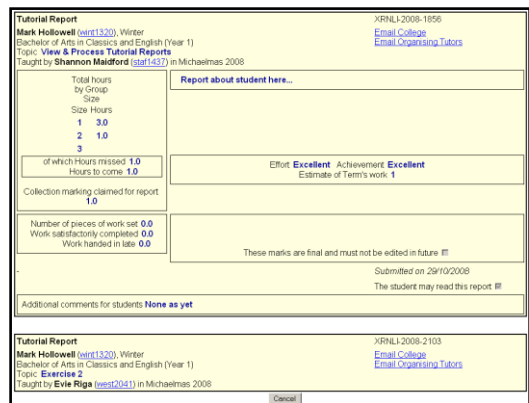


6. The **Report Viewing and Processing** screen will be displayed.

Tutorial reports have a yellow background.

Revision Class reports have a pink background.

In the picture to the right, the top report has been released for you to view, the bottom report has not.



7. Click the button to return to the search screen.

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 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 Tutor name on all the reports you wish to display as a PDF file and click the 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.

Tutor Name	Group	Size	Status	Personal rate	Standard rate
1	1.0	Standard rate			
2	1.0	Standard rate			
3	0.0	Standard rate			
4	0.0	Standard rate			
5	0.0	Standard rate			
6	0.0	Standard rate			

Number of pieces of work per: 0.0
Work completed/assigned: 0.0
Work handed in late: 0.0

Effort/achievement: Very good
Estimate of tutor's work: 2.13

Collection marks:
Discussion essay: 14
marks

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 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 Tutor name on all the reports that contain the people you wish to email and click the 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 Tutor of the report/s you selected, place a tick in the **To:** field under **Tutors**.
7. Enter the subject and the main text of the email.
8. Click the button to have OxCORT send the email on your behalf.

Send emails

Tutors Colleges Organising Tutors Personal Tutors Students Me

To:

Cc:

Bcc:

Subject:



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 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 (e.g. 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**.

SUPPORT: If you have any problems using OxCORT, please see your Tutorial Office.



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.

- 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 **Tutors** link in the picture on the right, you would see the email address for *Shannon Maidford* in the **To:** field.
- 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.

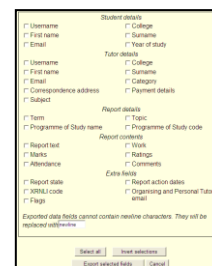


You can also email from a report whilst viewing it by clicking on any of the information in the header that is shown in blue with an underline.

To export data from reports

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

- Select [View tutorial reports](#) from the main menu.
- The **Report Search and Selection** screen will display.
- Search for the reports as described in the **Search for Reports** section above.
- Tick the field to the left of the Tutor 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.
- You will be taken to the **Export Report Data** screen.
- Tick the fields to indicate the data that you would like to include in the export.
- Click the **Export selected fields** button.
- The **File Download** dialog box will appear, click the option to **Save** the file.
- 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.
- The file can now be opened using Microsoft Excel and the data manipulated as required.



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.

To change your email address

- Select [Change your email address](#) from the main menu.
- The **Change Email Address** screen will display.
- Delete the email address showing currently and enter your preferred email address.
- Click the **Save** button.
- You will be returned to the main menu.

