

This quick guide is suitable for the following roles:

- Tutor

This quick guide relates to the following menu options:

- Create New Tutorial Reports pg 1
- Edit or View Existing Tutorial Reports pg 2

Edit or View Existing Tutorial Reports is then broken down into four further topics:

- Search for reports pg 2
- To view or edit a report pg 2
- To complete a Tutorial report form pg 3
- To submit a report form pg 4

The **Create New Tutorial Reports** option on the main menu will allow you to create a Tutorial report if one has not been created for you by someone with a College or Course Director role.



Before creating a Tutorial Report check that one has not been created for you by clicking on the **Not Edited** report count shown above the main menu. Clicking this option will display all the reports created for you (that you have not yet edited).

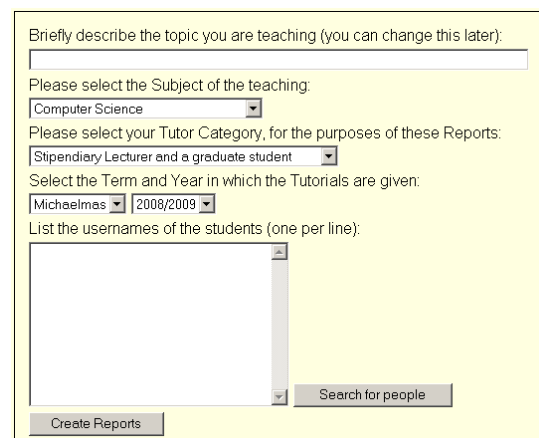
The **Edit or View Existing Tutorial Reports** option will allow you to search for, view, edit, submit, delete, clone, print, email from, and export data from both Tutorial and Revision Class reports.



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 new Tutorial reports

1. Select [Create new tutorial reports](#) from the main menu
2. The **Create New Tutorial Report Forms** screen will display.
3. Enter the **Topic** of the tutorial into the first field.
4. 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 Tutorials, please select the appropriate option from the drop-down.



Briefly describe the topic you are teaching (you can change this later):

Please select the Subject of the teaching:
 Computer Science

Please select your Tutor Category, for the purposes of these Reports:
 Stipendiary Lecturer and a graduate student

Select the Term and Year in which the Tutorials are given:
 Michaelmas 2008/2009

List the usernames of the students (one per line):

Search for people

Create Reports

5. 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.
6. Select the appropriate **Term** and **Year**.
7. Enter the usernames of the students by either:
 - a. Typing the usernames in, pressing the **[Enter]** key between each one.
 - b. Click button, search for, and select, the relevant student/s.
8. Click the button.
9. The **Create Reports Confirmation** screen will be displayed.
10. Check that the information displayed is correct and click the button. The reports will be created with a status of *Created*.
11. The **Task Complete** screen will be displayed.

Edit or View Existing Tutorial Reports

To search for reports

1. Select [Edit or view existing tutorial reports](#) from the main menu.
2. The **Report Search and Selection** screen will display.
3. Complete the search fields as appropriate.
4. Click the button.
5. A list of matching reports will show in the **Report Summaries** area of the screen.



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

To view or edit a report

1. Search for the reports as described in the **Search for Reports** section above.
2. 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.

3. To open an individual report click on the name of the student.
or
To open multiple reports, tick the field to the left of the student name on all the reports you wish to open and click the button in the **Actions** section at the bottom of the screen.
4. The **Report Viewing and Editing** screen will be displayed.
5. Edit the reports as required. See **To Complete a Tutorial Report Form** (below) for further details.
6. Scroll to the bottom of the screen and click the button.

Student	College	Subject	ReportType	Year	Term	Status	Due	Submitted
<input type="checkbox"/> Elizabeth (0047255)	South	EMBCH - Preclinical Medicine - Course Director Access	Revision Class	1	T2008	Created	No	N/A
<input type="checkbox"/> Elizabeth (0047255)	South	EMBCH - Preclinical Medicine - Course Director Access	Revision Class	1	T2008	Processed	Yes	10/06/2008
<input type="checkbox"/> Elizabeth (0047255)	South	EMBCH - Preclinical Medicine - Course Director Access (9761)	Tutorial	1	T2008	Processed	Yes	10/06/2008



If you exit the screen without clicking the button any changes you have made will be lost.

Management Page	
Additional comments: Report Form saved	
Report Form Student Name: Elizabeth (0047255) User Name: Elizabeth (0047255) Report Type: Access Year: 1 Term: T2008 Status: Created Due: No Submitted: N/A	Actions <input type="button" value="Edit or view"/> <input type="button" value="Delete"/> <input type="button" value="Print"/>
Number of rows in this page: 1 Total rows in this page: 1 Rows per page: 1 Page 1 of 1 Rows per page: 1 Page 1 of 1	

7. The confirmation screen will be displayed.

12. Check that the details are correct and click the button.

13. You will be returned to the **Report Search and Select** screen.

To complete a Tutorial Report form

1. Search for and display the reports as described in the **Search for Reports** and **View or Edit a Report** sections above.

2. The report/s will be displayed on screen ready for editing.

3. Edit the **Topic** field if necessary.

4. Complete the payment information section of the report as follows:

a. Enter the number of hours you have taught the student against the relevant group size. Include any hours that the student missed and any hours still to come this term in these figures. If the group size is larger than 3, enter the correct group size using the blank fields in the **Size** column.

b. If necessary, alter the payment rate against the relevant rows.

c. If any of the hours already recorded were missed by the student, enter the number of these hours into the **Hours Missed** field.

d. If any of the hours recorded are yet to be delivered, enter the number of these hours in the **Hours to Come** field.

The screenshot shows the 'Tutorial Report' form for a student named Sean. The 'Total hours by Group Size' table is visible, with columns for Size, Hours, and Payment rate. The 'Hours Missed' and 'Hours to come' fields are also visible.

Size	Hours	Payment rate
1	4	Standard rate
2	1	Standard rate
3		Standard rate
6	1	Standard rate
		Standard rate
		Standard rate

of which Hours missed: 1
Hours to come: 1

Collection marking claimed for this report: 1

The figure entered into 'Hours Missed' or 'Hours to Come' is not added onto the total number of hours, in other words, "of the hours shown above, the following are still to be held this term".

e. Enter the total number of Collections, (for this student, which are associated with the teaching covered in this report), that you expect to mark in the **Collection marking claimed for this report** field.

5. Complete the work information section of the report as follows:

a. Enter the number of pieces of work that have been set this term.

b. Enter the number of those which have been satisfactorily completed.

c. Enter the number of those which were handed in late.

6. Complete the written section of the report.

7. Complete the effort and achievement section of the report as follows:

a. Select the **Effort** of the student from the drop down.

b. Select the **Achievement** of the student from the drop down.

c. Select the **Estimate of term's work** from the drop down.

d. If you would like to speak to the Senior Tutor about the student, tick the **I would like to discuss this report with the Senior Tutor** field.

A text area containing the sentence: "Sean has worked hard this term....."

Effort: Excellent
Achievement: Very good
Estimate of Term's work: 2.4/1
 I would like to discuss this report with the Senior Tutor.

8. The collection and essay marks associated with the teaching covered in this report would normally not be known at the stage of submitting the report so this section will normally be left blank at the point of submission.

Collection marks related to this report:
Vacation essay marks related to this report:
 These marks are final and must not be edited in future.

Once the collection marks are known, retrieve the report and enter them into these fields. Once the fields have been completed, tick the **These marks are final and must not be edited in future** field to prevent them from being changed. *These fields remain editable until this field has been ticked.*

9. If necessary, you can alter the footer of the report to show a different **Payment Method, College, Subject and Category** than the one shown (by default it will display the information you entered into the **Change Payment Details** screen).
10. If you would like to submit the report at the same time as saving the changes you have made, tick the **This report is ready to be submitted** field.

This report is ready to be submitted. The opinions and attendance record contained herein are fair and accurate
11. Scroll to the bottom of the screen and click the button.



If you exit the screen without clicking the button any changes you have made will be lost.

12. The confirmation screen will be displayed.
13. Check that the details are correct and click the button.
14. You will be returned to the **Report Search and Select** screen.

To submit a report form

1. Search for the reports as described in the **Search for Reports** section above.
2. Tick the field to the left of the student name on all the reports you wish to submit and click the button in the **Actions** section at the bottom of the screen.
3. The confirmation screen will display.
4. Click the button.
5. You will be returned to the **Report Search and Selection** screen.



A report can also be submitted during the editing process by ticking the **This report is ready to be submitted** field before saving your changes.



Once a report has been submitted you can no longer edit it and it will become available to view for all relevant College roles at the student's College.