OxCORT v4 Quick Guide
Validating Reports

This quick guide is suitable for the following roles:

- Tutorial Office

This quick guide relates to the following menu options:

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This screen allows you to retrieve and view summary information relating to any approved reports for which Tutorial teaching needs to be paid for by your College or charged to a Tutor’s stint.

If the Summary Data appears to be amiss in any way you will be able to drill down to the individual OxCORT reports to make any corrections as necessary.

To view teaching hours
1. Click the Validate Tutor Teaching Data link on the main menu.
2. The Validate Teaching Hours screen will be displayed.
3. Select the Term and Year that you wish to validate from the fields.
4. Click the Retrieve button to retrieve the data for the selected term and year.
5. Click the Select Tutor drop down and select the Tutor.

- The list of Tutors will include those who have either selected your College as their own or who have submitted reports about your students during the selected term.
6. Click the Retrieve button.
7. Data relating to the selected Tutor will be displayed in two sections:

- **Internal Tuition / Out Tuition** – This data relates to reports submitted about your students regardless of whether the Tutor is affiliated with your College.
- **External Tuition** – This data relates to reports submitted by a Tutor affiliated with your College where the student is from a different College.

To view and edit Internal Tuition / Out Tuition reports
1. Follow the steps 1 – 7 in the section entitled To view teaching hours above.
2. Click the student’s name.
3. You will be taken to the Teaching Hours Details screen.
4. A list of relevant reports is displayed.
5. To view or edit the report, click the XRNLI number.


7. View and edit the report in the usual way (see the Error! Reference source not found. section on page Error! Bookmark not defined.).

8. Click the Save Changes button.

9. The confirmation screen will display.

10. Click the Yes-Save changes button.

11. To return to the Teaching Hours Details screen.

   This screen will still show the original report data and will not reflect the changes you have just made.

12. Click the Cancel button to return to the Validate Teaching Hours screen.

   This screen will still show the original report data and will not reflect the changes you have just made. Click the Return button next to the Tutor’s name to see the changes.

To view a list of External Tuition reports

1. Follow the steps 1 – 6 about in the section entitled To view teaching hours.

2. The bottom part of the screen will show teaching undertaken by a Tutor who has stated they are affiliated with your College but have undertaken teaching of students from other Colleges.

3. To view the list of related reports, click the College name.

4. The list of reports is displayed.

You cannot view External Tuition reports because only the users from the Student’s College may do so.

To mark the reports as “Processed for Payment”

1. Follow the steps 1 – 7 in the section entitled To view teaching hours above.

2. Check and edit the reports as necessary (see section To view and edit Internal Tuition / Out Tuition reports above).

3. Click the Mark as Processed for Payment button.

SUPPORT: If you have any problems using OxCORT, please see your Tutorial Office or email support: oxcort@admin.ox.ac.uk