OxCORT
Oxford Colleges On-line Reports for Tutorials

Tutor Role
Version 4.5

BSP Training Team
Business Services and Projects
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1. Introduction To This Manual

This manual is aimed at the Tutor role within OxCORT and covers all the functionality available within that role.

OxCORT is a system that allows Tutorial and Revision Class reports to be created, written, read and processed for payment.

Some of the functionality in OxCORT is available to more than one role. This is to allow you to reflect your own College’s processes when using the system, for example, reports may be approved by the Organising or Personal Tutor, Senior Tutor or the Tutorial Office role. When a function is available to other roles, it will be indicated in the introduction to the section.

Screens shown in this manual are taken from the OxCORT Training database which contains fictional Colleges, users and students.

The section headings of this manual are the same as the main menu options shown for your role.

Please read the sections starting on page 10 for information about which time of year each activity should be undertaken.

Pre-requisites

This manual assumes a basic knowledge of using a computer, keyboard and mouse and basic web browser knowledge.

Objectives

This manual is designed primarily as a reference guide to allow the user with a Tutor role in OxCORT to use all the available functionality.

| ![Icon] | Indicates additional useful information. |
| ![Icon] | Indicates an important piece of information, take particular care to read the information in these boxes. |
| **Bold Text** | Indicates menu names and window titles. |
| **[F4]** | Keys on your keyboard are indicated in **bold text** enclosed in square brackets [ ]. |
| **File > Open** | Moves through a navigation path are indicated with a >. In this case you would click on the **File** menu, then select **Open** |
2. Introduction To OxCORT

OxCORT (Oxford Colleges On-line Reports for Tutorials) is a system that allows Tutorial and Revision Class reports for undergraduate (also M Jur and BCL) students to be created, written, read and processed for payment.

The system is designed to be flexible to allow Colleges to follow their preferred processes as closely as possible, for example a College may choose whether or not to allow someone with the Organising Tutor role to approve a report for payment. Some functions are available to several roles, again allowing flexibility, for example Tutorial Office, Senior Tutors and Organising or Personal Tutors may all arrange tutorials allowing each College to decide which role is the most appropriate to perform this function.

Roles in OxCORT

OxCORT is designed to reflect the fact that many individuals hold multiple roles, which change according to circumstance. There are seven roles that can be assigned in OxCORT and you may be assigned more than one role in OxCORT to reflect your roles within the University. Users with several roles will be asked to select one upon logging into OxCORT. Roles may be switched at any time by selecting "Change role" from the main menu.

The roles in OxCORT are as follows:

**OxCORT Management Committee role**
The OxCORT Management Committee (OMC) role is available to those Senior Tutors who have been nominated by the Senior Tutors Committee to manage the OxCORT project.

This role allows the user to upload the Register of Payments. The OMC are also responsible for assigning others the Course Director role in OxCORT and authorising the Pay My Department payment method. The OMC role also allows the user to create reports on OxCORT usage.

**Course Director role**
The Course Director role in OxCORT is available to those in Departments who have responsibility for organising teaching on behalf of Colleges.
This role allows the user to arrange Tutorials for students who are studying a Programme of Study that matches those assigned to the Course Director. Course Directors may also assign the Tutor role to others in OxCORT.

A Course Director may view a report only if the relevant College has allowed it. The College may allow a Course Director two levels of access to a report. Level one allows them to see the report header only, level two allows them to see the whole report (provided the OMC has also allowed this when creating the role).

**Tutor role**

The Tutor role is *not* College specific, therefore a user only needs to be assigned this role once.

The Tutor role allows the user to write and submit for payment Tutorial and Revision Class reports on any student in any College.

Through OxCORT, the Tutor can also maintain their payment details and view payment claims.

**Student role**

The student role is automatically assigned to any current undergraduate, M Jur or BCL student in the University.

A student may view the heading of a report written about them as soon as it is created and may view the full report once it has been released to them by an appropriate role within their College.

**College Roles**

The following roles are College specific. If you require these roles at more than one College, each College will need to assign you the relevant role.

**Tutorial Office role**

Within their own College, this role allows the user to perform all the functions available to all other ‘College’ roles. They may also perform extra administrative functions, run statistical reports, and administer payments within OxCORT.

The Tutorial Office role is able to assign all other roles within their own College.

**Senior Tutor role**

Within their own College, this role allows the user to arrange tutorials, view and approve (for payment) Tutorial and Revision Class reports and run statistical reports.

The Senior Tutor role is able to assign the Tutor role to others.

**Organising or Personal Tutor role**

The Organising or Personal Tutor role is often referred to simply as the Organising Tutor role.

The organising tutor role will be given to all those who might organise tutorials for a student in college and would need to see the reports for that student. The personal tutor role allows for filtering of reports for end-of-term report reading for those with that personal tutoring responsibility for specific students (which are likely to be a smaller group than those for whom a Tutor might be an organising tutor).

Within their own College, this role allows the user to arrange tutorials and view and approve (for payment) Tutorial and Revision Class reports for students assigned to them by the Tutorial Office.
The Organising Tutor role may assign the Tutor role to others.

Main menu for Tutors

Report Counts

Not edited Created Submitted Approved Refused Processed Completed
0 0 15 0 0 0

Menu
Click on one of the links below
Create new tutorial reports
Create Revision Class reports
Edit or view existing tutorial reports
Search for people
Manage payment claims
Change payment details
Change your email address
Change role
Log out of OxCORT

Report counts

Across the top of the menu screen you will see report counts. These show the total number of reports (that are relevant to you) in each state (see page 9 for further information on report states). Clicking on the number shown will retrieve all reports that match that state.

Create new Tutorial reports

Allows you to create a Tutorial report if one has not already been created for you.

Create Revision Class reports

Allows you to create Revision Class reports for multiple students.

Edit or view existing Tutorial reports

Allows you to view, edit, submit, delete, print and export data from both Tutorial and Revision Class reports.

Search for people

Allows you to search for people and view information about them (for example to look up their username).

Manage payment claims

Allows you to view and export information about teaching hours you are claiming for.

Change payment details

Allows you to enter and edit information required by OxCORT in order for you to receive payment.

Change your email address

Allows you to change your email address, you must have an email address otherwise OxCORT will not process your reports.

Change role

Allows you to switch to a different role in OxCORT.
Overview of Tutorial reports

Overview of Revision Class reports
Reports can be in various ‘states’. These states reflect the stage at which the report has reached. These states are reflected in the Report Count shown above the main menu. The seven possible states are:

**Not Edited**  Reports that have been created (by Tutorial Office, Senior Tutor, Organising Tutor or Course Director), but have not yet been edited by the Tutor. These reports can be deleted by Tutorial Office users, Senior Tutors, Organising Tutors or Course Directors as well as the Tutor.

**Created**  Reports that have either been created or edited by the Tutor. These reports can be deleted by the Tutor or Tutorial Office roles.

**Submitted**  Reports that have been submitted by the Tutor for payment. These reports cannot be deleted by any role.

**Approved**  Reports that have been approved for payment (reports in this state cannot be edited or deleted by any role).

**Refused**  Reports that have been refused for payment (reports in this state cannot be edited or deleted by any role).

**Processed**  Reports that have been processed for payment by the Tutorial Office role (reports in this state cannot be edited or deleted by any role).

**Completed**  Reports where payment data has been generated by the Tutorial Office role (reports in this state cannot be edited or deleted by any role).

**Start of year procedures for Tutors**

At the start of the academic year check the details listed in the Change Payment Details screen are still correct and adjust as necessary.

If your email address has changed, enter your new email address using the Change Your Email Address option on the main menu.

**Note:** Your access will have been set up at the beginning of the year, and will normally continue for 1 year, after which it will expire. You will be sent an automated email shortly before your access is due to expire. If you require access beyond the expiry date contact the Tutorial Office in your College and request that the date be extended.

**Termly procedures for Tutors**

At the start of the term tutorial arrangements are normally entered into OxCORT by someone with a College role. This will create a blank Tutorial report form for you to complete. You may create your own report forms instead using the Create New Tutorial Reports option on the main menu.

At the start of the term if you are holding any revision classes you can start to complete the Revision Class screens using the Create Revision Class Reports option on the main menu.
During Term you can edit information in the reports as necessary. No other role can see the information you enter into a Tutorial report until it is submitted.

During 7th Week you will need to complete and submit your reports.
3. **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/](http://www.oucs.ox.ac.uk/webauth/)). Your Webauth username will take the form of four characters followed by four numbers e.g. ‘abcd1234’. If you have not been issued a WebAuth username and password you will need to contact OUCS (Oxford University Computing Service), for further information about this visit [http://www.ict.ox.ac.uk/oxford/username/](http://www.ict.ox.ac.uk/oxford/username/).

You will also need to have been set up with at least one role in OxCORT, this should be done by a Tutorial Office, Senior Tutor, or Organising Tutor in the College or a Course Director in a department or faculty.

⚠️ After 1 hour of inactivity, you will be automatically logged out of OxCORT. When using a public or shared computer it is important that you log out of the system correctly, see Section on page 46.

**To log into OxCORT**

1. Open your web browser (internet explorer, firefox or similar).
2. Enter the address [www.oxcort.ox.ac.uk](http://www.oxcort.ox.ac.uk).
3. You will be taken to 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 login button.

7. You will be shown the **University of Oxford Single Sign-On Confirmation** screen. Click the [Continue to www.oxcort.ox.ac.uk](http://www.oxcort.ox.ac.uk) button.

**Selecting a role**

Once you have accessed OxCORT you will be taken to the **Welcome** screen.

![OxCORT-training: Welcome to OxCORT](image)

1. If you have more than one role in OxCORT, you will be asked to select a role. Otherwise you will be taken straight to the main menu (step 3).

2. Click the link, **Tutor**.

3. You will be taken to the main menu for the Tutor role.

For further information on the main menu, see the section on page 7.

**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.
4. **Change Payment Details**

The **Change Payment Details** screen will allow you to enter your personal details and keep them up-to-date in a secure environment in order that the Colleges have the information they require for payment.

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.

All personal details entered into OxCORT are protected over the network using high-grade encryption.

To complete the Change Payment Details screen

1. Select [Change payment details] from the main menu.
2. The **Change Payment Details** screen will display.

3. Complete the sections as follows:

   **Personal Details**

   - **Name:** Shannon/Maidford
   - **Category:** School/College/University

   Do you hold a 'joint appointment' or have a position at more than one College?
   - Yes
   - No
Your name should display by default, if this is incorrect in any way contact OxCORT support (oxcort@admin.ox.ac.uk).

**Category:** Select your Category, if you have more than one category, select your ‘major’ category. For example, if you are a Tutorial Fellow at one College and a Stipendiary Lecturer at another, you should select Tutorial Fellow from the Category drop-down. You can change the category on individual report forms as necessary.

**Subject:** Select the subject you teach here. If you teach more than one subject, you should select your primary subject here. The subject can be changed on individual report forms as necessary.

**College:** Select your College here. If you do not have a College select the option “I have no College”.

If you select **I have no College** you must complete the **Correspondence Address** field and you may not select **Pay my College (stint)** when completing report forms.

**Joint Joint Appointment:** If you have a stint at more than one College or hold a Joint Joint appointment, select **Yes** from this drop-down. Selecting **Yes** will allow you to enter a second and third College as applicable.

### Contact Details

Your email address will display as entered in OxCORT. If your email address is incorrect you can change it by selecting **Change Your Email Address** from the main menu.

**Correspondence Address:** Enter the address at which you would prefer to receive any correspondence here.

**Home Address:** Enter the details of your home address here.

### Payment Method

**Payment Method:** Enter your preferred payment method here, this can be changed on individual reports as required.
If you do not complete this section you will not be able to submit reports which show a payment method of Pay Me Directly.

All personal details entered into OxCORT are protected over the network using high-grade encryption.

**Account Name:** Enter your name as it is shown on your bank statement.

**Account Number:** Enter the number of your bank account.

**Sort Code:** Enter your sort code, this must include the “–” symbol. For example **12-34-56**.

Your Bank sort code will consist of a six-digit number often separated by two dashes into three groups of two figures. Your Bank account number will consist of up to 8 numbers. Both of these will appear on your cheque book or recent bank statement.

**Building Society Ref:** If applicable, enter your Building Society reference or Roll Number. *Only complete this if you hold your account with a Building Society. This will normally be found on a recent statement. Check with your Building Society if unsure.*

**Bank Name:** Enter the full name of your bank here.

**Branch Name:** Enter the full branch name of your bank here, this will normally be shown on your bank statement.

**Branch Address:** Enter the address of your branch of your bank here.

All personal details entered into OxCORT are protected over the network using high-grade encryption. If however you wish to make alternative arrangements for supplying your bank details, you must ensure that you have supplied these details to every College for which you work and tick the box to indicate you have done so.
Other Details

If you do not complete this section you will not be able to submit reports which show a payment method of **Pay Me Directly**.

*If you are awaiting your National Insurance number, you may submit reports but they cannot be processed for payment until you have entered your NI number on this screen.*

**All personal details entered into OxCORT are protected over the network using high-grade encryption.**

*Cheques payable to:* Some Colleges pay by cheque when the option ‘Pay me directly’ has been selected. Enter your name as it appears on your bank statement here.

**NI Number:** Enter your National Insurance number here in the form ‘**XX 99 99 XX**’ (a total of thirteen characters including spaces). If you do not have a NI number, please contact your college for further information.

**Gender:** Select your gender here. This information needs to be captured in order to properly support Inland Revenue notification requirements.

**Date of Birth:** Enter your date of birth using the format dd/mm/yyyy including the / character. *For example, some who was born on the 2nd April 1960 would enter 02/04/1960.*

4. Tick the **This form is complete** field.

5. Click the **Save Changes** button.

*You must tick the **This form is complete** field in order for OxCORT to allow you to submit your reports. If you do not click the **Save Changes** button any changes you have made will be lost.*
5. Change Your Email Address

This functionality allows you to 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.

![Change Email Address](image)

3. Delete the email address showing currently and enter your preferred email address.
4. Click the [Send] button.
5. The confirmation screen will display.

![Email address changed successfully](image)
6. Create New Tutorial Reports

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 (see page 7). Clicking this option will display all the reports created for you (that you have not yet edited).

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. See sections Change Payment Details on page 14 and Change Your Email Address on page 18 for further details.

To create new Tutorial reports

1. Select Create new tutorial reports from the main menu

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.
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 were 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 the Search for people button, search for, and select, the relevant student/s (see the section entitled Search For People on page 42).

8. Click the Create Reports 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.

For further details on completing the report see the section headed Edit Or View Existing Tutorial Reports on page 28.
7. **Create Revision Class Reports**

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. See sections **Change Payment Details** on page 14 and **Change Your Email Address** on page 18 for further details.

**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 e.g. in the picture above the Tutor would need to change the subject to English.
   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:
Create Revision Class Reports

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 – see the section headed To search for people using the Search For People button on page 42).

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 [Med] button to place ticks in the boxes with no ticks and vice-versa.

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 Deselect All buttons) and click the Remove selected student(s) button.]

10. 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.

11. The **Confirmation** screen will display

   ![Create Reports - Confirmation]

12. 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**.

13. You will be taken to the **Report Search and Selection** screen where all the Revision Class reports you have just created will be displayed.
Create Revision Class Reports

14. You will now need to submit the reports, (see the Edit Or View Existing Tutorial Reports section on page 28 for further details).

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 “Recording up to 3 revision classes”.

2. To create the next set of sessions select Create Revision Class reports from the main menu.

3. Click the Retrieve existing setup 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 Search for Reports button.

5. You will see a list of report setups that match the search criteria you entered. Click the Use 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 Create Reports 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:
Create Revision Class Reports

a. Click the button at the bottom of any of the three setup screens.

2. To retrieve the setup screens you have saved:
   b. Select Create Revision Class reports from the main menu.
   c. Click the Retrieve existing setup button. You will be taken to the Revision Class Setup Retrieve page.
   d. Select the State of In Progress and the correct Term and Year and click the Search for Reports button.
   e. You will see a list of report setups that match the search criteria you entered. Find the correct one and click the Use button.

   ![State In Progress](image)

   Saved report setups
<table>
<thead>
<tr>
<th>Select</th>
<th>Use</th>
<th>Topic</th>
<th>Term</th>
<th>Sessions</th>
<th>Payment method</th>
<th>Status</th>
<th>Ref.no.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Use</td>
<td>Statistics</td>
<td>T2008</td>
<td>1</td>
<td>Pay me directly</td>
<td>In Progress</td>
<td>1959</td>
</tr>
</tbody>
</table>

   f. 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.

   ![Revision Class Setup Retrieve](image)

   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 Delete Selected button.
8. Edit Or View Existing Tutorial Reports

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 can work on multiple reports at the same time by ticking the box to the left of the relevant reports and selecting the appropriate button from the bottom of the screen.

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.

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 (see below).
4. Click the Search for Reports button.
5. A list of matching reports will show in the Report Summaries area of the screen.
Search fields

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

- **Student** – To find reports for a particular student, enter the *Surname* of the student in the first field or enter their *username* in the *Username* field.

- **Student College** – To search for reports relating to students from a particular College, select the relevant College from the drop down list.

- **Programme of Study** – To search for reports relating to students studying a particular Programme of Study either enter the relevant *Programme of Study Code* into the field or click the *Search for PoS* button to search for programme codes by name.

- **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 students in 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 Type** – To find only Tutorial or only Revision Class reports select the relevant report type from this drop down.
Edit Or View Existing Tutorial Reports

- **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 down.

- **Estimate of Term’s Work** – To retrieve only those Tutorial reports which have been marked with a particular estimate of the term’s work, select the relevant mark from the drop down. This option is not available when searching for Revision Class reports.

- **Senior Tutor Flag** – To retrieve those reports which have been flagged for the attention of the Senior Tutor, tick this field.

- **Collections** – To retrieve reports where the Collection marks are at a particular status, select the relevant option from the drop down field. You can select from the following options: No Collections Marked, Collection Marks Not Yet Known, Collection Marks Known But Not Final, Collection Marks Finalised.

- **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 – and < > markers as shown.

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

<table>
<thead>
<tr>
<th>Report State</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>To retrieve reports which have reached a particular status select the relevant option from the drop down. You can also search on status using the Report Count shown above the main menu.</td>
</tr>
<tr>
<td>Student Access</td>
<td>To search for only reports which have or have not been released to the student, select the relevant option from the drop down.</td>
</tr>
<tr>
<td>Submitted Date</td>
<td>To search for reports submitted 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 they do not match the dates you have entered.</td>
</tr>
</tbody>
</table>

**To view or edit a report**

1. Select [Edit or view excisting 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.

<table>
<thead>
<tr>
<th>Student</th>
<th>College</th>
<th>Subject</th>
<th>Report Type</th>
<th>Year</th>
<th>Task</th>
<th>Date</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adam</td>
<td>South</td>
<td>BMBCH - Preclinical Medicine - Course Director Access</td>
<td>Revision Class</td>
<td>2008</td>
<td>Created</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Adam</td>
<td>South</td>
<td>BMBCH - Preclinical Medicine - Course Director Access</td>
<td>Revision Class</td>
<td>2008</td>
<td>Processed</td>
<td>Yes</td>
<td>10/09/2008</td>
</tr>
<tr>
<td>Adam</td>
<td>South</td>
<td>BMBCH - Preclinical Medicine - Course Director Access</td>
<td>Tutorial</td>
<td>2008</td>
<td>Processed</td>
<td>Yes</td>
<td>10/09/2008</td>
</tr>
</tbody>
</table>

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

5. **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 **Edit/View** button in the **Actions** section at the bottom of the screen.

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

7. **Edit the reports as required** see **To Complete a Tutorial Report Form** (below) for further details.

8. **Scroll to the bottom of the screen and click the** **Save Changes** button.

9. The confirmation screen will be displayed.
10. Check that the details are correct and click the **Yes - Save changes** button.
11. You will be returned to the **Report Search and Select** screen.

**To complete a Tutorial Report form**

1. Select **Edit or view existing tutorial reports** from the main menu.
2. The **Report Search and Selection** screen will display.
3. Search for and display the reports as described in the **Search for Reports** and **View or Edit a Report** sections above.
4. The report/s will be displayed on screen ready for editing.

5. Edit the **Topic** field if necessary.
6. 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. This figure is not added onto the total number of hours, in other words, “of the hours shown above, the following where missed by the student”.

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

7. 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.

8. Complete the written section of the report.

9. Complete the effort and achievement section of the report as follows:
Edit Or View Existing Tutorial Reports

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.

10. 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](image1)

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.**

11. If necessary, you can alter the footer of the report to show a different **Payment Method, College, Subject or Category** than the one shown (this is the same as the information you entered into the **Change Payment Details** screen).

![Payment method](image2)

12. 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](image3)

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.

13. Scroll to the bottom of the screen and click the **Save Changes** button.

![Save Changes button](image4)

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

14. The confirmation screen will be displayed.

15. Check that the details are correct and click the **Yes, Save changes** button.

16. You will be returned to the **Report Search and Select** screen.
To submit a report form

⚠️ 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.

1. Select **Edit or view existing 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 student name on all the reports you wish to submit and click the **Submit** button in the **Actions** section at the bottom of the screen.
5. The confirmation screen will display.

<table>
<thead>
<tr>
<th>Submit reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have selected 1 report to submit.</td>
</tr>
<tr>
<td>Reports marked as submitted will be seen by Senior Tutors, Personal Tutors, Organising Tutors and the student concerned. Payment will be made on the basis of the hours and group sizes recorded. Before choosing ‘Yes’, please view the reports and ensure that the hours are correctly entered in the box beside the relevant Group Size, that the Group Sizes for any of the large groups are also correctly entered in the left-hand column, and that the figures are accurate.</td>
</tr>
<tr>
<td>You will not be able to make any further changes to the report once it has been submitted. As a Tutor, you cannot unsubmit a report.</td>
</tr>
<tr>
<td>In order to minimise payment delays and to ensure the accuracy of statistics, your payment details must be correct before you click ‘Yes’ below.</td>
</tr>
<tr>
<td>Do you wish to proceed? If so, then save the changes. If not, click ‘No - Do NOT make changes’ in order to return to the report summary page.</td>
</tr>
<tr>
<td>Yes - Make changes</td>
</tr>
</tbody>
</table>

6. Click the **Yes - Make changes** button.
7. You will be returned to the **Report Search and Selection** screen.

⚠️ 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.

ℹ️ 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.

Deleting a report

⚠️ You may only delete reports which have not yet been submitted.

1. Select **Edit or view existing tutorial reports** from the main menu.
2. The **Report Search and Selection** screen will display.
Edit Or View Existing Tutorial Reports

3. Search for the reports as described in the Search for Reports section above.

4. Tick the field to the left of the student name on all the reports you wish to delete and click the Delete button in the Actions section at the bottom of the screen.

5. The confirmation screen will be displayed.

6. Click the Yes - Make changes button

7. You will be returned to the Report Search and Selection screen.

![Delete reports](image)

The action of deleting a report is irreversible.

Cloning a Tutorial report

You can use existing Tutorial reports as a basis from which to create new Tutorial reports. This will use information from the Topic and Student Names of existing report/s to create the new report/s.

1. Select Edit or view existing 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 student name on all the reports you wish to clone and click the Clone reports button in the Actions section at the bottom of the screen.

5. The Creation of New Tutorial Report Forms screen will display.

![Creation of New Tutorial Report Forms](image)
6. The **Topic** field will complete to match the original report form/s. *If you selected multiple reports with different topics the Topic field will remain blank to allow you to enter your own topic.*

7. The usernames of all the students whose original report forms you selected will show.
   a. To add extra students, click after the last user name and press the [Enter] key on your keyboard then enter the extra usernames (or use the Search for People button if you do not know the usernames of the students).
   b. To remove a student from the list, highlight the username and press the [Delete] key on your keyboard.

8. Adjust the **Subject**, **Category**, **Term** and **Year** if necessary.

9. Click the **Create Reports** button.

10. The confirmation screen will be displayed.

```

Create Reports - Confirmation

About to create tutorial report forms for:
  Term: Trinity 2009
  Topic: Statistics

They will be created for the following students:
  nsef1206  Sean Ploce  North  BSc/CH - Practical Medicine (year 1)
  nsef1206  Abby Watford  North  MMath Mathematics (year 1)
  nsef1206  Ellis Holstien  North  BA Classics and English (year 1)
  nsef1206  Sam Waterford  North  MMath Mathematics (year 2)
  nsef1206  Eva Hordden  North  MMath Mathematics (year 3)
  nsef1206  Llily Waterford  North  MMath Mathematics (year 3)

Yes: create reports  No: do NOT create reports
```

11. Click the **Yes: create reports** button. The reports will be created with a status of **Created**.

12. You will be returned to the main menu.

**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 **Edit or view existing 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 student name on all the reports you wish to display as a PDF file and click the **Display PDF** 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.

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 Edit or view existing 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 student name on all the reports that contain the people you wish to email and click the Email 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 student/s of the report/s you selected, place a tick in the To: field under Students.

7. Enter the subject and the main text of the email.

8. Click the Send email button to have OxCORT send the email on your behalf.

   It will appear to the recipient of the email as though the email has been sent from your email address.

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 (for example 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.

   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

---

**Email Addresses**

- **Tutors:** Shannon Mairdor <shannon@email.com>
- **Colleges:** North office <students@north.ac.uk>, South office <students@south.ac.uk>
- **Organising Tutors:** Alexander Bantay <alexander@email.com>, Harry Brashia <harry@email.com>, Lucy Ocola <lucy@email.com>, Alex Lee <alexlee@email.com>, Samuel Dole <samuel@email.com>, Emily Brashia <emily@email.com>, Alfie Cokker <alfie@email.com>
- **Personal Tutors:**
- **Students:** Edward Ancever <edward@email.com>, Joshua Adjorge <joshua@email.com>
3. 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 **Students** link in the picture above, you would see the email addresses for *Edward Andover* and *Joshua Abthorpe* in the **To:** field.

4. 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.

**Please ensure you have familiarised yourself the Data Protection Act information on page 48 before exporting any data from OxCORT.**

1. Select **Edit or View Existing 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 student 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.
5. You will be taken to the **Export Report Data** screen.

---

6. Tick the fields to indicate the data that you would like to include in the export (to include all fields click the **Select all** button).
7. Click the **Export selected fields** button.
8. The **File Download** dialog box will appear, click the option to **Save** the file.

9. 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.

10. The file can now be opened using Microsoft Excel and the data manipulated as required.
9. **Search For People**

The **Search for People** screen allows you to search for and view information about students and staff. For example, this screen can be useful when looking for the username of person.

This screen can be accessed both from the main menu and via a button on any screen where you need to enter a person's username.

**To search for people from the main menu**

1. Click the **Search for people** link on the main menu.
2. You will be taken to the **Search for People** screen.
3. Complete the search fields as required.

⚠️ **Your search must include either a Programme of Study or at least part of the name.**

4. Click the **Search** button.
5. The search results will display.
6. If your search has produced more than 20 matches only the first 20 will be displayed. To display the next 20, click the **Next page** button.

**To search for people using the Search For People button**

1. Click the **Search for people** button.
2. Follow steps 2 through to 6 in the **To Search for People From the Main Menu** section above.
3. To select:
   a. **one person**, click the **Use Selected** button to the left of their name.
   b. **multiple people**, tick the field to the left of all the names you wish to select then click the **Use Selected** button.

ℹ️ You may only use the multiple select facility when creating reports.
10. Manage Payment Claims

The Manage Payment Claims screen will allow you to view the number of hours you have taught helping you to calculate payment or stint.

The number of hours taught must have been recorded in an OxCORT report otherwise they will not be included in the number of hours displayed on the screen.

To view hours recorded on un-submitted reports

1. Select Manage payment claims from the main menu.
2. The Payment Claims screen will be displayed.

3. The Payment Claims screen will be displaying all your reports that are un-submitted, these will be grouped by Term, then by (the student’s) College.

Against each student name will be the number of hours teaching you have entered so far on their report with the group size shown to the right in brackets. For example if you have spent 3 hours teaching the student in a group size of 1 and 2 hours teaching in a group size of 2 the display will show:

<table>
<thead>
<tr>
<th>Name of student</th>
<th>Student hours of teaching (group size)</th>
<th>Marking</th>
<th>XRNLI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Andover</td>
<td>3.0 (1) 2.0 (2)</td>
<td>0.0</td>
<td>XRNLI-2006-1301</td>
</tr>
<tr>
<td>Samuel Ashton</td>
<td>1.5 (2) 1.5 (3) 1.5 (4)</td>
<td>0.0</td>
<td>XRNLI-2006-1324</td>
</tr>
<tr>
<td>Sean Flore</td>
<td>4.0 (1) 1.0 (2) 1.0 (6)</td>
<td>1.0</td>
<td>XRNLI-2006-1242</td>
</tr>
<tr>
<td>Peter Holcot</td>
<td></td>
<td>0.0</td>
<td>XRNLI-2006-1243</td>
</tr>
<tr>
<td>Luca Lisboa</td>
<td></td>
<td>0.0</td>
<td>XRNLI-2006-1244</td>
</tr>
</tbody>
</table>

Teaching: 12.54 Tutor hours (8.54 hours for your college)
The **Marking** column will show any Collection marking you have claimed for.

<table>
<thead>
<tr>
<th>Marking</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0</td>
</tr>
<tr>
<td>1.0</td>
</tr>
<tr>
<td>0.0</td>
</tr>
</tbody>
</table>

To the right of each row the XRNLI unique identifier number of the related report will be displayed.

![XRNLI Unique Identifier]

At the end of each College section the total number of hours teaching you have recorded for that College will be displayed, this figure is labelled **Teaching**. Shown in brackets, to the right will be displayed the number of the hours where you have selected a payment method of **Pay my College (Stint)**. For example if you have delivered 15 hours teaching to a College and have selected **Pay my College (Stint)** for 13 of these hours and selected **Pay Me Directly** for 2 of these hours, the display will read as follows: **Teaching 15.0 hours (13.0 hours for your College).**

At the bottom of the screen these figures will be displayed again but as a total for all Colleges.

TOTAL TEACHING: 16.04 Tutor hours (12.04 hours for your college)  
Total number of collections marked: 1.0

---

**To view hours recorded for submitted reports**

1. Select **Manage payment claims** from the main menu.
2. The **Payment Claims** screen will be displayed.
3. Scroll down the screen to the section entitled **Old Claims**.
4. Enter the dates between which reports where submitted for the period you wish to view, for example if you wish to view all reports from Hilary Term, enter the dates between which you submitted your reports for that term.
5. Click the **View historical data** button.
6. The data from reports submitted between the two dates you have entered will be displayed on the screen.
7. To export all the data from the screen to a .CSV file for manipulation in Excel, click the **Export as CSV file** button and save the file in your preferred location.
8. To export only the totals from the screen to a .CSV file for manipulation in Excel, click the **Export totals as CSV file** button and save the file in your preferred location.
9. To return to the list of un-submitted reports, click the **Return to potential future claims** link shown below immediately below the totals.
11. Log Out of OxCORT

It is important that you log out of OxCORT and WebAuth correctly, particularly if using a shared or public computer. Failure to log out of WebAuth correctly means that another person using the computer after you could potentially access the system.

⚠️ After 1 hour of inactivity, you will be automatically logged out of OxCORT.

To log out of OxCORT

1. Click Log Out link, shown in the top right of each screen or the Log out of OxCORT option on the main menu.
2. You will see the User Logged Out screen.

3. Unless you wish to use any of the other Single Sign On applications (e.g. Weblearn), you must click the Log out of WebAuth link.
4. You will be taken to the University of Oxford Single Sign-On Logout screen.

5. Close your web browser (select File>Exit from the browser menu). Until you close your web browser you will not be fully logged out.
12. Data Protection Act

Guidelines for Oxford Colleges Online Reporting for Tutorials (OxCORT)

As you are probably aware, most of the data held on the Oxford Colleges Online Reporting for Tutorials (OxCORT) is covered by the Data Protection Act. More detailed information is available at the following web addresses:

University Policy on Data Protection:
http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml

Regulations Relating to the use of Information Technology Facilities:
http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml

OSS Data Management Policy:
http://www.admin.ox.ac.uk/studentsystems/oxonly/techiez/s-ossusers.shtml

Further to that, here are some simple guidelines to help you to keep within the bounds of the Act.

1. Familiarise yourself with the University’s policy on Data Protection by reading the information available at the web addresses above.

2. Ensure that you are familiar, and comply with the university’s duties relating to the use of IT facilities (see link at the top of the page).

3. Adopt secure passwords, keep them secure and change them regularly.

4. Do not reveal your password to another person.

5. Do not reveal any personal data to unauthorised third parties.

6. Keep hard copies of personal data in locked drawers/filing cabinets and dispose of them securely by shredding or putting them in a confidential waste bin.

7. Keep electronic copies of personal data (reports/spreadsheets etc) in a secure directory or password protect them if held elsewhere.

8. Do not download from OxCORT onto a home computer or laptop unless as specifically authorised by your Information Custodian.

9. Log out of OxCORT or lock your workstation if leaving your desk, or have a password protected screensaver set to activate within ten minutes or less.

10. Never leave screens showing personal data as the top screen when you leave your desk at all, even if it’s just for the minute it takes you to get a printout off the printer.

11. Do not leave printouts of personal data on the printer.

12. Destroy both electronic and hard copies of personal data when they are no longer needed.

It is recommended that you audit your files at least twice a year and dispose of any material that is no longer needed.

If you have any questions about the Data Protection Act and how it affects your work, further information can be obtained from the University’s Data Protection Officer:

Website: http://www.admin.ox.ac.uk/councilsec/dp

Email: data.protection@admin.ox.ac.uk
13. Document Information

This document is subject to change – amendments will be apparent from a change in version numbering.

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Version Number</th>
<th>Summary of Changes</th>
<th>Changed By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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14. Further Help & Information

OxCORT Support Centre:
Contact OxCORT Support if you are a member of staff and require assistance.
Tel: (2)84848, Fax: (2)84880
Email: OxCORT@admin.ox.ac.uk
Hours: Mon - Fri, 08:30-17:00

WebAuth:
Requesting a WebAuth account
http://www.ict.ox.ac.uk/oxford/username/
To get your password reset
https://webauth.ox.ac.uk/reset_password
Virtual Card for Non-University Staff
http://www.admin.ox.ac.uk/card/oxonly/virtual_access/

Student Information and Advisory Service:
Contact SIAS if you are a student and require assistance.
Examination Schools, 75-81 High Street, Oxford, OX1 4BG
Tel: (2)86223
Hours: Mon - Fri, 09:30-16:30

Business Services and Projects Website:
For further information about BSP
http://www.admin.ox.ac.uk/bsp

Student Systems Website:
For further information about OSS
http://www.admin.ox.ac.uk/bsp/studsys-support-centre

BSP Training:
For further information about the training courses we offer.
http://www.admin.ox.ac.uk/bsp/studsys-support-centre/osstraining
Email: studentsystems.training@admin.ox.ac.uk

Student Systems Information Custodians:
For further information about Information Custodians.
http://www.admin.ox.ac.uk/bsp/studsys-support-centre/gettingaccess/access-requests/

Regulations Relating to the use of Information Technology Facilities:
http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml

University Terms Glossary:
For a list of Oxford University terminology and their meanings.
http://www.ox.ac.uk/about_the_university/introducing_oxford/oxford_glossary/

University Policy on Data Protection:
http://www.admin.ox.ac.uk/dataprotection

University’s Data Protection Officer:
http://www.admin.ox.ac.uk/dataprotection/oxonly/contacts