Course Review Reporting Tool (CRRT)

Course Coordinator and Reviewer Guide – May 2024

Direct access link: **Course Review Reporting Tool - PowerApps**

This resource guides Course Coordinators and Reviewers in the use of the online **Course Review Reporting Tool (CRRT)**. It also provides information about the CRRT process to help inform local business processes. The CRRT reflects the University's preferred terminology and approach to course reviews. Schools are encouraged to develop local business processes which take advantage of this reporting tool.

The CRRT supports academic staff to document, share and report a course review via an online platform providing approval workflow. Submitting a Course Review Report sends a notification to the Head of School (or their delegate/s) and other persons identified in the course review record when it was initiated (eg Course Coordinator, Program Director(s), and/or any Nominators of "Core Plus" review). A review is marked as complete when the Head of School (or assigned delegate) "Acknowledges" the report via the Tool.

The CRRT provides additional functionality at the School and Faculty level for reporting on the number, type and focus areas of course reviews recorded in this system.

Email: EQ@adelaide.edu.au
Web: http://www.adelaide.edu.au/learning/reviews/course-reviews

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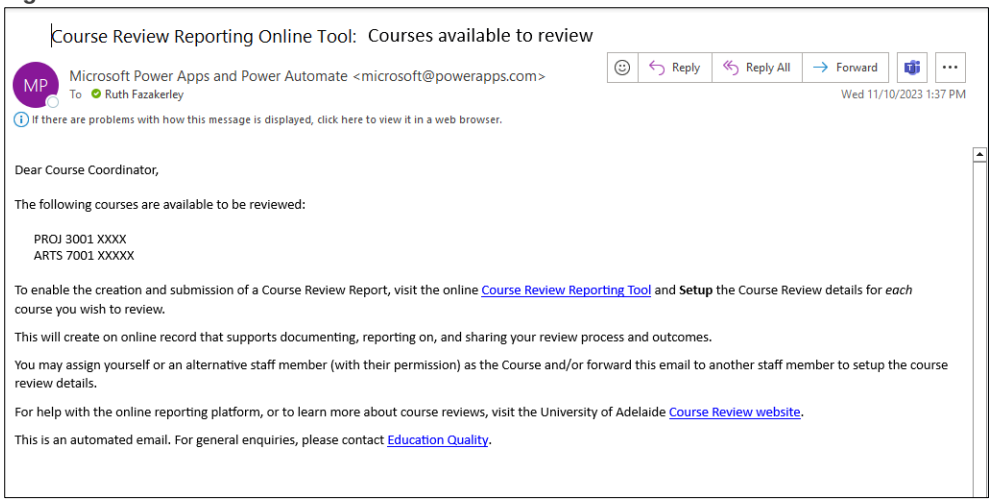
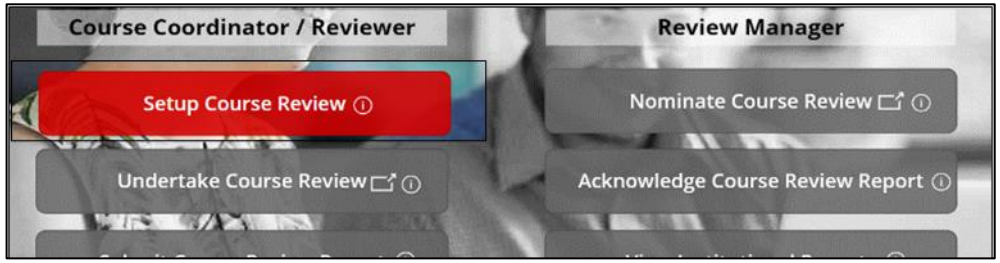
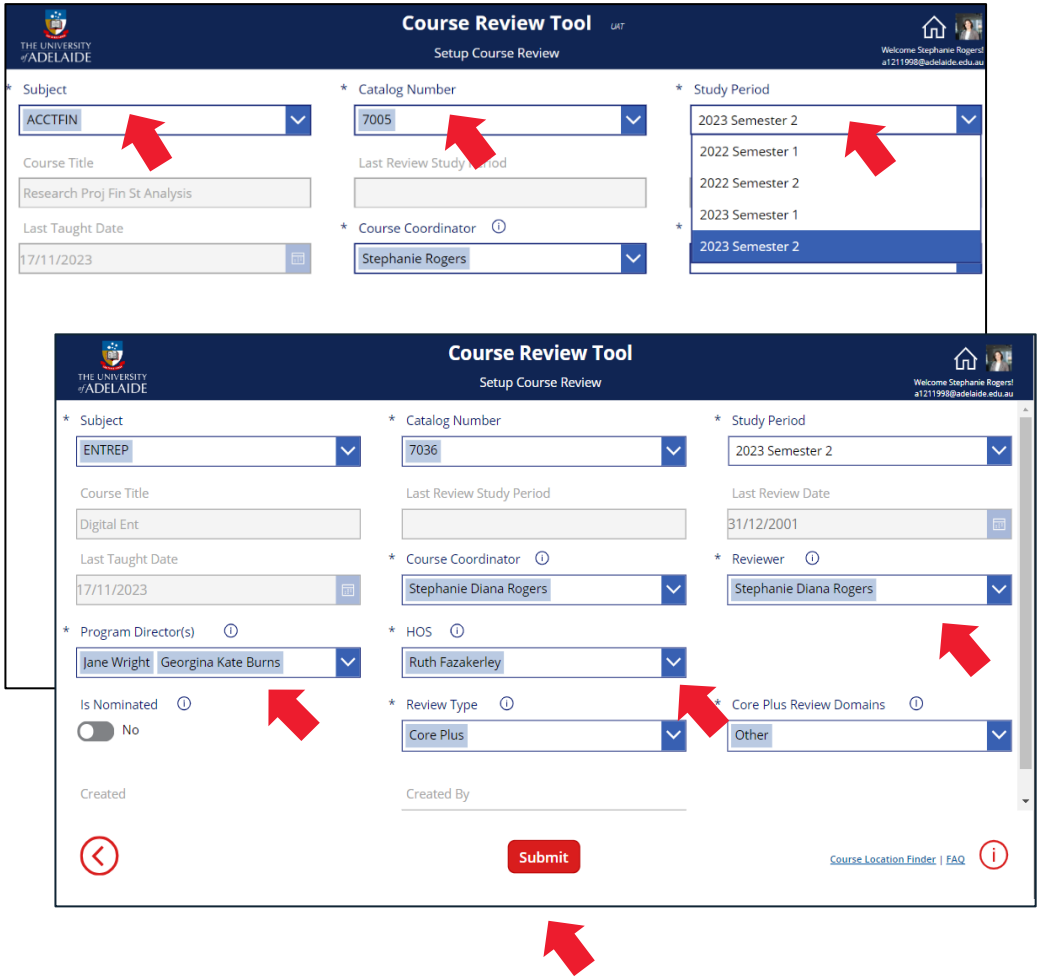
Stage of Review/ Prompt	Action	Example
1. Pre-Review – Setup Course Review		
A. Course Coordinator (CC) may be notified of courses available to review.	*These email notifications are not in action for semester 1 2024 as we engage with a soft launch of the tool.* • Course Coordinators may receive an **automated email notification** of course which are now available to be reviewed. • The courses available for review are those delivered to one or more enrolled students since the date of the last course review, or delivered in the last 2 years if the date of last review is not available. • Staff are encouraged to routinely undertake low stakes, baseline, "**Core**" review of their own courses. Every course offered to students should be reviewed regularly, and at least annually (if taught). • Courses must be reviewed every three to five years according to University policy (CAPP). • No further action is mandated unless the course is non-compliant with CAPP or if the CC has been nominated/requested to undertake the review by an approved third-party **Nominator** via the School/Faculty. • The **Course Review Reporting Review Tool** can be accessed at any time by a Course Coordinator or other staff member to initiate (**Setup**) a course review.	**Figure 1 – Automated email notification of available course records**  Course Review Reporting Online Tool: Courses available to review MP Microsoft Power Apps and Power Automate <microsoft@powerapps.com> To Ruth Fazakerley Reply Reply All Forward Wed 11/10/2023 1:37 PM If there are problems with how this message is displayed, click here to view it in a web browser. Dear Course Coordinator, The following courses are available to be reviewed: PROJ 3001 XXXX ARTS 7001 XXXXX To enable the creation and submission of a Course Review Report, visit the online Course Review Reporting Tool and **Setup** the Course Review details for *each* course you wish to review. This will create on online record that supports documenting, reporting on, and sharing your review process and outcomes. You may assign yourself or an alternative staff member (with their permission) as the Course and/or forward this email to another staff member to setup the course review details. For help with the online reporting platform, or to learn more about course reviews, visit the University of Adelaide Course Review website. This is an automated email. For general enquiries, please contact Education Quality.

B. Course **nominated** to undertake a **Core Plus** course review; Course Coordinator advised by Head of School approved **Third-party Nominator**	• A Head of School (or delegate) may nominate a course for a **Core Plus** review. Nomination occurs *outside* of the CRRT according to local processes. • A **Nominator** is a person approved by the Head of School (or delegate) to nominate a course for a Core Plus review (eg a Program Director, Associate Head L&T, Associate Dean, Deputy Dean L&T, Executive Dean). Nominators are determined by School/local processes. • The CC should be advised (by School/Faculty process) that a course is nominated for a **Core Plus** review, with information provided about the nominators of the review and the intended **focus** of the review. • See website for definitions of a Core Plus review and the nomination process. • At **the** next opportunity to undertake a Course Review, the CC (or another person) should access the Course Review Reporting Tool to **Setup Course Review** with Type=**Core Plus**, indicating the nominated domains/focus and including the names of Third-party nominators for the review. • Alternatively, the Head of School or Nominator Alternatively, the Nominator may access the Course Review Reporting Tool to initiate the review (via **Setup Course Review**), in which case the CC will receive an **automated email notification**.	
C. Staff member creates a course review record (**Setup**)	• *Any* staff member can initiate (**Setup**) a Course Review Record for any listed course. This will typically be actioned by the Course Coordinator for a regular Core review, however, Schools will determine local business processes. • Access the **Course Review Reporting Tool** **(CRRT)** and select **Setup Course Review** from the Home page. • Select + to create a new record for the course you wish to review and enter some basic information about the type of course review.	**Figure 2 – CRRT home navigation menu, Setup Course Review button** 

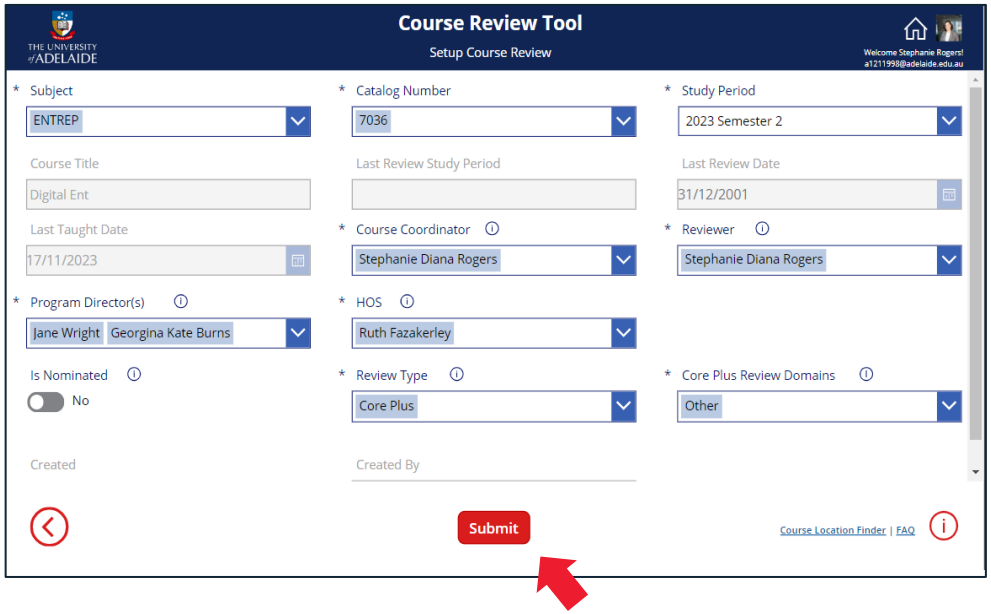
- First select the **Subject** from the drop-down options or search by entering text.
- If you are unsure of course details, you can search the online Course Outlines tool by keyword.
- Next, select the course **Catalog Number**. Once selected, the corresponding Study Periods will become available and the Course Title will load.
- Select the **Study Period** with which the review is associated. The Study Periods available for review are those delivered to one or more enrolled students since the date of the last course review or those delivered in the last 2 years if the date of last review is not available/known.
- **Last Review Date** shows the last date within the CRRT that the course was reviewed (calendar date of the review, not study period reviewed) and is auto generated. *If no data is recorded, default date is 31/12/2001.*
- Confirm/select the **Course Coordinator** (CC). Reassign if necessary. Type a name to search the dropdown menu.
- Confirm/select the **Reviewer** who will undertake the review and submit the review report for acknowledgement by Head of School/Delegate. The Reviewer may be the same as the CC or another staff member. Type a name to search.
- Select one or more relevant **Program Director(s)** to be notified of the review report. Type a name to search.
- If you are unsure of your current Program Director, you can search your Faculty contacts list:
  - ABLE Academic Contacts
  - HMS Program Directors
  - SET Academic Contacts
- Select the **Head of School** who will receive your completed review report. Type a name to search. (Notifications will be automatically redirected to any delegates if the HoS has assigned.)

Figure 3 –Setup Course Review interface, including submit button



- Indicate the **Review Type**
  - **Core** = a regular or baseline review;
  - **Core Plus** = a review focused in more depth on one or more of the core domains of a course review.
- If the Review Type is Core Plus, then indicate one or more **Domain** of investigation.
  - Student learning growth
  - Elements of curriculum
  - Assessment approaches and design
  - Student experience and engagement
  - Teaching quality
  - Other
- If the review has been **nominated** by a third-party (such as the Program Director or an Associate Head of School) for a Core Plus review, select "Yes" for **Is Nominated** and identify one or more of the nominators to receive notification of the submitted review report. More than one name can be selected.
- When all mandatory fields have been entered, the **Submit** button becomes available for selection (coloured red).
  - Once the record has been submitted, all record fields except **Review Type** and **Review Domains** cannot be modified without deleting the record and creating a new one.
  - Once the record has been submitted, the staff member that set up the record will be recorded in the "Created By" field. This **Creator, Reviewer** and the **Course Coordinator** are the only individuals who will be able to delete the course review record.
- An **automated system email** will notify the CC, Reviewer, Program Director, and Nominator(s), if any. *(The Head of School is not notified until details of the review report are entered and submitted.)*

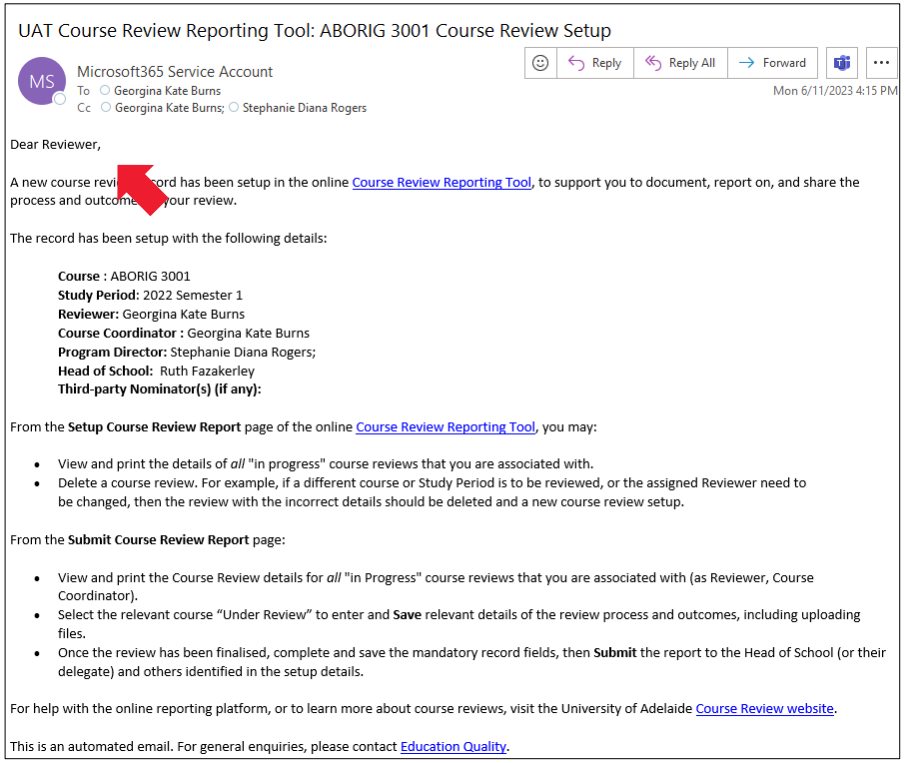
Figure 3 - Continued



D. I’ve received notice that someone has initiated (**Setup**) a course review.

- Once the **Submit** button is selected. an **automated system email** will notify the **Reviewer** that a record has been created and is ready to be populated with details of the course review.
- Copied into the notification email are the Course Coordinator, Program Director(s) and Nominator(s) who were named in the Setup process. The Head of School is *not* notified until details of the review report are entered and submitted as complete.
- This system email identifies the course and study period being reviewed and provides a link to the CRRT.
- Note all record fields except **Review Type** and **Review Domains** (if showing) cannot be modified without the Creator deleting the record and creating a new one.

Figure 4 – CRRT automated email notification of a new course review setup.



UAT Course Review Reporting Tool: ABORIG 3001 Course Review Setup

Reply | Reply All | Forward

MS Microsoft365 Service Account
To Georgina Kate Burns
Cc Georgina Kate Burns; Stephanie Diana Rogers
Mon 6/11/2023 4:15 PM

Dear Reviewer,

A new course review record has been setup in the online Course Review Reporting Tool, to support you to document, report on, and share the process and outcomes of your review.

The record has been setup with the following details:

Course : ABORIG 3001
Study Period: 2022 Semester 1
Reviewer: Georgina Kate Burns
Course Coordinator : Georgina Kate Burns
Program Director: Stephanie Diana Rogers;
Head of School: Ruth Fazakerley
Third-party Nominator(s) (if any):

From the **Setup Course Review Report** page of the online Course Review Reporting Tool, you may:

- View and print the details of *all* "in progress" course reviews that you are associated with.
- Delete a course review. For example, if a different course or Study Period is to be reviewed, or the assigned Reviewer need to be changed, then the review with the incorrect details should be deleted and a new course review setup.

From the **Submit Course Review Report** page:

- View and print the Course Review details for *all* "in Progress" course reviews that you are associated with (as Reviewer, Course Coordinator).
- Select the relevant course “Under Review” to enter and **Save** relevant details of the review process and outcomes, including uploading files.
- Once the review has been finalised, complete and save the mandatory record fields, then **Submit** the report to the Head of School (or their delegate) and others identified in the setup details.

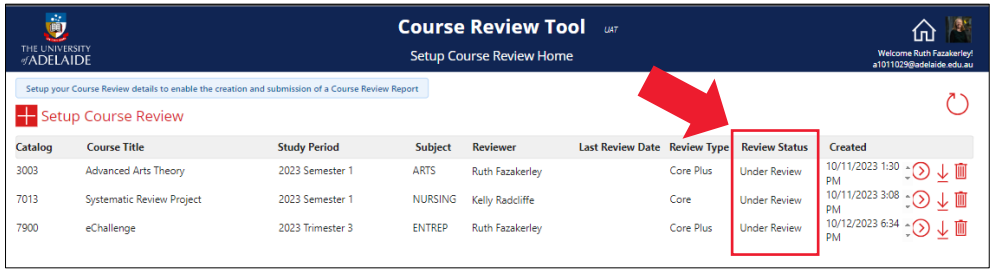
For help with the online reporting platform, or to learn more about course reviews, visit the University of Adelaide Course Review website.

This is an automated email. For general enquiries, please contact Education Quality.

E. View details of the courses set up for my review.

- From the **Setup Course Review** homepage, the newly submitted course record will now be visible to the review creator and listed Course Coordinator with the status “**Under Review**”.
- The record can be viewed and printed/downloaded as a pdf.
- Record details cannot be modified from the Setup page. Details of the review report will be entered via the **Submit Course Review Report** page.
- The record can be **deleted by the individual who set up the course review and the *listed* Course Coordinator**. Deletion of a record will notify all named staff (other than HoS).

Figure 5 – Setup course review homepage outlining review status



THE UNIVERSITY of ADELAIDE

Course Review Tool UAT

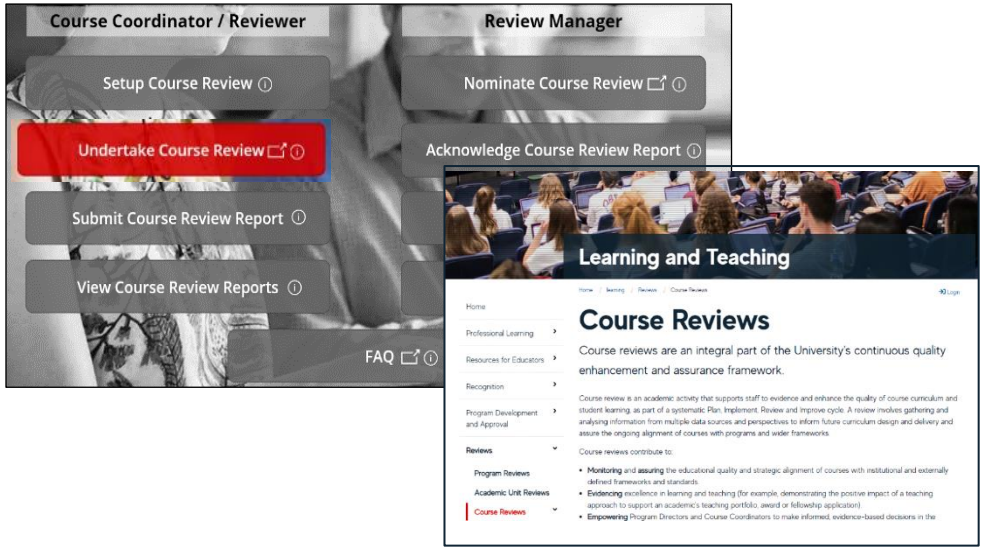
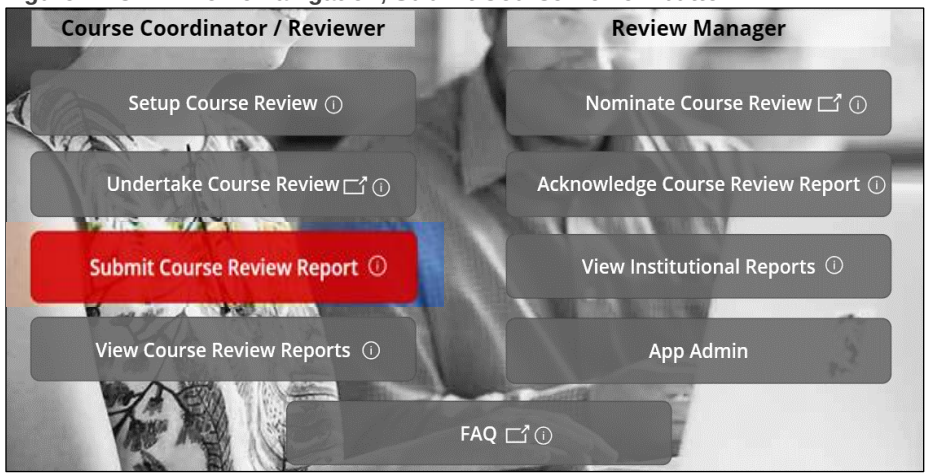
Setup Course Review Home

Welcome Ruth Fazakerley! a1011029@adelaide.edu.au

Setup your Course Review details to enable the creation and submission of a Course Review Report

Setup Course Review

Catalog	Course Title	Study Period	Subject	Reviewer	Last Review Date	Review Type	Review Status	Created
3003	Advanced Arts Theory	2023 Semester 1	ARTS	Ruth Fazakerley		Core Plus	Under Review	10/11/2023 1:30 PM
7013	Systematic Review Project	2023 Semester 1	NURSING	Kelly Radcliffe		Core	Under Review	10/11/2023 3:08 PM
7900	eChallenge	2023 Trimester 3	ENTREP	Ruth Fazakerley		Core Plus	Under Review	10/12/2023 6:34 PM

Stage of Review/ Prompt	Action	Example
2. During the Review – Undertake the Review and Draft Course Review Report		
F. Reviewer undertakes the course review	• The **Undertake Course Review** button navigates ***outside*** of the CRRT to the Learning and Teaching Course Reviews webpage, which gives an overview of the University's approach to continuous improvement and provides general guidance and resources for conducting a course review. • Reviewers will undertake the review, either singly or in a team, according to local processes or as directed by the nominator of a Core Plus review.	**Figure 6 – CRRT Home navigation, Undertake Course Review button & Course Reviews website** 
G. Reviewer drafts the review report	• To populate the review report for an existing course review record, the **Reviewer** will access the **Course Review Reporting Tool** and select **Submit Course Review Report** from the Home page. • The Reviewer may access the course review record from this page at any stage while undertaking the course review to enter their draft course review findings and make notes/comments. • The Reviewer can close and re-enter the record from this page as often as required prior to submission of the report, to retrieve or modify the saved fields.	**Figure 7– CRRT home navigation, Submit Course Review button** 

- Identify the relevant course - with Reviewer Status "**Under Review" -** and select the red arrow to open the course review record.
- The course review record features six tabs that, once complete, will form the course review report.
- **Mandatory** fields/tabs of the report are:
  - Purpose and scope
  - Process
  - Recommendations and Actions (at least one recommendation must be entered.)
  - Ensure the Resource implications question is answered (yes/no).
- **Optional** tabs of the report are:
  - Attachments - Files can be uploaded into the record
  - Reviewer Notes and Comments.
- Enter and **Save** details and outcomes of the review at *each tab* in the record.
- The **Save** button shows red when any changes have been made in the tab that will require saving. **Exiting and entering the record without saving will result in the data being lost.**
- Whenever all mandatory fields have been entered and saved, the **Submit Review** button will become available (show red).
- Return to the record at any stage prior to submission of the report to retrieve or modify the saved fields.

Figure 8 – Submit Course Review navigation home

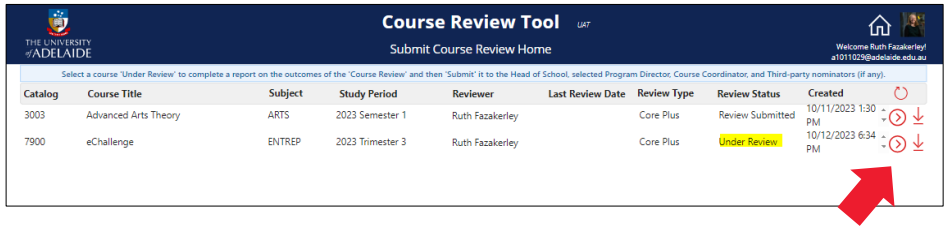


Figure 9 – CRRT Submit Course Review course review record with tabs highlighted

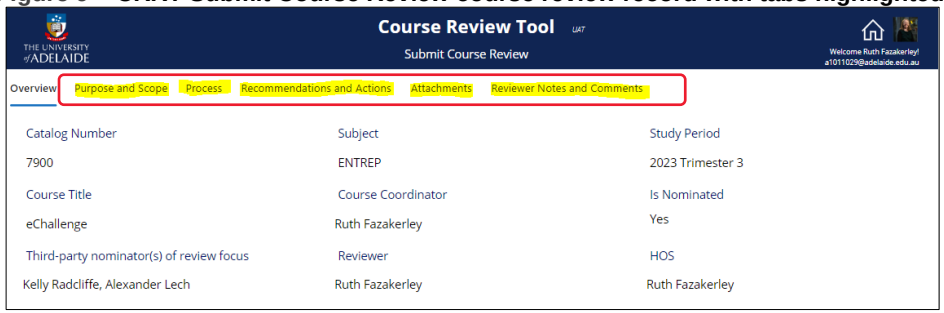
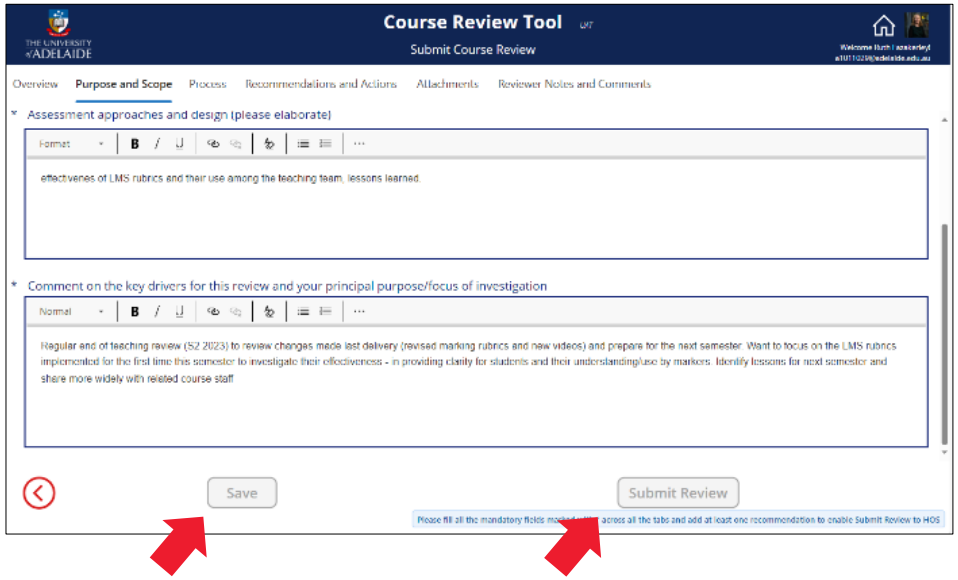
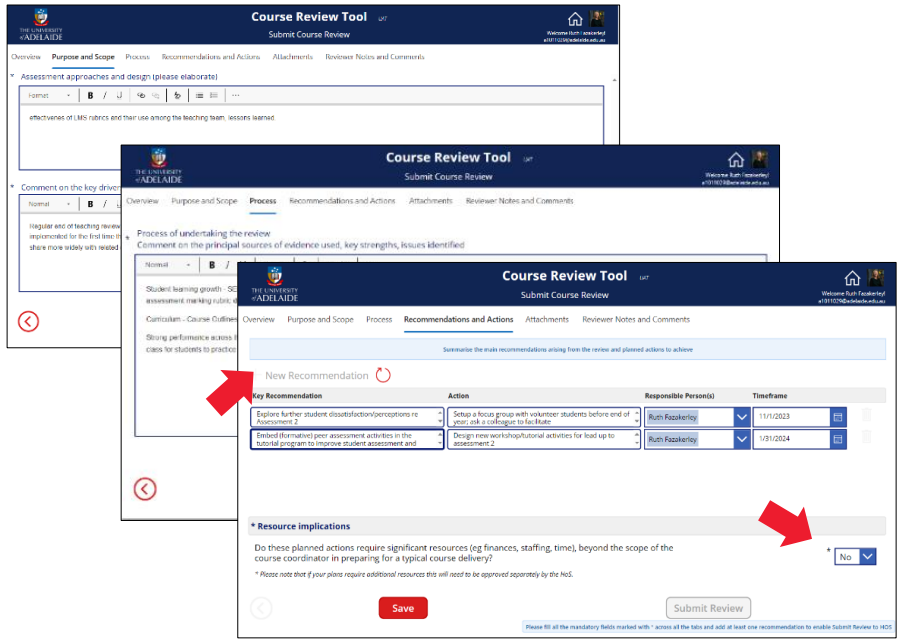
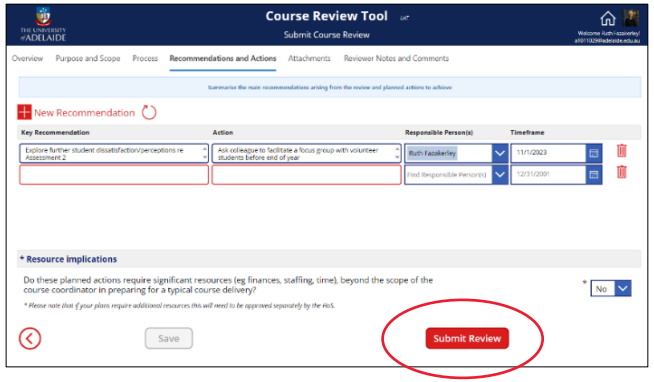
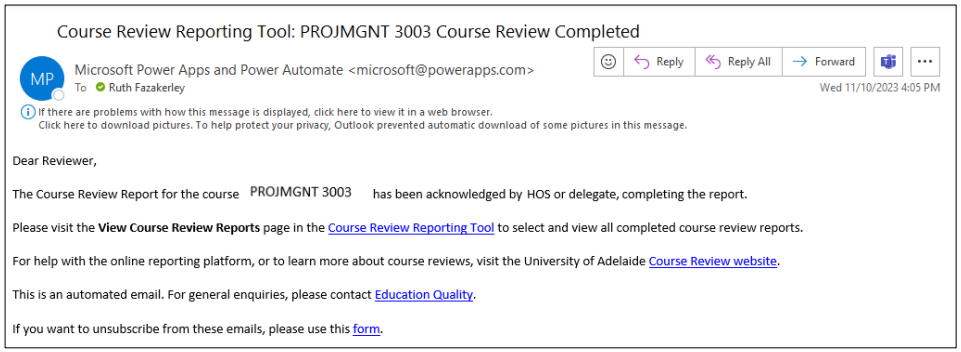


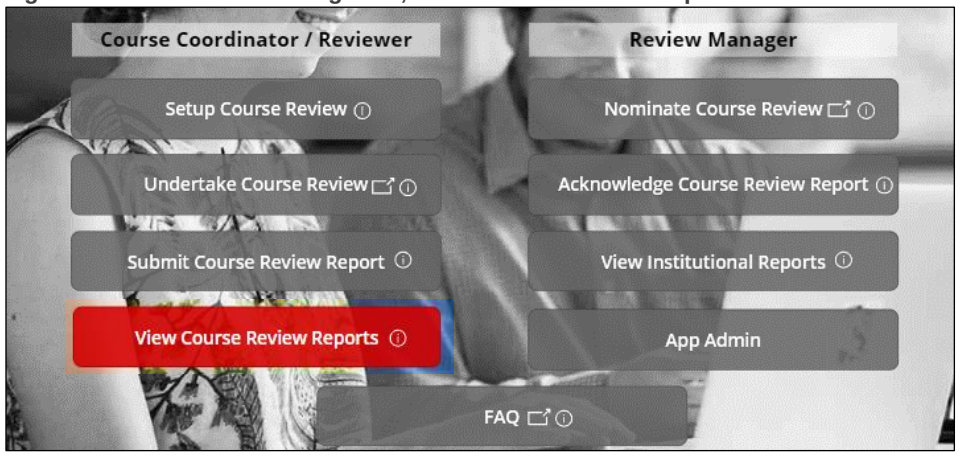
Figure 10 – CRRT Submit Course Review course review record with tabs highlighted



Stage of Review/ Prompt	Action	Example
3. Finalise the Report – Submit Course Review Report		

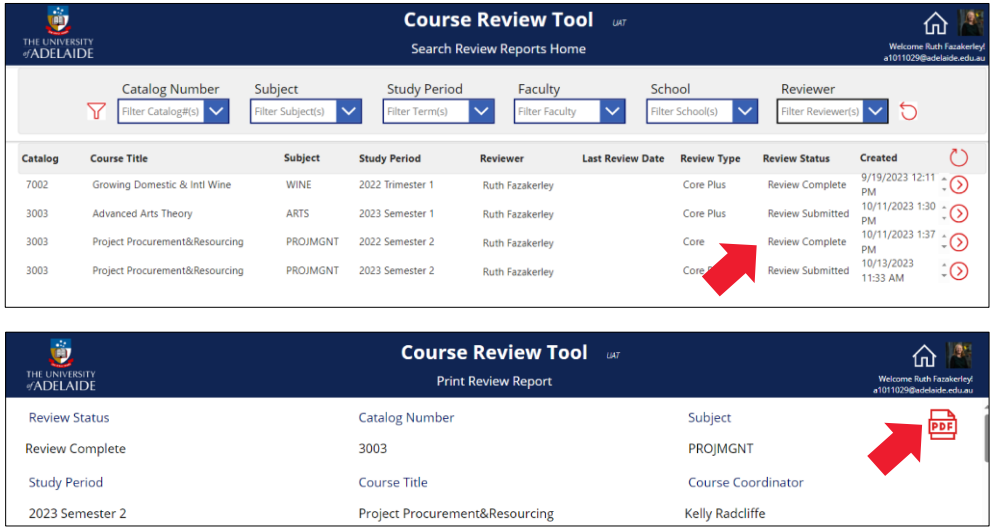
H. Reviewer **submits** the review report for **acknowledgement** by Head of School (or delegate)	• Once the **Reviewer** has completed and saved all mandatory fields in each mandatory tab of the course review record the **Submit Review** button will become available (show red). The report is ready to submit to the Head of School (or delegate) for **Acknowledgement**.
	• Mandatory fields/tabs of the report are:
	  ○ Purpose and scope
	  ○ Process
	  ○ Recommendations and Actions (at least one recommendation must be entered.)
	  ○ Ensure the Resource implications question is answered (yes/no).
	• Optional tabs of the report are:
	  ○ Attachments
	  ○ Reviewer Notes and Comments.
	• The Reviewer will select **Submit Review** to finalise the Course Review Report record.
	• The status of the review record will change to "**Review Submitted**".
	• **An automated system email** will notify the Head of School (or delegate) that the course review report is ready for evaluation and acknowledgement. Copied into the email are the Course Coordinator, Reviewer, Program Director(s), and Nominator(s), if any.
	• Post submission, the report can no longer be edited. Notes can be made on the report post submission in the *Submit Course Review* tab by clicking on the desired report and navigating to Reviewer Notes/Comments tab.
	• The creator of the review may still delete the review record, up until the review is acknowledged by the Head of School (or delegate) and the review completed.
		Figure 11 – CRRT Submit Course Review, required tab content overview with final submit review tab
		 
		
		 

I. Course Coordinator and Reviewer receive a notification that the review is **acknowledged** by the Head of School.	• Once the Head of School acknowledges receipt of the report, the status of the review record changes to "Review Complete" with an **automated system email** advising Reviewer of completion status. • The record can no longer be deleted. Notes can be made on the report post submission in the *Submit Course Review* tab by clicking on the desired report and navigating to Reviewer Notes/Comments tab. • The record will now be visible in the View Course Review Reports homepage, along with any other submitted or completed reviews that you are associated with as Course Coordinator or Reviewer (or Program Director, Nominator, HoS or admin/delegate).	**Figure 12 – Automated email advising completed status.**  Course Review Reporting Tool: PROJMGNT 3003 Course Review Completed MP Microsoft Power Apps and Power Automate <microsoft@powerapps.com> To Ruth Fazakerley Reply Reply All Forward Wed 11/10/2023 4:05 PM If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message. Dear Reviewer, The Course Review Report for the course PROJMGNT 3003 has been acknowledged by HOS or delegate, completing the report. Please visit the **View Course Review Reports** page in the Course Review Reporting Tool to select and view all completed course review reports. For help with the online reporting platform, or to learn more about course reviews, visit the University of Adelaide Course Review website. This is an automated email. For general enquiries, please contact Education Quality. If you want to unsubscribe from these emails, please use this form.

Stage of Review/ Prompt	Action	Example
4. After the Review – View Course Review Reports		
J. Anyone wants to refer to a completed review report.	• Completed review reports are only visible to the person who initiated the review, CC and Reviewer (if different), named Program Director(s), Nominator(s), HoS or admin/delegates. • Access the **Course Review Reporting Tool** and select **View Course Review Reports** from the Home page.	**Figure 13 – CRRT home navigation, View Course Review Reports button** 

- Records will be listed for both submitted and completed Course Review reports with which you are associated – whether as Course Coordinator, Reviewer, Program Director, Nominator, HoS or delegate.
- Use the filters to search for a specific course review.
- Select a record to view the details by clicking on the icon next to the relevant review:
- Once opened for viewing, the record can be downloaded or printed as a pdf. Attachments (if any) will not be included in the pdf and must be downloaded separately. Any notes added post completion will appear on the report when generated to PDF.

Figure 14 – Completion interface and PDF report generation



5. Further Information

Further information regarding Course Reviews can be found on the website: Course Reviews | Learning and Teaching | University of Adelaide
If you have any further questions, please contact Education Quality: eq@adelaide.edu.au