Course Review Reporting Tool (CRRT)

Review Managers Guide:
Program Directors and Third-party Nominators, May 2024

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

This resource guides Program Directors and Third-Party Nominators in the use of the online **Course Review Reporting Tool.** It provides information about the CRRT to inform local business processes, as well as information about actions required from the Program Directors and Third-party Nominators.

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. If a School makes use of the CRRT, the Head of School (or nominated delegate) must use the CRRT to acknowledge the submitted course review reports. Heads of School may nominate delegates to undertake their role in acknowledging course review reports. Emails are regularly circulated to Heads of School to invite delegate nominations.

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

Contents

Stage of Review/ Prompt	Action	
1. Pre-Review – Nominate or Setup Course Review		

A. Course Coordinator (CC) may be notified of courses available to review.
 	
Automated notifications are not in action for semester 1 2024 while we engage with a soft launch of the tool.
	• Course data is refreshed in the **Course Review Reporting Tool (CCRT)** twice per year, after census date; it comprises courses offered in the last two years for which at least one student was enrolled.
	
	• Course Coordinators may receive an **automated email notification** of those courses available for review.
	
	• 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/known.
	
	• 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 action by the CC is mandated unless the course is non-compliant with [CAPP](#) or if the CC has been **nominated** to undertake a **Core Plus** review by the Head of School via an approved third-party **Nominator**.
	
	• 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 to course coordinators
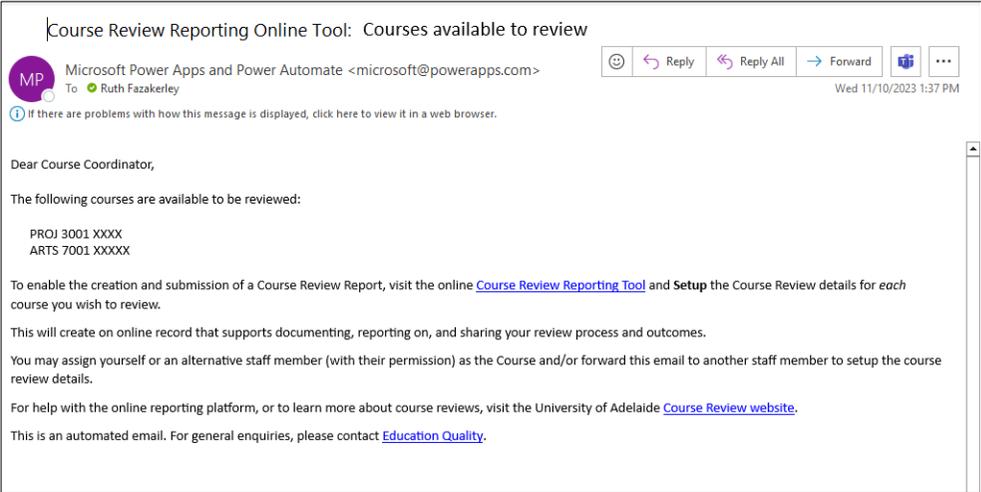		
		Course Review Reporting Online Tool: Courses available to review
		
		Microsoft Power Apps and Power Automate <microsoft@powerapps.com>
		To ● Ruth Fazakerley
		Wed 11/10/2023 1:37 PM
		ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.
		
		Dear Course 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.** I want to nominate a course for a **Core Plus** review

I'm a **Third-party Nominator** | **Nomination occurs *outside* of the CRRT, according to local processes. Selecting the "Nominate Course Review" button in the CRRT will simply link to the general information at the [Course Review information/FAQ webpage](#).** See website for [definitions of a Core Plus review and the nomination process](#). 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. Nominations of a course for review should include the nominated [domains/focus](#) to be investigated in the Core Plus review. CC should be contacted (by School/Faculty process) to advise that a course is nominated for a Core Plus review, with information about the nominators of the review and the intended focus of the review. 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 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. Instructions for course review setup are available in the Course Coordinator CRRT Guide. | **Figure 2 – Nominate Course review information tab on homepage and EQ Course Review Website**
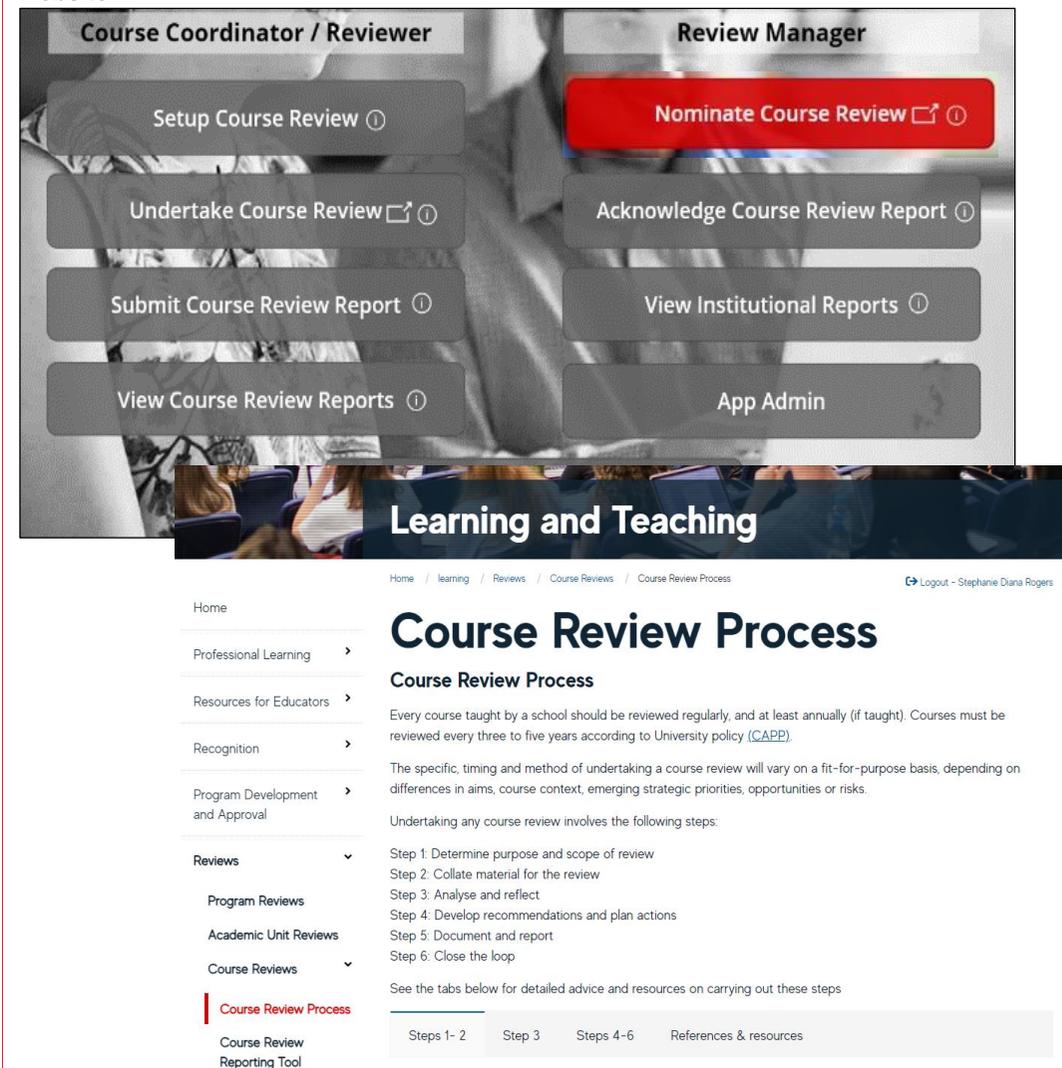
 |

| **C**. Staff member creates a course review record (**Setup**) | • Instructions for course review setup are available in the Course Coordinator CRRT guide.

• A course review record may be **Setup** (initiated/created) by any academic – typically the Course Coordinator, Reviewer, Program Director, Head of School (or delegate) or other Third-Party Nominator.

• The following details are required to setup a review:
　o **Subject area**
　o **Catalog number**
　o **Study period**
　o **Course Coordinator**
　o **Reviewer**, who may be the same as the Course Coordinator or a different staff member.
　o **Program Director(s)** to be notified of the review report.
　o **Head of School** to receive the submitted review report. (Notifications will be redirected to any delegates if the HoS has assigned.)
　o **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.](#)
　o **Nominated** for a Core Plus review Y/N, If yes:
　　▪ **Nominator(s)**
　　▪ **Review Domain(s)**

• Note that the record fields **Review Type** and **Review Domains** can be modified by the Reviewer after Setup. To amend any other fields, the record must be deleted and a new one created.

• ***Records may be only deleted by the person who initiated the review, the listed Course Coordinator or the Reviewer.***

• Deletion of a record prior to completion of the report will notify all named staff (other than the HoS/delegate. | **Figure 3 – Setting up a course review in the tool.**

 |

D. I've received notice as a Program Director or Third-party Nominator that someone has initiated (**Setup**) a course review.

- When a new course review record is set up in the CCRT, an automated system email will notify (by CC) the following staff named in the setup details: Course Coordinator, Reviewer, Program Director, and Nominator(s), if any. (The Head of School is **not** notified until the review has been undertaken and details of the report are entered and submitted.)

Figure 4 – Automated email advising new course review has been set up and is ready to be undertaken.
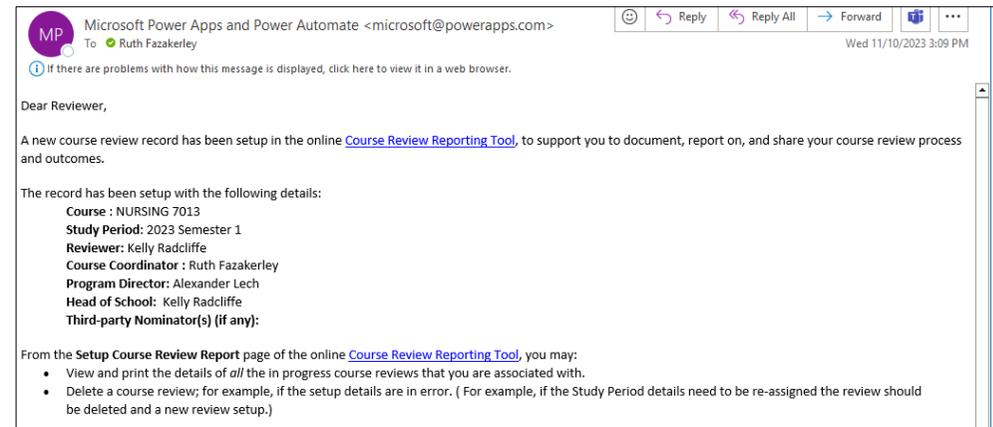
Stage of Review/ Prompt	Action	Example
2. During the Review – Reviewer Undertakes the Review/ Drafts the Course Review Report		
E. Reviewer undertakes the course review	• The **Undertake Course Review** button navigates *outside* of the CRRT to the Learning and Teaching [Course Reviews webpage](#), which 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 5 – Further information on undertaking course reviews found on the Education Quality Website**
F. Reviewer saves files and notes, prepares drafts of the review report	• The **Reviewer** can access the CRRT to save files and notes, and edit drafts of their report from the **Submit Course Review Report** button on the Home page. Instructions are available in the Course Coordinator CRRT **G**uide. • The Reviewer will select the relevant course "Under Review" to enter and **Save** details and outcomes of the review at *each tab* in the record. • The course record features six tabs that, once complete, will form the course review report. • Files can be uploaded to include with the review report, with additional notes and comments. • 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.	**Figure 6 - CRRT home navigation, Submit Course Review button**
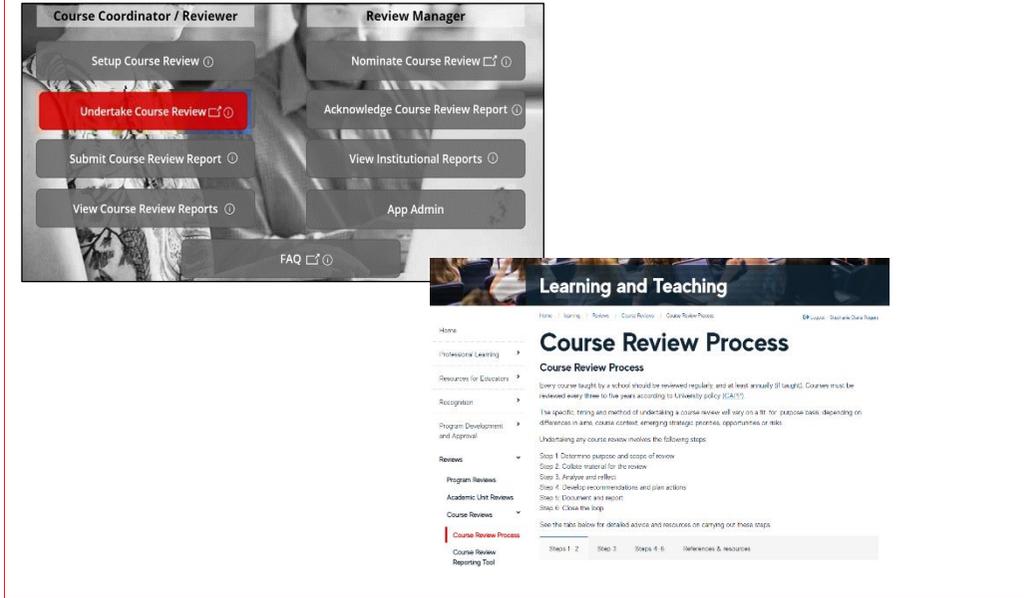
Stage of Review/ Prompt	Action	Example

3. Finalising the Report – Reviewer Submits Course Review Report

Stage of Review/ Prompt	Action	Example
G. Reviewer finalises and **submits** the review report for acknowledgement by Head of School (or delegate)	- The Reviewer will access select **Submit Course Review Report** from the Home page and select the relevant course (with status "Under Review") to enter and **Save** details and outcomes of the review at *each* tab in the record. - The **Overview** tab lists the (fixed) record details created at Setup. - Mandatory fields of the report are: **Purpose and scope** **Process** **Recommendations and Actions** **Resource implications** Y/N . - Optional tabs of the report are: **Attachments** **Reviewer Notes and Comments** - When all mandatory fields in *each* tab have been saved the report can be submitted for Head of School acknowledgement via the **Submit Review** button. - Once the Reviewer has submitted the review report, it can no longer be edited. The Reviewer can still access the **Reviewer Notes and Comments** section of the record can still be accessed and updated by the Reviewer from the **Submit Course Review** page. - The status of the review record will change to "**Review Submitted**".	**Figure 7 – Undertaking and submitting a course review report**

Stage of Review/ Prompt	Action	Example

4. Concluding the Review – Head of School Acknowledges the Report

Stage of Review/ Prompt	Action	Example
H. Staff member receives email notification that a course review report has been submitted	• Once a report has been submitted, an **automated system email** will notify the Head of School (or delegate), as well as the CC, Reviewer, Program Director, and Nominator(s), if any. • A submitted course review record can be **deleted** by whoever initiated the record (the creator) or the listed course coordinator from the Setup Course Review homepage (only), any time before the acknowledgement of the report by the HoS or delegate. (Deletion of a record will notify the staff named in the course review record excluding the Head of School.) • The record will now be available to view from the **View Course Review Reports** homepage, showing the status "Review Submitted", along with any other submitted or completed reviews associated with the staff member. (See K below.) • The Head of School and delegates can also access the report from the **Acknowledge Course Review Report** homepage.	**Figure 8 – Head of School/delegate automated email advising of report submission** Course Review Reporting Tool: ARTS 3003 Course Review Report Submitted for Acknowledgement MS Microsoft365 Service Account 😊 ↩ Reply ↩ Reply All → Forward ··· To ✅ Ruth Fazakerley Thu 12/10/2023 6:58 PM ⓘ If there are problems with how this message is displayed, click here to view it in a web browser. Dear Head of School (or delegate) A report has been submitted in the online Course Review Reporting Tool for the review of **Course** : ARTS 3003 **Study Period:** 2023 Semester 1 **Review Type:** Core Plus **Reviewer:** Ruth Fazakerley **Course Coordinator** Kelly Radcliffe **Program Director:** Kelly Radcliffe **Head of School:** Alexander Lech **Third-party Nominator(s) (if any):** Kelly Radcliffe; Please visit the **Acknowledge Course Review Report** page in the Course Review Reporting Tool to: • View or print all course review reports submitted for acknowledgement by the Head of School. • Select a course and **Acknowledge** receipt of the report to complete the review. Visit the **View Course Review Reports** 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.

I. Head of School (or delegate) **acknowledges** the report.	• HoS or delegate accesses the CRRT and selects **Acknowledge Course Review Report**
	
	• The HoS/delegate will select the relevant record from the list of available Course Review records available and view the report.
	
	• If concerns are raised about the report, options can include:
	   ○ acknowledge the review and request updates or amendments be noted by the Reviewer at the **Reviewer Notes and Comments** section of the review (from the *Submit Course Review* page); or
	   ○ don't acknowledge the review; contact the creator/reviewer to request the course review record be deleted and replaced, with appropriate amendments/revisions being made.
		Figure 9 – Acknowledge Course Review Report tile selection
		
		Setup Course Review ⓘ Nominate Course Review ↗ ⓘ
		Undertake Course Review ↗ ⓘ **Acknowledge Course Review Report** ⓘ
		Submit Course Review Report ⓘ View Institutional Reports ⓘ
		View Course Review Reports ⓘ App Admin ⓘ
		FAQ ↗ ⓘ

	• Once acknowledged by the Head of School or delegate, the status of the review record will change to "**Review Complete**". • The course review record can no longer be deleted.	
J. Staff receive a notification that the review is complete.	• An **automated system email** will notify the named Course Coordinator, Reviewer, Program Director(s), and Nominator(s) (if any) that the review is completed.	**Figure 10 – Automated email advising of completion of course review.** Course Review Reporting Tool: PROJMGNT 3003 Course Review Completed MP Microsoft Power Apps and Power Automate <microsoft@powerapps.com> Reply Reply All Forward To ✅ Ruth Fazakerley 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

5. After the Review – View Course Review Reports

Stage of Review/ Prompt	Action	Example
K. Named staff want to access and view completed course review reports.	- Access the Course Review Reporting Tool and select **View Course Review Reports** from the Home page. - Records will be listed for submitted and completed Course Review reports with which you are associated as Course Coordinator, Reviewer, Program Director, Nominator, HoS (or delegate). - To search for a specific course review, use the search bar to *filter* the list by fields. - Select a record to view the details. - View the full course review report by clicking on the icon next to the review. - Once opened for viewing, the record can be downloaded/printed as a pdf. Attachments (if any) will not be included in the pdf and must be downloaded separately.	**Figure 11 – Viewing and obtaining PDFs of completed course review reports**

6. 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