

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 <u>approach to course reviews</u>. 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.



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Stage of Review/ Prompt	Action	
1. Pre-Review - Nom	ninate or Setup Course Review	
A. Course Coordinator (CC) may be notified of courses available to review.	• 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.	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></microsoft@powerapps.com>
 Automated notifications are not in action for semester 1 2024 while we engage with a soft launch of the tool. 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). 	▶ Dear Course Coordinator, The following courses are 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/known.	PROJ 3001 XXXX ARTS 7001 XXXX To enable the creation and submission of a Course Review Report, visit the online <u>Course Review Reporting Tool</u> and Setup the Course Review details for <i>each</i> 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
	 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). 	review details. For help with the online reporting platform, or to learn more about course reviews, visit the University of Adelaide <u>Course Review website</u> . This is an automated email. For general enquiries, please contact <u>Education Quality</u> .
	 Courses must be reviewed every three to five years according to University policy (<u>CAPP</u>). 	
	 No action by the CC is mandated unless the course is non-compliant with <u>CAPP</u> 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.	

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 ٠ the Course Coordinator CRRT Guide.

Figure 2 – Nominate Course review information tab on homepage and EQ Course Review Website



Home

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		Home / learning /	Reviews / C	ourse Reviews / Cou	rse Review Process		€→ Logout - Stephanie Diana F
me		Cours		Davia			-
ofessional Learning	>	Cour	se	Revie		roces	5
sources for Educators	>	Course Rev	view Pro	cess			
	>	Every course taug reviewed every th	ght by a scho nree to five ye	ol should be revie ears according to	wed regularly, a University policy	nd at least annually (if (<u>CAPP)</u>	taught). Courses must be
cognition		The specific, timir	ng and metho	od of undertaking	a course review	will vary on a fit-for-	purpose basis, depending on
ogram Development d Approval	>	differences in aim Undertaking any (is, course cor course reviev	ntext, emerging st v involves the follo	rategic priorities wing steps:	opportunities or risk	5.
views	•	Step 1: Determine Step 2: Collate m	e purpose an aterial for the	d scope of review e review			
Program Reviews		Step 3: Analyse a Step 4: Develop r	nd reflect recommenda	tions and plan act	ions		
Academic Unit Reviews	S	Step 5: Documer	t and report				
Course Reviews	~	See the tabs belo	w for detaile	d advice and reso	urces on carryir	g out these steps	
Course Review Proce	ess						
Course Review		Steps 1- 2	Step 3	Steps 4-6	References &	resources	
Reporting Tool							

C. Staff member	Instructions for course review setup are available in					
creates a course	the Course Coordinator CRRT guide.	Figure 3 – Setting up a course r	review in the tool.			
review record (Setup)	 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: Subject area Catalog number Study period Course Coordinator Reviewer, who may be the same as the Course Coordinator or a different staff 	Course Coordinator / Review	ewer Re Nomi w 📑 💿 Acknowled ort 🛈 View rts 💿	Review Manager Nominate Course Review ☐ ① Acknowledge Course Review Report ① View Institutional Reports ① App Admin		
	 member. Program Director(s) to be notified of the review report. Head of School to receive the submitted review report. (Notifications will be redirected to any delegates if the HoS has assigned.) 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. 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	THE LANCESTY	Course Review Tool	<u>م</u>		
		* Subject ENTREP Course Title Digital Ent Last Taught Date 17/11/2023 * Program Director(s) ① Jane Wright Georgina Kate Burns Is Nominated ① No Created Created	 Catalog Number 7036 Last Review Study Period Course Coordinator O Stephanie Diana Rogers HOS O Ruth Fazakerley Review Type O Core Plus Created By Submit 	* Study Period 2023 Semester 2 Last Review Date 31/12/2001 * Reviewer Stephanie Diana Rogers * Core Plus Review Domains Course Location Finder FAQ		
	 Deletion of a record prior to completion of the report will notify all named staff (other than the HoS/delegate. 					

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.

Microsoft Power Apps and Power Automate <microsoft@powerapps.com></microsoft@powerapps.com>	٢	← Reply	Reply All	→ Forward	Ú		
To Ruth Fazakerley				Wed 11,	/10/2023	3:09 PN	
 If there are problems with how this message is displayed, click here to view it in a web browser. 							
Dear Reviewer,							F
A new course review record has been setup in the online Course Review Reporting Tool, to support yo	ou to do	cument, repo	rt on, and share	e your course re	eview p	rocess	
and outcomes.							
The record has been setup with the following details:							
Course : NURSING 7013							
Study Period: 2023 Semester 1							
Reviewer: Kelly Radcliffe							
Course Coordinator : Ruth Fazakerley							
Program Director: Alexander Lech							
Head of School: Kelly Radcliffe							
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 <i>all</i> the in progress course reviews that you are associated with. 							
 Delete a course review: for example, if the setup details are in error, (For example, if the Stup 	lv Perio	d details need	to be re-assign	ed the review	should		
be deleted and a new review setup.)	,						

Stage of Review/ Prompt	Action	Example
2. During the Review -	- Reviewer Undertakes the Review/ Drafts the C	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. 	<complex-block></complex-block>
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 Guide. The Reviewer will select the relevant course "Under Review" to enter and Save details and outcomes of the review at <u>each tab</u> 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 Repo	rt – Reviewer Submits Course Review Report							
G. Reviewer finalises	The Reviewer will access select Submit Course Review Report from the Home page and select the	Figure 7 – Undertaking and submitting a course review report						
report for acknowledgement by Head of School (or	relevant course (with status "Under Review") to enter and Save details and outcomes of the review at <i>each</i> tab in the record.	THE ANALISHIY #ADELAIDE Overview Purpose and Scope Process	Course Review Tool or Submit Course Review Recommendations and Actions Attachming Reviewer Notes and Com	Constant and the second				
delegate)	• The Overview tab lists the (fixed) record details created at Setup.	Catalog Number 7900 Course Title	Subject ENTREP Course Coordinator	Study Period 2023 Trimester 3 Is Nominated				
	 Mandatory fields of the report are: Purpose and scope 	eChallenge Third-party nominator(s) of review for Kelly Radcliffe, Alexander Lech	Ruth Fazakerley ocus Reviewer Ruth Fazakerley	Yes HOS Ruth Fazakerley				
	 Process Recommendations and Actions Resource implications Y/N 	Program Director Kelly Radcliffe Created 10/12/2023 6:34 PM	Last Taught Date 11/24/2023 Review Status Under Review	Last Review Date 12/31/2001				
	 Optional tabs of the report are: Attachments 		Save	Submit Review	A 188			
	 Reviewer Notes and Comments When all mandatory fields in <i>each</i> tab have been saved the report can be submitted for Head of 	HE CONTENT #ADELAID Overview Pi	DE Submit Co Purpose and Scope Process Recommendations and Actions Attachmen	VIEW TOOL use Urse Review Its Reviewer Notes and Comments	Welcome Ruth Fazakerfeyt • 1011025#Radelaide edu.au			
	School acknowledgement via the Submit Review button.	H New R Key Recomm	Recommendation rendation Action ther student disastisfaction/perceptions re Action	Responsible Person(s) Timeframe				
	 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 Paviewer from the Submit Course Paview 		z 4 Eudemo berore end or year	Find Responsible Person(d) V 12/31/2001				
	page.	* Resource Do these course course note	* Resource implications Do these planned actions require significant resources (eg finances, staffing, time), beyond the scope of the course coordinator in preparing for a typical course delivery? * Rese note that group plans require additional resources this will need to be approved separately by the hos.					
	"Review Submitted".	\odot	Save	Submit Review				

Stage of Review/ Prompt	Action	Example
4. Concluding the Rev	view – Head of School Acknowledges the Repo	rt
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 Image: Course Review Report advises advis
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 O Nominate Course Review C O Undertake Course Review C O Acknowledge Course Review Report O Submit Course Review Report O View Institutional Reports O View Course Review Reports O App Admin FAQ C O

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	 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

Stage of Review/ Prompt	Ac	ction	Exar	nple							
5. After the Review – \	/iev	v Course Review Reports									
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 <i>filter</i> 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	Figure THE UNIT ADEL Catalog 7002 3003 3003 3003 3003 2015 ADEL Review Review Review	e 11 – Viewing a	nd obtai	Aning PDFs Course Search R Study Period Riter Term(s) Study Period 2022 Trimester 1 2023 Semester 2 203 Semester 2 204 Semest	of compl exiew Reports Hor eview Reports Hor Faculty Filter Facult Ruth Fazakerley Ruth Fazakerley Ruth Fazakerley Ruth Fazakerley Ruth Fazakerley Ruth Fazakerley Ruth Fazakerley Ruth Fazakerley	eted cour pol ur me Sch Filte Last Review Date	nool r School(s) Review Type Core Plus Core Plus Core Plus Core Plus Subject PROJMGNT Course Coo	Reviewer Filter Reviewer Review Status Review Submittee Review Submittee Review Submittee	rts
		downloaded separately.	2023 S	emester 2		Project Procureme	ent&Resourcing		Kelly Radclif	fe	

6. Further Information

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