

Course Review Reporting Tool FAQs

This document provides an overview of frequently asked questions relating to the Course Review Reporting Tool. If your question isn't listed here, please contact [Education Quality](#) for assistance.

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General FAQs

<p>I'm not the Course Coordinator (or no longer the CC)</p>	<p>You may have received a system email advising you that one or more courses are available to be reviewed, for which you have been incorrectly identified as Course Coordinator. Course Coordinator data in this system is sourced from PeopleSoft twice per year. To update the Course Coordinator record in Peoplesoft, please contact Student Systems Support.</p> <p>The Course Coordinator field is entered during the Setup Course Review stage. Once a course has been set up for review, the Course Coordinator field is locked. If this is incorrect, the record can be deleted and a new record setup.</p> <p>If you have received a system email notifying you that a course review has been setup, with you named incorrectly as Course Coordinator, you may enter the CRRT and delete the review. This will notify the staff named in the record that the review has been deleted. Please advise the relevant staff of the correct details to enter, and notify the correct/new Course Coordinator (if known).</p> <p>Forward any incorrectly assigned course review reminder notification emails to the correct/new Course Coordinator.</p>
<p>I'm the CC but I want someone else to undertake the review and submit the review report.</p>	<p>Advise the relevant staff member and assign them to the role of Reviewer when setting up the course review. (Refer to the video Setup Course Review.)</p> <p>If someone has already incorrectly named you in the setup as a course coordinator you may enter the CRRT and delete the review. This will notify the staff named in the record that the review has been deleted. Please advise the relevant staff of the correct details to enter, and notify the correct/new Course Coordinator (if known).</p>
<p>I'm the CC but I don't want to review my course right now.</p>	<p>You may have received a system email advising you that one or more courses are available to be reviewed. System reminder notifications may be sent regularly (up to twice per year). No action is required unless the course has been nominated for review by School/Faculty (or if required to meet compliance with CAPP).</p> <p>The CRRT can be accessed at any time to initiate a course review. If you want to assign the Reviewer role to someone else, and the course review record has not yet been setup, you may do this in the Setup course review stage.</p> <p>If you have received a system email notifying you that a course review has been setup on your behalf, with yourself as Reviewer, you may enter the CRRT at any time to undertake the review. If the course has been formally nominated for review by School/Faculty then consult with the Nominator as to when the review should be undertaken. If a different Reviewer needs to be assigned, then the review record will need to be deleted and recreated with amended details.</p>
<p>Where can I find more information about the Coursework Academic Programs Policy?</p>	<p>The Coursework Academic Programs Policy (CAPP) can be found here and outlines the requirement for every course offered by the University of Adelaide to be reviewed, at a minimum, every three to five years. However, a more regular review cycle is both commonplace and best practice.</p> <p>The regular, comprehensive review of courses as required in CAPP supports our commitment to meeting Standard 5.3.3 of the Higher Education Standards Framework (Threshold Standards) 2021.</p>

<p>What is the course review process?</p>	<p>This step-by-step guide to the Course Review process may be a useful reference while you are planning and setting up a course review within the tool. Practical resources to assist with preparing for and undertaking course reviews can be found on the website here, aligned to the fields within the Course Review report.</p> <p>Schools and Faculties will have local process for approaching course reviews. We advise that you discuss course reviews with your School Learning and Teaching committee, or the School’s Associate Dean/Associate Head of Learning and Teaching.</p>
<p>I think I might need more support, is there training on the tool available?</p>	<p>Education Quality have developed a series of videos and other resources to assist in the use of the Course Review Reporting Tool. Please contact Education Quality with any tool-based questions, or to see if future in-person or online training has been scheduled. Please contact your School, to discuss support and advice for undertaking course reviews.</p>
<p>Pre-review</p>	
<p>How do I set up a course review in the Course Review Reporting Tool</p>	<p>View a 2 minute video guide on how to set up a course review in the tool.</p> <p>Refer to the relevant user guide, depending on your role in the school and relation to a course review.</p>
<p>Who is my Program Director?</p>	<p>Note that some courses are taught across multiple programs, and some programs have assigned different Program Directors to each year level. Please ensure you select the relevant Program Director to be notified of the review when you are setting up a course review record.</p> <p>If you are unsure which Program Director is associated with your course, a list of academic contacts is found on each Faculty website:</p> <p>ABLE: https://able.adelaide.edu.au/student-support/academic-contacts</p> <p>SET: https://set.adelaide.edu.au/student-support/academic-contacts</p> <p>HMS: https://health.adelaide.edu.au/student-support/program-directors</p> <p>Alternatively, please discuss this with your School Associate Head of Learning and Teaching.</p>
<p>I have put incorrect details into the Course Review Tool (e.g. selected the wrong course, put in the incorrect Program</p>	<p>You cannot amend the following details once the course review record has been saved at the Setup Course Review stage:</p> <ul style="list-style-type: none"> • Course name/subject • Study period • Course coordinator • Reviewer • Nominator • Program Director • Head of School

<p>Director). How to I rectify this?</p>	<p>If you initiated/setup the review or are listed as the Course Coordinator or Reviewer you may delete the record at any time before the report is completed (ie Acknowledged by the Head of School or delegate) and recreate the correct details by setting up a new record.</p> <p>If you are the Reviewer, you may amend details of the report at any time before the report is submitted (eg type of review, core domains, recommendations, notes). To amend a report, navigate to the <i>Submit Course Review Report</i> tab, click the red arrow next to the review record to enter the record, update the required details and save.</p> <p>The Course Review Report cannot be amended or deleted once it has been acknowledged (ie completed) by the Head of School/delegate.</p>
<p>My course/study period is not appearing in the drop down list on setup, does this mean I do not need to review it?</p>	<p>A refresh of course data is uploaded to the system at least twice a year. If your course doesn't appear in the Setup Course Review drop down fields, it may mean that there were either no students enrolled in the course at the upload period, or the course was not running in the previous semester/year.</p> <p>Please contact Education Quality to investigate any errors, or to manually upload your course to the platform so you can complete a course review (for example, to maintain compliance with the course review cycle as outlined in CAPP).</p>
<p>I don't know if my review should be a Core or Core Plus review?</p>	<p>Refer to Step 1 of undertaking a course review: Determine the purpose and scope of review.</p> <p>All course reviews should consider a common set of elements or domains (the Core). This facilitates Course Coordinators to collect baseline information to inform decision making and for comparison across deliveries. This process can reveal opportunities for incremental improvement and innovation or highlight trends to monitor across future deliveries of the course. Refer to the core elements of a course review (pdf) for more information.</p> <p>Course reviews can be used to focus in detail on one or more of the core domains or some other, self-defined element. This is termed a Core Plus review. For example, opportunities or issues may have emerged during teaching, or identified prior to the review from feedback by students, peers, or accreditation panels, which need further detailed consideration.</p> <p>The Course Coordinator can decide to undertake a Core Plus review when setting up the review.</p> <p>Alternatively, a Core Plus review may be requested by the Head or School. Approved third parties (Program Director, Associate Head L&T, Associate Dean, Deputy Dean L&T, Executive Dean) may also make request for a Core Plus review of a course, via the Head of School. If approved by the Head of School, the Course Coordinator will be requested to investigate the nominated focus/core domains at the next review of the course.</p> <p>If you are unsure, please discuss this with your Head of School, or the School's Associate Dean/Associate Head Learning and Teaching.</p>
<p>Are there any specific steps I should take as I set up my course review?</p>	<p>Refer to the CRRT user guides for advice with the setup of a course review.</p> <p>This step-by-step guide to the Course Review process may be a useful reference while you are planning and setting up a course review within the tool. Practical resources to assist with preparing for and undertaking course reviews can be found on the website here, aligned to the fields within the Course Review report.</p> <p>Your school may also have its own proforma for reporting on course reviews. If you are unsure, please discuss this with your Head of School, or the School's Associate Dean/Associate Head of Learning and Teaching.</p>

During the review

<p>I am listed as a reviewer. How do I document and submit the course review?</p>	<p>Watch this 2 minute video guide on how to undertake the course review in the Course Review Reporting Tool, once a review has been set up. Refer to the Reviewer's user guide.</p>
<p>An error message appears when I am trying to submit my review, what do I do?</p>	<p>Occasionally, if system updates have occurred in the tool as you have been using it, an error message will appear along the top of the tool interface.</p> <p>Firstly, try exiting out of your browser and entering the tool again. You may be asked to allow the tool to give you access to your information again in a separate pop-up window. Allow access and enter the tool.</p> <p>If an error message continues to display after taking the above action while you are trying to submit your report, or you try and submit your report and it clears your recommendations, please contact Education Quality directly with a screenshot of the error message. We will then liaise with ITDS to rectify the issue.</p>

After the review

<p>Will this report keep a record of any ongoing recommendations and actions?</p>	<p>This tool does not facilitate ongoing reporting against recommendations. Once the report is complete the mandatory fields can no longer be modified. The Reviewer can, however, continue to use the comments and notes section of the record to note any changes in context or document progress on actions taken regarding the recommendations, for the future reference of the staff named in the review. This is not a live record and will require manual updates. Any notes post completion will need to be added via the <i>Submit Course Review Report</i> tile and will be visible in the <i>View Course Review Reports</i> tile and <i>PDF downloads of the report</i>.</p> <p>It is recommended that any recommendations and actions should be considered in the next course review.</p>
<p>When will the next review occur now that this course review has been completed?</p>	<p>Please discuss course reviews with your School as each School has a process by which they decide which courses will be reviewed and when. The Coursework Academic Programs Policy (CAPP) can be found here and outlines the requirement for every course offered by the University of Adelaide to be reviewed, at a minimum, every three to five years. However, a more regular review cycle is both commonplace and best practice. The regular, comprehensive review of courses as required in CAPP supports our commitment to meeting Standard 5.3.3 of the Higher Education Standards Framework (Threshold Standards) 2021.</p>
<p>Who has visibility over these course review</p>	<p>The person who initiated the review, Course Coordinator and Reviewer (if different), can view an individual course review report while in progress.</p> <p>Heads of School (or delegates) can view reports <i>submitted</i> to them for acknowledgement and the completed reports.</p>

reports completed in the tool?

The person who **initiated** the review, **Course Coordinator** and **Reviewer** (if different), named Program Director(s), Nominator(s), and HoS/ delegate can view the completed reports (via **View Course Review Reports**).

Education Quality’s administrator access provides view access to institutional reports and to completed (acknowledged) course review reports only. Education Quality cannot view course reviews currently underway which have yet to be completed.

Institutional Reports

Can I run reports from this tool to aid in School/Faculty reporting?

Two Power BI reports are available at School/Faculty level are available via **View Institutional Reports** from the Home page.

These reports are accessible to Heads of School only, not delegates. Access to View Institutional Reports can be provided in some circumstances by request to [Education Quality](#).

Watch this [video guide](#) to reporting within the tool for Heads of School.

The Head of School/delegate [user guide](#) also outlines reporting available within the tool.

I have completed a course review, however, it is not showing in the Head of School institutional reports?

Reports are run on a separate platform through a Power BI query. There can therefore be a lag in completed (acknowledged) course review data appearing in a Faculty or School report. This may be as little as an hour or require an overnight data refresh.

If it has been some time and expected course review data is not appearing in the Institutional Reports, please contact [Education Quality](#) to investigate.