



Course Review Reporting Tool (CRRT)

Head of School (or delegate) Guide, May 2024



Direct access link: [Course Review Reporting Tool - PowerApps](#)

This resource guides Heads of School and assigned delegates 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.

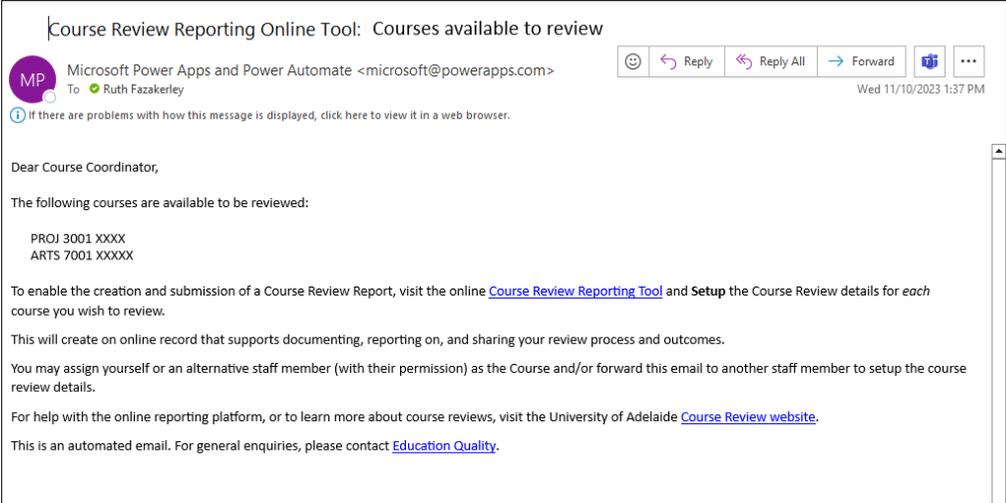
The CRRT provides additional functionality at the School and Faculty level for reporting on the number, type and focus areas of course reviews recorded in this system.



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Stage of Review / Prompt	Action
1. Before using the CRRT – HoS Delegations	
A. Head of School wants to assign a delegate (HoS Delegate role)	<ul style="list-style-type: none"> • Course review reports are not marked as complete until they are “acknowledged” in the system by either the HoS or an assigned delegate. Heads of School (HoS) may nominate one or more academic staff to act as delegates (HoS Delegate role) by email request to eq@adelaide.edu.au. • When a course review report is submitted via the CRRT, the automated email notification that a course review report is ready for evaluation and acknowledgement is redirected from the HoS to the delegate(s). • Assigning a delegate prevents the HoS from receiving the automated email notifications; it does not prevent HoS from using the CRRT to access, view and acknowledge reports. • A delegate can view and acknowledge course review reports submitted by staff in the School. A delegate can view all completed (ie acknowledged) course review reports from staff in the School. • HoS delegate access will be reviewed annually by Education Quality. HoS may review or amend their delegates list at any time by emailing eq@adelaide.edu.au.
B. Head of School wants to provide access to staff member to view School / Faculty Institutional Reports (Institutional Report Admin)	<ul style="list-style-type: none"> • In some circumstances, Heads of School may require that one or more academic staff be given access to View Institutional Reports, the School and Faculty Power BI reports embedded in the CRRT (Institutional Report Admin role). Requests should be made via email to eq@adelaide.edu.au. • This access will be reviewed regularly by Education Quality. • Alternatively, requests for report data can be made directly to Education Quality.

Stage of Review/ Prompt	Action	Example
2. Pre-Review – Identify, Nominate or Setup Course Review		
<p>C. Course Coordinator (CC) is notified of courses available to review.</p>	<p><i>This email notification is not in action for semester 1 2024 as we engage with a soft launch of the tool.</i></p> <ul style="list-style-type: none"> • CC may receive an automated email notification of courses 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. • No action is mandated unless the course is non-compliant with CAPP or if the CC has been nominated/requested to undertake a Core Plus review by School/Faculty. • Staff are encouraged to routinely undertake low stakes, baseline, “Core” review of their own courses. • The Review Tool can be accessed at any time by a Course Coordinator to initiate (Setup) a course review. 	<p>Figure 1 -Automated email notification of available course records</p> 

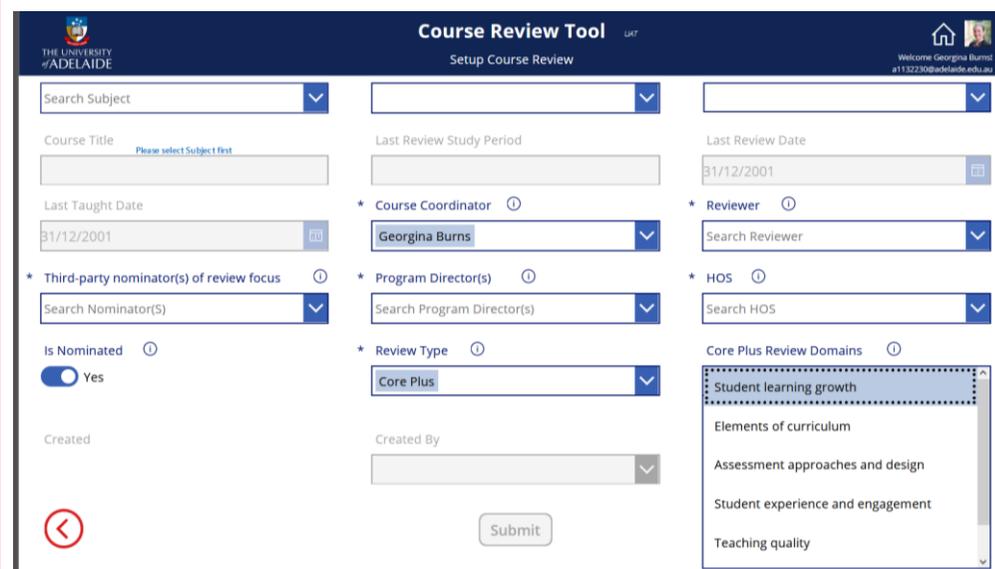
D. Head of School, delegate, or approved third-party nominates a course for a Core Plus review

- 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](#).
- The Head of School (or delegate) may request (**nominate**) a course for a [Core Plus review](#) or approve third-parties within the School to request/nominate a Core Plus review (eg Program Director, Associate Head L&T, Associate Dean, Deputy Dean L&T, Executive Dean).
- The Head of School (or delegate) should either:
 - contact the responsible person (typically the Course Coordinator) to set up the review (**Setup Course Review**); specifying the details of the course, the course year and teaching period to be reviewed, and the intended purpose and scope of the review; ie one or more of the **Review Domains** relevant to the review. See [core domains of a course review](#):
 - Student learning growth
 - Elements of curriculum
 - Assessment approaches and design
 - Student experience and engagement
 - Teaching quality
 - Other; **OR**
 - the Head of School (or delegate), or third-party nominator(s), may create the course review record in the CRRT (**Setup Course Review**).

Figure 2 - CRRT home navigation, Nominate Course Review button



Figure 3 - CRRT Setup Course Review interface and Core Plus Review Domain menu



E. 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.
- Instructions for course review setup are available in the Course Coordinator CRRT guide.
- 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 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 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](#).
 - 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, who will receive automated email notifications about the review. More than one name can be selected.

Figure 4 - CRRT home navigation menu, Setup Course Review button

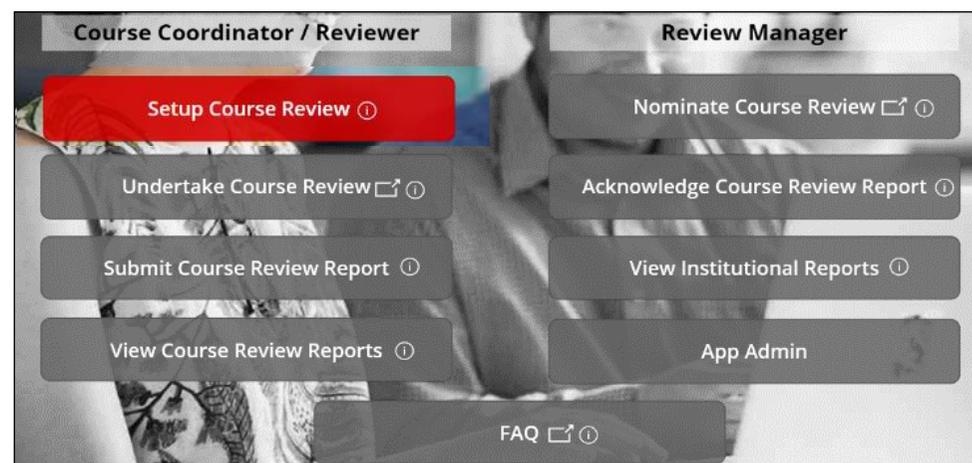
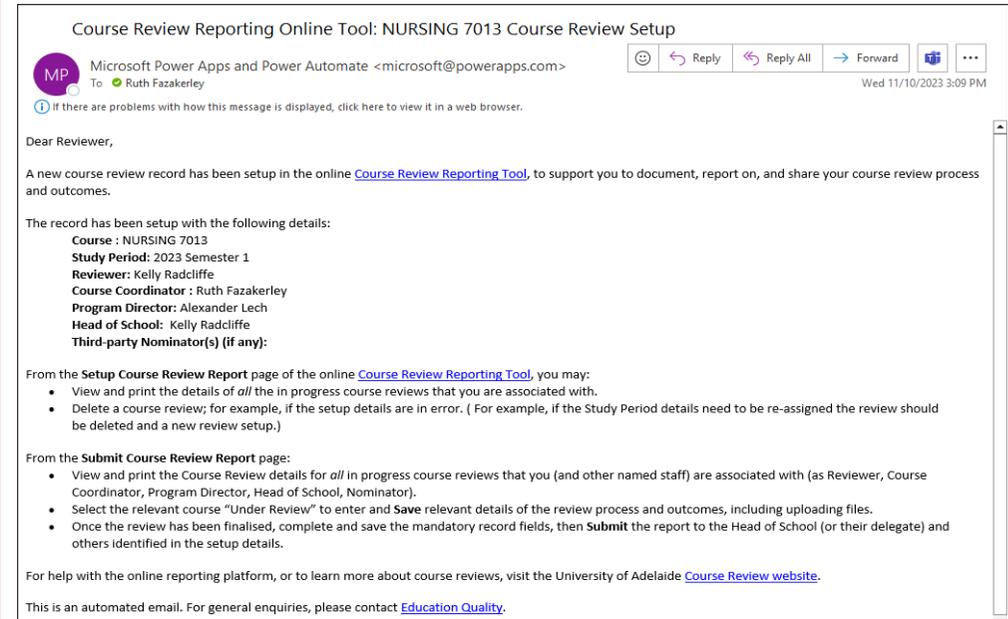
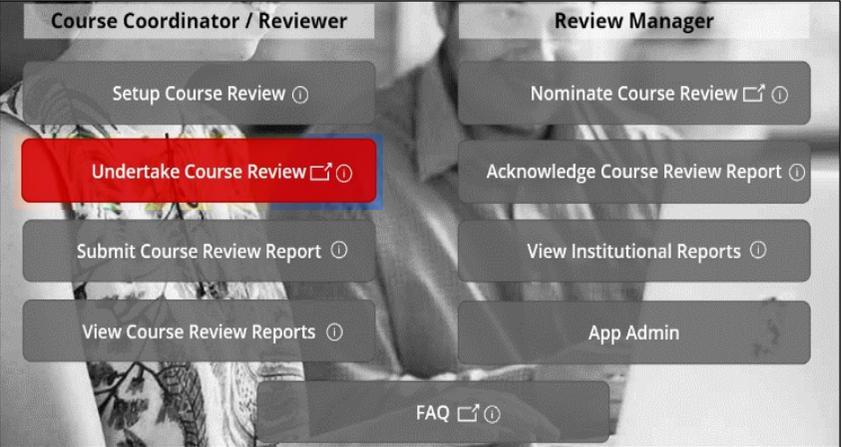
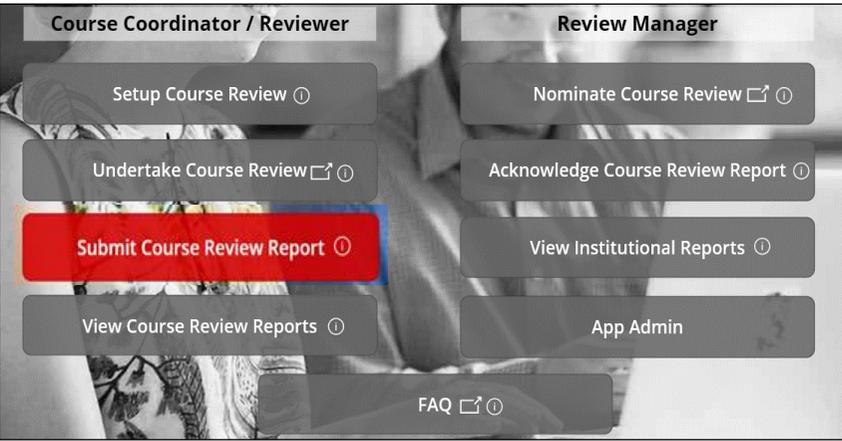


Figure 5 - Setup Course Review interface

- Once submitted, an **automated system email** will notify the named CC, Reviewer, Program Director(s), and Nominator(s), if any, that the course review setup is complete.
- The Head of School (or delegate) is **not** notified at this stage.
- Once the record has been submitted, these record fields **cannot be modified** without deleting the record and creating a new one.

Figure 6 - CRRT automated email notification of a new course review setup



Stage of Review/ Prompt	Action	Example
3. During the Review – Undertake the Review and Draft Course Review Report		
<p>F. Reviewer undertakes the course review</p>	<ul style="list-style-type: none"> The Undertake Course Review button navigates <i>outside</i> 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. 	<p>Figure 7 - CRRT home navigation, Undertake Course Review button</p> 
<p>G. Reviewer drafts the review report</p>	<ul style="list-style-type: none"> To populate the review report for an existing course review record, the Reviewer will access the CRRT and select Submit Course Review Report from the Home page. The Reviewer may access the course review record while undertaking the course review to enter draft course review findings and make notes/comments. 	<p>Figure 8 - CRRT home navigation, Submit Course Review Report button</p> 

- When a course has been selected via the **Submit Course Review** page, the course record features six tabs that, once complete, will form the course review report.
- 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.
- The Reviewer can edit the report at any stage prior to submission of the report, to retrieve or modify the saved fields.

Figure 9 - CRRT Submit Course Review interface, tab 1 Overview

The screenshot displays the 'Course Review Tool' interface for 'Submit Course Review'. The header includes the University of Adelaide logo and a user welcome message for Ruth Fazakerley. The navigation bar shows six tabs: Overview, Purpose and Scope, Process, Recommendations and Actions, Attachments, and Reviewer Notes and Comments. The main content area contains a table with the following data:

Catalog Number	Subject	Study Period
7900	ENTREP	2023 Trimester 3
Course Title	Course Coordinator	Is Nominated
eChallenge	Ruth Fazakerley	Yes
Third-party nominator(s) of review focus	Reviewer	HOS
Kelly Radcliffe, Alexander Lech	Ruth Fazakerley	Ruth Fazakerley
Program Director	Last Taught Date	Last Review Date
Kelly Radcliffe	11/24/2023	12/31/2001
Created	Review Status	
10/12/2023 6:34 PM	Under Review	

At the bottom of the interface, there is a 'Save' button (highlighted with a red arrow) and a 'Submit Review' button. A footer note states: 'Please fill all the mandatory fields marked with * across all the tabs and add at least one recommendation to enable Submit Review to HOS'.

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

<p>H. Reviewer submits the review report for acknowledgement by Head of School (or delegate)</p>	<ul style="list-style-type: none"> • Once the Reviewer has completed and saved all mandatory fields in each mandatory tab of the Submit Course Review interface, the report is ready to submit to the Head of School (or delegate). • Mandatory fields/tabs of the report are: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ 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) as well as the CC, Reviewer, Program Director, and Nominator(s), if any, that a course review report is ready for evaluation and acknowledgement. • Post submission, the report can no longer be edited. The Reviewer Notes and Comments section of the record can still be accessed by the Reviewer from the Submit Course Review page.
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Figure 10 - Submit Course Review interface, Recommendations and Actions tab

The screenshot displays the 'Course Review Tool' interface for 'Submit Course Review'. The 'Recommendations and Actions' tab is active. A table lists two recommendations:

Key Recommendation	Action	Responsible Person(s)	Timeframe
Explore further student dissatisfaction/perceptions re Assessment 2	Ask colleague to facilitate a focus group with volunteer students before end of year	Ruth Fazakerley	11/1/2023
		Find Responsible Person(s)	12/31/2001

Below the table, there is a section for '* Resource implications' with a question: '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?'. The answer is 'No'. At the bottom, there are buttons for 'Save' and 'Submit Review', with a red arrow pointing to the 'Submit Review' button.

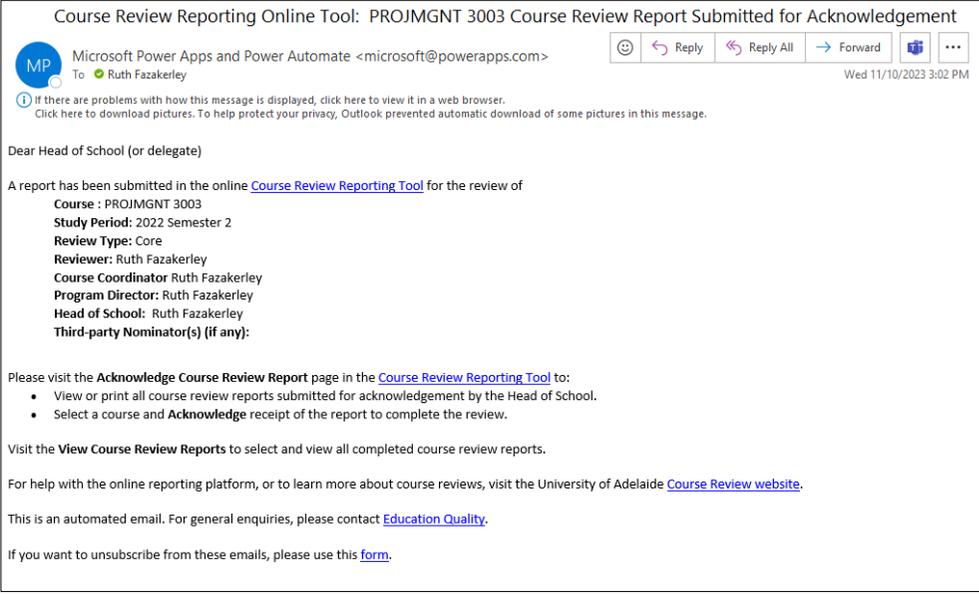
Stage of Review/ Prompt	Action	Example
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5. Concluding the Course Review Process – View and Acknowledge the Report

I. Head of School (or delegate) receives email notification that a course review has been submitted for acknowledgement

- An automated system email will notify the Head of School (or delegates) as well as the CC, Reviewer, Program Director(s), and Nominator(s), if any, that a course review report is ready for evaluation and acknowledgement.

Figure 11 - Automated system email, Course Review Report Submitted for Acknowledgement



The screenshot shows an email with the following content:

Course Review Reporting Online Tool: PROJMGT 3003 Course Review Report Submitted for Acknowledgement

Microsoft Power Apps and Power Automate <microsoft@powerapps.com>
To: Ruth Fazakerley

Dear Head of School (or delegate)

A report has been submitted in the online [Course Review Reporting Tool](#) for the review of

- Course : PROJMGT 3003
- Study Period: 2022 Semester 2
- Review Type: Core
- Reviewer: Ruth Fazakerley
- Course Coordinator: Ruth Fazakerley
- Program Director: Ruth Fazakerley
- Head of School: Ruth Fazakerley
- Third-party Nominator(s) (if any):

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](#).

If you want to unsubscribe from these emails, please use this [form](#).

J. Staff may view a submitted Course Review Report

- Once a report has been submitted, the named Course Coordinator, Reviewer, Program Director(s), and Nominator(s) can view or download course review report from the **View Course Review Reports** pages, i.e. prior to the report being acknowledged (completed).
- The HoS or delegate can also view from the **Acknowledge Course Review** page.
- Identify the relevant review and click on the  icon to view the full course review report.

Figure 12 - View Course Review Reports list of courses available to view



Catalog	Course Title	Subject	Study Period	Reviewer	Last Review Date	Review Type	Review Status	Created
7002	Growing Domestic & Intl Wine	WINE	2022 Trimester 1	Ruth Fazakerley	9/19/2023 12:11 PM	Core Plus	Review Complete	
3003	Advanced Arts Theory	ARTS	2023 Semester 1	Ruth Fazakerley	10/11/2023 1:30 PM	Core Plus	Review Submitted	
3003	Project Procurement&Resourcing	PROJMGT	2022 Semester 2	Ruth Fazakerley	10/11/2023 11:32 PM	Core	Review Complete	
3003	Project Procurement&Resourcing	PROJMGT	2023 Semester 2	Ruth Fazakerley	10/11/2023 11:32 PM	Core Plus	Review Submitted	

K. Creator may **delete** a Course Review Report prior to acknowledgement

- Note that 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 named staff, other than HoS or delegate.
- Once a review has been **“acknowledged”**, the review status changes to **“Review Complete”**, and the record can no longer be deleted.

Figure 13 – Setup Course Review Home, list of records with delete icon

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	Review Submitted	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

L. Head of School (or delegate) **acknowledges** the report.

- HoS or delegate accesses the CRRT and selects **Acknowledge Course Review Report**
- Identify the relevant record from the list of Course Review records available for acknowledgement, the record will display the **subject area, catalog number, and study period**.
- View the full course review report by clicking on the icon next to the relevant review:

Figure 14 – CRRT home navigation, Acknowledge Course Review Report button

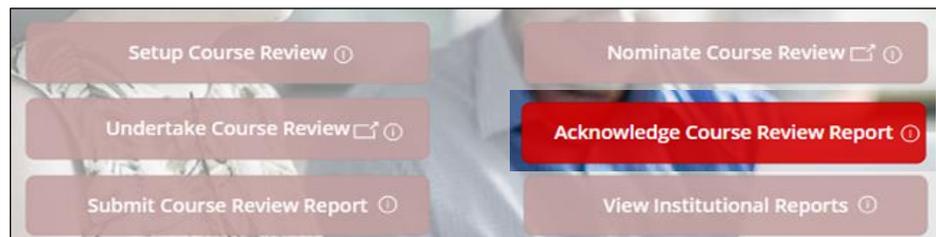


Figure 15 – Acknowledge Course Review Report, list of courses available to acknowledge

Catalog	Course Title	Subject	Study Period	Reviewer	Last Review Date	Review Type	Review Status	Created
7002	Growing Domestic & Intl Wine	WINE	2022 Trimester 1	Ruth Fazakerley		Core Plus	Review Complete	9/19/2023 12:11 PM
3003	Advanced Arts Theory	ARTS	2023 Semester 1	Ruth Fazakerley		Core Plus	Review Submitted	10/11/2023 1:30 PM
3003	Project Procurement&Resourcing	PROJ/MGNT	2022 Semester 2	Ruth Fazakerley		Core	Review Complete	10/11/2023 11:33
3003	Project Procurement&Resourcing	PROJ/MGNT	2023 Semester 2	Ruth Fazakerley		Core Plus	Review Submitted	10/13/2023 11:33

- Navigate through the tabs to view the report.
- If concerns are raised about the report, options can include:
 - 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) before acknowledging the review; or
 - don't acknowledge the review and contact the record creator/reviewer to request the course review record be deleted and replaced with appropriate amendments/ revisions being made.
- If satisfied with the course review report, click the **Acknowledge Review** button to acknowledge receipt and complete the reporting process.
- The status of the review record will change to **Review Complete**.

Figure 16 - Acknowledge Course Review interface, Acknowledge Review button

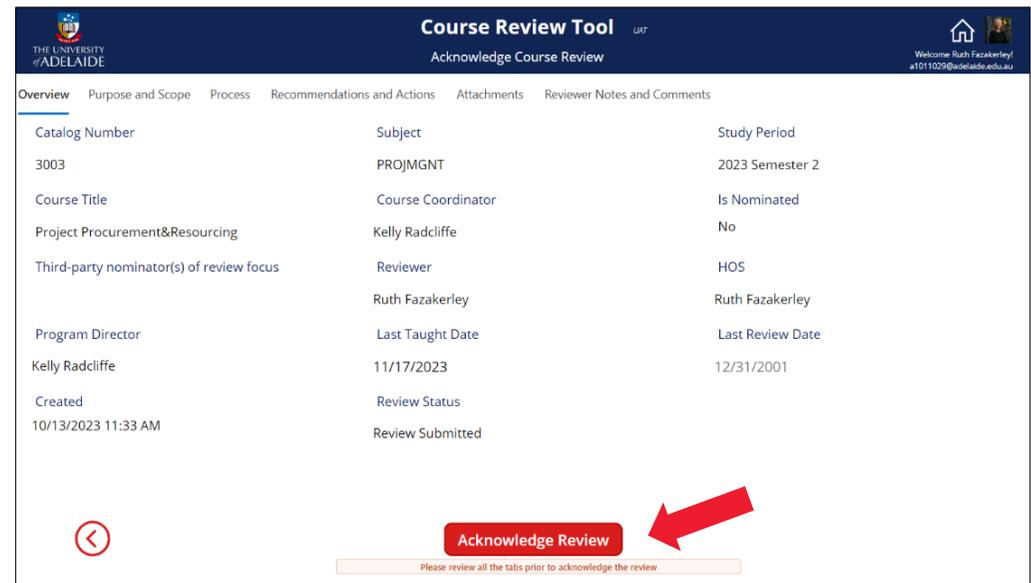
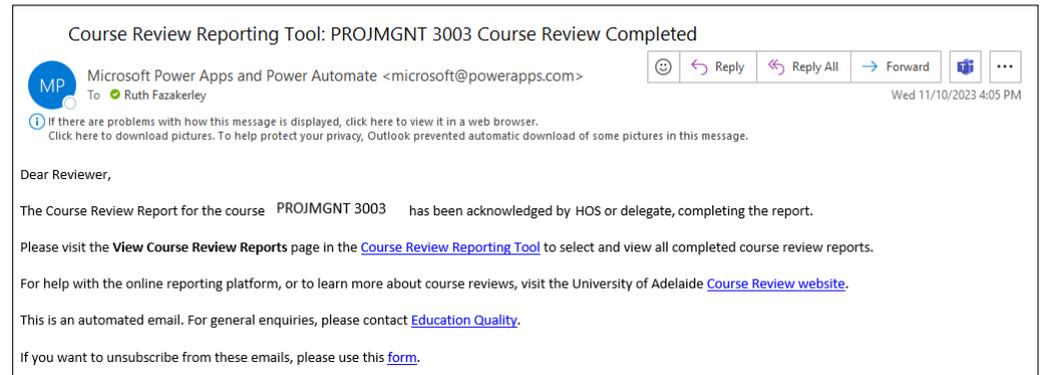


Figure 17 - Review Complete status

Catalog	Course Title	Subject	Study Period	Reviewer	Last Review Date	Review Type	Review Status	Created
7002	Growing Domestic & Intl Wine	WINE	2022 Trimester 1	Ruth Fazakerley		Core Plus	Review Complete	9/19/2023 12:11 PM
3003	Advanced Arts Theory	ARTS	2023 Semester 1	Ruth Fazakerley		Core Plus	Review Submitted	10/11/2023 1:30 PM
3003	Project Procurement&Resourcing	PROJMGNT	2022 Semester 2	Ruth Fazakerley		Core	Review Complete	10/11/2023 1:37 PM
3003	Project Procurement&Resourcing	PROJMGNT	2023 Semester 2	Ruth Fazakerley		Core Plus	Review Submitted	10/13/2023 11:33 AM

- The course review record can no longer be deleted.
- An **automated system email** will notify the Reviewer, Course Coordinator, Program(s) Director(s), and Nominator(s) (if any) that the report has been acknowledged.

Figure 18 - Automated system email, Course Review Completed



Stage of Review/ Prompt	Action	Example
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6. After the Review – View Course Review Reports

- M.** Head of School, delegate or named staff want to access and **view** completed course review reports.
- The review record will be visible in the **View Course Review Reports** page, along with any other submitted or completed reviews that are available to view.
 - A submitted or completed course review is only available to view or download by the Head of School (and their assigned delegates) and other staff who were named in the record at the Setup Course Review stage.
 - Use the search bar to filter the list by fields and search for a specific course review.
 - View the full course review report by clicking on the icon next to the relevant review: 

Figure 19 - CRRT home navigation, View Course Review Reports button

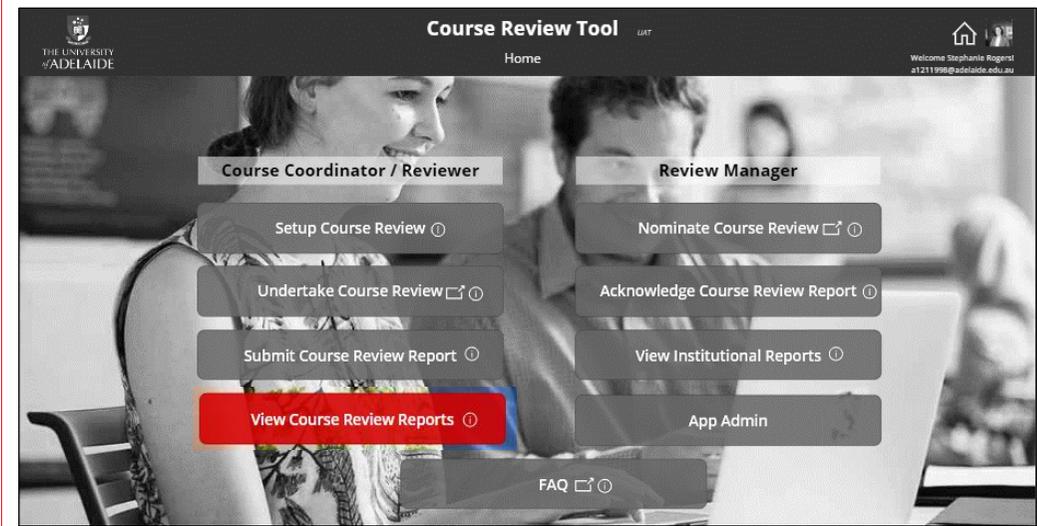


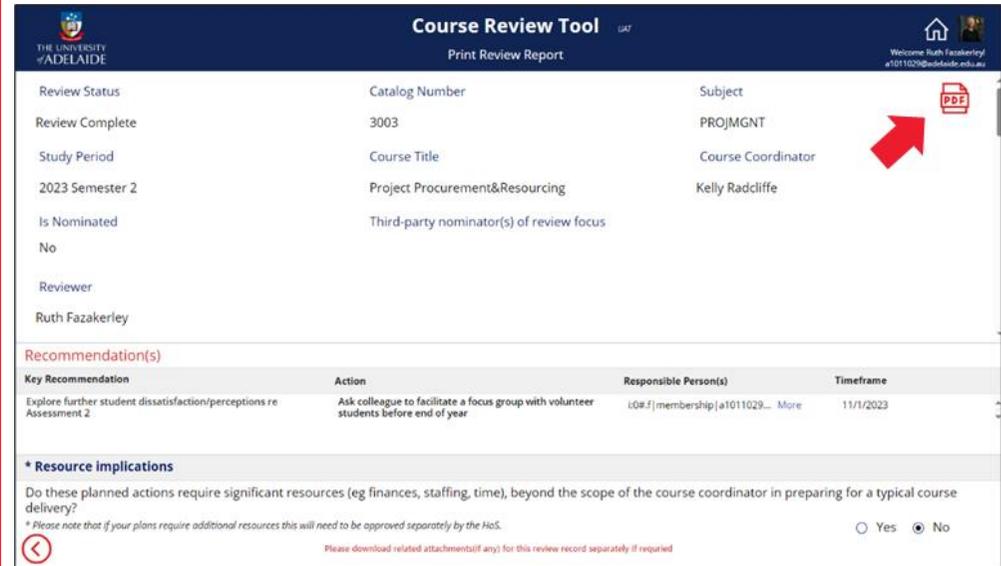
Figure 20 - Search Review Reports Home filter and view functions

Catalog	Course Title	Subject	Study Period	Reviewer	Last Review Date	Review Type	Review Status	Created	
7002	Growing Domestic & Intl Wine	WINE	2022 Trimester 1	Ruth Fazakerley	9/19/2023 12:11 PM	Core Plus	Review Complete		
3003	Advanced Arts Theory	ARTS	2023 Semester 1	Ruth Fazakerley	10/11/2023 1:30 PM	Core Plus	Review Submitted		
3003	Project Procurement&Resourcing	PROJMGNT	2022 Semester 2	Ruth Fazakerley	10/11/2023 1:37 PM	Core	Review Complete		
3003	Project Procurement&Resourcing	PROJMGNT	2023 Semester 2	Ruth Fazakerley	10/13/2023 11:33 AM	Core Plus	Review Submitted		

N. Sharing a completed review report outside of CRRT.

- Completed review reports can be downloaded as PDFs to be shared outside of the CRRT.
- Access the CRRT and select View Course Review Reports from the Home page, as above.
- Once opened for viewing, the report can be downloaded/printed as a PDF.
- Attachments (if any) will not be included in the PDF and must be downloaded separately.

Figure 21 - Print Review Report PDF button



Stage of Review/ Prompt	Action	Example
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7. Institutional Reports – available to HoS only

<p>O. View Institutional Reports</p>	<ul style="list-style-type: none"> The Head of School has access to two Power BI reports that provide data about the status, number and type of reviews recorded in the Course Review Reporting Tool. In some circumstances, Heads of School may require that one or more academic staff be given access to View Institutional Reports, the School and Faculty Power BI reports embedded in the CRRT (Institutional Report Admin role). Requests should be made via email to eg@adelaide.edu.au. Alternatively, requests for report data can be made directly to Education Quality. EQ staff are also available to discuss/demonstrate the capabilities of the reports at any stage. Access the CRRT and select View Institutional Reports. Select desired report: Faculty Level Report or School Level Report.
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Figure 22 - CRRT home navigation, View Institutional Reports button

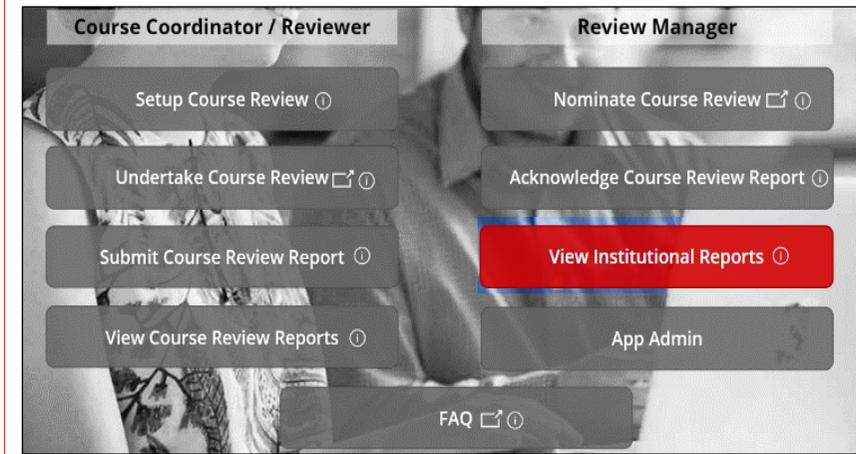


Figure 23 - Review Manager Reports navigation page



P. School Level Report

- Select the required year
- Select School from the Faculty/School drop down.
- The histograms across the top of the page show:
 - The number of course records created in the CRRT and their status (Under Review, Review Submitted, Review Complete) are shown against the number of courses available for review in the year
 - The number and type of reviews (Core, Core Plus).
 - The domains of investigation selected for the Core Plus reviews.
- Detailed course information is available in the table below, including last course review year and term (if known).
- Data can be exported through the ellipsis in the master table (Figure 25).

Figure 24 - CRRT School Level Report dashboard

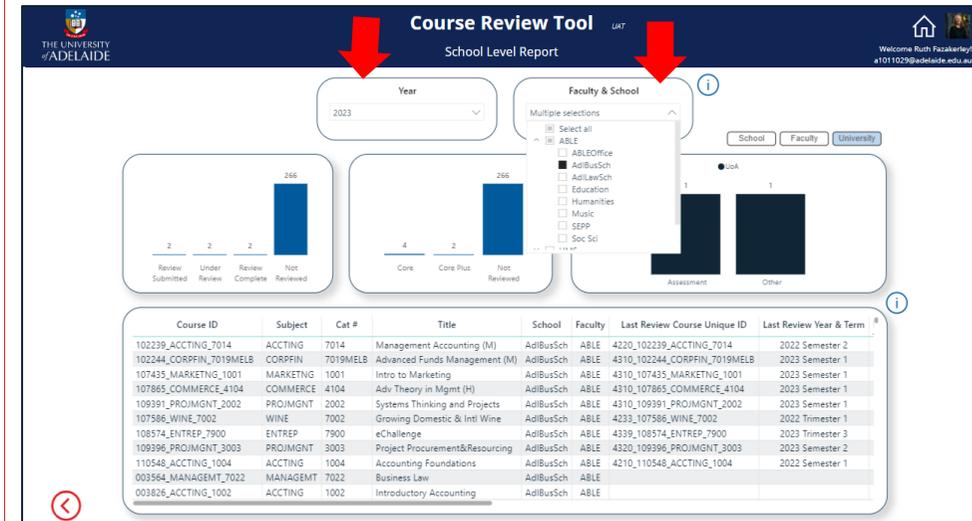
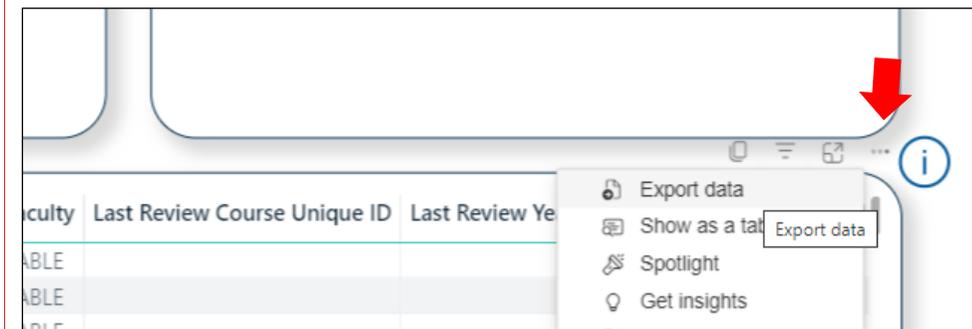


Figure 25 - Export data function



Q. Faculty Level Report

- Select the required year.
- Select the Faculty from the Faculty and School Drop downs.
- Like the School Level Report, the histograms across the top of the page show:
 - The number of course records created in the CRRT and their status (Under Review, Review Submitted, Review Complete) are shown against the number of courses available for review in the year.
 - The number and type of reviews (Core, Core Plus).
 - The domains of investigation selected for the Core Plus reviews.
- Rather than detailed course information, the table provides a summary snapshot of review activity recorded in the CRRT, broken down by School.

Figure 26 - CRRT Faculty Level Report dashboard

