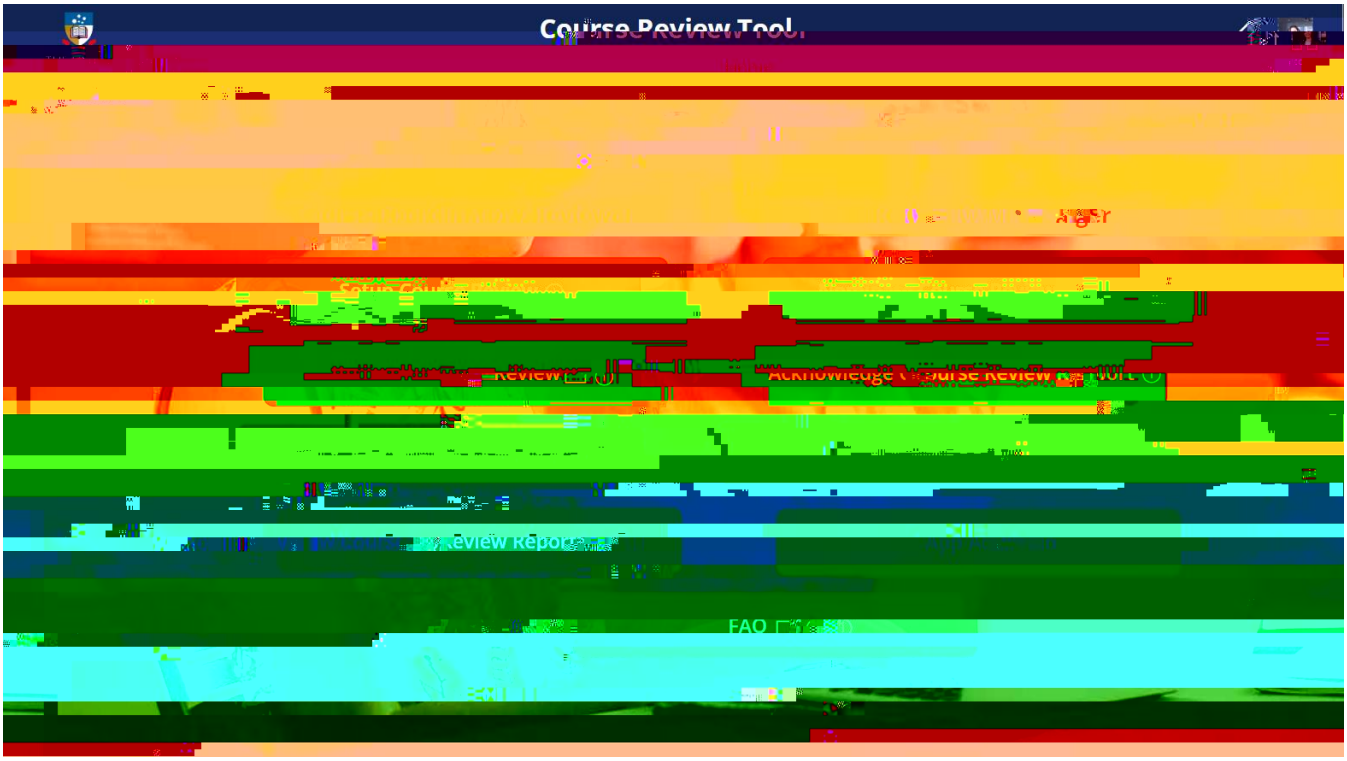
Course Review Reporting Tool (CRRT)

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



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

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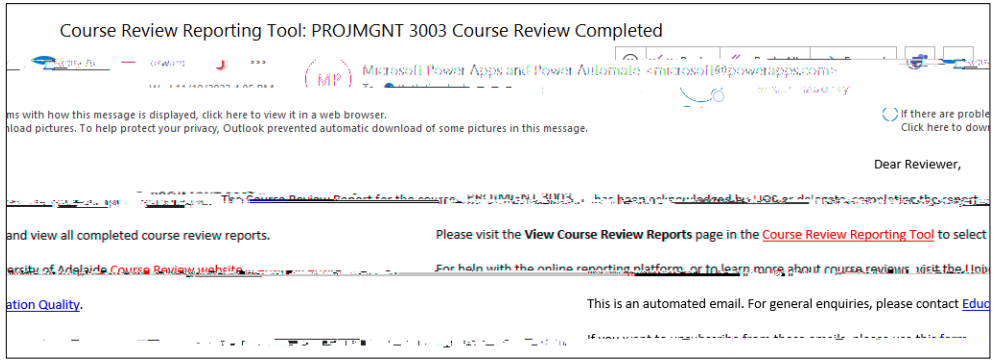
Stage of Review/ Prompt	Action	
1. Pre-Review – Nominate or Setup Course Review		
A. Course Coordinator (CC) may be notified of courses available to review. *Automated notifications are not in action for semester 1 2024 while we engage with a soft launch of the tool.*	Course data is refreshed in the **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	

B. I want to nominate a course for a **Core Plus** review I'm a **Third-party Nominator**	**Nomination occurs *outside***

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 C 9.96 10 a4(t)-1 (0 om)]TJ ETQq0 82 333.7 0 256 46 21

	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 Microsoft Power Apps and Power Automate <microsoft@powerapps.com> ms with how this message is displayed, click here to view it in a web browser. nload pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message. If there are proble Click here to dow Dear Reviewer, and view all completed course review reports. Please visit the **View Course Review Reports** page in the Course Review Reporting Tool to select ation Quality. This is an automated email. For general enquiries, please contact Educ