

# CamCORS

Cambridge Colleges' Online Reports for Supervisions

Version 4

## Manual for CamCORS Management Committee

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# 1 Introduction

## 1.1 CamCORS

CamCORS, Cambridge Colleges' Online Reports for Supervisions, is a system that allows supervision reports to be read, written, and processed online. Supervisors are asked to create report forms for each of their students at the beginning of term, and to write them up as soon as practical after each supervision<sup>1</sup>, and submit them to Colleges on the completion of supervisions for the term. In more detail, the procedure is as follows:

- A supervisor creates a report form for a student as soon as the supervision arrangements have been made. This enables College users (*e.g.* Directors of Studies and College Offices) to check the supervision arrangements. They can also communicate by e-mail with the supervisors, students, or any other parties involved in the arrangement.
- After giving a course of supervisions to a student, the supervisor completes the report and submits it at least on a termly basis. The report is immediately visible to the student's Tutor(s) and Director(s) of Studies, as well as the Senior Tutor of their College. It may also be visible, on creation of the report form, to the student, and the text visible immediately upon submission, depending on the way the College has configured the system. More usually it will be released to the Student after the end of Term interview with the Director of Studies or Tutor.
- The student's Director of Studies and the Senior Tutor, or the College Office acting on their behalf, read the report, may add comments and decide whether to approve or refuse its payment and its release to the student (if the College has so configured the system.) If they see a problem, they may also return it to the supervisor for resubmission.
- When a report has been both submitted and approved, the College Office can process its payment. CamCORS produces an export file for this purpose, which is intended for use with the Colleges' existing payment systems.

In order to use CamCORS, you will need

**a computer** with Internet access, and

**a web browser** which supports tables and secure connections over SSL. (Modern browsers routinely support secure connections; a reasonably recent Windows, Linux or Macintosh machine should come with an appropriate browser<sup>2</sup>.)

The checklist for Cambridge-specific permissions you will need is as follows (the jargon is explained in the next section of this manual):

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<sup>1</sup>so that the memory is still fresh, and so that tutorial problems may be spotted promptly.

<sup>2</sup>CamCORS makes light use of Javascript, and it will operate if Javascript is unavailable.

- Get a CRSid
- Get a Raven password
- Make sure your @cam.ac.uk email address works<sup>3</sup>
- Get your CamCORS roles enabled

You do not have to be within Cambridge, or have a computer in the cam.ac.uk domain, to use CamCORS—it may be accessed with safety from anywhere on the Internet.

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<sup>3</sup>if you have any role other than supervisor

## 2 CamCORS users

### 2.1 Introduction

CamCORS uses the University Computing Service's Raven system for managing passwords, authentication and logging in. Once a user has logged in, CamCORS determines which facilities the user should be able to access (*e.g.*, reading a report, authorising a report for payment).

All users of CamCORS will need first to acquire a Raven account (that is, a username and password acceptable to Raven). Such accounts are created as a matter of routine for undergraduates and University staff, so you may well already have one; some people might not have a Raven account, such as College supervisors who are neither graduate students nor fellows; such people should contact the University Computing Service<sup>1</sup>.

### 2.2 CRSids

The username by which CamCORS and Raven know you is your CRSid, *e.g.*, 'mk270'. CRSids are assigned by the Computing Service for all their services, and are also used throughout CamCORS. Many colleges and departments use them as well. CRSids tend to comprise one's initials and a few digits. If you have an e-mail address ending in @cam.ac.uk, @hermes.cam.ac.uk, or @cus.cam.ac.uk, the portion preceding the @ is your CRSid, which will also be your username on CamCORS and Raven. If your e-mail address is something of the form @xxx.cam.ac.uk, where xxx is some other name (*e.g.* esc, mole.bio, etc.) then the username may not be a true CRSid. Check with your Computer Officer if you are in doubt.

If you do not have a CRSid, you will need to apply for one using a copy of the form available for download at <http://www.cam.ac.uk/cs/form1.pdf>. Once you have filled in the form, you should send it to the College Office or Course Director in the College or Department that has asked you to supervise.

### 2.3 Raven

CamCORS has a slightly round-about method for logging in. To use CamCORS, you actually need to be logged into a separate system, called Raven. Raven just deals with usernames and passwords, on behalf of CamCORS and a growing number of other University websites<sup>2</sup>. Raven lets CamCORS know what your username is, and CamCORS determines your access level accordingly.

In practice, the process of logging in is quite smooth: following the link to log in to CamCORS will divert your web browser to the Raven website, where you must enter your username and password. On success, you will be taken to the main CamCORS

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<sup>1</sup>See <http://www.cam.ac.uk/cs/docs/faq/n5.html>

<sup>2</sup>such as the Board of Graduate Studies' online presence

page. It is nevertheless important to know the role played by Raven, for at least two reasons: knowing whom to contact to get a new password, and understanding the effect of sharing a computer with someone else.

Raven accounts are nowadays created for new members of the University as a matter of course. If you do not have a Raven account, or do not know what its password is, see the advice at <http://www.cam.ac.uk/cs/docs/faq/n5.html>; note that reissue of Raven passwords can take a day or two as in some circumstances the new password is sent via post.

Raven relies on your web browser accepting cookies; contemporary browsers have sophisticated facilities for *blocking* cookies, and can do so on a per-website basis. If you have trouble logging in, you should verify that your browser is accepting cookies from both the CamCORS and the Raven websites.

Technically, Raven authenticates a particular web browser to CamCORS. If you use two web browsers (*e.g.*, Internet Explorer and Firefox) on your computer at the same time, they will access CamCORS independently of each other. Where computers are shared, for example in a communal area, if two people try to use the same web browser at slightly different times to access CamCORS, the first must log out properly (from both CamCORS and Raven), lest the second gain access to information to which he or she is unauthorised. In practice, the second user may try to access CamCORS through a bookmark or favourite which attempts to access part of CamCORS relating to one of his or her roles, and is presented with a message to the effect that the previous user is unauthorised to do this: “You have successfully authenticated as ‘apt1002’ but you do not have a CamCORS account for the role that you are trying to use.” This is harmless, and a list of the appropriate roles is provided to rectify the situation.

## Changing your password

The password you use when you access CamCORS is your Raven password. To change it, go to <https://raven.cam.ac.uk/auth/account/> and follow the instructions. To have it changed on your behalf because you have forgotten it, you should consult the Computing Service Helpdesk<sup>3</sup>. The password change will affect all other sites you use which use Raven for authentication.

## 2.4 Roles in CamCORS

CamCORS is designed to reflect the fact that many people in the University wear several hats. CamCORS’ less colloquial term for this phenomenon is “roles”. Senior Tutors may well supervise undergraduates, and Bursars may also be Directors of Studies. Moreover, these activities may be conducted in respect of different colleges. Accordingly, for each hat you wear within the University’s supervision arrangements, you should have a distinct “role” within CamCORS, such as “Senior Tutor at Jesus College”.

Users with multiple roles will have to select the role they wish to exercise from a list upon logging in; each role has its own main menu of options, and this main menu always permits a return to the role list so that the user may change to a different role without logging out. In some cases, changing role is mandatory simply to be presented with

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<sup>3</sup>See <http://www.cam.ac.uk/cs/docs/faq/n6.html>

access to the desired facilities—the Bursar who supervises undergraduates must change from his supervisor role to his college official role to administer bank payments.

CamCORS does not ordinarily present users with options they are unauthorised to exercise, so as a user you need not worry about accidentally doing something you are not supposed to be allowed to do. The exception is that the College Office role combines several different types of responsibility, and may be shared by, for example, Bursars and accounts clerks; accordingly, access to a facility available to a College Officer does not imply authorisation to use it.<sup>4</sup>

CamCORS associates one or more roles with your account. The roles of Senior Tutor, Director of Studies / Tutor, (or indeed, Student) are assigned by the College Office. A fellow who is the Director of Studies for the same subject in his own college as well as another must be granted the appropriate status within CamCORS separately by each college's College Office; he would have one role for each "hat", and these would be displayed separately when he logged in.

Each type of role is granted to your account by a particular authority. Supervisor roles are granted by the Computing Service. The roles of Student, Senior Tutor, Director of Studies, and Tutor are granted by the College Office<sup>5</sup> (of the college of the students in question, which might not be the college of the user). The role of Course Director is granted by the CamCORS Management Committee<sup>6</sup> on the advice of faculties, but pursuant to policies set by the Colleges.

The roles of Student, Senior Tutor, Director of Studies, Tutor and College Office, when associated with a particular user's account, are always roles in relation to a *particular* college; a given CamCORS user may for instance be Director of Studies at New Hall and possess the College Office role in respect of Queens'. (CamCORS only forbids students to be associated with multiple colleges).

One of the persons with College Office access within CamCORS can usually be contacted by emailing [supervisions@college.cam.ac.uk](mailto:supervisions@college.cam.ac.uk), where *college* is replaced by the internet address of the college—these are not always guessable, so check <http://www.camcors.cam.ac.uk/contact/> if you are unsure.

Supervisor roles are administered centrally, by the University Computing Service. They afford supervisors the access necessary to create, write, and submit reports, and also to manage their own payment details. Supervisors may also view and print out or archive any reports that they have written, for students at any College.

The role known as Course Director covers persons carrying on, within the context of a faculty or department rather than a college, the allocation of supervisors to students; the role is appropriate for teaching officers responsible for organising supervisions for all University students taking a particular paper, and expected examples include the more specialised courses in the final year of the Physics Tripos and teaching officers associated with the theological colleges.

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<sup>4</sup>In the unlikely event that you *are* presented with options suggesting actions clearly outside your area of responsibility, please notify your College Office or the CamCORS Management Committee.

<sup>5</sup>indeed, users with College Office access can grant that level of access to other users, too

<sup>6</sup>that role in turn may be granted by technicians the Management Information Systems Division of the Old Schools

## 2.5 Your account on CamCORS

As a supervisor, you may specify any e-mail address in your personal details which other users may use to contact you. However, e-mail links within CamCORS to all those with College roles (*i.e.* Senior Tutor, Tutor, Director of Studies, and Student) assume e-mail addresses of the form `crsid@cam.ac.uk`.

Any e-mail sent through CamCORS to you in a College role will be sent to the address `crsid@cam.ac.uk`. If you prefer to use a different account as your primary e-mail address, you should set Hermes<sup>7</sup> up to forward all mail sent to `crsid@cam.ac.uk` to your usual account. See the Computing Service's leaflet IS12 (available at <http://www.cam.ac.uk/cs/docs/infosheets/is12/>) for details of how to set up mail forwarding. This is necessary even if you have a Supervisor account for which you have elected to use a non-@cam.ac.uk e-mail address.

## 2.6 Logging in

CamCORS' home page is located at <http://www.camcours.cam.ac.uk/>. This page is used by the administrators of CamCORS to bring important information to your attention (*e.g.* concerning service interruptions owing to maintenance). We recommend that you bookmark this page, rather than the log-in page, or at least consult it regularly. The home page also contains convenient links to the on-line version of this manual, and to the CamCORS FAQs (Frequently Asked Questions.) The CamCORS log-in page can be accessed through the 'login' link from the home page, or directly at <https://camcours.cam.ac.uk/camcours/> (note https.)

When you attempt to log in to CamCORS, CamCORS checks whether you are logged into Raven (without which, CamCORS cannot identify which particular person you are). If you are not logged into Raven, you will first be diverted to Raven and requested to log in.

If you are logged into Raven properly, then CamCORS will ask you which role you wish to adopt; if you have only one role within CamCORS (*e.g.*, you are a student), this screen will automatically pass by, but it may be visible for a split-second.

Once a role has been selected (by clicking or automatically), CamCORS will display its Main screen.

### The main menu

Each role within CamCORS has a main menu. You can reach the main menu of another role you possess by selecting Change role.

The options available to you on the main menu are as follows:

**View statistical information** Choose this for viewing and exporting statistics. (Section 2.8.)

**Configure Subject Breakdowns** Choose this option to configure subject breakdowns for statistical purposes. (Section 3.1.)

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<sup>7</sup>or whichever other system is appropriate

**Manage Course Directors** Choose this option to view or point edit Course Director mappings. (Section 3.2.)

**Bulk Import Course Directors** Choose this option to access Bulk Import for Course Directors. (Section 3.2.)

**Change role** Exercise a different role.

**Log out of CamCORS** Use this option to end your session with CamCORS (Section 2.7.)

## 2.7 Logging out

Remember to log out when you have finished, especially if you are using a machine to which others have access. Note that you should log out of Raven as well as CamCORS. (The data in CamCORS is subject to Data Protection legislation, and you should seek to keep it secure.)

You may log out either using the Log out of CamCORS option on the main menu, or by clicking on the Log out link at the top right of most pages.

If you want to switch from a College role to a supervisor role, or vice versa, you use the Change role option from the main menu. You do not however need to log out of CamCORS or Raven to achieve this.

### Automatic logout

If you have worked on a single page for more than 90 minutes without performing any action which communicates with the server, you may find that you have been automatically logged out when you do try to perform the next action (*e.g.* saving changes.) You will see a different login page from the one which appears at the start of a new session. You will *not* lose any work if you log in again straight away, but you *must not* do anything other than log back in. CamCORS keeps track of what you were trying to do, so that after you log back in you will be taken directly to the relevant confirmation page so that you can carry out the action you wanted to perform. Nevertheless, you should ensure you save your work as you go along, and if interrupted, before you move on to another task.

It may occur that you decide to log out after a long break. In this case, because your session will have expired, CamCORS will present you with a login screen, because it needs you to log in before it knows you are entitled to log yourself out. At this point, you need not log in again if you do not want to.

## 2.8 Viewing and exporting statistical information

To view statistical reports, click View Statistical Information from the main menu. The statistics include only reports written using CamCORS; reports written on paper are not included. The statistics include only reports that have been processed for payment at the time you requested the report.

The following statistics can be displayed:

**Cost of supervision** The cost contributed by each Report is calculated by multiplying the payment rate for each group size by the group count. In the case of the big group size, the rate is divided by the big group size.

**Student hours of supervision** The number of hours contributed by each report is equal to the attendance count. Note: The hours are calculated from the point of view of the students, not of the supervisor.

**Supervisor hours of supervision** The number of hours contributed by each report is equal to the attendance count divided by the group sizes.

**Number of students supervised** Each student is counted once in total, no matter how many reports are written about them, except if the statistics are broken down by term, in which case each student is counted once in each term.

**Cost of supervision per student** The cost per student is calculated by dividing the cost of supervision by the number of students.

**Student hours of supervision per student** The number of hours per student is calculated by dividing the number of student hours of supervision by the number of students.

**Supervisor hours of supervision per student** The number of hours per student is calculated by dividing the number of supervisor hours of supervision by the number of students.

The data can be broken down by various criteria, as rows or as columns. If the data is broken down by several criteria, the resulting table can be very large. For example, a break down by 31 colleges, 3500 Papers and 6 group sizes makes 651,000 cells; a break down by 3 terms, 250 Triposes, 11 supervisor categories and calculate 7 statistical summaries would generate a report of 57,750 cells.

A break down involving many cells will take longer to perform than one involving fewer cells. Please be patient if the server is slow to respond. A search for data on all college and all H01 codes may take 4-5 minutes. To avoid burdening the CamCORS servers excessively, there is a limit of 50,000 cells (efforts have been made to alleviate the effect of this restriction in cases where it appears to be operating against reasonable queries; please report suspected deficiencies). In any case, distributing the data too thinly may make it statistically insignificant.

If you break the data down by Tripos or Paper, Triposes or Papers that are not mentioned in any report will not be shown.

## Generating a statistical report

The report generation system has two main parts: a line of dropdown boxes in which queries may be specified, and a column of dropdown boxes for specifying how the results should be broken down. If your web browser and screen are sufficiently wide, the query dropdown boxes might all fit on one row, which makes the display much clearer: you are being asked to specify four things: the type of statistics you want, the college, the H01 code, and the year. An additional box is provided below for specifying which H01 particular H01 code is desired, when applicable.

From the first dropdown, select what you would like statistics on. See above for details. The choices are:

- Cost of supervision, in pounds

- Student hours of supervision
- Supervisor hours of supervision
- Number of students per supervision
- Cost of supervision per student
- Student hours of supervision per student
- Supervisor hours of supervision per student

From the second dropdown, select either 'my college' (for details of your own college), or 'all colleges' (for the CamCORS Management Committee, the 'my college' option is irrelevant). From the third dropdown, either 'All H01 codes', or 'Specified H01 code' and enter the code in the textbox below.

From the fourth dropdown, select which year you would like statistics for.

Now select which information breakdowns you require. There are several dropdowns for each category, each dropdown detailing different ways that the breakdown can be provided (ie. by row or column):

**College** in summary or individually; by row or by column. If you select 'No breakdown by college', you will be presented with (mean) averaged statistics taken from all the colleges in the report. The effect of selecting 'Break down individual colleges' whether by columns or rows, depends on whether the statistic you are requesting is a total (*e.g.*, total cost of supervision) or a ratio (*e.g.*, cost per student). For totals, the contribution towards the result will be summed. In the case of ratios, the two terms are totalled separately and then one is divided by the other, *e.g.*, the costs are summed, the number of students is summed, and then one total will be divided by the other. You will be presented with anonymised statistics for other colleges included in the report. In full, the choices are:

- No breakdown by college
- Break down college summary as rows
- Break down college summary as columns
- Break down individual colleges as rows
- Break down individual colleges as columns

**Term** by row or by column. In full, the choices are:

- No breakdown by term
- Break down terms as rows
- Break down terms as columns

**Subject** subject, Tripos and part, or paper; by row or by column. In full, the choices are:

- No breakdown by subject
- Break down subjects as rows
- Break down subjects as columns

- Break down Triposes and Parts as rows
- Break down Triposes and Parts as columns
- Break down Papers as rows
- Break down Papers as columns

**Supervisor category** by row or by column. In full, the choices are:

- No breakdown by supervisor category
- Break down supervisor categories as rows
- Break down supervisor categories as columns

**Group size** by row or by column. In full, the choices are:

- No breakdown by group size
- Break down group sizes as rows
- Break down group sizes as columns

To generate the report, click either the Calculate and display button for a report page, or Calculate and export to directly export the report as a CSV file instead of displaying it.

If you clicked Calculate and Display, the page is reloaded and the report is placed at the bottom of the page. Experiment with combinations and layouts to generate what you want to see. Reports by H01 code or for a single college are generally much quicker than 'All H01 codes' or 'All colleges' (which may take 4-5 minutes).

Once you have got the format you want using Calculate and display, you may with confidence repeat the process using Calculate and export to get, for example, a similar report for different years.

# 3 CamCORS management functions

The CamCORS Management Committee may make certain administrative changes through CamCORS, without having to go through the Computing Service or the Management Information Systems Division. These changes relate to Course Directors and the statistical categories in which Tripos papers are placed.

The administration of Course Directors implicates the privacy of tutorial arrangements and student supervision reports, and is thus a matter of particular sensitivity. The CamCORS Management Committee has a policy, agreed with the Colleges, on the discharge of its functions in relation to Course Directors.

## 3.1 Managing statistical categories

CamCORS's statistical facilities allow breakdowns with varying degrees of granularity, *e.g.*, subject, Tripos and paper.

The Triposes associated with each subject, and the papers associated with each Tripos gradually change with time, and Triposes and papers may be renamed or retired, and new ones brought into existence. Accordingly, automatically-compiled statistics will become inconsistent if new Triposes are not associated with the correct subject. The subject breakdown available within CamCORS's statistical facility relies on a mapping between subjects and Tripos<sup>1</sup>. You may manage this mapping by selecting Configure Subject Breakdowns from the main menu. They must be checked and updated annually at the start of the year.

You will be presented with a list of each examination subject known to CamCORS<sup>2</sup>. On each line there is the H01 code, the name of the examination, and an editable text window showing the name of the statistical category associated with it, if any. There is no particular required format for the names of the statistical categories, but the category names associated with any set of exams must be spelt identically for them to be treated as a single category by CamCORS.

Click Save changes to finish.

## 3.2 Managing Course Directors

Most supervisions are arranged by and for colleges. However, in some subjects, particularly in Parts II and III of Triposes, colleges delegate the organisation of supervisions to so-called Course Directors in Faculties and Departments. It is desirable for Course Directors to see some information from supervision reports across college boundaries,

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<sup>1</sup>the relationship between Triposes and papers is derived programmatically from CamSIS, via the file <http://www.admin.cam.ac.uk/offices/students/codes/camsiscodes.txt>

<sup>2</sup>This information is derived automatically from CamSIS, and is correct as to the most recent update

so that they can ensure that the supervisions that they have purported to arrange are in fact taking place. Furthermore, there are numerous special cases (each affecting a small number of students) where a non-college individual (such as a Clinical Supervisor) has a legitimate interest in seeing parts of the content of supervision reports.

Course Directors are normally appointed by the appropriate authority within a faculty or department, who should notify the CamCORS Management Committee of any changes. Course Directors may access certain statistical information, and be empowered to view supervision reports; they may only view information for the current year. This raises confidentiality concerns. The situation is as follows: the data within CamCORS, particularly the supervision report texts, is paid for by the Colleges through the funding of supervisions. The Colleges have pastoral and other duties to the students. In the general case, the Colleges do *not* wish to trust the administrators of faculties with much of the information within CamCORS, and to this end have required the adoption of a policy on Course Director appointments, and on the enforcement of this policy by the CamCORS Management Committee.

Consequently, the Committee has the exclusive ability to create Course Directors. In CamCORS terms, that means that users with the CamCORS Management Committee role are permitted to grant the Course Director role to other users. The exercise of this permission must be carried out in accordance with the policy imposed by the Colleges. In particular, the policy concerns the granting of permission to Course Directors to view the text of supervision reports, called “Full Access”. In general, the presumption should be against granting such access, but exceptions might include theological colleges and clinical medicine. The decisions on Full Access are taken by the Senior Tutors’ Standing Committee on Education; the CMC implements the decision on their behalf.

Persons exercising the Course Director management functions must therefore be familiar with the policy, and not honour requests from faculties automatically. This manual does not detail the policy.

A full list of Course Directors may be found by using the point-edit facility under Manage Course Directors and requesting Display mappings without specifying a CRSid or group; CSV files of Course Directors, on a per-group basis, may be downloaded by clicking Export.

## **Course Director groups**

A Course Director might act on behalf of more than one faculty; CamCORS permits each faculty to be administered separately—the modification of a Course Director’s privileges in relation to one faculty will not affect his privileges in relation to another. The desirable administrative units are not exactly co-extensive with faculties or departments, as one might want a Course Director for a school-level or a college-like entity; therefore CamCORS provides abstract “groups” as the administrative domains for Course Directors.

Course Directors are organised into groups; the grouping facility is referred to within the CamCORS interface as the “CMC-defined field”, and this consists in a free-form label, allowing Course Directors from, say, different faculties to be managed separately. The bulk-upload facility for managing Course Director permissions operates at the level of these groups. CamCORS provides the option to create a new group in all situations where changing Course Director permissions is possible. This is done by typing in a new

group name in the field marked Other rather than selecting an existing group name from the list provided.

The naming of these groups is at the discretion of the Committee.

## Point editing Course Directors

To create a new Course Director, type in the CRSid, select a group, and enter the list of Papers, one per line. Click Save mappings. Papers should be specified in the form 'H01:H03'. For example 'MUT0:1' means Paper 1 of Part IA of the Music Tripos. For the "Not Specified" paper, use '+' as the H03 code. For example, 'CLT1:+' means the "Not Specified" paper of the Classical Tripos Part I.

To edit the permissions of an existing Course Director, ensure that the CRSid and the CMC-defined field are correct, edit the list of Papers, and click Save mappings. Papers should be specified as above.

To delete a Course Director, ensure that the CRSid and CMC-defined field are correct, delete the list of Papers, and click Save mappings. This will not affect the Course Director's permissions at other Faculties and Departments and will not affect their status as a Supervisor.

Whether the Course Director may actually read the full text supervision reports may be toggled with the checkbox provided. *This option is the most sensitive aspect of the arrangements.*

## Bulk uploads of Course Directors

Course Directors may be managed in bulk, though only at the level of faculty or department as opposed to universally across the University. This is done by writing a file with the relevant information in it and uploading it. It is better to use the Browse option to find the file rather than attempt to type its name in correctly in the space provided. Click Import to upload the file when ready.

An import file must be in CSV format (*i.e.*, a file with comma-separated fields and new-line separated records). Each line of the file must specify the access permissions for a single Course Director. Each line must have the following fields:

- The CRSid of the Course Director
- Zero or more fields of the form 'H01:H03', each identifying a Paper to which the Course Director should have access. For example, 'MUT0:1' means Paper 1 of Part IA of the Music Tripos. For the 'Not Specified' paper, use '+' as the H03 code. For example, 'CLT1:+' means the 'Not Specified' paper of the Classics Tripos Part I.

An example of what the file might look like is as follows (CamCORS ignores blank lines and lines beginning with a "#").

```
# Make QZF20 course director for Music Tripos Part IA, Papers 2 & 3
QZF20,MUT0:2,MUT0:3
# Make RZL25 course director for Music Part IB, Paper 6 and
# for Music Part II reports where a paper is not specified
RZL25,MUT1:6,MUT2:+
# Remove course director permissions from BAD20
```

BAD20

(Real example data may be extracted from CamCORS by using the Export button on the “List of Course Directors” page.)

All existing permissions for each Course Director specified in the file (*i.e.* each CRSid) at the specified Faculty or Department (*i.e.* with the specified group, the “CMC-defined field”) are rescinded.

For each line of the file, the specified Course Director is granted permission to see reports written for the specified Papers. If no Papers are specified, the Course Director is granted no permissions.

All Course Directors so uploaded will receive the same level of permission to see supervision reports; by default this excludes permission to view the Report text and to vary this one must use the point editing facility (or upload a separate file).