

# **CamCORS**

Cambridge Colleges' Online Reports for Supervisions

**Version 4**

## **Manual for Senior Tutors**

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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

## College roles

College roles allow one to search for, view, and process reports relating to students at an individual College.

There are several *roles* available to users, which correspond to different levels of privilege on the system. Role names are meant merely as a reminder of their capabilities. Different Colleges administer supervisions in different ways, and the decision as to which level of access to grant to any College user must be made on the basis of the privileges they require.

**Student** users may use CamCORS only to read reports to which they have been granted access, and to check that report forms have been created before submission (including using the e-mail links provided on the report forms.)

**Director of Studies/Tutor** users may read reports submitted about the students for whom they have responsibility, and (if the College allows it) release processed reports to be viewed by the students, or return the report to the supervisor for correction. A person with a DoS/Tutor role may also approve or refuse payment for reports about students for whom they act as Director of Studies, although some Colleges may configure CamCORS so as to restrict payment decisions to the Senior Tutor and College Office. Directors of Studies and Tutors share the same level of *general* privilege on CamCORS, since a user may act as Director of Studies to one set of students and as Tutor to another. Each student has a list of Directors of Studies and Tutors as part of their Student Record, and CamCORS consults this to determine which actions can be taken for which student.

**Senior Tutor** users may read reports submitted about the students for whom they have responsibility, and (if the College allows it) release processed reports to be viewed by the students. They may also approve or refuse payment for reports about all such students, return reports to supervisors, or undo payment decisions.

**College Office** users are permitted to perform all these functions, in addition to various other administrative tasks. Only those with College Office access can create new College users or create or edit Student Records.

If you act in several capacities for a single College, you should be given the most powerful role that you will require, *i.e.* the one that appears last in the above list. So, for example, if a Senior Tutor also acts as Director of Studies for a number of students at their College, they will be provided with a Senior Tutor role at that College.

## 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.

If you act as Tutor, Director of Studies or Senior Tutor to students in *any* College, and have not already been provided with an appropriate role in relation to that College's students, you should contact the College Office, quoting your CRSid. You will need a separate CamCORS role for each College at which you have responsibility for students. If you also supervise, you should also see the **Manual for Supervisors** for details of how to obtain a Supervisor role on CamCORS; since these are administered centrally, you will only need to do this once.

See Section 2.4 for more details on the organization of College roles in CamCORS.

## 2.6 Logging in

CamCORS' home page is located at <http://www.camcors.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://camcors.cam.ac.uk/camcors/> (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.

This consists of two sections:

**a summary table** showing the current state of all the reports for which you have responsibility, and

**the main menu**, allowing you to perform all the actions appropriate to your User Role.

### The summary table

This table contains at-a-glance information on the progress of reports for students at your College.

The columns refer to the progress of each report through the system:

**Created** The supervisor has created the report, but has not yet submitted it.

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

**Submitted** The report has been submitted for your consideration, and you may read it and add comments on the Report Search and Selection page (Section 3.1.) If you are so authorized, you may also make or undo a payment decision; return it to the supervisor; or release it for viewing by the student.

**Approved** The report has been read by an appropriate College authority (the student's Director of Studies or Senior Tutor) and approved for payment.

**Refused** The report has been read by an appropriate College authority and payment has been refused.

**Processed** As a result of the approval of your College, the report has been passed on from CamCORS to the College's finance system. CamCORS does not handle the actual process of paying supervisors.

Each of the five states in this table is independent, thus the total of all cells is also the total number of reports created for students for whom you are (or have been) responsible.

CamCORS' main page contains a summary table, with at-a-glance information on the progress of reports for which you have responsibility.

## 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 or process supervision reports](#)** Choose this option to search for and read or print out reports which have been submitted about your students (Section 3.1.)

**[View supervision arrangements](#)** Choose this option to check the supervision arrangements which have been made for your students (Section 3.11.)

**[View Supervision Costs by DOS](#)** Choose this option to display current or historical statistical information on the costs of supervisions associated with particular Directors of Studies (Section 3.12).

**[Set personal preferences](#)** Choose this option to configure CamCORS for your account; this option is currently only used for email notification of supervision reports. (Section 3.13.)

**[View statistical information](#)** Choose this for viewing and exporting statistics. (Section 3.14.)

**[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.

# 3 Viewing and processing reports

To see the reports, click on View or process reports on the main menu. The 'Report Search and Selection' page will be displayed.

This page contains a large search form; below it, a summary of reports for the current term (or, if during the vacation, for the term that has just ended); and, at the bottom, a panel of Actions you may perform on selected reports.

Instead of showing all reports at once, CamCORS has a 'Report Search and Selection' page, where you can choose which reports to view or process from a summary list.

If there are no reports available to you in the current term, only the 'Report Search' section of the page is visible. You may search for other reports by altering the search criteria (see below.)

The 'Action' panel at the bottom of this window contains various actions which may be performed on sets of selected reports. The top line of this panel allows you to view, save (Section 3.3) and print (Section 3.9) the reports. There is also a button allowing you to send e-mail to various people connected with the current report selection (Section 3.10.)

The remaining buttons on the panel provide various report-processing facilities: making payment decisions (Section 3.4), releasing reports for viewing by students (Section 3.7), returning incorrectly-submitted reports to supervisors (Section 3.8), and undoing payment decisions (for Senior Tutors only; see Section 3.5.)

## 3.1 Searching for reports

To search through the available reports, enter into the appropriate boxes the information you know. Leave blank any field which you want to be able to vary. In the case of the two date boxes and XRNLI number, anything which is not a valid date or XRNLI number will be ignored. In the text boxes, you may also search for values *beginning* with a certain string of letters or words.

The available fields are:

**Student** *Either* the first name or the surname of a student, or some letters from the beginning of one or other of these names. For example, 'Smith' would find reports about Mr. Smithers as well as Miss Smith. Use surnames if possible, since some first names have unusual contractions (searching for 'Tony' will not find any Anthonys, nor 'Peggy', any Margarets.) Be careful also to distinguish names beginning 'Mac...' from those entered as 'Mc...'. Some Colleges may use initials rather than a preferred name.

If you are unsure about the spelling of a student's name, use the *CRSid* field instead.

**CRSid** The CRSid of the student. You can find out CRSids from names (including like-sounding names) using the University e-mail search at <http://www.cam.ac.uk/global/search/>. Note that this database *only* contains the CRSids of those who have consented to their details being made public. A separate box is provided for searching through reports by CRSid.

**Supervisor** The first name or the surname of a supervisor.

**CRSid** The CRSid of the supervisor.

**DOS or Tutor** *For Directors of Studies and Tutors:* Your own role with respect to the student. If you want to see only reports for students for whom you act as Director of Studies or Tutor, choose 'DOS' or 'Tutor' as appropriate.

*For Senior Tutors:* You can search for reports relating to any particular Director of Studies or Tutor. Choose 'DOS' or 'Tutor' from the first list, as appropriate, and their name from the second. Note that CamCORS generates the second list automatically: it contains the names of everyone with a College role (who is not a student.) If somebody appears on this list, it does not necessarily follow that they act as DOS or Tutor to any student.

**College-defined Group** The name of a College-defined Group to which the student belongs. The College-defined Group is a label internal to CamCORS, consisting of any string up to 20 characters long. It is intended to be used to store, for example, the current year of a student's course, although Colleges are free to use it for any purpose they require. A drop-down list is provided of all College-defined Groups which have been defined. You can search for reports by a student's College-defined Group, an arbitrary label which may be associated with students in their Student Record.

**Tripes** The name of the Tripes Part for which the supervisions were given: choose one from the drop-down list. Some browsers will allow you to type the first letter of the required Tripes Part (H01 code) to jump to the relevant place in the list. If you use a mouse wheel, be careful to remove the focus from the drop-down list after you have selected a Tripes, since moving the wheel inadvertently will alter your choice.

**Tripes H01 code** Letters from the beginning of the University's internal (H01) code for the Tripes. These codes are listed in the drop-down box above. For example, entering NST0 will search for reports in the Natural Sciences Tripes, Part 1A, whilst NST will search for *all* Natural Sciences reports. You can search for reports by H01 code or code prefix.

**Paper title** The official title of the paper (as given in the H03 University Examination and Paper Codes List at <http://www.admin.cam.ac.uk/offices/students/codes/h03.html>.)

**Topic** The topic of the supervisions, as described by the supervisor. You can search for reports by their topic, if you know the precise text of the description used.

**Term** The term, whether Michaelmas, Lent, or Easter. This field defaults to the *current* term, or the term that has just ended. Other terms may be selected from the drop-down list.

**Year** The academic year. This field defaults to the *current* year. The 'Year' search criterion refers to academic, rather than calendar, years. Other years may be selected from the drop-down list.

**Predicted class** The class predicted by supervisors for students on whom they have submitted reports.

**College action** Check this box to search for reports in which the supervisor has recommended that College action be taken.

**Missed supervisions** Check this box to search for reports where supervisions have been missed.

**XRNLI** The report's unique code number. You can search for a single report using its XRNLI number.

**State** Refers to the report's progress through CamCORS. One of the following:

**All report states**, for all reports in any of the states described below,

**Not yet submitted**, for reports created by supervisors but not submitted

**Submitted** for all submitted reports irrespective of payment state,

**Submitted but not yet approved** for all submitted reports awaiting a payment decision,

**Payment approved** for all submitted reports for which payment has been approved,

**Payment refused** for all submitted reports for which payment has been refused,

**Payment approved but not processed** for those submitted reports for which payment has been approved by an appropriate College authority, but which have not yet been marked as processed for payment, and

**Payment processed** for all reports which have, in addition to the above, been marked as processed for payment, and which require no further action within CamCORS.

Each of these 'States' corresponds to a useful combination of 'true' report states as entered in the table, below. For example, selecting 'Payment approved' will return reports in the 'Approved' state.

'Payment pending' corresponds to the single entry 'Approved'. Only reports in this state may be marked as processed and exported to Colleges' financial systems.

**Student access** Whether the student is entitled to view the report: one of 'Released or not' (*i.e.* show both), 'Released to student', or 'Not released'. You can search for reports by their release state (*i.e.* whether the student is enabled to view them.)

**Submitted** The date the report was submitted. You may search for any date range by entering two dates in the format dd/mm/yyyy. Leading zeros are required, *i.e.* 03/09/1989 and not 3/9/89. You can search for reports submitted in any date range (and not just 'on or after' a date.)

By default, your search results will be shown in batches of 100. If you need to vary this setting, for example to perform some action on a large number of reports simultaneously, change the number in the 'Up to... ..reports will be shown' box beneath the search form. Once you are happy with your search criteria, click 'Search for Reports' on the right-hand side of the lowest grey bar to run your search.

## 3.2 Sorting and selecting retrieved reports

Once you have made a search, a table will be visible below the form listing all the reports that matched your criteria. This table has six columns, initially in this order:

**Student** The name and CRSid of the student.

**Supervisor** The name and CRSid of the supervisor.

**Subject** A condensed description of the paper being taken.

**Term** The term for which the supervisions were given, in the form Xyyyy where yyyy is the calendar year and X a single-letter abbreviation for the term (M for Michaelmas, L for Lent and E for Easter.)

**Class** The class the supervisor has predicted for this student on this course, either a single class or a range of two adjacent classes. If followed by an asterisk \*, the supervisor has recommended that College action be taken.

**State** Refers to the report's progress through CamCORS. One of the following (in their sorted order:)

**Created**, for reports which the supervisor has created but not yet submitted,

**Submitted**, for submitted reports still awaiting a payment decision,

**Refused**, for submitted reports for which payment has been refused,

**Approved**, for submitted reports for which payment has been approved,

**Processed** for all reports which have, in addition to the above, been marked as processed for payment, and which require no further action within CamCORS.

Note that, unlike the 'State' drop-down menu in the search form, above, these categories are not mutually exclusive.

**Hours** If the report has been submitted, this field contains the number of hours of supervision which the student was due to have for this course, including hours missed and hours still to come, and for which any payment is being claimed.

**Rel.** 'Yes' if this report has been released by the appropriate College authority for viewing by the student; 'No' if it remains unreleased.

**Submitted** The date on which the report was submitted, if applicable.

The table is automatically sorted by the first column, then the second, and so on. Each of the column headings is a button allowing you to sort the table of search results to your preference. If you click on one of these buttons, that column is moved to the leftmost position, and the table is sorted accordingly.

For example, to obtain a table sorted first by subject and then by Term,

- Click on the Term button, to move the 'Term' column to the left and sort,
- Now click on the Subject button, to do the same to the 'Subject' column. The reports are then sorted by subject, but reports with the same subject remain sorted by date.

If you sort by 'Class', those reports which supervisors have marked as requiring College action are listed first, then in ascending order of predicted class.

CamCORS will remember the current sort order if you make a new search, or if you perform other actions within CamCORS before returning to the Report Search and Selection page. Once you log out, this information is lost; next time you log in you will see the columns in the default order given above.

To select reports for action, check or uncheck the boxes to the left of each table entry. The buttons in the 'Actions' panel at the bottom of the page apply to the selected reports only. For convenience, three additional buttons are provided at the bottom of the table:

**Select All** Checks all the boxes.

**Deselect All** Unchecks all the boxes.

**Reverse Selection** Checks all the currently unchecked boxes, and unchecks all the currently checked boxes.

These buttons reload the page, but do not alter which reports are displayed or how they are sorted.

### 3.3 Viewing reports

Once you have made a selection, click View or process to display the reports. This page does not contain any search facilities. If you want to view a different selection of reports, you should return to the 'Report Search and Selection' page using the Cancel button at the bottom, or if you have made changes you wish to save (see below), the Save Changes button. Each report on the page appears in either *stub* form or *full* form, usually the former.

#### Stub reports

Stub reports are visible whenever a report has been created, but has not yet been submitted by the supervisor. They contain basic administrative information common to all reports, as well as providing some useful e-mail links (Section 3.10.) Available is

- (on the left side) the student's name, CRSid (with e-mail link) and College,
- the Tripos for which the report is being written,

- the paper for which the report is being written, followed by the topic if applicable (in brackets)
- ‘Supervised by’, followed by the supervisor’s name and CRSid (with e-mail link),
- the term and calendar year of the supervisions,
- (on the right side) a unique reference code for the report, beginning XRNLI-,
- an e-mail link to the College’s [supervisions@college.cam.ac.uk](mailto:supervisions@college.cam.ac.uk) address, which should be used for any general enquiries relating to the report,
- an e-mail link to the student’s Director(s) of Studies for this course, if applicable,
- an e-mail link to the student’s Tutor(s) for this course, if applicable, and
- (on the far right) the student’s photograph (if available.)

## Full reports

Once a report is ready to be viewed, the stub report expands into its full form. At the top of each full report is an information section, containing the same details and e-mail links as the stub form of the report. Below it is the actual report, containing the following information:

- (at top left) the supervisor’s general assessment of the student’s
  - industry**, (Good, Satisfactory, Unsatisfactory, Not specified)
  - progress**, (Good, Satisfactory, Unsatisfactory, Not specified)
  - interest**, (Enthusiastic, Interested, Could show more, Not specified), and
  - likely result** for the examinations in this course.
- (at centre left) A table showing, on the bottom row, the number of hours of supervision given (including those missed and yet to come) and, on the top row, the number of students in each supervision group.
- (at top right) The text of the supervision report.
- (below these) Information on (from left to right):
  - the payment decision** for the report, including who made it and when (if you are authorized to make payment decisions, this field is editable; see section 3.4. Only the Senior Tutor and College Office can undo payment decisions.)
  - the release status** of the report, *i.e.* whether the student is enabled to view it (if this decision has not been made and you are authorized to make it, this field may be altered; see section 3.7.)
  - the submission date** of the report, if a payment decision has been made; otherwise absent
  - a check-box** enabling you to return a report to a supervisor (see section 3.8.)

- (at bottom) A space for comments made by the College on this report. You may add your own comments using the 'Add a comment' text box below; see Section 3.6.

Full reports are not normally available to Course Directors.

The College may exclude reports from Course Director view (thereby overriding the decision of the Senior Tutors' Standing Committee on Education in respect of their own students. This may be done through the Configure college-wide preferences option. Course Directors are always informed which Colleges have done so.

### 3.4 Making payment decisions

Senior Tutors may approve or refuse payment for any report submitted to their College. In addition, if CamCORS is so configured, Directors of Studies may make payment decisions for those students for whom they have responsibility.

Generally, the submission of a report by a supervisor is in effect a claim for payment. The report itself contains information on the number of hours of supervision given. The number of "hours missed" is given for information, but CamCORS assumes that the supervisor is to be paid for these, as for hours "to come". Once the report has been released for viewing, the student can see the number of hours claimed by the supervisor and query these if necessary; however, they cannot see whether payment has been approved or refused.

Submitting a report normally constitutes a claim for payment except in those few cases where supervisors have arranged not to be paid, or to be paid by a mechanism outside CamCORS; the latter may be necessary for the small number of non-graduate-student supervisors who lack a National Insurance number.

If you decide to approve payment, the report will have added to it a legend reading 'Payment approved by *your name* on *date*.' This legend can be read by the supervisor as well as by college staff. The report can then be processed for payment by the College Office. In the final payment file, which will be passed from CamCORS to your College's finance systems, your CRSid will identify you as the person who approved payment.

You may also refuse payment for a report. If you do this, any claim for payment is blocked and cannot be processed. You may wish to inform the supervisor of what you have done and why (although if they search for the report, the legend 'Payment refused by *your name* on *date*' will be visible.) The report remains in the database and can be released to the student, who will not see the 'Payment refused' legend. Refusing payment should be treated as a last resort; it is for the appropriate College authority to decide when it should be done.

Refusing payment is *not necessary* if you simply want to obtain a revised or corrected report from the supervisor, since reports may be returned to the supervisor for editing and resubmission (Section 3.8.) A report which has been returned to the supervisor and then resubmitted will *replace* the original report in the CamCORS database. It can then be processed as normal.

In the event that a report has been mistakenly marked as refused for payment when it should have been approved (or vice versa), the Senior Tutor and College Office users are able to reverse the payment decision (Section 3.5), as long as it has not been processed for payment.

There are two ways you can make payment decisions on reports:

- Whilst reading reports on the 'Report Viewing and Processing' page, you may make payment decisions for reports for which you have responsibility. Choose a payment decision from the drop-down list at the bottom middle of each report. The drop-down list is only available for those students to whom you are acting as Director of Studies, not as Tutor. Senior Tutors may make payment decisions for any student in their College. If you use a mouse wheel, be careful to remove the focus from the drop-down list before moving to the next report, since moving the wheel will alter the setting. You can do this by clicking somewhere in the yellow body of the report.

When you have finished making changes, click Save Changes at the bottom of the page. The next screen will list the changes you have made; you should check these carefully before confirming. Directors of Studies cannot undo payment decisions once the changes have been saved (see Section 3.5.)

- *Alternatively*, on the 'Report Search and Selection' page, select the reports from the list for which you wish to approve or refuse payment. Click either Approve payment or Refuse payment in the second row of the 'Actions' panel to make a payment decision for all the selected reports. Authorized users may make payment decisions on several reports at once on the 'Report Search and Selection' page, rather than considering each individually.

If you have selected reports for which you are not authorized to make a payment decision (*i.e.* you act as Tutor but not Director of Studies to this student), CamCORS will generate an error message, and return you to the 'Report Search and Selection' page to correct your selection. It may be helpful to use the 'My role is DOS' search criterion.

Likewise, if you have selected reports which have not been submitted by the supervisor, or which have been refused, CamCORS will generate an error message. The 'State: Submitted but not yet approved' search criterion will ensure that the only reports that are listed are those awaiting approval or refusal.

Reports already approved for payment will politely be ignored if an attempt is made to approve them for payment again.

### **3.5 Undoing payment decisions (Senior Tutors only)**

Senior Tutors are able to undo payment decisions made for any report submitted to their College. The effect of this action is to return the report to the 'Submitted' state. If the report was previously approved, it will no longer be ready for processing.

If you undo a payment decision, you should contact the Director of Studies of the student concerned to alert them to what you have done (and why). You should not, however, add a comment to the report explaining your reasons for undoing the decision; the comments box is intended only for communication with the student (see Section 3.6.)

To undo payment decisions:

- Whilst reading reports on the 'Report Viewing and Processing' page, check the Decision should be undone box at the bottom middle of each report on which a

payment decision has been recorded (but which has not yet been processed for payment.) When you have finished making changes, click Save Changes at the bottom of the page. The next screen will list the changes you have made; you should check these carefully before confirming.

- *Alternatively*, on the 'Report Search and Selection' page, select the reports from the list for which you wish to annul the payment decision, and click Undo payment decision in the third row of the 'Actions' panel. The next screen will list the changes you have made; you should check these carefully before confirming.

If you have selected any reports for which a payment decision has not been made (*i.e.* finalized), CamCORS will generate an error message. (CamCORS politely ignores attempts to undo payment decisions in relation to reports which had not been marked as approved anyway.)

Once a payment decision has been "undone", the Senior Tutor, College Office, or Director of Studies can return the report to the supervisor, if this is appropriate.

Senior Tutors and College Office account holders may annul payment decisions, returning reports to the 'Submitted' state, and then return them to supervisors (if desired), as long as they have not been processed for payment.

### **3.6 Adding comments to reports**

Whilst you are reading a selection of reports on the 'Report Viewing and Processing' page, you may add comments for the student by entering a line of text in the text box at the bottom of each report. Comments are visible by all users entitled to view the report, including the supervisor and the student to whom the report refers (when it is released.)

Comments are permanent additions to the report, and cannot be deleted. However, if a report is returned to the supervisor for resubmission (Section 3.8,) the new report will have a blanked comments area. Thus, if a report has not already been released for viewing by the student and you wish to return it to the supervisor, you can use the comments area to communicate with the supervisor. If you do this, however, you must still contact the supervisor by e-mail to alert them to what you have done. It would be helpful to note the XRNLI number of the report you have returned, so that the supervisor can more easily locate it.

When you have finished adding comments, click Save Changes at the bottom of the page.

### **3.7 Releasing reports to students**

Once the Director of Studies or other authorized person is happy for a student to read a report, they can release it for viewing. CamCORS allows this to be done by Directors of Studies, the Senior Tutor, and Tutors, provided that the College has configured CamCORS to allow the release of reports to be controlled in this way. Individual colleges may wish, as a matter of policy, to permit only one or more of these roles to make reports visible by students; however, this is a matter for internal management, and cannot be enforced within the system.

To release reports for viewing by the student:

- Whilst reading reports on the 'Report Viewing and Processing' page, check the The student may read this report box at the bottom right of each report. When you have finished making changes, click Save Changes at the bottom of the page. The next screen will list the changes you have made; you should check these carefully before confirming.
- *Alternatively*, on the 'Report Search and Selection' page, select the reports from the list which you want to release, and click Release to student in the second row of the 'Actions' panel. Authorized users may release a number of reports to students at once on the 'Report Search and Selection' page.

The next screen will list the changes you have made; you should check these carefully before confirming. If you have selected any reports which have not been submitted, CamCORS will generate an error message. Including the 'State: Submitted' and 'Student access: Not released' criteria in your search will ensure that the only reports that are listed are those which are ready to be released, subject to your approval. Deselect any report included in the summary list which you do not wish to release. CamCORS politely ignores attempts to re-release to the students reports already released to them.

### 3.8 Returning reports to supervisors

If a submitted report is unsatisfactory for any reason, so that it requires resubmission, CamCORS allows you to return it to the supervisor. This is distinct from refusing payment for a submitted report and asking the supervisor to create another for the same student, since in that case the refused report remains in the database. Where you think the supervisor should correct, revise or complete a report more fully, returning the report to the supervisor would be more appropriate (at least initially) than refusing payment. The report cannot be processed further for payment until it is resubmitted.

A report may only be returned immediately after its submission, and before a payment decision has been made. If you decide that a report should be returned after a payment decision has been made, the payment decision will first have to be undone by either the Senior Tutor or the College Office (Section 3.5.) A report cannot be returned to the supervisor once the report has been processed for payment.

When a report is returned, its state reverts to 'Created'. The supervisor will see the report as it was just before they initially submitted it; they can then edit the report before resubmission. Any comments you or others have made on the report (see Section 3.6 remain visible to the supervisor, but will *not* be submitted with the corrected report. You should also contact the supervisor by e-mail to alert them to what you have done.

To return a report to the supervisor:

- Whilst reading reports on the 'Report Viewing and Processing' page, check the This report should be returned box at the bottom right of the report. When you have finished making changes, click Save Changes at the bottom of the page. The next screen will list the changes you have made; you should check these carefully before confirming.
- *Alternatively*, on the 'Report Search and Selection' page, select the reports from the list which you want to return, and click Return to supervisor in the second row

of the 'Actions' panel. The next screen will list the changes you have made; you should check these carefully before confirming.

If you have selected any reports which have not been submitted CamCORS will generate an error message (though it will politely ignore attempts to return to supervisors reports which they had not yet submitted anyway). Including the 'State: Submitted but not yet approved' search criterion will ensure that the only reports that are listed are those which may be returned without first undoing a payment decision.

As long as a payment decision has not been made, a report may be returned to supervisors for resubmission.

### 3.9 Printing out reports

Reports may be exported from CamCORS either in PDF (Portable Document Format, suitable for printing or archiving on a server or CD-ROM), or as raw data which you can later load into a spreadsheet or your own database. You will need to have a PDF viewer installed when you come to print reports; Adobe Acrobat Reader is free and available from <http://www.adobe.com/products/acrobat/readstep2.html>.

To generate PDF report forms:

- Find and select the reports which you wish to export on the 'Report Search and Selection' page (Section 3.1.)
- Click Display PDF on the first row of the 'Actions' panel. You will be prompted to display the resulting file, or alternatively to save it. The PDF file contains two reports per A4 page, in a similar arrangement to that displayed online (Section 3.3.) The reports appear in the same order as they appeared on the 'Report Search and Selection' page—*i.e.* taking account of any sorting you have performed (Section 3.2)—with the first report being at the top of the first page, the second below it, and so on.
- *Alternatively*, click Display PDF for guillotine. This performs the same action, except that the second report is placed at the top of the second page, and so on, so that the report placed at the bottom of the first page occurs halfway through the list of reports. This ordering means that if you cut through the stack of A4 sheets and then place the bottom page halves behind the top page halves, the resulting stack of A5 sheets will be in the order you required. You can print out reports in a form suitable for guillotining.

Once CamCORS has generated a PDF file, it will pass it to your browser. If you have a PDF viewing program installed on your computer, your browser may ask you whether you wish to open it now or save it for later; or it may ask you for a location on your local computer where it can put the file.

If you are using Microsoft Internet Explorer to use CamCORS, you may see a message asking whether you want to display 'secure and insecure content'. Click Yes to load the PDF document.

Once the PDF viewing program is running, it acts as a separate task. To print or save the file, you should use the facilities that program provides. If you wish, you can

continue working in CamCORS whilst the PDF viewer is open. Click [Back to report summaries](#) in your browser window to continue working in CamCORS. PDF files are displayed in their own window; where browsers such as Internet Explorer attempt to suppress advertising-style pop-up windows, users may need to right-click rather than left-click to access the PDF file.

If you would rather obtain the report data in a form suitable for processing, you should use the [Export data](#) facility. See section 4.2 for more details.

### 3.10 Sending e-mail

CamCORS provides two convenient ways of sending e-mails to the students, supervisors, Directors of Studies and Tutors associated with a report or selection of reports. E-mail links are quick and handy, but require you to have an e-mail program installed and configured on the machine you are using. Web-based e-mail is provided within CamCORS, and is more flexible if a little less convenient.

Most of the e-mail addresses held in CamCORS are personal addresses held by the addressee only. The exception is the special address `supervisions@college.cam.ac.uk`, which is guaranteed to exist for all colleges. When you e-mail `supervisions@college.cam.ac.uk`, or use the links or form described below, your e-mail will typically go to someone in the Tutorial Office who can redirect it as necessary. You should therefore use a clear, generic header (e.g. "Tutorial problem", "Query concerning ...", etc.) to enable the recipient to pass on your query, if necessary, quickly and efficiently.

You should remember that an e-mail is basically an electronic postcard, and that it is not good practice to use e-mail for very confidential or sensitive comments. Much of what is recorded in CamCORS or in email might form the subject matter of a Data Protection Act subject access request, and therefore the question is not whether the student can see it but how much effort must be expended in doing so. Supervisors who wish to make comments about a student which they would not wish to be disclosed to the student are advised to do so over the 'phone rather than via email or CamCORS.

#### E-mail links

To send an e-mail to people associated with a single report, first view the report as described above (Section 3.3.) Every report has five links at the top, which allows email to be composed and sent, using your own email programme, to any *one* of

- the student
- the student's supervisor,
- the College's `supervisions@college.cam.ac.uk` address,
- the student's Director(s) of Studies, or
- the student's Tutors.

(Directors of Studies and Tutors are assumed to have e-mail addresses of the form `crsid@cam.ac.uk`.)

If you wish to send e-mail to people associated with more than one report, find and select a group of reports from the 'Report Search and Selection' page (Section 3.1), and click [Email](#) on the 'Actions' panel at the bottom. Thus, to send an e-mail to all of your students (*e.g.* in case of illness,) you would run a search for all relevant reports and click [Email](#).

Below the form on the next page are five links, which work in the same way as those on the report form for the combination of all the reports you selected. Beside each link is a list of the e-mail addresses to which your message will be sent. (In the above example, you would click on the [Students](#) link.) Clicking on any of these links will launch the e-mail program you have configured in your browser, if any, and will send e-mail from whatever address is configured into that program.

### Web-based e-mail

CamCORS also has a web-based e-mail facility that you may use if

- you prefer not to install an e-mail client,
- you are using a public machine, or any machine that is not configured for you, or
- you wish to send e-mail to more than one of the above categories of people simultaneously,

To use this feature, find and select a report or group of reports from the 'Report Search and Selection' page (Section 3.1), and click [Email](#) on the first row of the 'Actions' panel at the bottom. Check the boxes corresponding to the people to whom you wish the message to be sent, type the text of the message into the box and click [Send email](#). CamCORS supports the use of Blind Carbon Copy, which permits a recipient's existence to be concealed from other recipients of a message.

E-mails sent from this form will appear as if sent from your own `crsid@cam.ac.uk` account. You should ensure that replies sent to this address can reach you.

You can send e-mails directly from CamCORS to people associated with a report or group of reports.

## 3.11 Checking supervision arrangements

You can see the current supervision arrangements for all the students for whom you have responsibility by selecting [View supervision arrangements](#) from the main menu. This produces a list detailing the current state of supervision arrangements for each student, Tripos and term, sorted initially by term and then by Tripos. An entry is produced for

- every student being supervised in the current term, and
- every student with reports remaining unsubmitted from any term.

Within a Tripos, each student taking that Tripos in the relevant term is listed together with entries for their supervisions for each paper and topic. The student's name and CRSid are shown as a link; clicking this will run a search for all that student's reports in that term (see Section 3.1.)

If no supervisors have yet created report forms for that student, the student's name is followed by the words *Paper [Topic] Supervisor*. When they create report forms, a table appears below this legend detailing the paper, topic and supervisor for each set of supervisions, where

**Paper** refers to the official title of the paper (as designated in the H03 Codes),

**Topic** refers to the description of the paper topic given by the supervisor, and

**Supervisor** shows you the full name and CRSid of the supervisor.

Since supervisors are encouraged to create report forms for their students as soon as the supervisions are organized, you can use this list to check that supervision arrangements are in place for each of your students (including supervisions organized by departments or faculties.) In addition, because unsubmitted reports continue to be listed after a new term begins, you can use this list to identify supervisors who are late submitting their reports.

### 3.12 Viewing supervision costs by Director of Studies

For a given academic year, the costs of supervisions associated with each Director of Studies may be displayed. By selecting View Supervision Costs by DOS, the current academical year's details are displayed by default. A drop-down list of all academical years is provided, and once a year has been selected the page may be updated with the details from that year by clicking Calculate and Display.

This report provides information on the hours of supervision provided for each of his/her students by each Director of Studies and the cost of providing that supervision. Directors of Studies are organised alphabetically, and within each Director of Studies report are listed the students, also organised alphabetically. The Report is based only on supervision reports for the specified year that have been Processed for Payment at the time of the report.

If a Student has more than one Director of Studies allocated to him/her, then identical information is presented under each Director of Studies. If a Student has no Director of Studies allocated, then the information will not be presented.

The Hours are Supervisee Hours and represent the number of hours of supervision received by each student regardless of Group Size.

The Cost assumes that the supervisions have been paid for at the agreed Standard Rates. Two students who have received the same number of hours supervision may incur a different cost because they have been supervised in different sized groups.

The Average number of Hours is the Total number of Hours divided by the number of students listed for each DoS; the Average Cost is the Total cost of providing that supervision at the Standard Rate divided by the number of Students listed for each DoS.

The Student's CRSid acts as a hyperlink to all of the supervision reports written about that student in the specified year that have been Processed for Payment. This should facilitate clarifying any issues arising from this Report.

### 3.13 Notification of reports

Directors of Studies and Tutors may request that they be emailed notification of newly submitted reports. Neither the Senior Tutor nor the College Office knows if the Director of Studies or Tutor has activated this facility<sup>1</sup>.

To instruct CamCORS to send you an e-mail whenever new reports arrive, click the tick box next to the entry: 'Please send me email reminders.'. This option is available by selecting Set personal preferences from the main menu.

You will receive no more than one e-mail per day.

### 3.14 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

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<sup>1</sup>this may be relevant when they attempt to word communications with supervisors inquiring as to why they have not been paid

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' 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.

# 4 Working with data files

## 4.1 CSV data files

All data files for CamCORS are in CSV format, with comma-separated fields and newline-separated records (*i.e.* one row per record.) CSV files can be created using a variety of programs, most simply using a basic text editor such as Notepad. Microsoft Excel also has some facilities for editing CSV format.

### Working safely with CSV files

CSV files are flexible and portable, but there are some issues with them, in particular involving Excel. If you intend to use Excel to edit CSV files, you should read the following sections with care.

By default, Windows hides file extensions for types it thinks it knows about, including CSV. This can cause some confusion, since the icons for different file types are similar. In order that you can more clearly distinguish CSV files from true Excel files (.xls) or text files (.txt) we recommend that you ensure Windows displays the extension to the file name by the following method:

- Open the folder in which you keep your CamCORS files.
- Go to the Tools menu and select Folder Options....
- Select the View tab.
- Make sure that 'Hide file extensions for known file types' is *not* ticked.
- Click OK.

### Using CSV files in text editors

In many circumstances you may only wish to check an entry, rather than undertake any serious editing of the data. On these occasions, you may find it easiest to open the file in Notepad. If you have not changed the default application for opening CSV files to Notepad (as above), this may be performed as follows:

- Open Notepad (often found in Start→Programs→Accessories.)
- Open the File menu, and click Open....
- Change 'Text Files' to 'All Files' and locate the file you wish to open.
- Use Find... or Replace... from the Edit menu to search the file.
- If you wish to keep a copy of the file which opens with Notepad by default, give it a different filename when saving, for example by adding .txt to the end. If you do not do this (and Excel still 'owns' CSV files), double-clicking on the saved file will load it into Excel.

## Working with Excel

Excel is easy to work with, but highly idiosyncratic. If installed on your system, it will give CSV files an icon similar to its own, but with 'a,' in the file box. Double-clicking on the file will import it into Excel using the default settings. However, these *are not suitable* for working with CamCORS' CSV files. In particular,

- CRSids often take the form of three letters followed by two numbers. If Excel spots a field whose letters spell 'JAN', 'FEB', 'MAR', etc., it will by default interpret it as a date: thus the valid CRSid, dec25, would be silently converted into Dec-25 wherever it occurs. Most Colleges have at least one such CRSid in their data.
- Excel also strips leading zeros from fields that look like numbers. Bank accounts often contain leading zeros, and these will be lost in conversion.

If CSV files are associated with Excel in Windows, double-clicking on them will *always* cause these problems, no matter how many times you have previously altered the settings.

A global solution is to make a simple text editor, rather than Excel, the default program with which to open these files. If the only CSV files you handle are those connected with CamCORS, this is likely to be your best option.

- Select any CSV file (an Excel icon with 'a,' in the box.)
- Right-click and select Properties.
- Next to the text reading 'Opens with Microsoft Excel', click on the button marked Change....
- From the resulting list select Notepad, either by scrolling down or by pressing n repeatedly.
- Click OK.
- You are returned to the Properties window. Again click OK.

Notepad is now the default application for viewing and editing CSV files, and their icons will change to reflect this. Notepad does not alter any file when it is loaded, so double-clicking them will now be safe.

## Loading CSV files into Excel (Office 2000)

It is possible to work safely with CSV files in Excel by using its import function. However, Excel must already be running for you to take advantage of this. To import a CSV file safely:

- Create a blank new worksheet.
- On the Data menu, select Get external data.
- Choose Import text file.
- Change the 'Files of type...' entry from 'Text Files' to 'All Files'

- Find and select the file you wish to ‘import’ (*i.e.* open.) Make sure you choose the CSV file and not a `.xls` or `.txt` file of the same name.
- Click Import.
- A wizard will pop up, defining your file as ‘delimited’ and displaying some sample entries. Click Next.
- Check the ‘commas’ box, and *uncheck everything else*. Click Next.
- You will see some sample data. Highlight all columns by clicking in the first, holding down `SHIFT`, and clicking in the last.
- Click on Text in the Formatting Options pane.
- Click Finish.
- Click OK in the next window.

You now have data in a form you can manipulate, and on a sheet that will not convert CRSids to dates nor drop leading zeros.

If you have a different version of Excel to the one described here, ask your Computer Officer how to import CSV files as text.

### **Saving CSV files from Excel**

Excel is very reluctant to let one save files in any format other than its own `.xls` type. CamCORS cannot import Excel files, the format of which is proprietary, subject to change, and costly to license. Instead, you must ensure that everything is saved as CSV, resisting the insistent pressure from Excel to save them in its own format.

In particular, files which have previously been saved in `.xls` format may still contain invisible ‘formatting’ characters which will generate errors when later imported into CamCORS.

## **4.2 Exporting supervision report data**

You may export data on supervision reports held on CamCORS to your local computer. This may be useful if, for example, you want to create an e-mail list of your supervisors or students, or simply want to view CamCORS data in your own spreadsheet or database package.

To export data:

- Choose View or process reports from the main menu.
- Use the search and selection facilities to identify the reports you are interested in. (See Section 3.3 for more details.)
- From the ‘Actions’ section at the bottom of the ‘Report Search and Selection’ page, click on Export data.
- A page appears detailing all the information CamCORS holds about reports. Select the fields you want to be exported.

- As with all data files handled by CamCORS, the file exported is in CSV format, with one supervision report per line. If there are already new line characters in any of the fields exported (most commonly, the report text), they must be replaced. The default is to replace them with the code `\n`. If you want a different replacement, enter it into the small box at the bottom of the form.
- Click [Export selected fields](#), and save the file you are offered onto your hard disk (or open it directly into your favourite application.) By default, the name of this file takes the form `camcors_report_data_yyyymmdd.csv`, where `yyyymmdd` represents today's date.

The exported file contains a fixed number of fields, depending on which were chosen on the export page. Its first line contains headings explaining the content of each column. The leftmost column, 'Repeat', is the number of reports which share the same values for all the data you requested to be exported.

If you attempt to export any fields whose contents you are not authorized to view, the entry in each line for that field will be exported as the string `HIDDEN`.

If you want to insist on having a single line for each report, for example for preparing statistics in a spreadsheet, you should tell CamCORS to export the XRNLI code in addition to the data you require. Since the XRNLI code is unique to each report, no two lines in the exported file will be identical.

To return to CamCORS from the 'Export data' page, click on [Main menu](#) at the top of the page.