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INTRODUCTION
The purpose of this document is to serve as a reference guide for users of the Postgraduate Examiner Reports system.

The system can be accessed here: https://365abdn.sharepoint.com/sites/pgreports

MANAGING REPORTS

VIEWING YOUR REPORTS
Your reports are all listed in the ‘My Reports’ tab.

To view a report, click on the relevant student’s name to open.

CREATING A NEW REPORT
From the ‘My Reports’ tab, select ‘New Item’.

Enter the Student’s name and ID number, then select the form type and school.

Add the relevant document by clicking ‘Add Document’, then use the file picker to choose the document you wish to upload. Click OK to return to the New Report form.
RESUBMITTING A REFERRED REPORT

When a report has been referred a new report does not need to be created. The original item can be edited and new reports added to it. The reports can then be resubmitted so that there is only ever one instance of the report for the student.

When a report has been referred you will receive an email with the reason for the referral and a request to amend the report and resubmit it.

Dear Colleague,

Your Examiner’s Report has been referred back by QA with the following comments:

Please specify the length of time for corrections.

QA Approver: PGR QA Psychology

Please amend your Examiner’s Report, then resubmit for QA approval.

View Report

From the link, click on View Report to take you to the report form.
To upload a revised report, click Edit Item in the top left.

From this screen, you can delete the existing attachment(s) and use the Add Document button to add revised reports.

Once the revised reports have been attached, select Yes to the question 'Your forms has been referred would you like to resubmit?' and then click Save to resubmit the report. The report will then be sent to the relevant QAC member to review and you will receive an email with the outcome of the review.
REVIEWING REPORTS

As a School Reviewer, you will be able to see two additional tabs:

- [School] Reports
  You can access all reports for your school from the [School] Reports tab.

- All School Reports
  You can view reports from all other schools from the All School Reports tab. This is useful if you are requested to review reports on behalf of another QAC member.

You can see your outstanding review tasks by opening the ‘My Tasks’ tab on the dashboard:

Receiving a Review Task

When you are asked to review a report, you will be assigned a task.

You will be notified of this task via email. You can open the task directly from the email, or you can open it from the ‘My Tasks’ tab on the dashboard.

Review Examiner’s Report: Example Student

To view the report, click ‘View Report’. You can open the attached report from here. Once your task is completed, your comments and decision will be recorded here.

(It is recommended that you open this link in a new tab or window, to avoid navigating back and forth in your browser.)
Examiner's Report

<table>
<thead>
<tr>
<th>Student</th>
<th>Example Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>51234568</td>
</tr>
<tr>
<td>School</td>
<td>School of Social Sciences</td>
</tr>
</tbody>
</table>

Approved by

<table>
<thead>
<tr>
<th>QA Comments</th>
<th>Approval</th>
<th>Actioned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

Attachments

| UoA Template 2017.dotx |

Created at 20/09/2017 12:48 by Cruickshanks, Robert Scott
Last modified at 20/09/2017 12:48 by Workflow on behalf of Cruickshanks, Robert Scott

**Figure 3 - View Report for Review**

To complete your review, from the **review task**, click **Edit Item**.

**Figure 4 – Opening Edit Review Task Form**
Enter your comments and select ‘Approved’ or ‘Rejected’ accordingly, then click ‘Save’.

**Review Examiner’s Report: Example Student**

<table>
<thead>
<tr>
<th>Due Date</th>
<th>27 September 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned To</td>
<td>□ PGR QA Social Science</td>
</tr>
<tr>
<td>Related Report</td>
<td>View Report</td>
</tr>
<tr>
<td>Comments *</td>
<td></td>
</tr>
<tr>
<td>Task Outcome</td>
<td>Approved ☐ Rejected ☐</td>
</tr>
</tbody>
</table>

Created at 20/09/2017 12:48 by Workflow on behalf of □ Cruickshanks, Robert Scott
Last modified at 20/09/2017 12:48 by Workflow on behalf of □ Cruickshanks, Robert Scott

**Figure 5 - Completing Review Task**

Your comments and decision will then be stored on the report, and provided to the submitter.

The task will no longer appear in your ‘My Tasks’ tab, as it is now complete.
ADMINISTRATION

All reports in the system can be viewed from the ‘All Reports’ tab.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student ID</th>
<th>Created</th>
<th>Created By</th>
<th>School</th>
<th>Form Type</th>
<th>QA-Approved</th>
<th>Approval</th>
<th>Academic Year</th>
<th>Actioned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example Student</td>
<td>12345678</td>
<td>30 minutes ago</td>
<td>Cruickshanks, Robert Scott</td>
<td>School of Social Sciences</td>
<td>Examiner's Report</td>
<td>2018</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 6 - All Reports View

UPDATING A REPORT

To make administrative changes to a report (e.g. to make a report as ‘Actioned’, or amend a reviewer comment), click on the ‘…’ button beside the Student’s name, then select ‘Administration’.

Make any changes required, then click ‘Save’. 
ARCHIVING REPORTS

The system has an archiving feature, which archives all reports from the previous academic year. All reports are retained indefinitely, but they are hidden from general users to aid usability and reduce clutter.

To navigate to the Report Archive, select ‘Archive’ on the left navigation bar.
To run the archiving process, select the ‘Run Archive Process’ tab.

![Run Archive Process Tab](image)

This workflow can automatically archive all reports from the previous academic year. Please ensure they have all been actioned before initiating an archive.

All archived reports, organised by Academic Year, can be accessed from the 'Archive' tab. They will be stored indefinitely.

**Current Academic Year:** 2017/18 (Displayed as 2018)

**Previous Academic Year:** 2016/17 (Displayed as 2017)

![Go to Workflow](image)

**Figure 10 - Run Archive Process Tab**

Check that the details for the year to be archived are correct, then click ‘Go to Workflow’. Click ‘Archive’ to start the workflow:

![Start a New Workflow](image)

**Figure 11 - Starting Archive Workflow**

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