



# PG EXAMINER REPORTS

## USER GUIDE

Updated: September 2017

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## TABLE OF CONTENTS

Introduction.....	3
Managing Reports .....	3
Viewing your reports .....	3
Creating a new report.....	3
Resubmitting a referred report.....	4
Reviewing Reports .....	6
Reviewing a report.....	6
Administration .....	9
Updating a report .....	9
Archiving Reports.....	10

## 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.

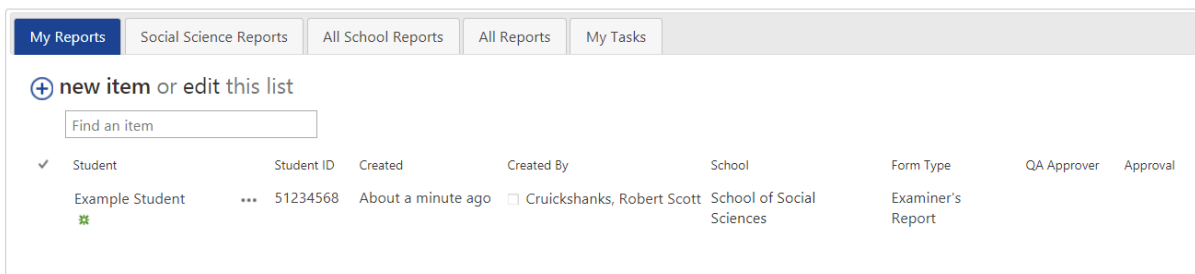


Figure 1 - My Reports

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'.

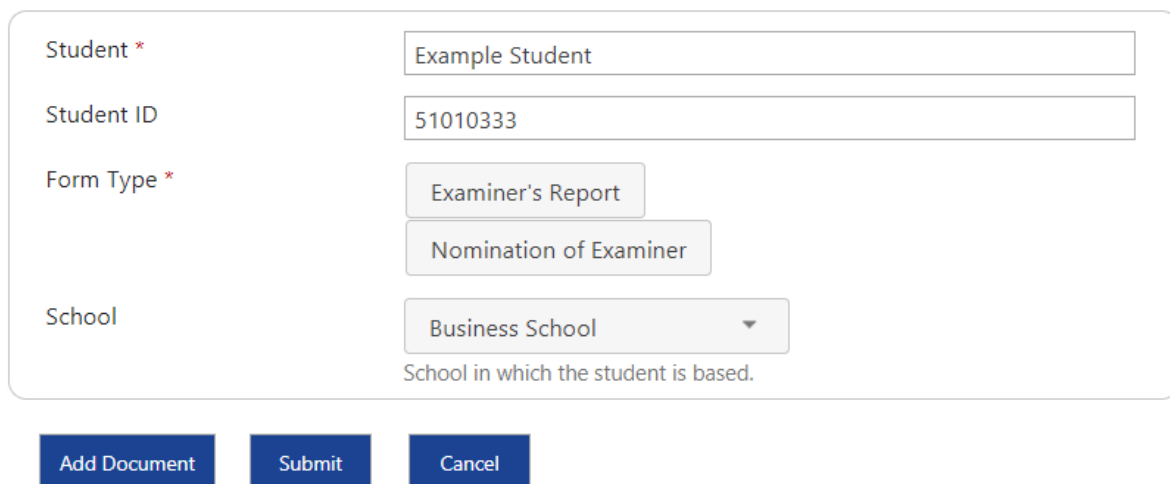


Figure 2 - New Report Form

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.

Use this page to add attachments to an item.

Name

Choose File No file chosen

OK

Cancel

Figure 3 - Document Upload

Click 'Submit' to send your document for review.

Once your document has been reviewed, you will be notified by email of the outcome.

### RESUBMITTING A REFERRED REPORT

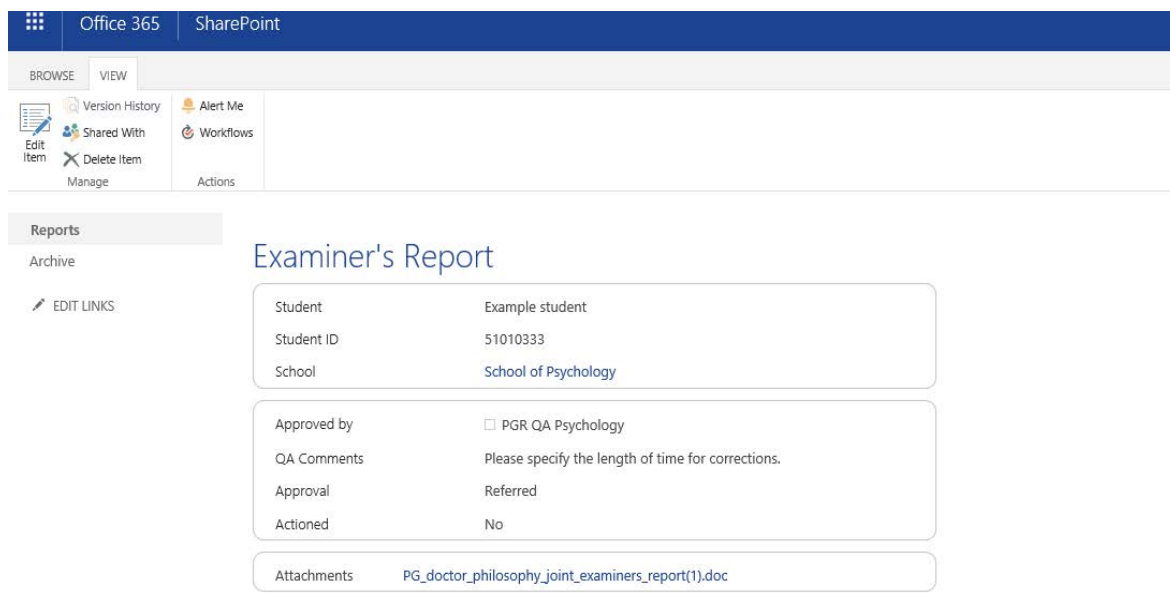
When a report has been referred a new report does not need to be created. The original item can be edited and new reports added to it. The reports can then be resubmitted so that there is only ever one instance of the report for the student.

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.



Office 365 | SharePoint

BROWSE VIEW

Version History | Alert Me  
Shared With | Workflows  
Edit Item | Delete Item  
Manage | Actions

Reports

Archive

EDIT LINKS

### Examiner's Report

Student	Example student
Student ID	51010333
School	School of Psychology
Approved by	<input type="checkbox"/> PGR QA Psychology
QA Comments	Please specify the length of time for corrections.
Approval	Referred
Actioned	No
Attachments	PG_doctor_philosophy_joint_examiners_report(1).doc

To upload a revised report, click Edit Item in the top left.

The screenshot shows the Office 365 SharePoint interface. At the top, there is a blue header with the Office 365 logo and the text "Office 365 | SharePoint". Below the header is a ribbon with two tabs: "BROWSE" and "EDIT". The "EDIT" tab is active, showing a ribbon with icons for "Save", "Cancel", "Paste", "Copy", "Delete Item", "Attach File", and "Spelling". Below the ribbon is a "Reports" section with a sub-section "Archive" and a link "EDIT LINKS". The main content area contains a form with the following fields:

- Student \***: A text input field containing "Example student".
- Student ID**: A text input field containing "51010333".
- Form Type**: A dropdown menu with two options: "Examiner's Report" (selected) and "Nomination of Examiner".
- School**: A dropdown menu with one option: "School of Psychology". Below the dropdown is the text "School in which the student is based."

Below the form is an "Attachments" section showing a single attachment: "PG\_doctor\_philosophy\_joint\_examiners\_report(1).doc" with a "Delete" button. At the bottom of the form is a question: "Your form has been **referred**, would you like to resubmit?" with two radio buttons: "Yes" and "No". At the bottom right of the form are three buttons: "Add Document", "Save", and "Cancel".

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:

Task Name	Due Date	Assigned To
Review Examiner's Report: Example Student *	27 September	<input type="checkbox"/> PGR QA Social Science

Figure 1 - My Tasks

## REVIEWING A REPORT

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

Due Date	27 September 2017
Assigned To	<input type="checkbox"/> PGR QA Social Science
Description	Please review and approve or refer back to examiner accordingly.
Task Status	Not Started
Related Report	<a href="#">View Report</a>
Task Outcome	

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

Close

Figure 2 - Review Task

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

Student	Example Student
Student ID	51234568
School	School of Social Sciences

Approved by	
QA Comments	
Approval	
Actioned	No

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 Close

Figure 3 - View Report for Review

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

☰ Office 365 | SharePoint

BROWSE VIEW

✎ Edit Item

🕒 Version History

🔔 Alert Me

👤 Shared With

⚙️ Workflows

✖️ Delete Item

Reports  
 Archive  
  
✎ EDIT LINKS

Close

## Review Examiner's Report: Example Student

Due Date	27 September 2017
Assigned To	<input type="checkbox"/> PGR QA Social Science
Description	Please review and approve or refer back to examiner accordingly.
Task Status	Not Started
Related Report	<a href="#">View Report</a>
Task Outcome	

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 Close

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

Due Date	27 September 2017
Assigned To	<input type="checkbox"/> PGR QA Social Science
Related Report	<a href="#">View Report</a>
Comments *	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
Task Outcome	Approved <input type="radio"/> Rejected <input type="radio"/>

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

Save

Cancel

**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.

✓	Student	Student ID	Created	Created By	School	Form Type	QA Approver	Approval	Academic Year	Actioned
✓	Example Student ✱	51234568	30 minutes ago	Cruikshanks, Robert Scott	School of Social Sciences	Examiner's Report			2018	✖

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'.

✓	Student	Student ID	Created
✓	Example Student ✱	...	... minutes ago

- Administration
- Share
- Edit Item
- Delete Item
- View Item
- Advanced

Figure 7 - Accessing the Administration View

Make any changes required, then click 'Save'.

Student \*   
 Student ID   
 Form Type   
   
  
 School   
   
School in which the student is based.  
 Actioned

---

Approved by  PGR QA Social Science  
 QA Comments   
 Approval

---

Attachments [UoA Template 2017.dotx](#)  Delete

Created at 20/09/2017 12:48 by  Cruickshanks, Robert Scott  
 Last modified at 20/09/2017 13:18 by Workflow on behalf of  Cruickshanks, Robert Scott

Figure 8 - Administration View

## 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.

Student  
  Student ID  
  Created  
  Created By  
  School  
  Form Type  
  QA Approver  
  Approval  
  Archived

There are no items to show in this view of the "Reports" list.

Figure 9 - Report Archive

To run the archiving process, select the 'Run Archive Process' tab.



Archive Run Archive Process

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

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



Figure 11 - Starting Archive Workflow

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