

Course Review

1 INTRODUCTION

The Course Review Report is an internal quality review report that aids academic staff with the evaluation of their courses. The report will house information from each module review where a module review has taken place and there is a student on the course taking that module. The report will also provide further links to other reports that can inform the course review.



UEA Internal Course Review

Welcome to the Course Review Report. This report has been created to provide access to information about a taught course. To use this report select your course using the filters below. When a course has been found the circles should highlight student numbers for each stage in 2018/9. Section 2 provides access to the module lists attached to the course, and section 3 provides links to other useful reports. If at any time you have a question, would like support, or would like to provide feedback on the course review reports, then please email sis.records@uea.ac.uk.

1) Filters: Use the filters below to locate your course that you would like to review

Course Level (All)	Faculty Code (All)	Dept Code (All)	Student Status CURRENT STUDENT
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Route Name and Code
ACCOUNTING AND MANAGEMENT WITH A YEAR ABROAD - (U1NN4A401)

2) Module Lists - Click on the route name to see the module list for your selected course

ACCOUNTING AND MANAGEMENT WITH A YEAR ABROAD - (U1NN4A401)

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3) Other Reports: The following buttons link to other reports that can be used to inform Course Review. Click on a square to view further information. Not all reports link to the filters you have selected above. Please check the filters once the report opens

End Of Semester (Course)	Stage Performance	Course Review Admissions	Course Review Destinations	Course Review Student
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1.1 REPORT INFORMATION

Report Name: Course Review Report

Report Owner: Rachel Paley LTS

Process Association: Internal Quality Review

Release: V2019.1.002 – June 2019

Access: Available to all academic staff

Data Source: Assessment data within the Data Warehouse. Please note that data held within this report will match the data stored from the previous day.

2 REPORT ACCESS

The Course Review Report forms part of a suite of reports that can be accessed from the academic report portal (RE-Portal)

<https://reports.uea.ac.uk/#/views/TheRE-PortalALTER/HOME>

To access the Course Review report you can either:

- **Option A**

- 1) Open the RE-Portal using the following link: <https://reports.uea.ac.uk/#/views/TheRE-PortalALTER/HOME>



The Academic Portal (Re-Portal) has been designed to bring together and catalogue a collection of Operational Reports to consumption by Academics. The Academic Re-portal will list and link to reports that are used for academic activities such as Internal Quality, Reasonable Adjustments, and Student Engagement. Over time, more reports will be listed here. If you have any questions about any of the reports listed within this page, please contact the reports team at sis.records@uea.ac.uk.

EVALUATIONS

End of Semester (Module)	End Of Semester (Course)	
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MODULE REVIEW REPORTS

Module Performance	Mid Module Evaluation	Module Review Results	
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COURSE REVIEW REPORTS

Course Review	
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- 2) Once the RE-Portal has opened, you will be presented with a list of reports. The reports have been sectioned out into their processes. Under the Course Review Reports, you

will see a square called '**Course Review**'. Click on this square to open the Course Review Report.

- **Option B**

1) Alternatively you can access the report directly using the following link:

<https://reports.uea.ac.uk/#/views/CourseReviewReport/Home>

2.1 ACCESSING THE REPORT ON A WIRELESS NETWORK.

PLEASE NOTE:

Tableau provides access to many personal data held about students at the University. It is therefore setup so that you can only access the reports with a UEA IP Address. This means that to access the report server, you will need to be connected to the UEA network via a wired connection, or you will need to run the UEA VPN on your machine before clicking on the links above. Further information about the VPN can be found via the following link:

<https://portal.uea.ac.uk/itservices/connect/vpn>.

3 REPORT OVERVIEW

The report is made up of many views which display an array of information.

- **View 1 – Home**

The Home page is the landing page of the report. It allows you to select your course using the filters provided in section 1 of the page. Section 2 identifies the selected course and the number of students on each stage of that course. Section 3 provides a collection of boxes which link to other reports these reports include:

- End of Semester Course – The End of Semester report for Course Evaluation
- Stage Performance – A statistical report that looks at assessment performance at school, faculty, and institutional levels.
- Course Review Admissions – Admissions Numbers for your course
- Course Review Destinations – Destinations Numbers for your course
- Course Review Student – Student numbers for your course

- **View 2 – Module List**

In section 2, clicking on the Route Title in red will take you to a list of modules that students in this course are taking. It will also give a breakdown of how the modules were selected, i.e. Core, Compulsory, Option Range etc. Clicking on any module in the list will take you to the module review results for that module.

- **View 3 – Module Review Module Organiser Comments**

The Module Organiser (MO) Comments about the module will appear on this view. These comments are taken from the Module Review output that were entered through MS Forms. If no information has been entered then no information will display. You will see four buttons at the top that will allow you to jump between the four types of comments about a module, which are: MO Comments, Short Term Changes, Mid Term Changes and Long Term Changes.

- **View 4 – Module Review Short Term Changes**

Short term changes which have been recorded by the Module Organiser as part of the Module Review process will appear in this view.

- **View 5 – Module Review Mid Term Changes**

Mid term changes which have been recorded by the Module Organiser as part of the Module Review process will appear in this view.

- **View 6 – Module Review Long Term Changes**

- Long term changes which have been recorded by the Module Organiser as part of the Module Review process will appear in this view.

3.1 VIEW 1 – HOME

Made up of three sections the Home view is the landing page of the report.

The screenshot shows the 'UEA Internal Course Review' home page. It includes a welcome message, a filter section, a course selection section, and a grid of report buttons. Red callout boxes provide instructions for each section.

1) Filters: Use the filters below to locate your course that you would like to review.

Course Level (All)	Faculty Code (All)	Dept Code (All)	Student Status (All)
Route Name and Code ACCOUNTING AND FINANCE - (U1N400302)			

2) Module Lists: Click on the route name to see the module list for your selected course.

ACCOUNTING AND FINANCE - (U1N400302)

1U 104	2U 135	3U 112
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3) Other Reports: The following buttons link to other reports that can be used to inform Course Review. Click on a square to view further information. Not all reports link to the filters you have selected above. Please check the filters once the report opens.

End Of Semester (Course)	Stage Performance	Course Review Admissions	Course Review Destinations	Course Review Student
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Callouts:

- Filters that will allow you to locate and select your Course to review.
- Your selected course <CLICK HERE> For Module List
- Student numbers of the selected course in each year (Block)
- Each square here is a button to another report. The Filters do not copy over to the other reports, so you may need to re-set them on the report that opens.

Section 1 – Section 1 allows the end user to choose their course from a selection of filters.

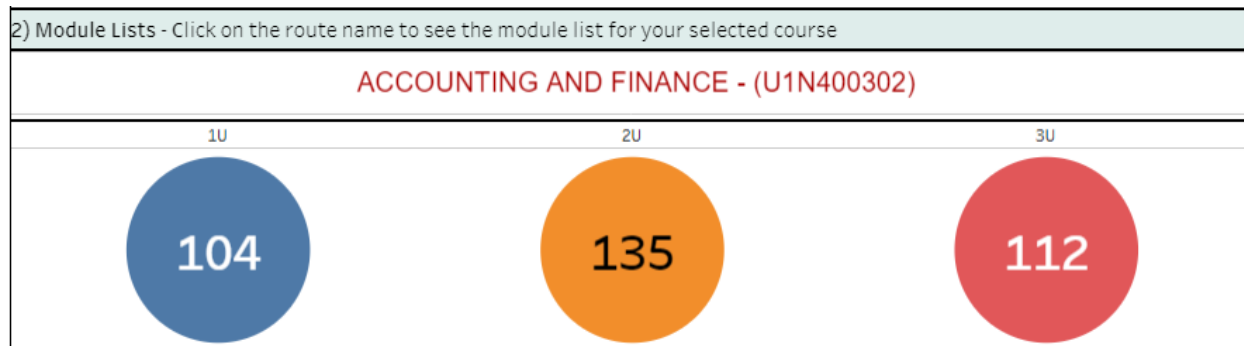
PLEASE NOTE: These filters only work for section 2 of the report and not section 3.

1) Filters: Use the filters below to locate your course that you would like to review

Course Level (All)	Faculty Code (All)	Dept Code (All)	Student Status (All)
Route Name and Code ACCOUNTING AND FINANCE - (U1N400302)			

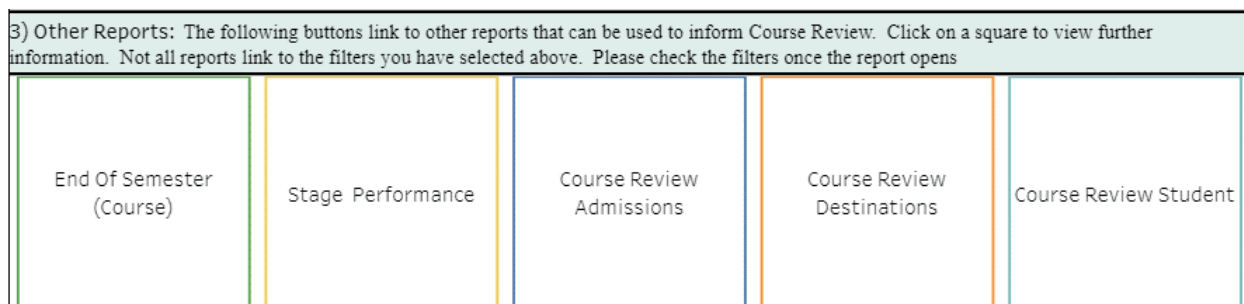
Within the filters you can use course level, faculty and department to reduce the list when selecting your course name and code. The Student Status filter is used to only select students of a certain status.

Section 2 – Section 2 displays the course you have selected and the student numbers.



It is also the gateway to viewing the modules attached to the course. To view the module list click on the title of the course which is shown in red on the above figure.

Section 3 – Section 3 is a collection of other reports that may help inform your course review. Please Note: Each report will have a new set of filters, which need to be set once the reports open.



The reports listed in each square are as follows:

- **End of Semester Course**
The end of semester evaluation report will display the results of the 'End of Semester Surveys'. Please note, this report will be restricted by Course Director. Therefore, you will only see courses that you are the Course Director.
- **Stage Performance**
The Stage Performance report has been migrated from previous years of internal quality review. The report allows you to view student performance by Stage at Course, Department, Faculty, and Institutional levels.
- **Course Review – Admissions**
Another report migrated from previous years. The report will allow you to view percentage and number information of applicants to the course based on Student Category, such as Age Band, Disability, Domicile etc.

- **Course Review – Destinations**

The report will allow you to view percentage and number information of leavers of the course based on Student Category, such as Age Band, Disability, Domicile etc.

- **Course Review – Student**

The student report will look at the students on the course and give breakdowns of award and progression information. This can be broken down by student characteristics.

3.2 VIEW 2 – MODULE LIST

In section two of the home page, when you have selected your course, and the course name code are appearing in red on the screen you can click on this title to open the module list. This will take you to the module list view:

Module List by Course

ACCOUNTING AND FINANCE - (U1N400302)

Course Block: (All) | Module Selection Status: (All) | module_src: (All)

Course Block	Module Selection Status	module_src	Module Name	Module Review Complete		
1U	Compulsory/Mandatory	NBS-4001Y	INTRODUCTION TO FINANCIAL AND MANAGEMENT ACCOUNTING (1)	No	103	
		NBS-4003Y	ECONOMICS FOR BUSINESS	No	2	
		NBS-4004Y	INTRODUCTION TO QUANTITATIVE METHODS FOR BUSINESS	No	102	
		NBS-4005Y	INTRODUCTION TO ORGANISATIONAL BEHAVIOUR (1)	No	104	
		NBS-4006Y	PRINCIPLES OF MARKETING	No	104	
		NBS-4007Y	INTRODUCTION TO BUSINESS (1)	No	104	
	Option Range A	NBS-4009Y	CASES IN ECONOMICS FOR BUSINESS	No	2	
		NBS-4001Y	INTRODUCTION TO FINANCIAL AND MANAGEMENT ACCOUNTING (1)	No	1	
		NBS-4003Y	ECONOMICS FOR BUSINESS	No	60	
		NBS-4004Y	INTRODUCTION TO QUANTITATIVE METHODS FOR BUSINESS	No	2	
		NBS-4009Y	CASES IN ECONOMICS FOR BUSINESS	No	18	
		Option Range C	NBS-4009Y	CASES IN ECONOMICS FOR BUSINESS	No	22
2U	Compulsory/Mandatory	NBS-5002Y	FINANCIAL ACCOUNTING	No	135	
		NBS-5004Y	BUSINESS AND COMPANY LAW	No	1	
		NBS-5007Y	MANAGEMENT ACCOUNTING	No	135	
		NBS-5008Y	BUSINESS FINANCE	No	135	
		NBS-5010Y	OPERATIONS STRATEGY AND MANAGEMENT	No	1	
	Option Range A	NBS-5003Y	INFORMATION SYSTEMS FOR MANAGEMENT	No	10	
		NBS-5004Y	BUSINESS AND COMPANY LAW	No	71	
		NBS-5005Y	QUANTITATIVE METHODS FOR BUSINESS	Yes	60	

Each line in the module list can link to a module review report, which will be entered by Module Organisers via MS Forms.

The Module List view has additional filters at the top of the page, which will allow you to restrict the list by certain course blocks (Which are the stages of the course), Module Selection status (i.e. core, optional), and Module Src (Module Code).

The module list will list the Course Block (Stage), Selection Status, Module Code, Module Name, a Module Review complete indicator, and a count of students on the module from the course being reviewed.

When a module review has been completed, this will appear on the report within two days.

3.3 VIEW 3-6 – THE MODULE REVIEW

Views 3 to 6 will display the results of a module review where they exists.

The four views will include:

- Module Organiser Comments – A summary of the review
- Short Term Changes – Any Short term changes as entered by the Module Organiser
- Mid Term Changes – Any Mid term changes as entered by the Module Organiser
- Long Term Changes – Any Long term changes as entered by the Module Organiser

There are four buttons across the top which allow you to select between each view.

The Back button will take you back to the module list.

FURTHER SUPPORT

If you need any further support for this report, please contact sis.records@uea.ac.uk.

4 FEEDBACK AND COMMENTS

We welcome your feedback on this report as we look to develop the new range of reports for internal quality assurance. Please pass any comments to sis.records@uea.ac.uk. Please provide the report name in the title.