

Course Evaluation and Planning 2021

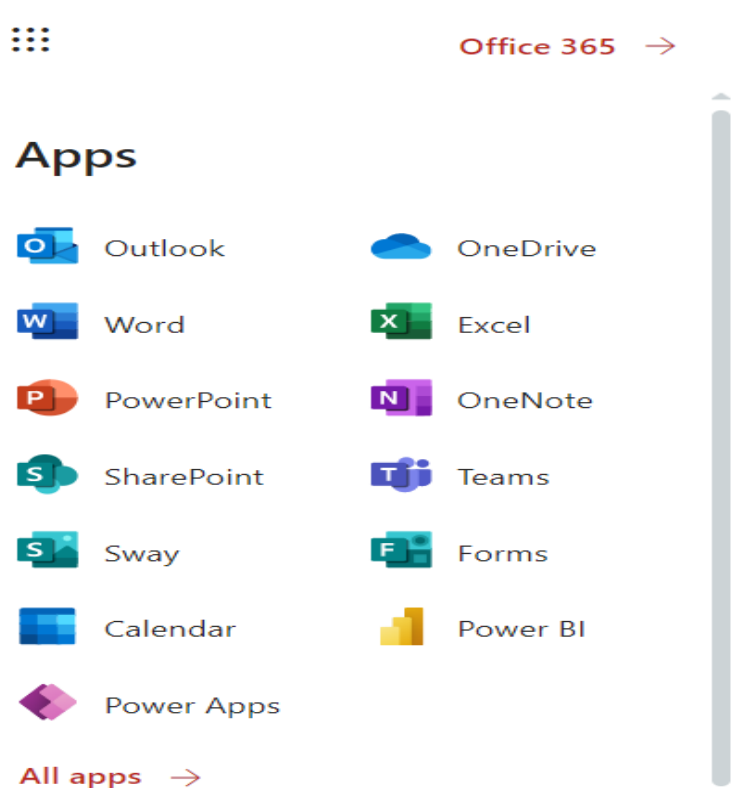
Sue Crossan

Te Korowai Kahurangi

scrossan@unitec.ac.nz

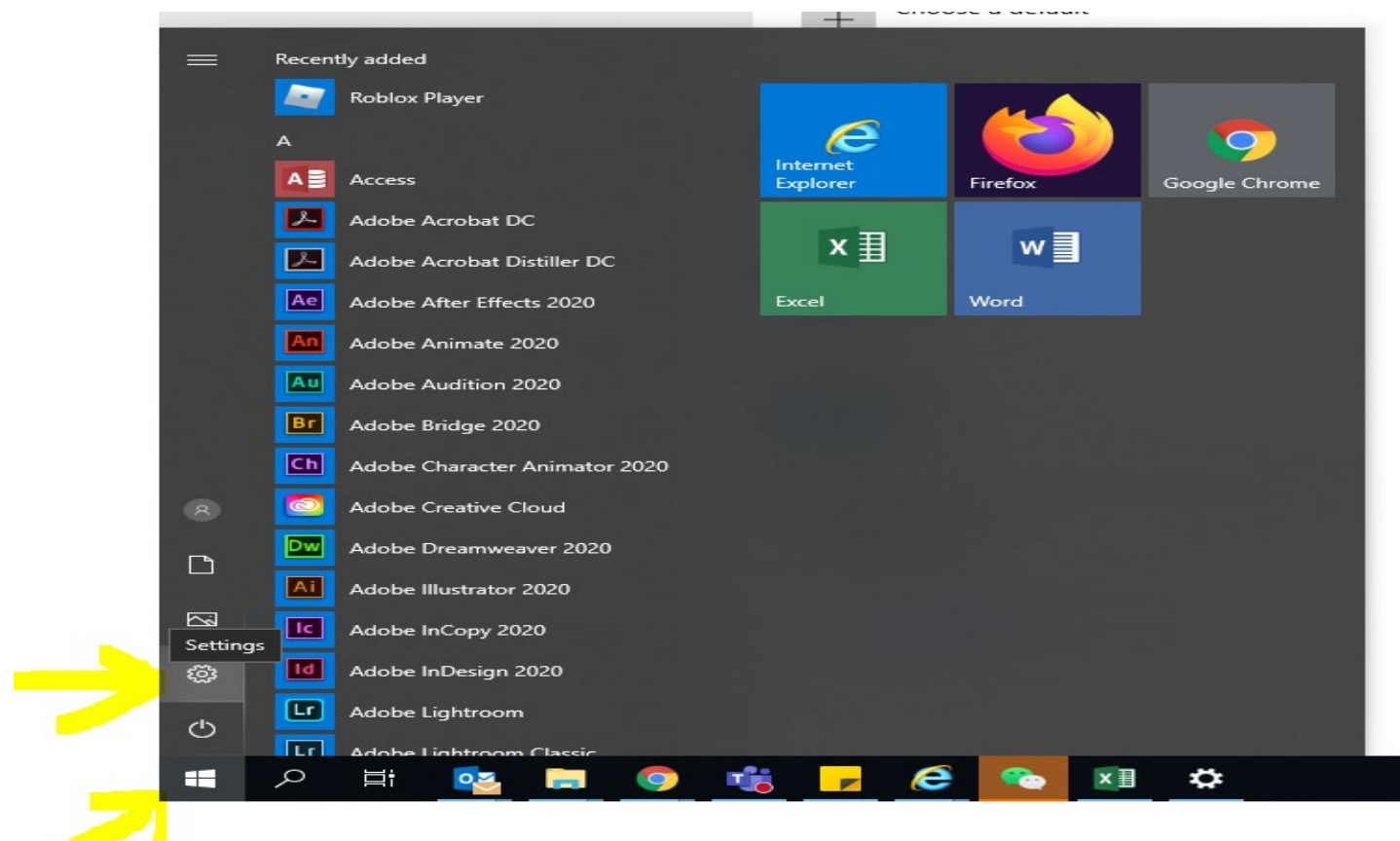
Good news!

- Shorter!
- Improved software! Microsoft Office 365

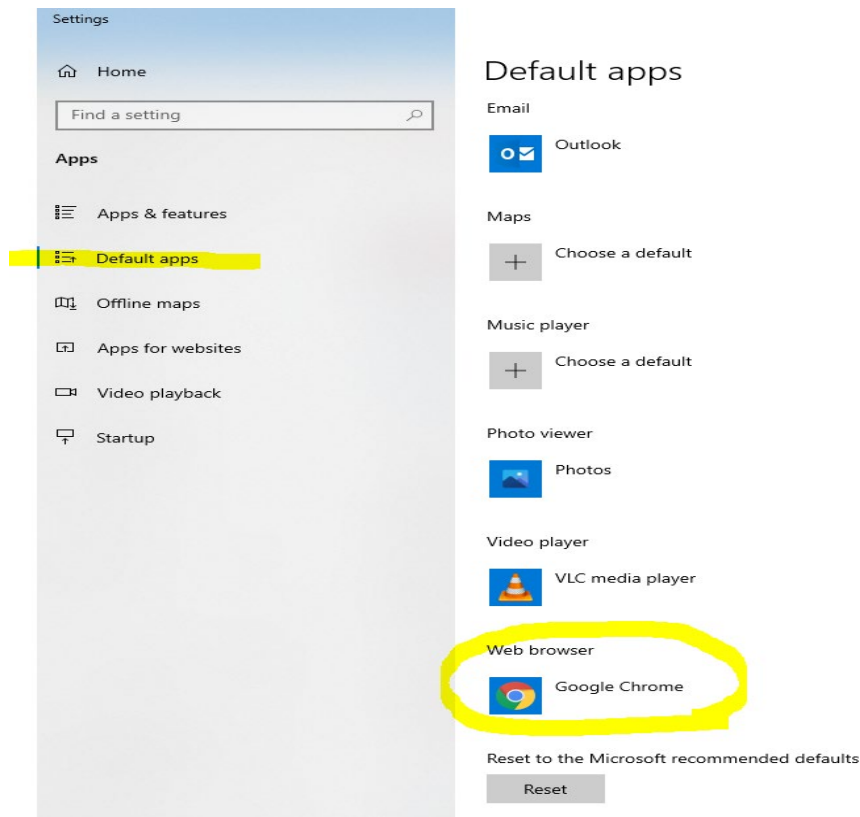


Make sure default browser is **Chrome**

Step 1: Click on the Windows Icon  then click on Setting 



Step 2: Choose “Default apps” (or type in search for “Default apps” if it doesn’t automatically appear,)
Click on the icon under “Web browser”
Select Google Chrome as the default internet browser.



How to access the CEP and get started

1. Access the CEP via the Nest page:

<https://thenest.unitec.ac.nz/TheNestWP/teaching-and-research/te-korowai-kahurangi/evaluation-and-review/cep/>

2. Click on the link and sign in and



The next screen needs authorising before you can access PowerApp. **Click Allow after checking to make sure there are no connection errors.**

If you get a request to 'Fix Connection' – click ALLOW, otherwise you won't be able to access the CEP on your laptop.

Almost there ...

CEP 2021 Semester One needs your permission to use the following. Please allow the permissions to proceed.



Office 365 Outlook

skirk@unitec.ac.nz

⚠ Sign in failed [Fix connection](#)

Switch account



Office 365 Users

skirk@unitec.ac.nz

Signed in [View permissions](#)

Switch account



SharePoint

skirk@unitec.ac.nz

Signed in [View permissions](#)

Switch account



OneDrive for Business

skirk@unitec.ac.nz

Signed in [View permissions](#)

Switch account

Allow

Don't Allow

Almost there ...

CEP 2021 Semester One needs your permission to use the following. Please allow the permissions to proceed.



Office 365 Outlook

skirk@unitec.ac.nz

Signed in [View permissions](#)

Switch account



Office 365 Users

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Switch account



SharePoint

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Signed in [View permissions](#)

Switch account



OneDrive for Business

skirk@unitec.ac.nz

Signed in [View permissions](#)

Switch account

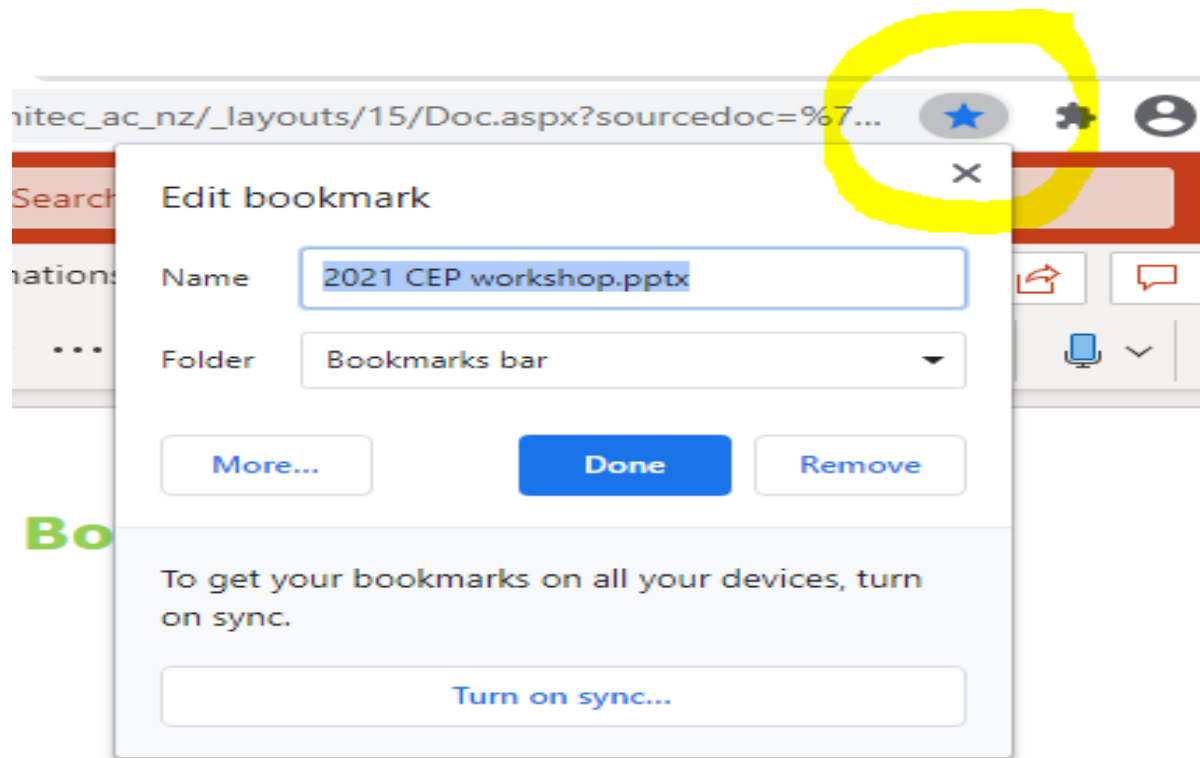
Allow

Don't Allow



Power Ap...

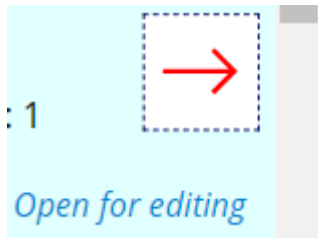
Book mark the link for easy access



How to find your course on the Landing page

Select using ***either*** the drop down menus ***or*** by entering a subject number and catalogue number. Select the relevant semester.

Click directly on the red arrow to open



Three modes: Locked / Edit / View

<i>Locked by user</i>	Someone else has the CEP open - only one person can be editing at a time
<i>Report Completed: View Only</i>	No longer able to edit – can email the report or view
<i>Open for editing</i>	Ready to use



Course Info page

CEP Sem 1 2021 **Designing with Plants (013236)[1]**

Please scroll down to the bottom of each section to see all the questions.

Course Info Before B1-B2 Before B3-B6 During C1-C4 After D1-D8 After D9-D14 Final E1-E2

Course ID: **013236**

Course Offering Number: **1**

Course Title: **Designing with Plants**

Course Code: **LAND-5557**

Programme: **NZDL**

Prospectus Code: **NZ2888**

School: **Architecture**

APM:

Date Submitted

Completion Status: **Not Completed/Submitted**

Please enter Course Coordinator's name

Sue Crossan

Course Coordinator's Email

scrossan@unitec.ac.nz

Only the Course Co-ordinator will receive a PDF report via email.

Contributors and Email Addresses

(Enter the full name in the search box below; once the contributor's name is found, click on the retrieved name. Then click Add.)


e.g. Sue Crossan

Add

****DO NOT refresh the page OR close the window without clicking on Save & Exit. If you do, the data will be lost and the record will become inaccessible.****

Progress: 0%

Home Check Progress Email Report Save & Stay Save & Next Save & Exit Submit



Designed for
lecturers to
complete at three
stages:

BEFORE

DURING

AFTER

the course

Navigate using the tabs



Scroll down using the bars on the right of the screen

to reach all the questions underneath each tab

Links lead to more information on the Nest

Tips

Check Progress

Email Report

Save & Next

Save & Exit

Submit

Check Progress

Check progress – wait for it to calculate – dots moving across the top of the screen

During data transfer do not type or click - *small dots moving at the top of the screen* – it can cause conflict



Power Ap...



Tips (2)

- Go in and out of the report as many times as you want using:

Save & Exit

- **Do not close the window/browser without exiting – it will lock the form.** Use

Save & Exit

(If this happens by mistake, email tkkinsight@unitec.ac.nz)

- Save data as you go regularly using

Save & Next



Tips (3)

- D7 & D8 –

Filtered Dashboard

Live Dashboard

- Request Access to 'filtered dashboard' **or** navigate Power BI using the live dashboard link
- Once you have requested access, close the Power BI window. You should get access within 24 hours.



Ready to submit?



Only **Submit** when you are **certain** you have completed the form and won't need to access it again. After submitting you can only **View**, or **Email report**, not **Edit**

A blue rectangular button with rounded corners and the word "Submit" in white text.

Submit

Emailing the report

Email Report

- **Email the report before you submit the completed version** & at any time
 - It may take a few minutes to arrive
 - It will be emailed to the Course Co-ordinator
 - It may go into Junk or Other folder
 - **Download the PDF** using Adobe Acrobat
 - **Save the CEP to your Programme's CEP folder**
- Eg:
- H:School/Programme/Course
Eval and Plan CEP/Semester
number
- *PDF formatting still under development – Feb 2020*

January 2021

Feedback welcome:

scrossan@unitec.ac.nz



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