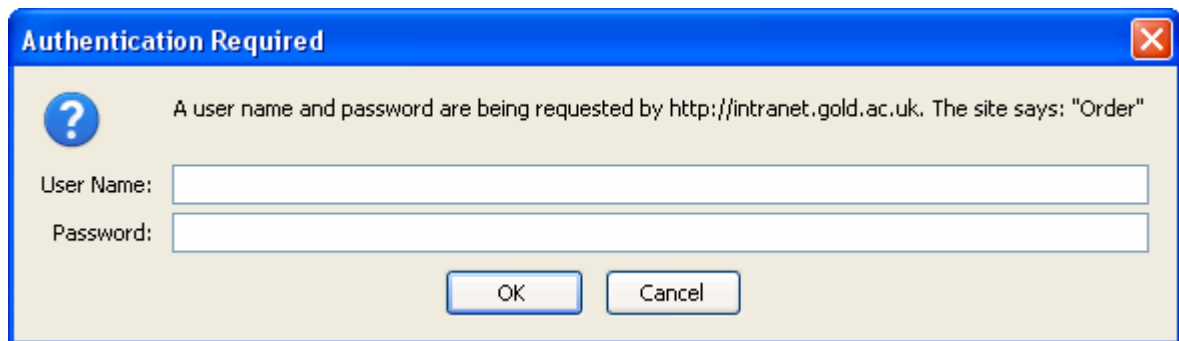


## STEP 1 – Accessing the Intranet

- Open a web browser, type the link below into the **address bar** on the webpage and press enter
- [http://intranet.gold.ac.uk/cs/apps/qa/final/programme\\_monitoring.php](http://intranet.gold.ac.uk/cs/apps/qa/final/programme_monitoring.php)

## STEP 2 – Logging In

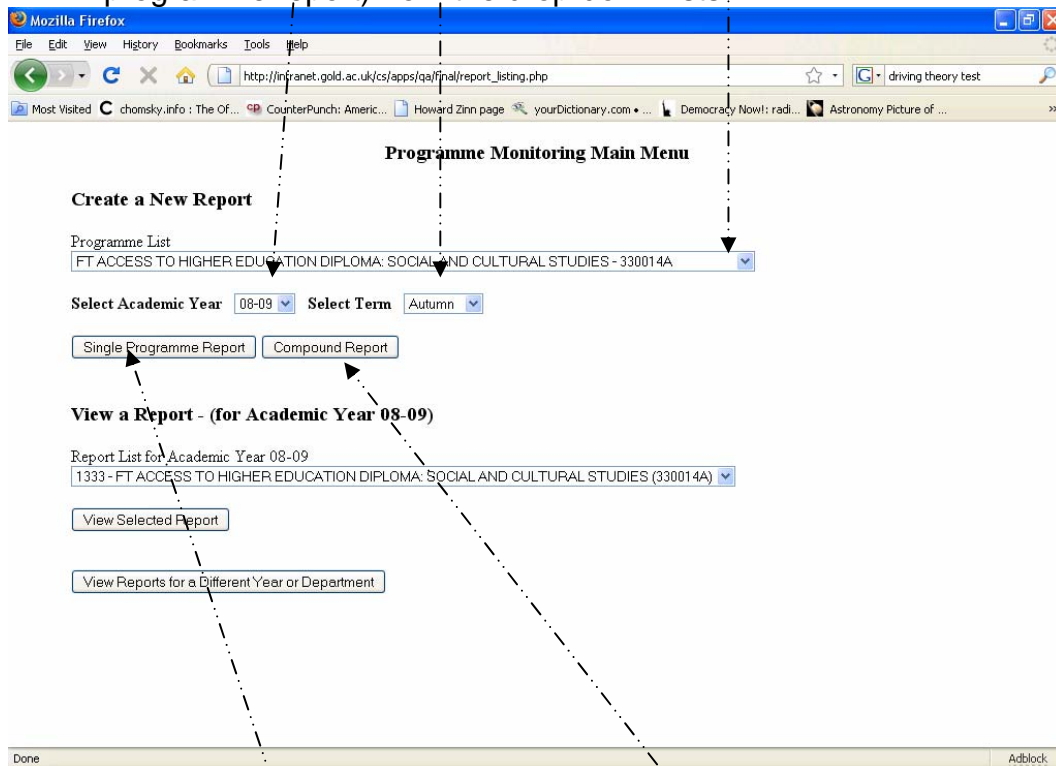
- A log in screen will appear
- Type your usual **Username** and **Password** and click OK to log into the intranet



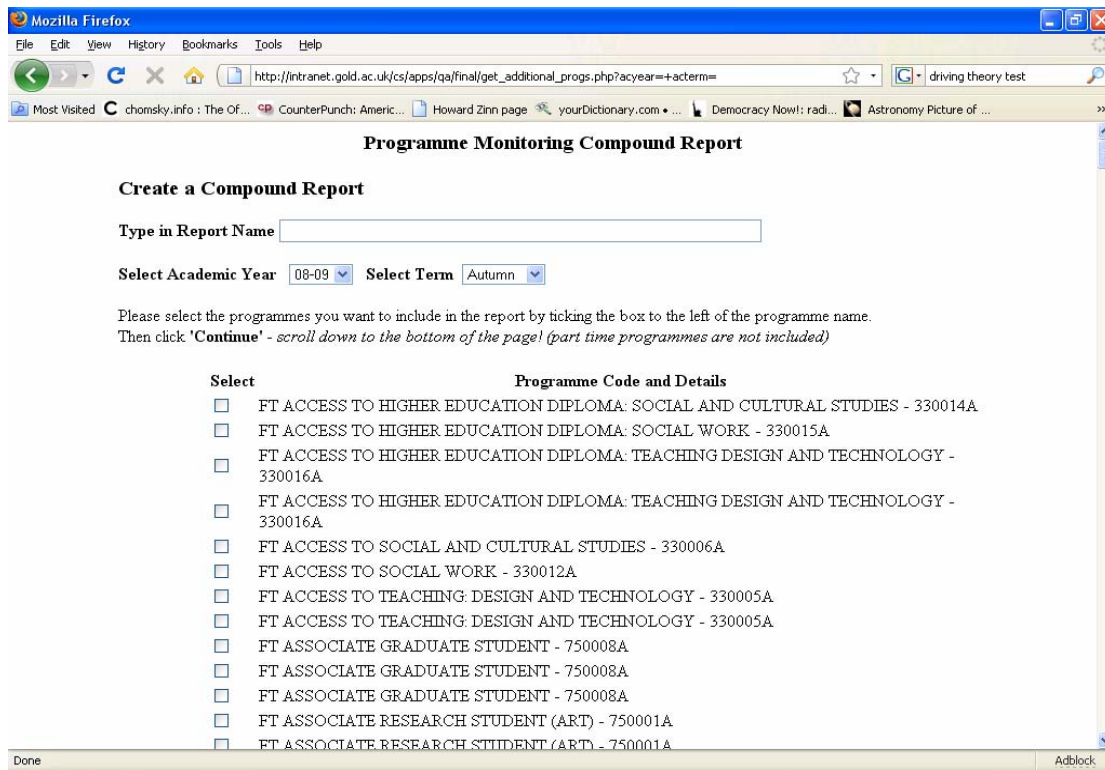
- This will take you to the report creation page

## STEP 3 – Creating a New Report

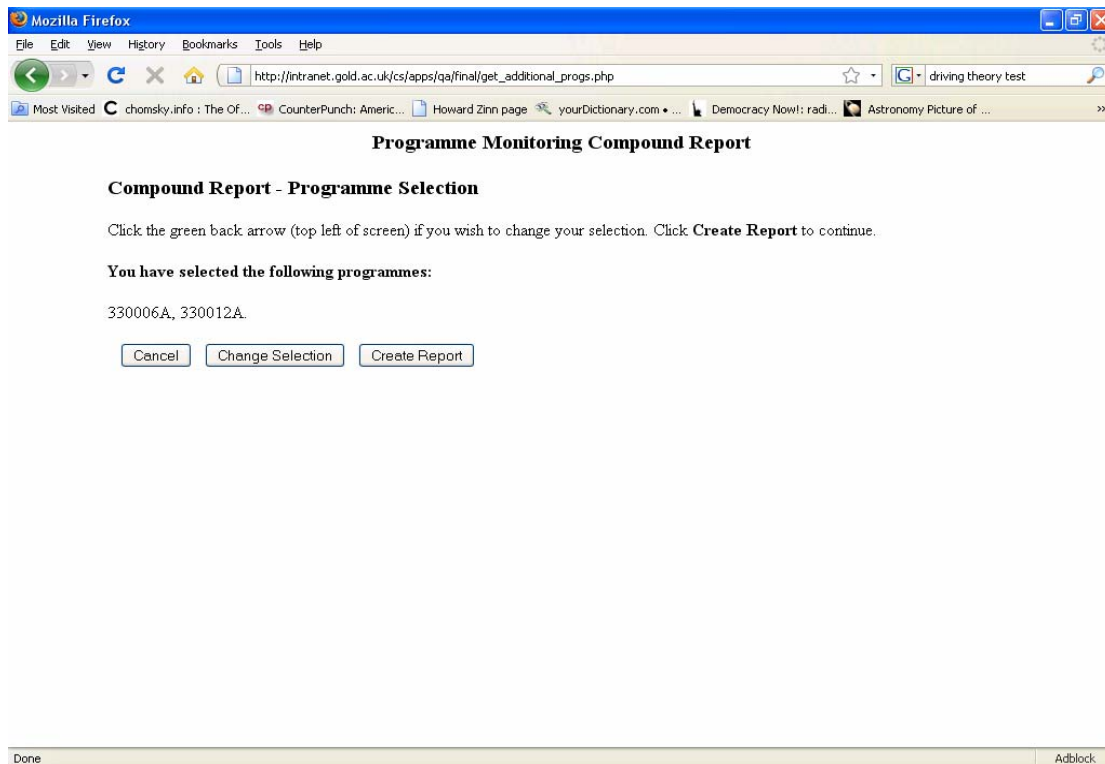
- Select your **Year** and **Term**, and your **Programme** (if writing a single programme report) from the drop-down lists!



- Select **Single Programme** or **Compound Report**



- If entering a **Compound Report** the next step is to choose your from a list and give your report a *meaningful* name eg PsychologyUG09-10



- You will then be presented with a screen that lets you confirm your report and the programmes it contains and continue, or change the detail you have entered.

## STEP 4 – Entering Issues

- Select an **issue** from the drop down list, complete the **comment**, **action by**, **action required**, **resolved** and **outcomes** sections

Quality Affairs Login Form - Mozilla Firefox

http://intranet.gold.ac.uk/cs/apps/qa/final/add\_issue.php

Programme Monitoring - Add Issue

Report: 1365, AUTUMN, 08-09  
Programme: 'Compound', test

Issue	Action By	Resolved
Academic support - Including contact with personal tutors		no

Comment	Action Required	Outcome

Save then Add Next Issue    Reset Form    View Report

Characters allowed in free text areas: alphanumeric or any of: .,:;!\"'?'\_()\*<£\$%-'/+='

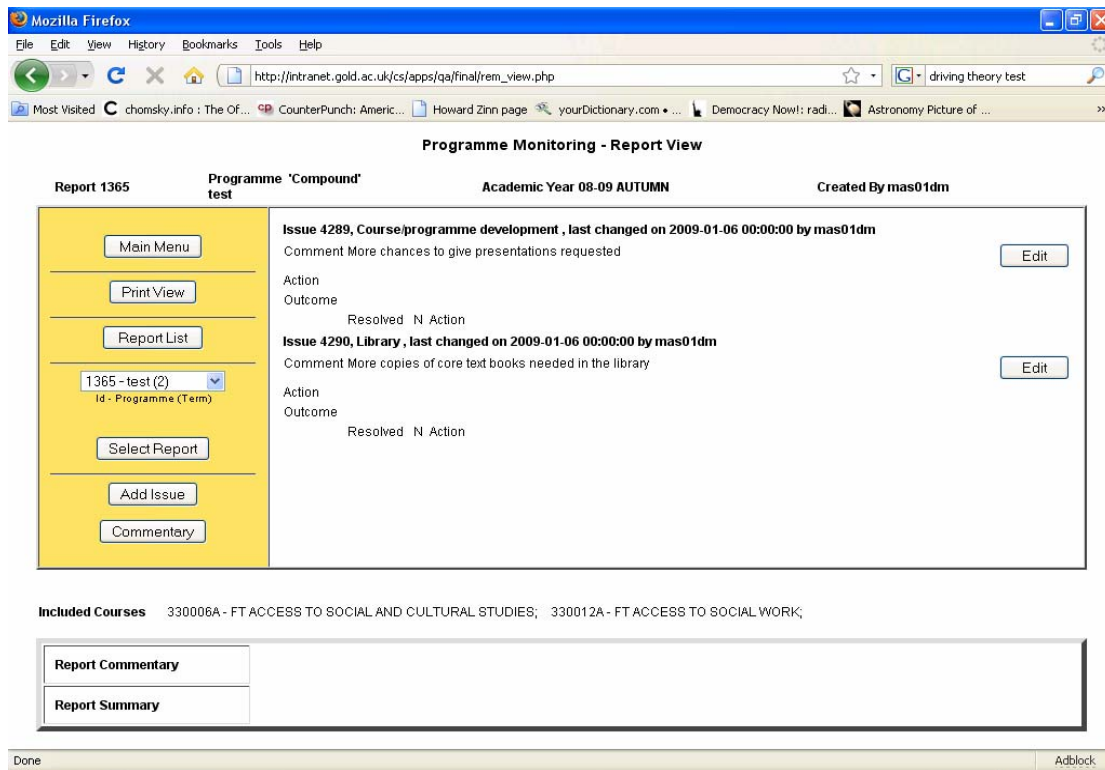
**Included Programmes**  
330006A - FT ACCESS TO SOCIAL AND CULTURAL STUDIES; 330012A - FT ACCESS TO SOCIAL WORK;

**Existing Issues**  
Course/programme development 2009-01-06 More chances to give presentations requested  
Library 2009-01-06 More copies of core text books needed in the library

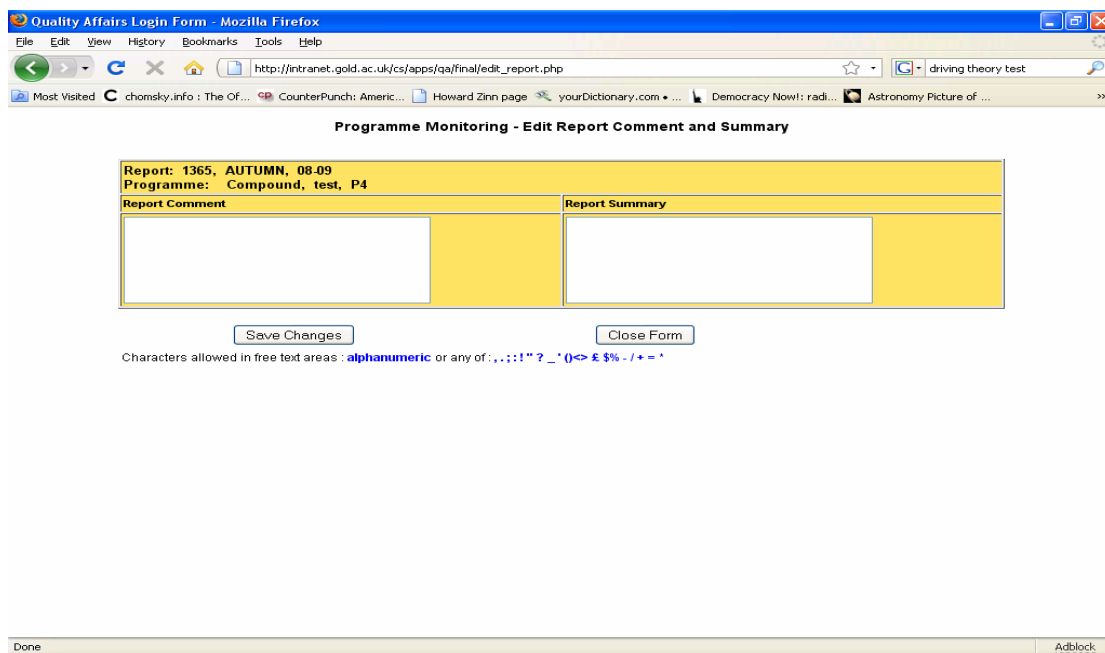
The last issue entered has been saved. Use this form to enter another issue or select 'Close Form' to return to Report View.

Done    Adblock

- Click on the **'Save then Add Next Issue'** button
- The issue will then appear on the **'Existing Issues'** list at the bottom of the screen
- Once all information is entered you can view the report using the **'View Report'** button



- You can review and edit issues from the 'View Report' page, and print the report by clicking on the 'Print View' button and then printing as usual
- If you choose the 'Commentary' button you will be presented with the screen below where you can (optionally) add any comments you wish and a summary of the report. Pressing the 'Close Form' button takes you back to the 'View Report' screen.



When you have finished close the web page to exit.